

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #1003**

**DATE:** September 15, 2020

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

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

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

**BOARD OF EDUCATION**

**Barbara Laifman, President**

**Allen Rosen, Vice President**

**Drew Hazelton, Clerk**

**Derek Ross, Member**

**Denise Helfstein, Member**

**Charlotte Robertson, 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**

**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**

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

9/11/20

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 FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

Members of the public will have the right to observe the meeting using this link: [www.opusd.org/livestream](http://www.opusd.org/livestream)

Public Comments may be submitted via this link <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 by 6:00 p.m. on September 15, 2020. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. Comments on a matter related to an item on the Agenda may be submitted prior to the meeting and during the meeting using the above link.

This public comment form will be open to members of the public 30 minutes (at 4:30 pm) prior to the closed session of the public meeting which begins at 5:00 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 is anyone in the audience who desires to address the board with respect to any item appearing on the regular meeting agenda, or on any issue within the jurisdiction of the Governing Board. Individual speakers will be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, every effort will be made to read your comment into the record. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant at [raggarwal@opusd.org](mailto:raggarwal@opusd.org) who will receive and submit the public comments in open session.

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

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

### **NEXT REGULAR MEETING**

**Wednesday, October 21, 2020**

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

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

**AGENDA IS POSTED AT THE – OPUSD WEBSITE:**

<https://www.oakparkusd.org/Page/9952>

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #1003  
September 15, 2020**

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

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

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

Pursuant to Governor Newsom’s Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting. The meeting will be conducted via teleconference/video conference. 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 via this link <http://www.opusd.org/PublicComments>

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

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

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT :** Clerical Sub, Health Services Technician, Instructional Assistants I Grade Level, Instructional Assistants I – Literacy & Numeracy, Instructional Assistant I Math, Instructional Assistant I Reading, Instructional Assistant II Special Education, Instruction Assistant III Behavior, Full time District Nurse, Long Term Maternity Leave Substitute Teachers, Long Term Maternity Leave Substitute Assistant Principal MCMS

**C. CONFERENCE WITH LABOR NEGOTIATORS :** Government Code 54957.6  
Agency designated representatives: Adam Rauch and Stewart McGugan  
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

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

**A. ROLL CALL**

**B. FLAG SALUTE**

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

**D. ADOPTION OF AGENDA**

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

## **VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Remarks from Board Members
2. Report from Student Board Member
3. Remarks from Superintendent
4. Report from Oak Park Education Foundation
5. Report from Oak Park Municipal Advisory Council
6. Update on COVID-19 Impact on Oak Park USD Schools

### **B. BUSINESS SESSION:**

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

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

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

**a. Approve Minutes of Regular Board Meeting August 18, 2020 and Special Board Meeting September 8, 2020**

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

**b. Approve Public Employee/Employment Changes 01CL24697-01CL24750 & 01CE10312-01CE10425**

*Board approval required for public employee employment and changes*

**c. Ratify Purchase Orders - August 1 – August 31, 2020**

*Board Policy 3300 requires Board approval of Purchase Orders*

**d. Approve Virtual Student Teaching Agreement with California State University Northridge from September 2020 Thru June 2021**

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

**e. Approve Resolution #2020-18, Establishing the GANN Appropriation Limit for Fiscal Years 2019-2020 and 2020-2021**

*Ed Code 1629 and Ed Code 42132 requires Board adoption of a resolution establishing GANN appropriations limit*

**f. Approve Notice of Completion for Measure S Project 20-04S Collaborative Furniture Districtwide for 2019-20 School Year**

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

#### **ACTION**

#### **2. BUSINESS SERVICES**

**a. Approve Consultant Agreement for Collective Equity with Dr. Terry Walker**

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

**b. Approve District of Choice Reporting Requirement**

*Board Approval required for District of Choice Program Reporting Requirements*

**c. Approve Unaudited Actual Revenues and Expenditures Report for Fiscal Year 2019-20**

*Board is asked to review Unaudited Actual Revenues and Expenditures*

**d. Approve Spending Plan for 2020-21 Education Protection Account Funds**

*Proposition 30 requires Board approval for spending plan for Education Protection Account Funds*

**e. Approve Acceptance of Donations**

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



**f. Authorize Measure S Project 20-18S, Renovate Exteriors of Buildings B and C at Red Oak Elementary School and Award Associated Contract for Services**

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

**g. Approve Renewal of Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program for 2020-2021**

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

**h. Approve Renewal of Consultant Agreement for Legislative Advisory and Advocacy Services for 2020-2021**

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

**3. CURRICULUM AND INSTRUCTION**

**a. Public Hearing and Approval of Resolution #2020-19, Regarding Sufficiency of Textbooks and Instructional Materials for 2020-2021**

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

**b. Approve the Adoption of the 2020-21 Oak Park Unified School District's Learning Continuity and Attendance Plan**

*SB 98 establishes California EC Section 43509 and the Learning Continuity and Attendance Plan (Learning Continuity Plan) requirements for the 2020–21 school year. Prior to its adoption, the Learning Continuity Plan was presented at a public hearing held on September 8, 2020 for review and comment by members of the public. The agenda for the public hearing was posted at least 72 hours before the public hearing and included the location where the Learning Continuity Plan was available for public inspection.*

**4. HUMAN RESOURCES**

**a. Approve Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Classified Association Regarding Work During the COVID-19 Environment**

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

**b. Approve Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Teachers Association Regarding Instruction in the Hybrid Learning Model for Elementary Schools**

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

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Exhibit 4112.9/4212.9/4312.9 Employee Notifications – First Reading**

*Board Policy updated to make change for gender neutrality and to revise legal references to reflect corresponding revisions in the Exhibit. Exhibit updates Section I (All Employees) to (1) delete cite to 2 CCR 11024 which does not directly include a sexual harassment notice requirement; (2) indicate that the notification regarding a public hearing on an alternative schedule for secondary grades is addressed in BP 6112 rather than the AR; (3) delete an item regarding the oath or affirmation for disaster service workers since law does not specifically require an employee notification; (4) indicate that the notification regarding AIDS and hepatitis B was moved from AR 4119.43/4219.43/4319.43 to the BP; (5) indicate that the notification of workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP; and (6) indicate that the notification regarding the district's nondiscrimination policy and complaint procedures are addressed in AR 4030 rather than the BP. Section II (Certificated*

*Employees) updated to expand legal cites for the reelection notice for probationary employees and broaden the item to apply to districts with less than 250 average daily attendance. Section III (Classified Employees) updated to (1) delete the dismissal notice for merit system districts since the personnel commission establishes dismissal procedures for such districts and the notice is not reflected in policy; (2) add another legal cite pertaining to the notice of employee drug testing requirements and indicate that the notification is addressed in AR 4112.42/4212.42/4312.42 rather than the BP; and (3) add a requirement to provide school bus drivers with information regarding post-accident procedures. Section V (Individual Employees Under Special Circumstances) updated to indicate that the notice on potential eligibility for workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP.*

**b. Approve Amendment to Board Policy and Administrative Regulation 4113 Assignment – First Reading**

*Board Policy updated to reflect NEW LAW (AB 1219, 2019) which requires annual monitoring of the assignment of certificated employees at all schools, and requires the Commission on Teacher Credentialing (CTC) to administer a statewide system that produces an annual data file of vacancies and misassignments and provides districts an opportunity to submit additional evidence that an employee is legally authorized for the assignment. Policy also adds legal requirements to report misassignments in the school accountability report card and to use Williams uniform complaint procedures to address any complaint alleging teacher misassignment or vacancy. Regulation updated to make minor corrections for gender neutrality.*

**c. Approve Amendment to Board Policy and Administrative Regulation 5141.22 Infectious Diseases – First Reading**

*Board Policy reflects NEW LAW (AB 262, 2019) which requires local health officers to notify and update districts of an outbreak, or imminent outbreak, of a communicable disease and requires districts to comply with any orders issued by the health officers and all applicable privacy laws. Policy also clarifies that any allowable exclusions apply only to on-campus instruction and provides that the superintendent or designee will, when necessary, inform the local health official of any potential outbreak. Regulation updated to add section on "Prevention and Mitigation Plan" reflecting general best practices based on COVID-19 guidance. Regulation also adds recommendations from CDE's Science Safety Handbook pertaining to experiments involving human blood sampling.*

**d. Approve Adoption of New Board Policy 5141.5 Mental Health – First Reading**

*New Board policy addresses strategies and services to promote students' emotional well-being and mental health, including student instruction, staff training, crisis intervention, counseling services and referrals, Section 504 evaluation, and collaboration with mental health professionals, agencies, and organizations. Policy reflects NEW LAW (SB 75, 2019) which establishes the Mental Health Student Services Act for the purpose of supporting mental health partnerships among county mental health agencies and local educational agencies.*

**e. Approve Amendment to Board Policy and Administrative Regulation 5144.1 Suspension and Expulsion Due Process – First Reading**

*Board Policy and regulation updated to reflect NEW LAW (SB 419) which prohibits districts from suspending students in grades 4-8 for disrupting school activities or willfully defying the authority of school personnel. Policy also references NEW LAW (AB 982) which requires a district to provide a student who is suspended for two or more days with the homework assigned during the period of suspension. Regulation adds new section on "Additional Grounds for Suspension and Expulsion: Grades 9-12" reflecting the option to suspend, but not expel, a student in grades 9-12 for disruption or willful defiance.*

**f. Approve Amendment to Board Bylaw 9270 – Conflict of Interest - First Reading**

*Board Bylaw is updated to make change for gender neutrality. Exhibit, and Government Code 87306.5 states that all Conflict of Interest Codes must be reviewed and amended as needed by*

*local agencies during even-numbered years. Exhibit is being updated under the heading Designated Position Disclosure Category to reflect positions not required to submit a conflict of Interest Form and to update the title of a designated position to reflect current positions in the District.*

## **VII. INFORMATION ITEMS**

1. [Monthly Cash Flow Report](#)
2. [Monthly Measure S Status Report](#)
3. [Monthly General Fund Budget Report](#)

## **VIII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

**MINUTES OF REGULAR BOARD MEETING      8-18-2020      #1001**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mrs. Barbara Laifman, called the regular meeting to order at 5:07 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advanced notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference regular meeting on August 18th. Members of the public were able to observe the meeting auditorily using a published live stream link. Members of the public were able to submit comments via an online form which opened at 4:30 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

**BOARD PRESENT**

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

**BOARD ABSENT**

Mr. Allen Rosen, Vice President

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Summer Conditioning Walk-on Coaches, Student Worker, Elementary Teachers, Secondary Teachers, .5 FTE Oak Park Independent School Teachers, Speech Language Teacher Substitute, .6 FTE Secondary Spanish Teacher, .5 FTE Elementary Counselor, Secondary Counselor
- E. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6  
Agency designated representatives: Adam Rauch and Stewart McGugan  
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

The Board adjourned to Closed Session at 5:09 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mrs. Barbara Laifman, called the regular meeting to order at 6:25 p.m.

**BOARD PRESENT**

Mrs. Barbara Laifman, President, Mr. Allen Rosen, Vice President (joined the meeting at 6:30 pm), Mr. Drew Hazelton, Clerk, Mr. Derek Ross, Member, Mrs. Denise Helfstein, Member, and Charlotte

Robertson, Student Board Member

## **BOARD ABSENT**

None

## **STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, and Mrs. Ragini Aggarwal, Executive Assistant.

## **REPORT ON CLOSED SESSION**

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

## **FLAG SALUTE**

Barbara Laifman led the Pledge of Allegiance to the Flag.

## **ADOPTION OF AGENDA**

Student Board Member, Charlotte Robertson cast a preferential vote to approve. On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

## **PUBLIC SPEAKERS**

There were six public speakers on non-agenda items. There was also one inadvertently unread public comment submitted for the August 5th Special Board Meeting. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comments, including the one submitted for the August 5th meeting, but stated that since the items were not on the adopted agenda, the Board would not be able to enter into a discussion at this time.

## **PRESENTATIONS AND RECOGNITIONS**

The Board recognized members of the Team Crayfish: Pasha Heydari, Benjamin Rassibi, and Cheng Ning on winning the International EarthEcho Challenge and Team CA Native Bees: Bill Beindorf on being named one of the top 10 finalists. The Board also recognized their mentor Medea Creek Middle School, Science teacher, Ms. Katie Wilsker.

## **REPORT FROM BOARD MEMBERS**

Board Member Derek Ross congratulated the students on their amazing work with the biodiversity projects and welcomed students, staff and families back to school. Derek reported that he attended the Measure S committee meeting, and he will be attending the Diversity and Equity Task Force meeting and thanked the students for the public comments on diversity and equity.

Board Member Denise Helfstein welcomed everyone back to school. Denise reported that she attended the Measure S meeting and the Ventura County School Board Association meeting. Denise thanked the students for the public comments on diversity and equity.

Board Member Drew Hazelton thanked the students and parents for the public comment on diversity and equity. Drew congratulated the students from Medea on the EarthEcho Challenge. Drew congratulated Denise Helfstein on her reelection to the board and welcomed Tina Wang as the new Board member.

Board Member Allen Rosen congratulated and thanked the staff for working so hard during the summer to get ready for the reopening of schools.

Board Member Barbara Laifman reported that she attended the OPEF meeting, the English Language Advisory Committee, and the EEAC meeting. Barbara congratulated Denise on her reelection and extended a warm welcome to incoming board member Tina Wang.

Barbara Laifman introduced Charlotte Robertson, the new student board member representative. Charlotte shared that she is a student at Oak Park Independent School and takes ASB at Oak Park High School as her elective class. Charlotte reported that ASB has been discussing Diversity and Equity and also reported that the students are really excited about the extra Friday which allows students to catch up.

Superintendent Tony Knight welcomed Charlotte as the new student board representative and congratulated Denise on her reelection and welcomed Tina Wang who will serve on the Board beginning in December 2020. Dr. Knight shared information about the Coastal Clean-up and thanked the staff for their hard work in preparation for the reopening of schools and beginning the school year in distance learning.

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

Vicki Raven, Executive Director of Oak Park Education Foundation, thanked Brendan Callahan who helped OPEF with laying the commemorative bricks and Johnny Neville, OPEF intern, who helped OPEF with the back to school night videos. OPEF voted to support the Friday Enrichment program for grades DK-8 grade which will be offered free of charge for students.

#### **UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS**

The Board received an update in regard to COVID-19 and the impact on OPUSD schools.

Student Board Member Charlotte Robertson left the meeting at 7:30 pm.

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

On motion of Derek Ross, 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 June 30, 2020 and Special Board Meetings held on July 9, 2020, July 14, 2020, and August 5, 2020](#)
- b. [Approve Public Employee/Employment Changes 01CL24629-01CL24696 & 01CE10268-01CE10311](#)
- c. [Approve Quarterly Report on Williams Uniform Complaints – July 2020](#)
- d. [Approve Notice of Completion Measure S Project 19-26S Renovate Building Exteriors at Oak View High School](#)
- e. [Approve Notice of Completion Measure S Project 20-10S Exterior Repairs to Portables at Brookside Elementary School and Medea Creek Middle School](#)
- f. [Approve Notice of Completion Measure S Project 20-12S Renovate Lobby at Medea Creek Middle School](#)
- g. [Approve Notice of Completion Measure S Project 20-13S Paint Interiors of Red Oak Elementary School Administration Building](#)
- h. [Approve Notice of Completion Measure S Project 20-14S Install Flooring at Red Oak Elementary School Administration Building and Seven Classrooms](#)
- i. [Approve Notice of Completion Measure S Project 20-17S Remove and Replace Foundation on Portables at Brookside Elementary School](#)

## **B2. HUMAN RESOURCES**

**a. [Ratify Establishment of a District Committee on Assignment in Accordance with Ed Code 44258.7 \(C\) & \(D\)](#)**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education ratified Establishment of a District Committee on Assignment in Accordance with Ed Code 44258.7 (C) & (D). Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

**b. [Approve Annual Teacher Assignment Report for 2020-2021](#)**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Annual Teacher Assignment Report for 2020-2021. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

**c. [Approve 2020-2021 Declaration of Need for Fully Qualified Educators](#)**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved 2020-2021 Declaration of Need for Fully Qualified Educators. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

## **B3. CURRICULUM AND INSTRUCTION**

**a. [Approve K-12 Strong Workforce Program Memorandum of Understanding with Ventura County Office of Education](#)**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved K-12 Strong Workforce Program Memorandum of Understanding with Ventura County Office of Education. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

**b. [Approve Consolidated Application and Reporting System \(Cars\) Part II– 2020-21](#)**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Consolidated Application and Reporting System (Cars) Part II– 2020-21. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

## **B4. BUSINESS SERVICES**

**a. [Ratify Purchase Orders - June 16 – July 31, 2020](#)**

On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education ratified Purchase Orders - June 16 – July 31, 2020. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – 0. Barbara Laifman recused herself from approving Purchase Order numbers P-21-00076 and P21-00048 due to a remote interest on account of her being an employee of CSBA.

**b. [Discuss the Opportunity to Refinance Measure C-6 and Measure R Bonds and Authorize Piper Jaffray to Proceed with Preparing a Bond Refinancing Resolution](#)**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Piper Jaffray to Proceed with Preparing a Bond Refinancing Resolution. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

## **B5. BOARD**

**a. [Approve Proposed Board Meeting Schedule for the 2020-2021 School Year](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Board Meeting Schedule for the 2020-2021 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.



## B6. BOARD POLICIES

- a. [Approve Adoption of New Board Policy 0470 COVID-19 Mitigation Plan – First Reading](#)  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Adoption of New Board Policy 0470 COVID-19 Mitigation Plan as first and final reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- b. [Approve Amendment to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures – First Reading](#)  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures as first and final reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- c. [Approve Amendment to Administrative Regulation 1312.4 Williams Uniform Complaint Procedures – First Reading](#)  
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Amendment to Administrative Regulation 1312.4 Williams Uniform Complaint Procedures as first and final reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- d. [Approve Amendment to Board Policy and Administrative Regulation 1340 Access to District Records – First Reading](#)  
On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 1340 Access to District Records as first and final reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- e. [Approve Amendment to Board Policy and Administrative Regulation 4218 Dismissal/Suspension/Disciplinary Action– First Reading](#)  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 4218 Dismissal/ Suspension/Disciplinary Action as first and final reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.
- f. [Approve Amendment to Board Policy 5132 Dress and Grooming– First Reading](#)  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Amendment to Board Policy 5132 Dress and Grooming as first and final reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

## OPEN DISCUSSION

The Board discussed the date and venue for the Board Retreat.

On motion of Allen Rosen, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting is declared adjourned at 9:05 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD STUDY SESSION MEETING    9-8-2020    #1002**  
**BOARD OF EDUCATION.**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mrs. Barbara Laifman, called the special meeting to order at 6:07 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advanced notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on September 8th. Members of the public were able to observe the meeting auditorily using a published live stream link. Members of the public were able to participate in the public hearing and submit public comments via an online form which opened at 6:00 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

**BOARD PRESENT**

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

**BOARD ABSENT**

Charlotte Robertson, Student Board Member

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent of Business Services, Mr. Stew McGugan, Assistant Superintendent of Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Enoch Kwok, Director of Information Technology, Mrs. Susan Roberts, Director of Pupil Services, Mrs. Sara Ahl, Director of Extended Care Programs, Mrs. Holly Baxter, Diversity and Equity Coordinator, and Mrs. Ragini Aggarwal, Executive Assistant.

**FLAG SALUTE**

Barbara Laifman led the Pledge of Allegiance to the Flag.

**PUBLIC COMMENTS**

There were 3 public speakers on items on the agenda. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comments at the time the agenda items were called.

**ADOPTION OF AGENDA**

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

**OPEN SESSION**

**A. BUSINESS SESSION**

**1. Public Hearing – Learning Continuity and Attendance Plan**

Barbara Laifman opened the public hearing at 6:13 pm. There were no public comments at this time. Public hearing closed at 6:13 pm. The board reviewed the draft Learning Continuity and Attendance Plan and held a discussion. There were 2 public speakers on this agenda item which were submitted via the online form, but they came in after the Public Hearing had been closed.

Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comments before the next item on the Agenda was called.

**2. Discussion on OPUSD Diversity and Equity Efforts, Including Update from Diversity and Equity Task Force**

The Board heard presentations from Holly Baxter, the chair of the Diversity and Equity Task Force, Oak Park High School students who had requested to address the board to share student perspectives as it relates to Diversity and Equity in our schools, and parents on the Diversity and Equity Task Force who requested to address the board to share parent perspectives. The Board held a discussion on OPUSD's diversity and equity efforts. There was 1 public speaker on this agenda item who submitted a comment via an online form. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comment and encouraged the public to provide comments if they so wished.

On motion of Allen Rosen, seconded by Drew Hazelton, there being no further business before this Board, the special meeting is declared adjourned at 9:14 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 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
CL24697	Margarite Zeman	Clerical Sub	8/24/2020	General	\$17.52	BES
CL24698	Susan Jamison	Health Services Technician	9/4/2020	General	\$22.06	ROES
CL24699	Walling, Lori	Instructional Assistant I - Grade	8/10/2020	Learning loss mitigation	\$20.37	BES
CL24700	Bhattacharya, Sujata	Instructional Assistant I - Grade	8/10/2020	Learning loss mitigation	\$20.37	ROES
CL24701	Bleau, Patricia	Instructional Assistant I - Grade	8/10/2020	Learning loss mitigation	\$20.37	ROES
CL24702	Katz, Lynne	Instructional Assistant I - Grade DK	8/10/2020	Learning loss mitigation	\$20.37	OHES
CL24703	Ballen, Amy	Instructional Assistant I - Grade DK Art	8/10/2020	Learning loss mitigation	\$20.37	OHES
CL24704	Solny, Lisa	Instructional Assistant I - Grade K	8/10/2020	Learning loss mitigation	\$20.37	OHES
CL24705	Kunesh, Laura	Instructional Assistant I - Grade K	8/10/2020	Learning loss mitigation	\$20.37	ROES
CL24706	Sandlin, Kimberly	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$17.14	BES
CL24707	Lee, Janet	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$18.13	BES
CL24708	Amladi, Priyamvada	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$18.13	OHES
CL24709	Elazary, Blanca	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$ 18.13	OHES
CL24710	Munoz, Jovana	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$ 18.13	OHES
CL24711	O'Melia, Joanna	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$ 18.13	OHES
CL24712	Hall, Jessica	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$ 18.13	ROES
CL24713	McGuire, Angela	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$ 18.13	ROES
CL24714	Salour, Maryam	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$ 18.13	ROES

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**AUTHORIZATION TO HIRE**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24715	Sreeraj, Sindhu	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$ 18.13	ROES
CL24716	Sumal, Gurpreet	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$18.13	ROES
CL24717	Cohen, Simone	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$19.24	ROES
CL24718	Pahn, Regina	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$20.37	BES
CL24719	Reale, Christine	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	\$20.37	BES
CL24720	Posner, Beatriz	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	20.37	OHES
CL24721	Taylor, Heidi	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	20.37	OHES
CL24722	Vigliotti, Danielle	Instructional Assistant I - Literacy & Numeracy	8/10/2020	Learning loss mitigation	20.37	ROES
CL24723	Judy Gorman	Instructional Assistant I - Literacy & Numeracy	9/9/2020	Learning loss mitigation	20.37	ROES
CL24724	Gail Rosenberg	Instructional Assistant I - Literacy & Numeracy	9/8/2020	Learning loss mitigation	20.37	BES
CL24725	Valerie Jones	Instructional Assistant I - Literacy & Numeracy	9/8/2020	Learning loss mitigation	20.37	BES
CL24726	Solny, Lisa	Instructional Assistant I - Literacy & Numeracy - 15 hours	8/10/2020	Learning loss mitigation	20.37	OHES
CL24727	Myriah Brennan	Instructional Assistant I - Math	9/9/2020	PFA	20.37	ROES
CL24728	Tracy Troxel	Instructional Assistant I - Reading	8/17/2020	General	18.13	BES
CL24729	Kathleen Ko	Instructional Assistant II - SpEd	9/3/2020	Special Education	19.63	BES
CL24730	Jaqueline Dahl	Instructional Assistant III - Behavior	8/17/2020	Special Ed	\$21.05	OPHS

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL24731	Linda Roberts	ASB Books	8/10/2020	Discretionary	\$450.00	OVHS
CL24732	Linda Roberts	WebMaster	8/10/2020	Discretionary	\$180.00	OVHS
CL24733	Linda Roberts	OSB Books	8/10/2020	Discretionary	\$450.00	OPIS
CL24734	Sue Meskis	WebMaster	8/10/2020	Discretionary	\$450.00	OPIS
CL24735	Sue Meskis	Textbooks	8/10/2020	Discretionary	\$1,800.00	OPIS

**TO: MEMBERS, BOARD OF EDUCATION**

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**DATE: SEPTEMBER 15, 2020**

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

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24736	David Tabares	Custodian Sub from Student Wkr	8/12/2020	General	\$19.63	DO
CL24737	Maureen Young	Food Service Assistant - LOA	8/10/2020	Fund 130	\$19.72	BES
CL24738	Maryam Salour	Instructional Assistant I Grade DK from IA I L&N	8/28/2020	PFA/General	\$18.13	ROES
CL24739	Perri Armstrong	Instructional Assistant II increase in hours	8/11/2020	Special Ed	\$21.05	BES
CL24740	Jacob Hershko	Instructional Assistant II SpEd from IA I Litteracy @ OHES	8/24/2020	Special Ed	\$18.54	ROES
CL24741	Samantha Helland	Instructional Assistant II SpEd Site Change From ROES	8/10/2020	Special Ed	\$22.06	OHES
CL24742	Kelsey Dunn	Instructional Assistant II The Club to IA II SpEd SUB	8/10/2020	Special Ed	\$18.54	BES
CL24743	Rachel Fischbach	Instructional Assistant III - Behavior - reduce hours	8/10/2020	Special Ed	\$19.84	BES/ OPHS
CL24744	Alexa Gatti	Instructional Assistant III - Behavior from IA II SUB	8/10/2020	Special Ed	\$21.05	OHES
CL24745	Pamela Norton	Student Services Assistant I from IA I Grade &	8/12/2020	General	\$22.06	BES

**SEPARATION**

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24746	Sebrena Neatherlin	Instructional Assistant I - Reading	8/18/2020	Resignation	20.37	MCMS
CL24747	Katie Ramsey	Instructional Assistant II - SpEd	8/10/2020	Resignation	19.63	OHES
CL24748	Deborah Morrissey	Instructional Assistant II - SpEd	9/4/2020	Resignation	22.06	ROES
CL24749	Rachel Fischbach	Instructional Assistant III - Behavior	8/16/2020	Resignation	19.84	OPHS
CL24750	Leedor Habet	Insturctional Assistant I - Computer Lab	8/28/2020	Resignation	\$18.13	OHES

Prepared by:  
Stew McGugan Assistant Superintendent /Human Resources

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 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	
01CE10312	Debra Heirshberg	LT Maternity Sub - Ulloa	8/27/2020	General	DO	
01CE10313	Spencer Guidetti	Secondary Teacher Temp - .5 FTE	8/27/2020	General	OPIS	
01CE10314	Allie LeVine	1.0 FTE Nurse	8/16/2020	General	DO	
01CE10315	Rachel LeGore	LT Maternity Sub - Cantillon	8/22/2020	General	OHES	
01CE10316	Kate Mauge	LT Maternity Sub - Lipkin	8/7/2020	General	BES	
01CE10317	Anne Jenks	LT Maternity Interim Ass't Prin	9/18/2020	General	MCMS	
01CE10318	Janet Brown	LT Maternity Sub - Rozenberg	9/8/2020	General	BES	

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10319	Kathryn Klamecki	Post Season G Soccer Coach	2/10-2/15/2020	ASB	\$ 100.00	OPHS
01CE10320	Aaron Shaw	Post Season B Basketball Coach	2/10-2/15/2020	ASB	\$ 100.00	OPHS
01CE10321	Rob Hall	Post Season Game Mgmt B BBall	2/10-2/15/2020	ASB	\$ 100.00	OPHS
01CE10322	Russ Peters	Post Season Game Mgmt G Soccer	2/10-2/15/2020	ASB	\$ 100.00	OPHS
01CE10323	Russ Peters	Added games Mgmt G BBall	2/10-2/15/2020	ASB	\$ 140.00	OPHS
01CE10324	Paula Foy	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	OHES
01CE10325	Allison Shapiro	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	OHES
01CE10326	Keri Lieberman	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	OHES
01CE10327	Joy Reints	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	OHES
01CE10328	Kristen Chobanian	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	OHES
01CE10329	Quincie Melville	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	OHES
01CE10330	Barbie Lee	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	BES
01CE10331	Kathy Grossman	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	BES
01CE10332	Allison Gerin	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	BES
01CE10333	Erik Squire	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	BES
01CE10334	Lisa Becker	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	BES
01CE10335	Cathryn Paolini	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	OHES
01CE10336	Nicole Lo Bianco	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	ROES
01CE10337	Martie Ewing	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	ROES
01CE10338	Lynnae Gaeta	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	ROES
01CE10339	Jamie Brown	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	ROES
01CE10340	Julie Matthews	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 540.00	ROES
01CE10341	Michelle Cass	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 270.00	ROES



**TO: MEMBERS, BOARD OF EDUCATION**  
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**DATE: SEPTEMBER 15, 2020**  
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**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10342	Carly Serota	Curriculum Catalyst	8/7/20-5/27/21	LCAP Goal 1.6	\$ 270.00	ROES
01CE10343	Kim Annino	Induction Mentor	2020-2021	General	\$ 1,350.00	BES
01CE10344	Kim Connelly	Induction Mentor	2020-2021	General	\$ 1,350.00	MCMS
01CE10345	Kathy Rholf	Induction Mentor	2020-2021	General	\$ 1,350.00	OPHS
01CE10346	Amy Kobayashi	Induction Mentor	2020-2021	General	\$ 1,350.00	OPIS
01CE10347	Lori Glazer	Induction Mentor	2020-2021	General	\$ 1,350.00	OPIS
01CE10348	Tess Kokiousis	Induction Mentor	2020-2021	General	\$ 1,350.00	OPHS
01CE10349	Lacey Concepcion	Induction Mentor	2020-2021	General	\$ 1,350.00	ROES
01CE10350	Carrie Jones	Induction Mentor	2020-2021	General	\$ 1,350.00	MCMS
01CE10351	Jeremy Rogers	Naviance	2020-2021	Site	\$ 180.00	OPIS
01CE10352	Susan Allen	Newsletter	2020-2021	Site	\$ 450.00	OVHS
01CE10353	Susan Allen	SRI	2020-2021	Site	\$ 45.00	OVHS
01CE10354	Susan Allen	Support Services	2020-2021	Site	\$ 90.00	OVHS
01CE10355	Susan Allen	Yearbook	2020-2021	Site	\$ 450.00	OVHS
01CE10356	Randi Liepman	ASB Advisor	2020-2021	Site	\$ 180.00	OVHS
01CE10357	Randi Liepman	Support Services	2020-2021	Site	\$ 90.00	OVHS
01CE10358	KC Kelem	Support Services	2020-2021	Site	\$ 90.00	OVHS
01CE10359	James Barnett	Math HS Lab	2020-2021	Site	\$ 1,350.00	OPIS
01CE10360	James Barnett	Math Curriculum	2020-2021	Site	\$ 360.00	OPIS
01CE10361	James Barnett	Math Tutor	2020-2021	CSI Funds	\$ 1,800.00	OPIS
01CE10362	Lori Glazer	OSB Advisor	2020-2021	Site	\$ 450.00	OPIS
01CE10363	Kate Thompson	SS Instruction Workshop	2020-2021	Site	\$ 675.00	OPIS
01CE10364	Samantha Lyons	OSB MS Advisor	2020-2021	Site	\$ 450.00	OPIS
01CE10365	Amy Kobayashi	OSB MS Advisor	2020-2021	Site	\$ 450.00	OPIS
01CE10366	Ty DeLong	SRI	2020-2021	Site	\$ 45.00	OPIS
01CE10367	Ty DeLong	Rosetta Stone	2020-2021	Site	\$ 90.00	OPIS
01CE10368	Danny O'Brien	Dry Science Lab	2020-2021	Site	\$ 675.00	OPIS
01CE10369	Danny O'Brien	Science Academic Lab	2020-2021	Site	\$ 657.00	OPIS
01CE10370	Tara Beeh	ELA Instruction Workshop	2020-2021	Site	\$ 675.00	OPIS
01CE10371	Tara Beeh	Writer's Lab Elementary	2020-2021	Site	\$ 675.00	OPIS
01CE10372	Jeremy Rogers	Naviance	2020-2021	Site	\$ 180.00	OVHS
01CE10373	Jon Duim	Art Enrichment	2020-2021	Site	\$ 450.00	OPIS
01CE10374	Kate Thompson	Staff Mentoring	2020-2021	District	\$ 900.00	OPIS

**TO: MEMBERS, BOARD OF EDUCATION**  
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**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10375	Amy Kobayashi	Staff Mentoring	2020-2021	District	\$ 900.00	OPIS
01CE10376	Lori Glazer	Staff Mentoring	2020-2021	District	\$ 900.00	OPIS
01CE10377	Lisa Becker	Curriculum Council	2020-2021	LCAP Goal 1.6	\$ 333.00	BES
01CE10378	Christine Lockrey	Curriculum Council	2020-2021	LCAP Goal 1.6	\$ 333.00	OHES
01CE10379	Marjorie Cohen	Curriculum Council	2020-2021	LCAP Goal 1.6	\$ 333.00	ROES
01CE10380	Kelly Pomerantz	Curriculum Council	2020-2021	LCAP Goal 1.6	\$ 333.00	MCMS
01CE10381	Zach Borquez	Curriculum Council	2020-2021	LCAP Goal 1.6	\$ 333.00	OPHS
01CE10382	KC Kelem	Curriculum Council	2020-2021	LCAP Goal 1.6	\$ 333.00	OVHS
01CE10383	Kate Thompson	Curriculum Council	2020-2021	LCAP Goal 1.6	\$ 333.00	OPIS
01CE10384	Denise Keane	GATE Coordinator	2020-2021	LCAP Goal 3.9	\$ 630.00	BES
01CE10385	Katie Baily	GATE Coordinator	2020-2021	LCAP Goal 3.9	\$ 630.00	OHES
01CE10386	Michelle Cass	GATE Coordinator	2020-2021	LCAP Goal 3.9	\$ 630.00	ROES
01CE10387	Vanessa Heller	GATE Coordinator	2020-2021	LCAP Goal 3.9	\$ 630.00	MCMS
01CE10388	Julie Ross	GATE Coordinator	2020-2021	LCAP Goal 3.9	\$ 630.00	OPHS
01CE10389	Barbie Lee	RWW Coach	2020-2021	LCAP Goal 1.2	\$ 2,700.00	BES
01CE10390	Beth Ruben	RWW Coach	2020-2021	LCAP Goal 1.2	\$ 2,700.00	OHES
01CE10391	Stacey Altman	RWW Coach	2020-2021	LCAP Goal 1.2	\$ 2,700.00	BES
01CE10392	Diane Farlow	RWW Coach	2020-2021	LCAP Goal 1.2	\$ 2,700.00	BES
01CE10393	Nina Johnson	RWW Coach	2020-2021	LCAP Goal 1.2	\$ 2,700.00	ROES
01CE10394	Kate Gregg	RWW Coach	2020-2021	LCAP Goal 1.2	\$ 2,700.00	ROES
01CE10395	Julie Matthews	Teacher in Charge	2020-2021	Site	\$ 1,250.00	ROES
01CE10396	Elisa Duffy	SST Coordinator	2020-2021	Site	\$ 800.00	ROES
01CE10397	Elisa Duffy	Leadership Team	2020-2021	Site	\$ 200.00	ROES
01CE10398	Jamie Brown	Emergency Coordinator	2020-2021	Site	\$ 400.00	ROES
01CE10399	Jennifer Bird	504 Coordinator	2020-2021	Site	\$ 500.00	ROES
01CE10400	Robbin Lund	Leadership	2020-2021	Site	\$ 200.00	ROES
01CE10401	Martie Ewing	Leadership	2020-2021	Site	\$ 200.00	ROES
01CE10402	Lynnae Gaeta	Leadership	2020-2021	Site	\$ 200.00	ROES
01CE10403	Nina Johnson	Leadership	2020-2021	Site	\$ 200.00	ROES
01CE10404	Marjorie Cohen	Leadership	2020-2021	Site	\$ 200.00	ROES

**TO: MEMBERS, BOARD OF EDUCATION**  
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**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10405	Lacey Concepcion	Leadership	2020-2021	Site	\$ 200.00	ROES
01CE10406	Chris Amaral	Student Council	2020-2021	Site	\$ 1,000.00	ROES
01CE10407	Nicole Lo Bianco	Sunshine Account	2020-2021	Site	\$ 145.00	ROES
01CE10408	Jenny Charrett	Diversity & Equity Task Force	2020-2021	Grant	\$ 1,500.00	OPHS
01CE10409	Stephanie Perez	Diversity & Equity Task Force	2020-2021	Grant	\$ 1,500.00	MCMS
01CE10410	Alana Shulman	Diversity & Equity Task Force	2020-2021	Grant	\$ 1,500.00	OHES
01CE10411	Francisco Henning	Diversity & Equity Task Force	2020-2021	Grant	\$ 1,500.00	OPHS
01CE10412	Anna Mendez	Diversity & Equity Task Force	2020-2021	Grant	\$ 1,500.00	OPHS
01CE10413	Vanessa Heller	Diversity & Equity Task Force	2020-2021	Grant	\$ 1,500.00	MCMS
01CE10414	Michelle Cass	Diversity & Equity Task Force	2020-2021	Grant	\$ 1,500.00	ROES
01CE10415	Susan Allen	Diversity & Equity Task Force	2020-2021	Grant	\$ 750.00	OVHS
01CE10416	Amy Kobayashi	Diversity & Equity Task Force	2020-2021	Grant	\$ 750.00	OPIS
01CE10417	Holly Baxter	Diversity & Equity Task Force	2020-2021	Grant	\$ 6,000.00	DO

**IN-SERVICE CHANGE**

Number	Name	Change	Effective Date	Fund	Site	
01CE10418	Sara Lipkin	Maternity Leave	8/7/2020	General	BES	
01CE10419	Brittany Braverman	CFRA - Baby Bonding Leave	8/7/2020	General	MCMS	
01CE10420	Sarah Rozenberg	Maternity Leave	9/8/2020	General	BES	
01CE10421	Lauren Cantillion	Maternity Leave	9/22/2020	General	OHES	
01CE10422	Samantha Gottlieb	Maternity Leave	9/18/2020	General	MCMS	
01CE10423	Jennifer Sherman	Increase .5 FTE to 1.0 Temp	8/17/2020	General	OPIS	
01CE10424	Tara Beeh	Increase .5 FTE to 1.0 Temp	8/7/2020	General	OPIS	
01CE10425	Brittany Ulloa	Maternity Leave	9/6/2020	General	MCMS	

Prepared by:  
Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

**SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – AUGUST 1 THROUGH AUGUST 31, 2020**

CONSENT

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

**BACKGROUND:** Purchase Order Report listing all purchase orders issued during the reporting period is included for the Board review. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account. The Board is requested to ratify the purchase order from August 1 through August 31, 2020.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

Prepared by:

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>010-4100 Approved Textbooks and Core Cu</b>					
P21-00034	Houghton Mifflin Harcourt	005	2020/2021 OPHS French 2	010-4100	34,177.48
P21-00099	Houghton Mifflin Harcourt	005	20/21 Go Math & Science Fusion	010-4100	2,766.21
P21-00115	HEINEMANN	005	20/21 Up The Ladder NonFiction	010-4100	592.11
P21-00116	Notable Incorporated dba Kami	005	20/21 Kami District License	010-4100	8,472.75
P21-00120	IXL Learning Inc	005	IXL K-5 Site Licenses	010-4100	31,774.96
P21-00122	Scholastic, Inc.	005	20/21 Scholastic News	010-4100	627.87
P21-00123	Membean Inc.	005	MCMS 20/21 Membean Subscription	010-4100	5,396.20
P21-00124	Scholastic, Inc.	005	20/21 Scholastic News 1st Grade	010-4100	586.02
P21-00131	Textbook Warehouse Inc.	005	20/21 OPIS 7th Grade Books	010-4100	1,198.84
P21-00141	McGraw-Hill	005	2020/2021 MCMS Geometry	010-4100	869.88
P21-00142	Barnes And Noble Bookstores	005	20/21 OPHS Novels	010-4100	1,630.54
P21-00143	Barnes And Noble Bookstores	005	20/21 OPIS Books	010-4100	5,077.39
P21-00145	Gateway Education Holdings LLC dba Savvas Learning Company	005	20/21 AP French Online	010-4100	184.34
P21-00146	Perma-Bound	005	20/21 MCMS Peter Pan Novel	010-4100	308.34
P21-00150	Houghton Mifflin Harcourt	005	20/21 OPIS Science Fusion	010-4100	3,868.40
P21-00157	Rosetta Stone Ltd	005	20/21 OPIS Additional Rosetta Stone Licenses	010-4100	4,054.05
P21-00174	Vista Higher Learning	005	20/21 OPHS AP Spanish Workbooks	010-4100	2,250.00
P21-00175	Studies Weekly, Inc dba Americ an Legacy Publishing	005	20/21 OPIS Studies Weekly	010-4100	130.47
<b>Total:010-4100 Approved Textbooks and Core Cu</b>					<b>103,965.85</b>
<b>010-4200 Other Books and Reference Mate</b>					
P21-00132	NoRedInk Corp.	005	2020/2021 No Red Ink Licenses	010-4200	3,217.50
P21-00135	McGraw-Hill	005	Additional Aleks Licenses	010-4200	1,117.82
P21-00173	Houghton Mifflin Harcourt	005	20/21 OPIS SRI License	010-4200	1,072.50
P21-00176	McGraw-Hill	005	20/21 MCMS ALEKS Licenses	010-4200	404.73
<b>Total:010-4200 Other Books and Reference Mate</b>					<b>5,812.55</b>
<b>010-4330 Other Materials and Supplies N</b>					
B21-00041	Do-It Center	004	2020/2021 Supplies for Maintenance & Ops	010-4330	6,500.00
B21-00069	COSTCO WHOLESALE	013	Supplies/Meeting Materials	010-4330	5,300.00
B21-00071	Document Systems	013	Copying/Don/Mat & Supplies	010-4330	7,000.00
B21-00072	Grainger Industrial Supply	013	Supplies/Woodshop & Misc. Supplies	010-4330	750.00
B21-00073	Graphaids	013	VCI/Design Visual Artst/Mat & Supplies	010-4330	1,000.00
B21-00075	Herff Jones	013	Graduation/Mat & Supplies	010-4330	5,600.00
B21-00076	McKesson Medical-Surgical Gove rnment Solutions LLC	013	Supplies for Health Office	010-4330	500.00
B21-00077	Modern School Supplies, Inc.	013	CTEIG/ROP/Archetectural Supplies	010-4330	1,500.00
B21-00081	Precision Data Products	013	Scantrons	010-4330	3,000.00
B21-00082	Ryan Communications	013	Oth/Walkie Repair/Purchase	010-4330	600.00

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## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00084	Miracle Playground Sales	004	2020/2021 Play Equipment Replacement Parts	010-4330	1,200.00
B21-00086	Regency Enterprises, Inc	013	Lighting/Custodial/Mat & Supplies	010-4330	700.00
B21-00087	Tri-Valley Supply	013	Custodial/Mat & Supplies	010-4330	800.00
B21-00089	Office Depot Customer Service Center	004	2020-2021 Office Supplies for District Office	010-4330	2,000.00
B21-00091	WEX Bank/Shell	004	2020 - 2021 Gas for District Vehicles	010-4330	10,000.00
B21-00092	WELLS FARGO PAYMENT REMITTANCE CENTER	004	2020-2021 For Credit Card Purchases	010-4330	15,000.00
B21-00098	McMaster-Carr Company	004	2020/2021 Electrical Supplies	010-4330	1,000.00
B21-00100	Grainger Industrial Supply	004	2020/2021 M&O Supplies	010-4330	5,000.00
B21-00101	Conejo Hardwoods	013	CTEIG/ Mat & Supply	010-4330	6,000.00
B21-00102	Graphaids	013	Art/Site Don/Mat & Supplies	010-4330	7,000.00
B21-00103	Home Depot	013	ROP/Woodshop/Mat & Supplies	010-4330	3,000.00
B21-00104	Clark Security/Anixter, Inc	004	2020/2021 Security Parts & Supplies	010-4330	500.00
B21-00105	Coast Door & Hardware	004	2020/2021 Door Materials/Supplies	010-4330	1,000.00
B21-00106	Intermountain Lock & Security	004	2020/2021 M&O Supplies	010-4330	500.00
B21-00107	Intrepid Glass & Mirror, Inc	004	2020/2021 Glass Replacement/Supplies	010-4330	250.00
B21-00108	Pacific Coast Environmental	004	2020/2021 Bio Ball Supplies Waterless Urinals DO	010-4330	250.00
B21-00110	Pep Boys	004	2020/2021 Vehicle Parts and Supplies	010-4330	250.00
B21-00111	Parks Oaks Mower	004	2020/2021 Grounds Supplies, Equipment and Repairs	010-4330	1,500.00
B21-00112	Performance Nursery Corp DBA South Bay Gardens	004	2020/2021 Landscape Supplies	010-4330	1,000.00
B21-00114	Regency Enterprises, Inc	004	2020/2021 Lighting Supplies	010-4330	3,000.00
B21-00115	Ryan Communications	004	2020/2021 Districtwide Radio Repair/Supplies	010-4330	2,000.00
B21-00116	US Air Conditioning	004	2020/2021 HVAC Parts	010-4330	500.00
B21-00117	Russell Sigler Inc	004	2020/2021 HVAC Parts/Supplies	010-4330	1,000.00
B21-00118	SiteOne Landscape Supply, LLC	004	2020/2021 Landscaping Supplies	010-4330	3,000.00
B21-00119	Valley Growers Nursery, Inc.	004	2020/2021 Landscaping Supplies	010-4330	2,000.00
B21-00121	Walnut Investment, LLC dba Acoustical Material Supply	004	2020/2021 Acoustical Tiles	010-4330	500.00
B21-00122	Office Depot Customer Service Center	004	2020/2021 M & O Supplies	010-4330	200.00
B21-00124	School Specialty Sax Arts & Crafts	013	Art/Don/Mat & Supplies	010-4330	1,000.00
B21-00127	Southwest School Supply	010	School Supplies for 2020-2021 School Year	010-4330	6,000.00
B21-00128	Office Depot Customer Service Center	010	School Supplies for 2020-2021 School Year	010-4330	1,500.00
B21-00130	Do-It Center	010	Custodial Supplies	010-4330	400.00
B21-00131	Regency Enterprises, Inc	010	Light Bulbs for 2020-2021 School Year	010-4330	250.00

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## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00132	Southwest School Supply	010	Custodial Supplies for 2020-2021 School Year	010-4330	4,290.00
B21-00134	Pacific Coast Environmental	010	Custodial Supplies for 2020-2021 School Year	010-4330	1,000.00
B21-00135	Brian Hoover	010	Maintenance and Supplies for Fish Tank	010-4330	1,200.00
B21-00136	Agoura Lock Technologies, Inc.	010	Locks for school gates	010-4330	500.00
B21-00137	Graphaids	013	Art Mat & Suppl/DL	010-4330	3,217.50
B21-00141	Southwest School Supply	004	2020/21 PO for Office Supplies at DO	010-4330	2,000.00
P21-00111	Cengage Learning	013	CTEIG/Oth/Supp/Sys	010-4330	1,650.00
P21-00127	Office Depot Customer Service Center	015	Blanket PO Office Supplies	010-4330	2,000.00
P21-00134	Softchoice Corporation	005	20/21 OPHS Microsoft Project Licenses	010-4330	2,236.38
P21-00147	Document Systems	015	Tone, Staples,& Color Copies - OPIS/OVHS	010-4330	1,000.00
P21-00148	School Connect, LLC dba School -Connect	005	20/21 School Connect License	010-4330	536.25
P21-00149	Ryan Communications	004	Walkie Talkies for OPNS Safety	010-4330	1,518.66
P21-00153	Teacher Created Resources Inc	012	PFA: Supplies	010-4330	99.34
P21-00156	Brian Shore dba Totalgraphics	004	Custom Signs for COVID Safety	010-4330	1,994.85
P21-00169	CR Print	004	Outdoor signs for Recycling Tennis Balls OPHS	010-4330	287.97
P21-00171	Ventura County Graphic Service	011	Health and cumulative folders	010-4330	171.60
TB21-00002	Monoprice	007	Blanket PO Equipment & Supplies <\$500	010-4330	4,000.00
<b>Total:010-4330 Other Materials and Supplies N</b>					<b>137,752.55</b>
<b>010-4410</b>	<b>Equipment New Non-Capitalized</b>				
P21-00140	Digital Networks Group, Inc	004	Temperature Scanners at each site	010-4410	14,101.11
<b>Total:010-4410 Equipment New Non-Capitalized</b>					<b>14,101.11</b>
<b>010-5200</b>	<b>Travel and Conference</b>				
P21-00172	VCOE	000	2020/21 - VCOE Workshops - SpEd	010-5200	2,400.00
<b>Total:010-5200 Travel and Conference</b>					<b>2,400.00</b>
<b>010-5300</b>	<b>Dues and Memberships</b>				
P21-00128	Accrediting Commission For Schools/Wasc	024	WASC Annual Membership	010-5300	1,070.00
P21-00129	Accrediting Commission For Schools/Wasc	015	,WASC Annual Membership	010-5300	1,070.00
<b>Total:010-5300 Dues and Memberships</b>					<b>2,140.00</b>
<b>010-5450</b>	<b>Other Insurance</b>				
P21-00151	Ventura County Schools	004	2020-21 Liability & Property Contribution	010-5450	472,501.00
<b>Total:010-5450 Other Insurance</b>					<b>472,501.00</b>

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## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>010-5510</b>	<b>Gas Utility Service</b>				
B21-00139	Southern California Gas Co.	004	2020/2021 Gas Utility Svs District-Wide	010-5510	22,000.00
<b>Total:010-5510 Gas Utility Service</b>					<b>22,000.00</b>
<b>010-5520</b>	<b>Electric Utility Service</b>				
B21-00140	So Cal Edison	004	2020/2021 Electrical Utility Svs District-Wide	010-5520	100,000.00
<b>Total:010-5520 Electric Utility Service</b>					<b>100,000.00</b>
<b>010-5540</b>	<b>Water Utility Service</b>				
B21-00142	Triunfo Cty San Dist	004	2020-2021 Water Utility	010-5540	203,500.00
<b>Total:010-5540 Water Utility Service</b>					<b>203,500.00</b>
<b>010-5560</b>	<b>Trash / Sewer Services</b>				
B21-00143	Triunfo Cty San Dist	004	2020 - 2021 Sewer Service Annual Fee	010-5560	140,000.00
<b>Total:010-5560 Trash / Sewer Services</b>					<b>140,000.00</b>
<b>010-5600</b>	<b>Rents, Leases, and Repairs</b>				
B21-00068	Airgas West	013	Woodshop/DISC/Repair	010-5600	800.00
B21-00070	Dan Amihud dba Dan's Piano Service	013	Piano Repair/Tunning	010-5600	1,500.00
B21-00074	Harland Technology	013	Lott/Scantron Lease Repair	010-5600	2,800.00
B21-00078	Pitney Bowes Lease Global	013	Postage Meter/Lease	010-5600	2,200.00
B21-00080	PRECISION BUSINESS MACHINES	013	Fax Machine Repair	010-5600	200.00
B21-00085	Agoura Lock Technologies, Inc.	013	Keys/Custodial/Mat & Supplies	010-5600	750.00
B21-00088	TIRE MAN - AGOURA, INC	013	Tires/Custodial/Oth & Suppl	010-5600	800.00
B21-00093	Ready Refresh by Nestle	004	2020-21 Drinking Water - Grounds/Maintenance Crew	010-5600	1,000.00
B21-00094	Quadient Leasing USA Inc	004	2020/21 Postage Machine Lease at DO	010-5600	2,500.00
B21-00096	Juan Perez Carrillo Juan Perez Mobile Detail	004	2020/2021 OPUSD Vehicle Car Wash Services	010-5600	3,000.00
B21-00097	Lister Rents, Inc.	004	2020/2021 Equipment Rental	010-5600	600.00
B21-00099	Tri-Valley Supply	004	2020/2021 Custodial Equipment Repair	010-5600	500.00
B21-00109	Pacificom	004	2020/2021 Communication Repairs and Supplies	010-5600	1,000.00
B21-00113	Pierres Welding & Maint.	004	2020/2021 Welding Services Districtwide	010-5600	5,000.00
B21-00120	Van Buren Equipment, Inc. Pacific Equipment	004	2020/2021 Dingo Service and Repair	010-5600	250.00
B21-00125	Document Systems	010	Staples, Color Copies and Maintenance for RICOH	010-5600	1,500.00
B21-00126	KYOCERA Document Solutions West LLC	010	Maintenance and Supplies for RISO Machine	010-5600	1,000.00

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## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00144	Village Automotive Ctr, Inc.	004	2020/2021 District Vehicle Maintenance & Repairs	010-5600	4,000.00
B21-00145	RICHARDS TIRE MAN	004	M & O Trailer Tires Replacement	010-5600	293.69
P21-00125	Natural Wonders Trees Inc	004	2020/2021 Tree Maintenance Districtwide	010-5600	29,100.00
P21-00126	Natural Wonders Trees Inc	004	2020/2021 Fallen Trees Removal Districtwide	010-5600	10,000.00
P21-00130	Ready Refresh by Nestle	015	OPIS Water #002729877	010-5600	600.00
P21-00139	Reliable Floor Coverings, Inc	004	Replace carpet in room E2 @Medea Creek MS	010-5600	4,646.00
P21-00144	Fortino R. Rosas dba F.R. Rosa s Paving	004	Parking Lot and School Grounds Asphalt Repairs	010-5600	3,850.00
Total:010-5600 Rents, Leases, and Repairs					<b>77,889.69</b>
<b>010-5820</b>	<b>Other Operating Expense</b>				
B21-00083	Patricia Faraz DBA Top Quality Printing	013	Printing/Supplies	010-5820	3,000.00
B21-00090	Pacific Coast Environmental	013	Maint/Environmental Supplies	010-5820	3,100.00
B21-00095	O'Linn Security	004	2020-2021 Patrol Services	010-5820	3,600.00
B21-00123	Better World Club	004	2020-21 Renewal of Vehicle Roadside Assistance	010-5820	675.00
B21-00129	M & L Partnership DBA Accu-Pri nts	006	Fingerprinting Services 2020-2021	010-5820	2,000.00
B21-00138	All City Management	004	2020/2021 School Crossing Guard Services	010-5820	116,572.00
B21-00147	Lifestyle Publications LLC	001	OPEN PO - DOC Ads Conejo Lifestyle Magazine	010-5820	2,700.00
B21-00148	3 Digit Media LLC dba 805 Livi ng	001	OPEN PO DOC Ads 805 Living Magazine	010-5820	4,000.00
B21-00149	Calabasas Style LLC	001	OPEN PO DOC Ads Calabasas Lifestyle Magazine	010-5820	2,200.00
P20-00655	VCOE	000	SpEd / Physical Therapy Services 1/1/20 - 6/30/20	010-5820	1,432.37
P21-00062	Tim Clancy	004	Arborist Svs Tree Evaluation @ OPHS Property Line	010-5820	2,000.00
P21-00118	Rancho Simi Recreation & Park	002	Special Assessment 7/1/20-6/30/21	010-5820	276.08
P21-00119	Shred-It USA	004	2020/21 Shredding Svs District-Wide	010-5820	3,500.00
P21-00133	Rosetta Stone Language Learnin	005	OPIS 20/21 Rosetta Stone for Spanish	010-5820	9,720.00
P21-00136	Accrediting Commission For Sch ools/Wasc	013	Accreditation/oth exp	010-5820	1,070.00
P21-00152	San Joaquin County Office of E ducation	006	Employment Opportunities via EdJoin	010-5820	664.50
P21-00158	Ventura County Library	003	OP Library Shared Cost 2019-20	010-5820	21,460.96
P21-00168	VCOE	004	VCOE - Coalition of School Agencies 2020-21	010-5820	1,641.53
P21-00170	Project Lead the Way (PLTW)	013	ROP/Architecture/Participation Fee	010-5820	3,200.00
P21-00177	VCOE	000	SpEd / Physical Therapy Services 20/2021	010-5820	5,000.00

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## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
T21-00017	Edhesive	013	VC1- AP Computer Science On-Line Instruction	010-5820	4,050.00
T21-00018	Certiport	013	CTEIG - GMetrix License/MOS License	010-5820	2,250.00
Total:010-5820 Other Operating Expense					194,112.44
<b>010-5900</b>	<b>Telephone and Communications</b>				
B21-00133	AT&T-CalNet 3	010	Phone Lines	010-5900	1,500.00
P21-00113	AT&T-CalNet 3	004	Fax line/telephone charges 2020/2021	010-5900	3,500.00
P21-00138	AT&T-CalNet 3	015	OVHS/OPIS Fax Line	010-5900	300.00
TB21-00008	Jive Communications Inc	007	Jive (LogMeIn) VOIP Telephone Service	010-5900	62,000.00
Total:010-5900 Telephone and Communications					67,300.00
<b>010-7142</b>	<b>Excess Costs payments to Count</b>				
P20-00656	VCOE	000	SpEd 19/20 - Excess Cost Transportation - FINAL	010-7142	3,693.04
P21-00178	VCOE	000	SpEd 2020/21 - Excess Cost Transportation	010-7142	128,000.00
Total:010-7142 Excess Costs payments to Count					131,693.04
<b>010-9510</b>	<b>Prior Year Liability - Clear</b>				
P20-00654	Anti-Defamation League	005	19/20 Anti-Defamation League Sessions for Students	010-9510	18,275.24
T20-00023	Laura Alamada	007	Laura Almada - CALPADS consulting	010-9510	2,200.00
Total:010-9510 Prior Year Liability - Clear					20,475.24
<b>120-4330</b>	<b>Other Materials and Supplies N</b>				
B21-00146	WELLS FARGO PAYMENT REMITTANCE CENTER	028	Supplies for EC sites-BES, OHES, ROES, MCMS	120-4330	3,000.00
Total:120-4330 Other Materials and Supplies N					3,000.00
<b>130-4330</b>	<b>Other Materials and Supplies N</b>				
FS21-00017	Oliver Packaging & Equipment d ba Oliver Products	025	Food Packaging Supplies & Equipment	130-4330	3,000.00
FS21-00018	Ecolab Food Safety Specialties	025	Food Safety & Cleaning Supplies	130-4330	200.00
Total:130-4330 Other Materials and Supplies N					3,200.00
<b>130-4700</b>	<b>Food Purchases</b>				
FS21-00014	Wildflour Bakery & Cafe, LLC	025	Fresh Breads	130-4700	9,000.00
Total:130-4700 Food Purchases					9,000.00
<b>130-5820</b>	<b>Other Operating Expense</b>				
FS21-00019	Ventura County Environmental Health Division	025	Fees: Annual Health Permits	130-5820	2,400.00
FS21-00020	Water Walkers Inc	025	Fees: Nutrient Analysis Software	130-5820	1,896.00
Total:130-5820 Other Operating Expense					4,296.00

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## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>211-4410</b>	<b>Equipment New Non-Capitalized</b>				
P21-00112	Southwest School Supply	004	Proj 20-21S Outdoor Furniture Assembly Only	211-4410	3,075.00
<b>Total:211-4410 Equipment New Non-Capitalized</b>					<b>3,075.00</b>
<b>211-6209</b>	<b>Main Construction-Buildings</b>				
P20-00582	Interstate Restoration, LLC	004	Proj 20-10S Exterior Repairs to Portables @MCMS	211-6209	19,993.26
P21-00063	Custom Modular Services Corp	004	Proj 20-17S Relevel Foundation Portable Classrooms	211-6209	18,385.50
P21-00064	Hughes General Engineering	004	Proj 20-17S Resolve water issue for planter BES	211-6209	26,300.00
P21-00065	Thousand Oaks Electric dba Thousand Oaks Electric	004	Proj 20-17S Electrical at Portable Classrooms BES	211-6209	1,885.00
P21-00160	Lister Rents, Inc.	004	Proj 19-26S Equipment rental for OVHS	211-6209	168.70
P21-00161	Roadside Lumber & Hardware	004	Proj 19-26S Supplies for Ext Bldg OVHS	211-6209	39.42
P21-00162	Home Depot	004	Proj 19-26S Supplies for Exterior @OVHS	211-6209	1,000.47
P21-00163	Carlson's Building Materials	004	Proj 19-26S Materials for Exterior Bldg. OVHS	211-6209	167.31
P21-00167	Interstate Restoration, LLC	004	Proj 20-10S Exterior Repairs Portables @BES/MCMS	211-6209	47,380.05
<b>Total:211-6209 Main Construction-Buildings</b>					<b>115,319.71</b>
<b>211-6256</b>	<b>Contracted Services</b>				
DIR21-00001	REC Solar Commercial Corp	004	Proj 18-33S Solar Installation Monthly Maintenance	211-6256	51,211.00
<b>Total:211-6256 Contracted Services</b>					<b>51,211.00</b>
<b>211-6272</b>	<b>Construction Management Fees</b>				
P20-00653	Balfour Beatty Construction	004	Const Mgmt Services 6/1-6/30/2020	211-6272	14,810.00
P21-00164	Balfour Beatty Construction	004	Const Mgmt Services 7/1-7/31/2020	211-6272	14,010.00
<b>Total:211-6272 Construction Management Fees</b>					<b>28,820.00</b>
<b>211-6274</b>	<b>Other Construction</b>				
P20-00649	Office Depot Customer Service Center	004	Proj 18-21S Moving Boxes for Teachers MCMS	211-6274	360.27
P21-00114	Pacific Plumbing Specialties	004	Proj 20-11S Restroom Replacement parts for ROES	211-6274	4,927.04
P21-00137	Southwest School Supply	004	Proj 18-21S Whiteboards New Classrooms MCMS	211-6274	1,862.42
P21-00159	Reliable Floor Coverings, Inc	004	Proj 18-21S Replace flooring in 4 restrooms @MCMS	211-6274	10,822.00
P21-00166	Cedar Valley Plumbing Supply	004	Proj 20-11S Restroom Replacement parts for ROES	211-6274	464.41
<b>Total:211-6274 Other Construction</b>					<b>18,436.14</b>

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 08/01/2020 - 08/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>211-6290</b>	<b>Inspection</b>				
P20-00481	MTGL, Inc.	004	Pro 18-21S MCMS Classrm Modular Inspection Svs	211-6290	50,605.00
<b>Total:211-6290 Inspection</b>					<b>50,605.00</b>
<b>211-6400</b>	<b>Equipment \$5000+</b>				
P21-00117	STS Education	004	Proj 18-21S Promethean Boards New Classrooms MCMS	211-6400	32,005.08
T21-00019	JAMF	007	Proj 20-19S JAMF Connect management	211-6400	5,765.00
<b>Total:211-6400 Equipment \$5000+</b>					<b>37,770.08</b>
<b>212-9510</b>	<b>Prior Year Liability - Clear</b>				
P21-00155	Dale Scott & Company	004	2018-19 Continuing Disclosure Annual GOB	212-9510	276.28
<b>Total:212-9510 Prior Year Liability - Clear</b>					<b>276.28</b>
<b>213-9510</b>	<b>Prior Year Liability - Clear</b>				
				213-9510	5,143.72
<b>Total:213-9510 Prior Year Liability - Clear</b>					<b>5,143.72</b>
<b>Total Number of POs</b>				<b>172</b>	
				<b>Total</b>	<b>2,025,796.40</b>

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	2	5,125.41
	<b>Total Fiscal Year 2020</b>		<b>5,125.41</b>
010	General Fund	142	1,690,518.06
	<b>Total Fiscal Year 2021</b>		<b>1,690,518.06</b>
120	Child Development Fund	1	3,000.00
	<b>Total Fiscal Year 2021</b>		<b>3,000.00</b>
130	Cafeteria Fund	5	16,496.00
	<b>Total Fiscal Year 2021</b>		<b>16,496.00</b>
211	Measure S Facilities & Tech	3	65,775.27
	<b>Total Fiscal Year 2020</b>		<b>65,775.27</b>
211	Measure S Facilities & Tech	18	239,461.66
	<b>Total Fiscal Year 2021</b>		<b>239,461.66</b>
212	Measure C6 Technology Bond Fun	1	276.28
	<b>Total Fiscal Year 2021</b>		<b>276.28</b>
213	Measure R FACILITIES Bond Fund	1	5,143.72
	<b>Total Fiscal Year 2021</b>		<b>5,143.72</b>
		<b>Total</b>	<b>2,025,796.40</b>

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

ESCAPE ONLINE

Page 8 of 9

Includes Purchase Orders dated 08/01/2020 - 08/31/2020

## PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
<b>010-5820</b>	<b>Other Operating Expense</b>			
P20-00096	56,460.00	010-5820	General Fund/Other Operating Expense	18,460.00
P20-00134	192,866.00	010-5820	General Fund/Other Operating Expense	62,866.00
<b>Total:010-5820 Other Operating Expense</b>				<b>81,326.00</b>
<b>Total PO Changes</b>				<b>81,326.00</b>

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

ESCAPE ONLINE

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**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

**SUBJECT: B.1.e. APPROVE VIRTUAL STUDENT TEACHER AGREEMENT WITH CALIFORNIA STATE UNIVERSITY NORTHRIDGE – SEPTEMBER 2020 THRU JUNE 30, 2021**

CONSENT

**ISSUE:** Shall the Board of Education enter into Virtual Student Teaching Agreement with, California State University Northridge (CSUN) commencing, September 2020 until June 30, 2021?

**STATEMENT:** Board Policy 4112.21 authorizes the Governing Board of to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience. The virtual student teacher agreement with CSUN is included for the Board's review.

**FISCAL IMPACT:** None

**ALTERNATIVES:** 1. Approve Virtual Student Teaching Agreement with CSUN commencing, September 2020 until June 30, 2021 and authorize the Superintendent or Designee to sign the agreement on behalf of the District.

2. Do not approve Virtual Student Teaching Agreement with CSUN.

**RECOMMENDATION:** Alternative #1

Prepared by: Stewart McGugan, Assistant Superintendent, HR

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.	_____	_____	_____	_____



California State University  
**Northridge**

**Professional School Psychology Fieldwork Agreement  
Between the Department of Educational Psychology and  
Counseling and the Fieldwork Supervision School  
District/Agency**

**VIRTUAL INTERNSHIP ONLY**

**Instructions**

1. Please complete this digital form by typing information into the Shaded Boxes.
2. Please send questions and comments to Dr. Wilda Laija-Rodriguez [wilda.laija-Rodriguez@csun.edu](mailto:wilda.laija-Rodriguez@csun.edu)
3. Mail the signed and completed documents to:  
Wilda Laija-Rodriguez, Ph.D.  
Department of Educational Psychology and Counseling  
California State University, Northridge  
18111 Nordhoff Street Northridge, CA 91330-8265

This Clinical Training Affiliation Agreement is a collaborative and mutual understanding between

**Department of Educational Psychology and Counseling**

**California State University, Northridge**

hereinafter referred to as "University"

and

Oak Park Unified School District

(name of school district)

hereinafter referred to as "*School District/Agency*"

for providing quality clinical placement experiences to student-trainees enrolled in the master's degree and/or credential degree program in School Psychology specialization, hereinafter referred to as "*student*".

This affiliation agreement is reflective of the intent by both the University and School District/Agency to promote quality clinical training for school psychology candidates through coordinated training objectives, enhanced supervisory experience and enriched professional identity.



**University:** California State University, Northridge  
Department of Educational Psychology and Counseling  
18111 Nordhoff Street Northridge, CA 91330  
(818) 677-2599  
[www.csun.edu/epc](http://www.csun.edu/epc)

*Contact:*

Dr. Wilda Laija-Rodriguez [wilda.laija-rodriguez@csun.edu](mailto:wilda.laija-rodriguez@csun.edu), Professor and Fieldwork Coordinator

**School District/Agency:**

(Address and contact information for district) 5801 Conifer Street, Oak Park, CA 91377

*School District/Agency Contact for Students Seeking Placement*

*(name and contact information for district representative) \_\_\_\_\_*

## I. TERMS OF THE CLINICAL TRAINING AFFILIATION

### A. General Understanding

1. **Length of Agreement:** Unless earlier terminated, the affiliation agreement between the University and School District/Agency will be in effect for a term of one (1) year from the approval date.
2. **Renewal Process:** The University or School District/Agency may make amendments at any time and such amendments will be made in writing and signed by each party. As necessary, both the University and School District/Agency will review and revise the terms of this affiliation prior to renewal. The party proposing changes to the agreement is required to provide 30 days advanced written notice of the intention to change the agreement.
2. **Purpose:** This is an affiliation agreement between the University and School District/Agency to provide students with clinical experience and training. It is understood that the students are not required nor expected to recruit clients for the School District/Agency as part of their clinical placement. At no time throughout this agreement should students be considered officers, employees, agents or volunteers of the University. The student shall be considered as an "official volunteer" of the School District/Agency for purposes of Worker's Compensation and Liability coverage.
3. **Site Qualifications:** The School District/Agency is not a private practice setting. The School District/Agency lawfully and regularly provides school psychology services and is a K -12 school accredited by the State of California.
4. **Student Qualifications:** All students who have been designated as an "*School Psychology Intern or candidate* " by University are eligible to apply for clinical placement at the School

District/Agency. The students will be expected to apply according to the School District/Agency's process and procedures. The School District/Agency may select appropriate students for their training programs through its own application and selection process.

- a. Students will be expected to adhere to the School District/Agency's administrative, confidentiality, conflict of interest, code of conduct, operational, and clinical policies and procedures.
  - b. An School District/Agency that charges training/supervision fees are required to inform students during the application process.
  - c. Students will be required to procure and maintain in force during the term of student(s)' fieldwork placement, at the student(s)' sole cost and expense, professional and personal liability insurance coverage to protect the student against liability arising from any and all negligent acts or incidents caused by the student(s). Coverage under such professional and personal liability insurance shall be not less than \$2,000,000 for each occurrence and \$4,000,000 aggregate for all Covered Parties. Evidence of such insurance will be provided by the EPC Department on behalf of the university upon request of the School District/Agency.
5. **Training Agreement:** Students accepted to the School District/Agency will provide the School District/Agency with CSUN's *School Psychology Fieldwork Agreement* form. This form specifies the unique requirements of each trainee's placement and clarifies the responsibilities of the School District/Agency, Trainee, and University.

**B. Ethical, Legal and Professional Issues**

1. The University requires that students be knowledgeable about the laws and regulations relating to the practice of National Association of School Psychology in California; all students must complete a course in ethics before beginning fieldwork.
2. The clinical supervisors know, understand, and abide by the laws and regulations pertaining to supervision of trainees and to the experience required for licensure as school psychologists.
3. The University and the School District/Agency expect that the students will abide by the ethical standards of the National Association of School Psychologists. The University will provide the students with these ethical standards during their first year in the program.
4. The University and the School District/Agency will promote the professional identity of the students as licensed school psychologists and will encourage the students to join professional organizations related to school psychology.

## **II. UNIVERSITY'S CONTRIBUTION**

**A. Approval of Training Status of Students**

Through the Educational Psychology and Counseling (EPC) Department, the University will review students' preparedness for clinical experience at the end of their first year for fieldwork or practica and at the end of the second year for internship. who pass this review will be allowed to begin their placements in the field during their second year.

B. Preparation of Students for Field Placement

Prior to allowing students to register for field placement, the University agrees to ensure that students have the following coursework:

- *EPC 659A and EPC 659B: Pre-Practicum Experience* (Practicum A and B)
- *EPC 667: Law and Ethics*, including child abuse reporting.
- *EPC 664: Diagnosis*, including an introduction to major DSM diagnoses
- *EPC 655: Theories*, including the major counseling and family therapy theories.
- *EPC 643: Cross-cultural counseling*
- *EPC 661: Multi-systemic Behavioral Intervention*, which focuses on functional assessments.
- *SPED 610: Academic Interventions*, which focus on curriculum evaluation and interventions

During clinical placement experience, students will be monitored by the University through a fieldwork course. All students are required to be enrolled in a fieldwork course while providing direct client service. The University will orient and inform the students regarding the University's expectations and California license requirements regarding clinical placement experience. The University will provide students with a Student Handbook that includes such information and required forms. The Student Handbook will instruct students on current requirements and procedures as defined by the University.

C. Procedure for Addressing Student/Supervisor Concerns

The procedure for handling conflicts between the student and School District/Agency or supervisor is for the student to address these difficulties with his/her primary supervisor at the School District/Agency, or if the supervisor has concerns to address these directly with the student as early as possible. If the problem is not resolved, the student and/or supervisor should address their concerns with the student's Fieldwork/Internship Instructor and/or the Fieldwork/Internship Coordinator. If necessary, a written addendum to the training agreement may be used to address concerns. Additionally, in coordination with the field site, the Fieldwork/Internship Instructor may refer the student the Department's Student Affairs Committee to address more serious concerns related to academic, competency, and/or legal/ethical issues.

D. Distribution of Information about School District/Agency

The University will share School District/Agency information and recruitment announcements for students. The School District/Agency will also be welcomed to attend a district informational session in the Spring for fieldwork students.

### III. SCHOOL DISTRICT/AGENCY'S CONTRIBUTION

A. Provide Students with an Orientation of the School District/Agency

The School District/Agency will provide the students with an orientation to the School District/Agency's administrative and clinical policies and procedures. The School District/Agency will have a written plan for handling emergencies at each site that students are providing services and orient the students on the execution of the plan.

B. Assign Students Direct Experience

The School District/Agency will involve the students in assignments that include direct client contact, which involves opportunities to counsel, assess, consult and conduct behavioral and academic interventions with students. Assessment, consultation, and interventions will also involve contact with teachers, parents, and school personnel. The School District/Agency will

· assign cases and clinical duties that are consistent with the students' level of experience and competence.

The School District/Agency agrees to provide the following hours of experience for each student:

1. **Up to 450 hours of fieldwork placement or up to 1200 hours of internship placement to include opportunities to gain experience in:**
  - Counseling
  - Consultation with parents, teachers, and school staff
  - Psycho-educational and behavioral assessment
  - Academic and behavioral interventions
  - Providing in-services and workshops
  - Other duties specific to school psychology
2. **Weekly individual supervision that should sum up to at least 2 hours; and**
3. **Provide supervision from an experienced (at least three years) school psychologist.**

These hours must also include experiences in the following areas:

- a. Assessing and diagnosing mental health issues.
- b. Writing psycho-educational reports.
- c. Referring clients to community resources, when feasible.
- d. Implementing specific National Association of School Psychology theories and techniques.

C. Provide Training

The School District/Agency agrees to provide training and support when gaps in training are noted in the following areas:

1. assessment
2. counseling
3. consultation
4. interventions
5. opportunities for research

D. Evaluate Qualifications of Supervisors

The School District/Agency will determine that the supervisors assigned to supervise School Psychology trainees have the appropriate clinical training, supervisory experience and license qualifications.

E. Verify the Clinical License of Supervisors

The School District/Agency will verify that the clinical licenses of its supervisors are current and that the supervisors have completed training in supervision, as required by the National Association of School Psychologists (NASP), which indicates at least three years of experience.

F. Allow Presentation of Cases

The School District/Agency will allow students to present clinical cases treated at the School District/Agency in their fieldwork courses at the University. Identifying client data will be changed to protect client confidentiality.

G. General School District/Agency Information

1. **Description of School District/Agency (for student publications):**

*(Please provide a brief description of the School District/Agency, including information such as the following: description of clients; services offered; student responsibilities; cultural groups served; School District/Agency's theoretical orientations, if applicable; use of multidisciplinary teams; training fee or stipend; locations where clinical services are provided; limit 200 words)*

2. **Candidates may provide services for:**

- ☒ Children/Adolescents
- ☒ School faculty and staff
- ☒ Parents when needed and when appropriate

3. **Candidates will gain experience in (checked boxes required of all sites):**

- ☒ Assessment/Diagnosis: Describe: Psycho-educational, functional, and curriculum assessment
- ☒ Counseling: Individual and group
- ☒ Consultation: Describe: behavioral and academic consultation
- ☒ Academic and behavioral interventions: Describe: \_\_\_\_\_
- ☒ Diverse Client Population: Describe: \_\_\_\_\_
- ☒ Crisis Management: Describe: \_\_\_\_\_
- ☒ In-services/workshops: Describe as needed and agreed with supervisor: \_\_\_\_\_
- ☐ Other: Describe: \_\_\_\_\_

4. **Candidates will have the opportunity to participate in:**

- ☒ Training seminars at site: Training will include topics such as: \_\_\_\_\_
- ☒ Staff meetings
- ☒ Continuing education seminars or conferences off site.

5. **Supervision**

The site agrees to provide:

- ☒ Individual weekly supervision (required for our national accrediting body)n- 2 hours min.
- ☐ Group supervision
- ☒ Supervision by a NASP Approved Supervisor (Supervisor with at least three years of experience)

6. **Application Procedure/Requirements**

- a. Describe application procedures and deadlines: candidates will apply to districts In the Spring semester
- b. To apply for a training position the student needs to contact (name/ title) \_\_\_\_\_ at (phone / email) \_\_\_\_\_ and complete the following (interview, resume, application fingerprints, other): \_\_\_\_\_ - will depend on district
- c. The School District/Agency requires a school calendar (from Sept to June) commitment and a minimum of 8 hours of *direct client services per week* and a range of 8-40 hours per week, depending on the site, needs, and whether the position is for fieldwork or internship.

## 7. **Proof of Insurance**

The School District/Agency shall procure and maintain or provide a program of self-insurance for General Liability Insurance, comprehensive or commercial form with \$2,000,000 minimum limit for each occurrence and minimum limit of \$4,000,000 General Aggregate and vehicle insurance in effect with a minimum coverage of \$1,000,000 per occurrence. Insurance shall be placed with insurers with a current A.M. Best rating of no less than VII. The School District/Agency will provide evidence of such insurance upon the request of the University.

## H. Clinical Supervisors

1. **Responsibility Statement:** The clinical supervisors of the School District/Agency will sign the *Responsibility Statement for Supervisors of a School Psychology Intern or Trainee* form for each student under their supervision and will provide the student with the original copy. It is the student's responsibility to obtain the supervisor's signature and retain it for their records.
2. **Logs of Hours:** The clinical supervisors of the School District/Agency will review and sign hour logs of hours (required for its national accreditation). These forms are to be completed by the student on a weekly basis and it is the responsibility of the student to obtain the supervisor's signature and retain these. Supervisors should sign the form each week.
3. **Online Evaluation of Student:** Each semester, the supervisor will complete an online evaluation of the student. The student will request the supervisor's email at the beginning of the semester. The supervisor will be sent two emails, one with a password and one with a link, towards the end of the semester. The supervisor is required to meet individually with the student to review the evaluation. The evaluation is due to the University in the last week of classes each semester; it is the student's responsibility to inform the supervisor of this due date. The online evaluation is considered complete, only when the supervisor selects the "submit" button at the end of the evaluation. The supervisor will know the evaluation has been received when he/she receives an email copy of the evaluation.
4. **Experience Verification Form:** The clinical supervisors of the School District/Agency will complete and sign the *School Psychologist Experience Verification* form for each student under their supervision upon completion of the supervisory relationship. It is the responsibility of the student to complete this form and keep the original copy for submission to the Board of Behavioral Sciences.
5. **Volunteer Supervision Requirements:** Supervisors employed by the School District/Agency on a volunteer basis need to have a written agreement with the School District/Agency regarding their supervisory assignments.
6. **Dual Relationships:** Supervisors will not be related to the students under their supervision, nor will they have a personal relationship, which undermines the authority or effectiveness of the supervision.
7. **Responsibility for Oversight:** The School District/Agency, through its clinical supervisors, has the primary responsibility for ensuring that the extent, kind and quality of the experiences performed by the students is consistent with the training and experience of the students and meets the requirement established by law and ethics. The supervisor will remain updated about the state's laws and regulations regarding school psychology.

8. **Provision of Supervision:** The School District/Agency will provide each student with:

- A minimum of two (2) hours of individual supervision each week that the students claim hours of experience.
- Sufficient individual and group supervision to maintain the state mandated ratio of one unit of supervision for every five clients seen.
- Group supervision will not include more than three (3) supervisees.
- Secondary contact person, in case supervisor is not available during an emergency.

Students will not count as hours of experience the hours when clients do not appear for their sessions. When the supervisor is unavailable for any given week, the students will receive supervision from another qualified licensed professional, as arranged by the School District/Agency.

9. **The School District/Agency, through its clinical staff, will monitor the clinical practice of the students using the following methods:**

- ☒ Review of student's written reports
- ☒ Student's report of work in supervision
- ☒ Co-facilitation of groups or sessions with school psychology staff
- ☒ Review of audio or video recording of student's sessions
- ☒ Direct observation by clinical staff of student's clinical work
- ☒ Other: Through consultation with supervisor

I. Evaluation of Training Progress

1. The School District/Agency will determine when students are prepared for school psychology assignments and will assess each student's level of clinical competence.
2. The School District/Agency will provide students with ongoing feedback of their training progress and written remediation plans, as appropriate to the situation. The School District/Agency will notify the University, verbally or in writing, of concerns with student progress.

J. Indemnification:

- a. CSUN and District agree to indemnify, defend, and hold harmless each other and their elected and appointed governing board members, officers, agents, employees, and any students acting as such, against all liability, claims, demands, damages, causes of action, judgments, costs, including court costs and reasonable attorneys' fees, arising out of or resulting from injury to person(s) or personal property or the negligent acts or omissions or willful misconduct of each other's students, officers, employees, agents and/or representatives arising out of or in connection with the performance of this Agreement, or in proportion to the comparative fault of each other's students, officers, employees, agents and/or representatives.

b. CSUN shall ensure that all Students under this agreement being hosted by the School/District have obtained a Certificate of Clearance from the State of California in accordance with the California Education Code prior to commencing any assignment as a Student Psychologist.

**[Facility] is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". [Facility] is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. [Facility], to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, [Facility] will take steps to comply with the modified, changed or updated guidelines or directives. If at any time [Facility] becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify [X] of that fact**

#### IV. SIGNATURES

This understanding of the clinical training affiliation agreement between the University and the School District/Agency has been formulated and approved by:

School District/Agency's Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Degree/License/Title

EPC/University Representative Concur: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Psychology  
Fieldwork Coordinator)

EPC/University Representative Concur: \_\_\_\_\_ Date: \_\_\_\_\_  
(Educational Psychology & Counseling  
School Psychology Coordinator)

EPC/University Representative Concur: \_\_\_\_\_ Date: \_\_\_\_\_  
(Educational Psychology & Counseling  
Department Chair)

Purchasing and Contract Admin Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Suellen J. Martensson  
Buyer III Purchasing & Contract Administration



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.1.e. APPROVE RESOLUTION NO. 2020-18 ESTABLISHING THE GANN APPROPRIATION LIMIT FOR FISCAL YEARS 2019-20 AND 2020-21**

CONSENT

**ISSUE:** Shall the Board adopt Resolution No. 2020-18 establishing the Oak Park Unified School District Gann Appropriation Limit for fiscal years 2019-20 and 2020-21?

**BACKGROUND:** The Gann Initiative (Proposition 4, 1979) created a constitutional requirement for school districts to annually adopt a resolution identifying its estimated appropriations limit for the current year and its actual appropriations limit for the preceding year by September 15, per Ed Code 1629 and Ed Code 42132. In compliance with this requirement, OPUSD Resolution No. 2020-18 establishes the District's revised actual Gann Limit for the 2019-20 fiscal year and its projected Gann Limit for the 2020-21 fiscal year. The resolution accompanies this report for the Board's review and action.

The 2020-21 Gann Appropriation Limit is based on current budget estimates for 2020-21 tax proceeds. This calculation complies with the requirements of SB98 and AB198. The completed appropriation limit forms are included in the District's Unaudited Actuals and will be submitted to the State Department of Education and approved by the State Board of Education.

**FISCAL IMPACT:** None.

**ALTERNATIVES:**

1. Adopt Resolution No. 2020-18, establishing the District's Gann Appropriation Limit for fiscal years 2019-20 and 2020-21.
2. Do not adopt Resolution No. 2020-18.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**Oak Park Unified School District**

**RESOLUTION NO. 2020-18**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE OAK PARK UNIFIED SCHOOL DISTRICT  
ESTABLISHING THE “GANN” APPROPRIATION LIMIT  
FOR FISCAL YEARS 2019-20 AND 2020-21**

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

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

WHEREAS, the District must establish a revised Gann limit for the 2019-20 fiscal year and a projected Gann Limit for the 2020-21 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2019-20 and 2020-21 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2019-20 and 2020-21 fiscal years do not exceed the limitations imposed by Proposition 4;

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

I, the undersigned, Secretary to the Board of Education of the Oak Park Unified School District, do hereby certify the foregoing to be true and correct copy of a resolution by the governing board of the aforesaid school district at a meeting held on the 15th day of September 2020.

---

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

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>A. PRIOR YEAR DATA</b> (2018-19 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	<b>2018-19 Actual</b>			<b>2019-20 Actual</b>		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	33,869,965.63		33,869,965.63			34,723,732.63
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,436.05		4,436.05			4,379.33
ADJUSTMENTS TO PRIOR YEAR LIMIT	<b>Adjustments to 2018-19</b>			<b>Adjustments to 2019-20</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2019-20 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	<b>2019-20 P2 Report</b>			<b>2020-21 P2 Estimate</b>		
1. Total K-12 ADA (Form A, Line A6)	4,379.33		4,379.33	4,325.37		4,325.37
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,379.33			4,325.37
<b>C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2019-20 Actual</b>			<b>2020-21 Budget</b>		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	79,565.78		79,565.78	77,039.00		77,039.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	11,657,658.49		11,657,658.49	11,009,788.00		11,009,788.00
5. Unsecured Roll Taxes (Object 8042)	349,138.35		349,138.35	349,138.00		349,138.00
6. Prior Years' Taxes (Object 8043)	32,896.41		32,896.41	31,298.00		31,298.00
7. Supplemental Taxes (Object 8044)	227,731.03		227,731.03	150,680.00		150,680.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	82,071.37		82,071.37	315,280.00		315,280.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	1,956.15		1,956.15	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	12,431,017.58	0.00	12,431,017.58	11,933,223.00	0.00	11,933,223.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	12,431,017.58	0.00	12,431,017.58	11,933,223.00	0.00	11,933,223.00

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			455,058.78			441,247.69
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			455,058.78			441,247.69
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	26,969,586.00		26,969,586.00	26,930,635.00		26,930,635.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	2,382.47		2,382.47	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	26,971,968.47	0.00	26,971,968.47	26,930,635.00	0.00	26,930,635.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	46,723,375.02		46,723,375.02	45,517,364.00		45,517,364.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	121,665.43		121,665.43	75,000.00		75,000.00
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			33,869,965.63			34,723,732.63
2. Inflation Adjustment			1.0385			1.0373
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9872			0.9877
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			34,723,732.63			35,575,895.04
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			12,431,017.58			11,933,223.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			525,519.60			519,044.40
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			22,747,773.83			24,083,919.73
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			22,747,773.83			24,083,919.73
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			91,843.04			59,444.22
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			12,522,860.62			11,992,667.22
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			22,655,930.79			24,024,475.51
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			12,522,860.62			
b. State Subventions (Line D8)			22,655,930.79			
c. Less: Excluded Appropriations (Line C23)			455,058.78			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			34,723,732.63			

California Dept of Education  
SACS Financial Reporting Software - 2020.2.0  
File: gann-d (Rev 05/19/2020) Page 3 of 3 Printed: 9/4/2020 11:54 AM

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.1.f. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 20-04S, COLLABORATIVE FURNITURE DISTRICTWIDE FOR 2019-2020**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion for Measure S Project 20-04S, Collaborative Furniture Districtwide, contracted with Smith System Manufacturing, Natural Pod, Southwest School & Office, and Krueger/KI Furniture?

**BACKGROUND:** On February 18, 2020, the Board of Education authorized the award of a contract for Measure S Project 20-04S, Collaborative Furniture Districtwide for 2019-2020, contracted with Smith System Manufacturing, Natural Pod, Southwest School & Office, and Krueger/KI Furniture.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. The Notice of Completion form and 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 Measure S Project 20-04S, Collaborative Furniture Districtwide for 2019-2020, contracted with Smith System Manufacturing, Natural Pod, Southwest School & Office, and Krueger/KI Furniture.

2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

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

That on or about February 18, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Smith System Manufacturing of Plano, TX, Natural Pod of BC, Canada, Southwest School & Office of Jurupa Valley, California and Krueger/KI Furniture of Greenbay, Wisconsin for Project 20-04S, Collaborative Furniture Districtwide, on certain real property hereinbefore described: that said building and improvements were actually completed on September 15, 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

### District Wide - 20-04S Collaborative Furniture ( DW - 20-04S)

#### Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	101,671	101,670	27,573
Contingency	-	-	-
<b>Total</b>	<b>101,671</b>	<b>101,670</b>	<b>27,573</b>
<b>Budgeted Hard Cost</b>	<b>100.0%</b>		

#### Budget Status

Initial Amount	101,671
Pending Changes	-
<b>Total</b>	<b>101,671</b>
<b>Budgeted Contingency</b>	<b>0.0%</b>

#### Committed Status

Initial Contracted AMT	24,761	
Contract Changes	76,909	75.6%
<b>Total</b>	<b>101,670</b>	
<b>Budget Committed</b>	<b>100.0%</b>	

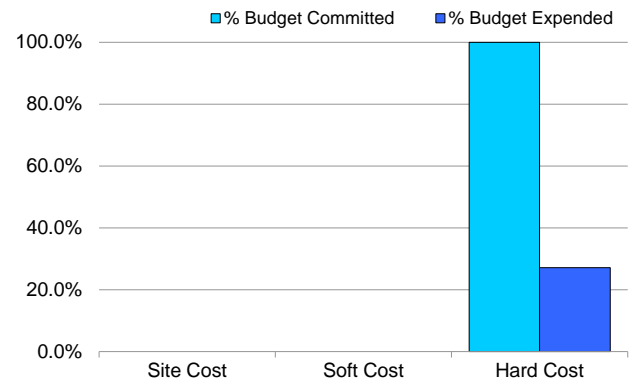
#### Expenditure Status

Paid	15,281
In Process for PMT	12,292
<b>Total</b>	<b>27,573</b>
<b>Budget Expended</b>	<b>27.1%</b>

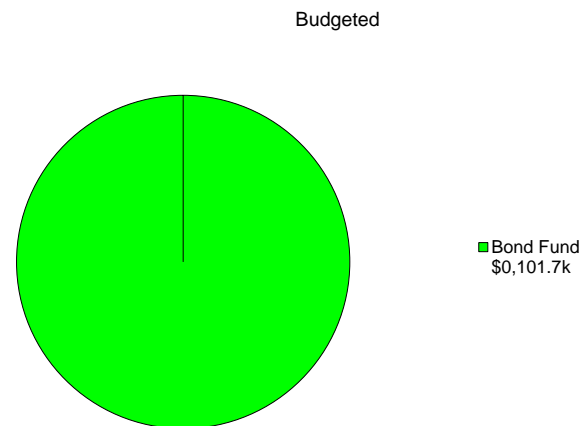
#### Construction Contract Status

No Construction to report.  
Construction  
is budgeted  
to start in FY  
19-20  
Apr-May-Jun.

#### Progress



#### Funding Sources







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

District Wide - 20-04S Collaborative Furniture

Expense Category/Object Code	Budget			Commitments		Expenditures			
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Paid	In Process for PMT	Total Expenditures	% Budget Spent
C - Construction									
6209 - Main Construction Contractor	-		-	-		-	-	-	
	-		-	-		-	-	-	
F - Furniture & Equipment									
4410 - Non-Capitalized Equipment	101,671		101,671	101,670	100.0%	15,281	12,292	27,573	27.1%
	101,671		101,671	101,670	100.0%	15,281	12,292	27,573	27.1%
Totals	101,671		101,671	101,670	100.0%	15,281	12,292	27,573	27.1%

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.2.a. APPROVE CONSULTANT AGREEMENT FOR COLLECTIVE EQUITY WITH DR. TERRY WALKER**

ACTION

**ISSUE:** Shall the Board approve a consultant agreement for Collective Equity with Dr. Terry Walker, consultant with the firm of Atinkson, Andelson, Loya, Ruud & Romo (AALRR) to determine the equity culture in OPUSD and identify key actions that will move the District to improve equitable outcomes for all students in Oak Park Unified School District?

**BACKGROUND:** The District's Diversity and Equity task force was formed in January 2020. The work of OPUSD's Diversity and Equity Task Force is intended to support the school district's goal of educating compassionate and creative global citizens by honoring and valuing the diversity of our community and enhancing a learning environment that promotes equity in both curricular and co-curricular programs. It is the task force's recommendation that the District engage the services of an equity and diversity consultant who will help OPUSD work to review curriculum, provide staff development, and help to diversify our hiring practices. The consultant will determine the present equity reality of the district and help OPUSD determine whether there is adequate representation of our diverse student groups in district programs and activities. After a thorough review of five equity consultants and trainings proposals, the staff is recommending the board retain the services of Terry T. Walker, Ed.D. to serve as the District's Collective Equity consultant. Dr. Walker's biography, proposal, and a sample presentation follows for the Board's review.

**FISCAL IMPACT:** The cost to OPUSD for this service is \$56,476 for 2020-2021 and is expected to be split funded through the District Mental Health Services Diversity and Equity Grant and general fund.

**ALTERNATIVES:** 1. Approve the agreement for Collective Equity with Dr. Terry Walker.  
2. Do not approve the consultant services.

**RECOMMENDATION:** Approve Alternate No. 1

Respectfully submitted,

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

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

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



# Oak Park Unified School District

## Collective Equity Proposal

Submitted to: Dr. Tony Knight  
Superintendent

Submitted by: Dr. Terry Walker  
Consultant  
AALRR/ESS

Date: September 4, 2020

## **Terry T. Walker, Ed.D.**

### **ESS Consultant**

Terry.Walker@aalrr.com



Dr. Walker is a consultant with Education Support Services Group (ESS). ESS provides a comprehensive menu of services for governing boards, superintendents, senior management teams, school districts and community colleges. The divisions of service include: leadership and governance; executive search services; curriculum and instruction; human resource management; and business and fiscal services and equity.

Dr. Walker has more than 30 years of experience in K-12 education, including four years as a Director Educational Services. In addition to her director experience, Terry has been an assistant principal and principal at the elementary and middle school levels, a classroom teacher, and an adjunct professor in educational Leadership for graduate school courses.

Following undergraduate study at California State University, Dominguez Hills, Dr. Walker received her master's in education administration from California State University, San Bernardino, and a doctoral degree in educational leadership from the University of Southern California.

In 2013, Dr. Walker received the Mentoring Award from the Association of California School Administrators for her mentoring new and aspiring public school administrators for region XV. In 2017, the Association of Latino Administrators and Superintendents named her as the Administrator of the Year with the national organization.

Dr. Walker has been involved with numerous professional organizations, including the California Association of Latino Superintendents and Administrators, the Association of California School Administrators, the California Association for African-American Superintendents and Administrators. She was also a member of Phi Delta Kappa International,

Married for more than 9 years, Dr. and Mr. Walker have three adult sons. They also have two beautiful grandchildren.

Dr. Walker's earnest desire is to assist with, as Michael Fullan stated in his book, *Coherence* (2016), creating a culture of growth through engaging the hearts and minds of everyone in the system towards continuous increments of increased student achievement to close the achievement gap as well as meet the social and emotional needs of ALL students. This is her commitment to the work of 21<sup>st</sup> century leadership through coaching and collaboration at all levels within an educational system.

## Introduction

Terry T. Walker, Ed.D. – is pleased to submit this proposal for Collective Equity consulting in the Oak Park Unified School District. Dr. Walker’s over 25 years of experience in education have been wide and diverse. She has worked in three school districts, gaining a breadth of experience from her involvement with many multi-cultural and socio-economic groups and academically diverse schools. Her experiences have included classroom teaching, assistant principal, and principal within the elementary and secondary school sites as well as director of a PreK-Adult district, adjunct professor, and leadership coaching, presenting and facilitating sessions on difficult conversations, equity, cultural proficiency, and much more. She has a track record of delivering high quality, sustained professional coaching, facilitation, and training to central office, site principals as well as teachers and parents that enabled them to improve student achievement, enhance educator effectiveness, facilitate change in school and district systems and strengthen school leadership that is sustained over time.

## Scope of Work

### Setting the Stage for Equity

The District, Focus Groups, School Administrators, Teachers, and Parent Community will engage in a series of sessions using a process to build the collective equity that will determine the equity culture and identifying key actions that will move the system to improve equitable outcomes for all students at Oak Park Unified School District.

### The Sessions are:

1. Skull Session
2. Equity Inventory
3. Equity Mapping
4. Equity Outcomes
5. Progress Monitoring Design

## Session Outcomes

### 1. Skull Session

**Outcome:** Better understand the system through an equity lens, review data and where district stands in the county through a collaborative meeting dedicated to spending quality time thinking through the lens of equity.

### 2. Equity Inventory

**Outcome:** Determine the present equity reality of the district through providing a systematic method for analyzing a system to determine whether programs are represented adequately for the most vulnerable student groups.

### 3. Equity Map

**Outcome:** Graphically illustrate levels of needs and focus for the district through tiered units based on an agreed-upon set of criteria to assess the areas of focus. It provides immediate feedback to boost collaboration in the group.

### 4. Developing Equity Outcomes

**Outcome:** Determine what the District equity outcomes are that the system wants to see that are not currently part of the current reality. After a full examination and appreciation of what is happening for students and adults in the system through prior sessions that require relentless articulation of a rationale for claims about problems and solutions through the lens of equity.

## **5. Creating Progress Monitoring Design**

**Outcome:** Develop a progress monitoring system that will provide frequent feedback about how well the plan is achieving the desired effects.

### **Customized Support**

The customized process may also include guidance and feedback on the leaders' execution of key tasks related to the district's vision for equity.

### **Cost of Project**

As a mission-driven coach, Dr. Walker's work reflects her core value of good stewardship of resources. My commitment is to provide Oak Park Unified School District with the most cost-effective package of services possible.

The fee for these services is \$2800.00 for each half day session (two – 90-minute sessions) inclusive of one hour of preparation and \$200 is the rate for hourly services. The price does not include the cost for all travel expenses. Costs are based on the deliverables and services identified in this scope of work.

I appreciate the opportunity to present this scope of work to you and the Oak Park Unified School District. Please reach out with any questions or concerns at (951) 201-2963.



## Appendix A



Who Should Attend	Which Sessions	Frequency
District Leadership and School Administrators	Sessions I – V	One session per month
Diversity & Equity Task Force and Sub-Committees	Introduction to Equity and Targeted Mini-Sessions	One – 90-minute Session and Five – 60-minute Sessions
Teachers DK – 5 <sup>th</sup> Grade	Introduction to Equity and Session I	Four – 90-minute Sessions
Teachers 6 <sup>th</sup> – 8 <sup>th</sup> Grade	Introduction to Equity and Session I	Four – 90-minute Sessions
Teachers 9 <sup>th</sup> – 12 <sup>th</sup> Grade	Introduction to Equity and Session I	Four – 90-minute Sessions
Parent Community	Introduction to Equity	Multiple Timeframes (90-minute) Sessions
Curriculum Council/Board Retreat/Etc.	Targeted Equity Work	10-15 Hours Multiple Timeframes Ten - 90-minute sessions



## Appendix B

Austin, et al. (2018). *Instructional Leadership Teams to the Rescue*. ([bit.ly/ILT-2018](https://bit.ly/ILT-2018)).

Bryk, et al. (2015). *Learning to improve: How America's schools can get better at getting better*. Cambridge, MA: Harvard Education Press.

Forman, M. L., Stosich, E.L., & Bocala, C. (2017). *The internal coherence framework: Creating the conditions for continuous improvement in schools*. Cambridge, MA: Harvard Education Press.

Johnson, R.S. (2002). *Using data to close the achievement gap: How to measure equity in our schools*. Thousand Oaks, CA: Corwin Press

Johnson, R.S., & Avelar La Salle, R. (2019). *Shattering inequities: Real-world wisdom for schools and district leaders*. Roman & Littlefield

Johnson, R.S., & Avelar La Salle, R. (2010). *Data strategies to uncover and eliminate hidden inequities: The wallpaper effect*. Thousand Oaks, CA: Corwin Press.

Lindsey, R.B., Graham, S.M., Westphal Jr., R.C., & Jew, C.L. (2008). *Culturally proficient inquiry: A lens for identifying and examining educational gaps*. Thousand Oaks, CA: Corwin Press.

Lindsey, R.B., Nuri-Robins, K., Terrell, R.D. & Lindsey, D.B. (2019) *Cultural Proficiency: A manual for school leaders*. Fourth edition. Thousand Oaks, CA: Corwin Press.

Marshall C., & Olivier M. (2010) *Leadership for social justice: Making revolutions in education*, 2nd E. eText: ISBN-10 0137016417 Allyn & Bacon.

Simon Sinek: *How Great Leaders Inspire Action*:  
[https://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action](https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action)

Wagner, T. (2001). *Leadership for Learning: An Action Theory of School Change*. Phi Delta Kappan, v82 (n5), p378-83. Jan 2001.



# *Dr. Terry Walker*

## **Educator for 29 Years**

Teacher, Assistant Principal,  
Principal, and Director Educational Services,  
Professor, Administrative Coach, Consultant

Mentor – CALSA

Membership with:  
CALSA, ACSA, CAAASA, ALAS,

Married

Three sons

Two grandchildren

Loves music, dancing, reading, and  
spending time with family



Current  
Position

# Education Support Services Consultant





# Setting the Conditions for Building a Collective Educational Equity Muscle

“A Star Does Not a Constellation Make”

Dr. Terry Walker  
, 2020



# BAND-AID ACTIVITY

Seven  
Volunteers  
Needed...



Figure 1: Band-Aid box retrieved from  
<https://www.google.com/search?sxsr=AleKk025U1iYx7OPL3jVF2mnSmoCi68DTQ:1582524123128&q=images+of+band+aids&tbm=isch&source=univ&sa=X&ved=2ahUKewixltThwennAhUHsJ4KHS0dCEIQ7Al6BAgKEBs&biw=1280&bih=610&dpr=1.5>

# Equity



Figure 2: Example of Equality and Equity retrieved from <https://www.bing.com/images/search?q=images+of+equity&qpv=images+of+equity&form=IQFRML&first=1&cw=1117&ch=541>

# What is Implicit Bias?

- ❑ Unconscious , automatic
- ❑ Generally not an indication of our beliefs and values
- ❑ We all have it (even those effected by it)
- ❑ Based on stereotypes
- ❑ More likely to influence:
  - Snap decisions
  - Decisions that are ambiguous

# Activity

- “Don’t settle for less, even a genius asks questions.”

Oprah Winfrey

- “Out of anger comes controversy, out of controversy comes conversation, out of conversation comes action.”

Tupac Shakur

- “For every dark night, there’s a brighter day.”

Maya Angelou



# Collective Equity Muscle

*“This is the powerful phenomenon that occurs when groups of people share a moral imperative and create a community equity leader identity.”* LaSalle & Johnson (2018)



Figure 3: ..... retrieved from <https://childhaven.org/about/racial-equity/>



# WHAT DO YOU CARE DEEPLY ABOUT?



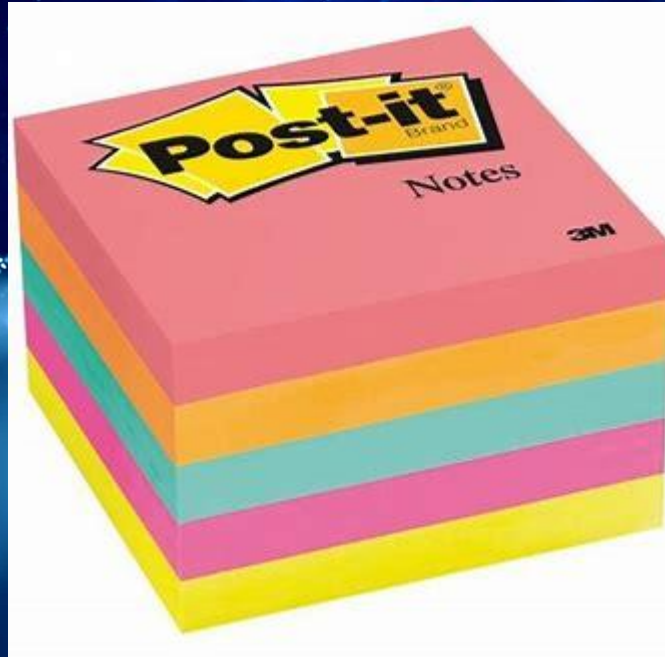
*There is no power for change greater  
than a community discovering what it  
cares about.*

— Margaret J. Wheatley —

AZ QUOTES

Figure 4: Margaret Wheatley and a quote retrieved from  
<https://www.google.com/search?sxsrf=ALeKk01eoT7mPKMPUdz7z1lQlboRbPMacQ:1582527767200&q=images+>

# Activity



# Equity Leader

Guided by a moral imperative to ensure every child receives the premium education that only some currently experience. LaSalle & Johnson (2018)



Figure 6: Globe of Diversity and Inclusion retrieved from <https://ljpsblog.files.wordpress.com/2011/11/inclusive3.jpg>

# “KNOW YOUR WHY”



**BREAK TIME**

YouTube michaeljrcomedy



# Steps to Building Collective Equity Muscles

1. Know your District/School System
  - Stop, Slow Down, Think
  - Discuss Roadblock to Advancing Equity - “Skull Session”
2. Determine the Equity Culture of the system
3. Take an Equity Inventory
4. Create an Equity Map
5. Define Equitable Outcomes
6. Define Acceptable Floor
7. Celebrate Constellations
8. Create a Progress Monitoring Design

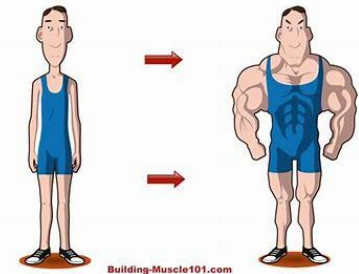


Figure 7: Animated men without and with muscles retrieved from <https://www.bing.com/images/search?q=building+muscle+101+images&qvpt=building+muscle+101.com+images&FORM=IQFRML>

# 1. Know Your District/School System

## Before Launching an Equity Plan

- Review all the Data
- Visit every classroom
- Meet with stakeholders
- Take Notes
- Reflect: Stop, Slow Down, and Think

## Discuss Roadblocks to Advancing Equity

- “Skull Session” with all administrators: District and School Sites
- Ask pointed questions in the name of equity
  - *Are all the schools equally excellent?*
  - *On all our teams, is everyone a shining example of teamwork and collaboration?*
  - *Is every single one of our teachers a shining star?*
  - *Are each of you...?*

## 2. Equity Culture

An organizational identity defined by the widespread shared values and common behaviors associated with championing equitable outcomes for all students.

Assess every part of your school/district to determine whether the system is grounded in the drive to disrupt inequities wherever they occur.

Examples of adult practices that are not aligned with an equity culture:

- Less-effective educators placed in schools/classrooms with the most vulnerable students and the least advocacy
- Site administrator meetings where district administrators consistently favor some schools over other in their remarks
- Professional learning designs at a school/district that exclude opportunities for elective, physical education, special education, or other specialty teachers to improve
- Districts/Schools in which it is accepted that some schools/classrooms are simply better than others

# 3. Take an Equity Inventory

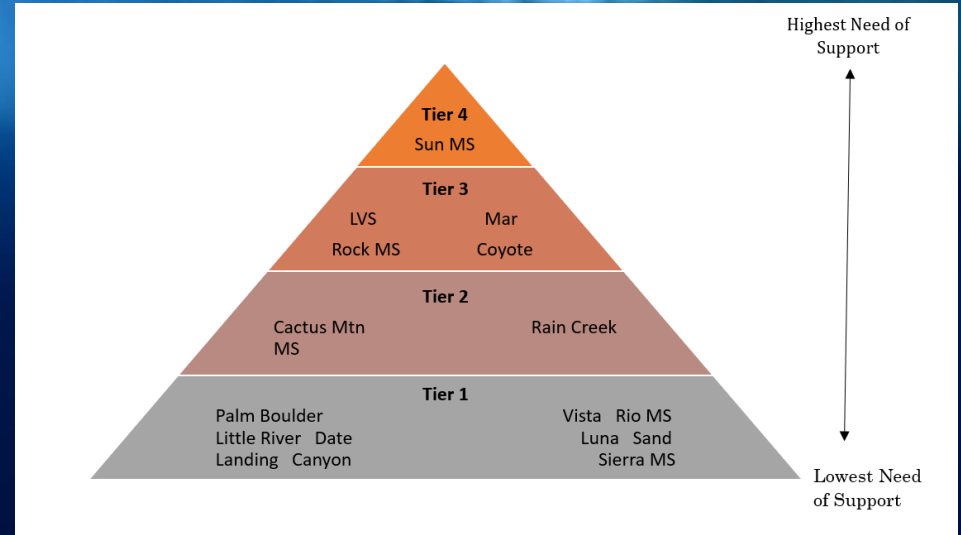
- Identify the stars and then contrast with the non-stars.
- High-performing school with large achievement gaps for their smaller groups of student in poverty being placed in the non-star group

Taking Equity Inventory		
Role	Line of Questioning to Inventory Equity Status	
	Star Examples	Non-Star Inequities Under what conditions...
Teacher	<ul style="list-style-type: none"> <li>Who are my star students?</li> <li>Who are my star (most collaborative) table groups?</li> </ul>	<p>... can my other students excel?</p> <p>... can the rest of my table groups be strong?</p>
Site Administrator	<ul style="list-style-type: none"> <li>Who are my star teachers?</li> <li>Which are my star grade-level or course teacher teams?</li> <li>Which are my star front office staff members?</li> </ul>	<p>... can the rest of my teacher be highly effective?</p> <p>... can the other teams be as energized?</p> <p>... can everyone who greets parents be welcoming and responsive?</p>
District Office Administrator	<ul style="list-style-type: none"> <li>Who are the star principals?</li> <li>Which are the star central office departments?</li> <li>Which are the star schools?</li> </ul>	<p>... can the other principals be effective at promoting equitable outcomes for students?</p> <p>... or the equity agenda of the district?</p> <p>... can the rest of the departments be as equipped to impact the department?</p> <p>... can the rest of the schools produce equitable outcomes for the most vulnerable students?</p>



## 4. Create an Equity Map

- A graphic that tiers units based on an agreed-upon set of criteria
- Those in need of intensive support must be fewer than those at the bottom
- Triangulating the data to confirm impressions to add confidence and voice to the impressions.



## 5. Define Equitable Outcomes

- How will you know success when you get there?
- What equity outcomes do we want to see that are not currently part of our reality?
- What do you want your equity reality to be?

**Example of an Equity Outcome:**

*No difference will exist between the achievement of the target students attending schools in the wealthier areas compared to the other areas.*

## 6. Define Acceptable Floor

- What are the conditions that are not acceptable under any circumstances?
- Look for any “Not on My Watch (NOMW) conditions
- Everyone who constitutes the organization must be clear about what is nonnegotiable

For Example:

1. Go to the Back of the Room
2. Do as I Say
3. Inequitable access (Honor Courses, A-G Courses)



## 7. Celebrate Constellations

Align risks and reward that celebrate constellations rather than individual Bright spots.

- The team successes are highly valued
- Leaders must ensure that the value of strong teams permeate the organization
- The strength of the team is assessed by its “team-ness” – the ability of the group to focus on an equity outcome and to collaborate on implementing an action plan as a cohesive, mutually supportive group
- You are as strong as your weakest team

# 8. Create a Progress Monitoring Design

**Table 7.2. Sample Progress Monitoring Design for Native School District**

<i>Desired Equity Goal</i>	<i>Checkpoint 1 (Oct.)</i>	<i>Checkpoint 2 (Dec.)</i>	<i>Checkpoint 3 (Feb.)</i>	<i>Checkpoint 4 (April)</i>	<i>End of Year (June)</i>
Decrease Achievement Gap for Focus Students vs. Others	Benchmark Assessment Data— Unit 1	Benchmark Assessment Data— Unit 2	Benchmark Assessment Data— Unit 3	Benchmark Assessment Data— Unit 4	State Assessment
Similar Achievement of Focus Students Whether They Attend Schools in Higher-Wealth vs. Higher-Poverty Neighborhoods	Benchmark Assessment Data— Unit 1  <i>Disaggregate by Neighborhood</i>	Benchmark Assessment Data— Unit 2  <i>Disaggregate by Neighborhood</i>	Benchmark Assessment Data— Unit 3  <i>Disaggregate by Neighborhood</i>	Benchmark Assessment Data— Unit 4  <i>Disaggregate by Neighborhood</i>	State Assessment  <i>Disaggregate by Neighborhood</i>
Accelerate the Growth Rate of Schools in Higher Tiers	Benchmark Assessment Data— Unit 1  <i>Disaggregate by Tier</i>	Benchmark Assessment Data— Unit 2  <i>Disaggregate by Tier</i>	Benchmark Assessment Data— Unit 3  <i>Disaggregate by Tier</i>	Benchmark Assessment Data— Unit 4  <i>Disaggregate by Tier</i>	State Assessment  <i>Disaggregated by Tier</i>

- A monitoring system that will provide frequent feedback about how well the plan is having the desired effect.
- Design a progress check with enough frequency that tweaks and refinements to the plan can be made in time to accelerate results prior to the end of the school year.



# *A Star Does Not a Constellation Make*

## Constellation



In modern astronomy, a constellation is a specific area of the celestial sphere as defined by the International Astronomical Union (IAU). These areas mostly had their origins in Western-traditional asterisms from which the constellations take their names. There are 88 officially

recognized constellations, covering the entire sky.

**FOR US TO FULFILL OUR MORAL IMPERATIVE TO PROVIDE *EVERY* CHILD WITH THE EXCELLENT EDUCATION IN THE WAY THEY DESERVE, WE MUST NOT BE SATISFIED UNTIL EVERY PART OF OUR SYSTEM IS EXCEPTIONAL. — LASALLE & JOHNSON, *SHATTERED INEQUITIES*, 2018**

# References

Johnson, & LaSalle, Shattered Inequities, 2019.

Collective Equity Proposal  
Oak Park USD  
Cost Summary  
September 4, 2020

Who Should Attend	Which Session	Frequency	Number of Session	Cost per Session	Total Cost
District Leadership and School Administrators	Sessions I – V	One session per month	5	2,800	\$ 14,000.00
Diversity & Equity Task Force and Various Sub-Committees	Introduction to Equity and Targeted Mini-Sessions	One - 90-Minute Session	0.5	2,800	\$ 1,400.00
		Five - 60-Minute Sessions	1.67	2,800	\$ 4,676.00
Teachers DK-5th Grade	Introduction to Equity and Session I	Four - 90-Minute Sessions	2	2,800	\$ 5,600.00
Teachers 6th –8th Grade	Introduction to Equity and Session I	Four - 90-Minute Sessions	2	2,800	5,600.00
Teachers 9th – 12th Grade	Introduction to Equity and Session I	Four - 90-Minute Sessions	2	2,800	5,600.00
Parent Community	Introduction to Equity	Multiple Timeframes - Four - 90-Minute Sessions	2	2,800	5,600.00
Curriculum Council/Board Retreat/Etc.	Targeted Equity Work	10-15 Hours - Multiple Timeframes Ten - 90-Minute Sessions	5	2,800	14,000.00
<b>Total</b>					<b>\$ 56,476.00</b>



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

**SUBJECT: B.2.b. APPROVE DISTRICT OF CHOICE REPORTING REQUIREMENTS**

**ACTION**

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

**BACKGROUND:** Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This annual report summarizes the students enrolled into Oak Park for the current school year of 2020-21. This report is due to adjoining districts and other agencies prior to October 15 of each school year. Following the board's review and approval this information will be disseminated to local adjoining districts, the County Office of Education, the State Superintendent of Instruction and the Department of Finance prior to October 15, 2020. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district under the DOC program, the race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals and the school district of residence of the transfers. The report shall also reflect the number of pupils who are classified as English learners or identified as individuals with exceptional needs. In addition to the data included in this report, the district is required to submit to adjoining districts information regarding the district's status as a school district of choice for the 2020-2021 school year. This information will be included in the cover letter that accompanies the annual report to all districts. The report for 2020-21 is included for the Board's review.

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

**BOARD MEETING, September 15, 2020**  
District of Choice Reporting Requirements  
Page 2

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

2020-21 District of Choice Report to Adjoining Districts																									
District	DOC Applied	DOC Accepted	DOC Denied 1*	DOC Denied 2*	**DOC Withdrawn	***DOC No Show	DOC Attending	EC46600 Applied	EC46600 Accepted	EC46600 Denied	EC46600 Attending	#Total transfers into OPUSD	Female	Male	EL	SP Needs	Free/Reduced	Amer Ind	Asian	Pacific Isla	Filipino	Hispanic	Afric Amer	White	New Inters out of OPUSD^
CVUSD	114	114	0	0	36	2	76	35	33	2	33	109	57	52	1	2	5	0	30	3	2	12	5	57	20
LVUSD	114	114	0	0	52	20	42	22	22	0	22	64	30	34	3	1	4	0	21	0	0	4	2	37	41
LAUSD	278	278	0	0	111	60	107	34	34	0	34	141	76	65	0	0	6	0	22	1	7	24	8	79	0
MUSD	18	18	0	0	5	1	12	2	2	0	2	14	7	7	0	1	2	0	3	0	1	2	2	6	1
SVUSD	65	65	0	0	29	14	22	6	6	0	6	28	15	13	0	2	2	0	5	1	2	3	3	14	0
Other	22	22	0	0	13	3	6	18	17	1	17	23	10	13	0	0	0	0	3	0	3	2	3	12	0
	611	611	0	0	246	100	265	117	114	3	114	379	195	184	4	6	19	0	84	5	15	47	23	205	62
*Reasons:												(265 new students attending thru DOC and 114 attending thru 46600 for 2020-21)													
1 - No space due to established enrollment cap																									
2 - Denial for Other Reasons																									
3 - Not eligible due to 3% or 10% cap restriction from district of residence - No School District Applicable																									
** Withdrawn prior to May 1, 2020																									
*** No Show or withdrawn after May 1, 2020																									
# Total transfers into OPUSD - This number reflects all new District of Choice transfers, employment related transfers and EC 46600 transfers enrolled into Oak Park for school year 2020-21																									
^ Out of OPUSD - Number reflects the students in 19/20 school year who have transferred out of OPUSD under all types of transfers and includes students who moved to OP, but chose to stay at their previous schools.																									
There are no students from Oak Park transferring out to other districts under the District of Choice option.																									

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.2.c. APPROVE UNAUDITED ACTUAL REVENUES AND EXPENDITURES REPORT FOR FISCAL YEAR 2019-20**

ACTION

**ISSUE:** Shall the Board review and accept the unaudited actuals of revenues and expenditures for fiscal year 2019-20?

**BACKGROUND:** On September 4, 2020 Oak Park Unified School District closed the financial records for the 2019-20 fiscal year. As outlined in Education Code 42100, the district must report its financial records in the format prescribed by the Superintendent of Public Instruction. The concluding financial report of the fiscal year, the Unaudited Actual Financial Report must be submitted to the Ventura County Office of Education no later than September 15 of each year. The District's independent auditor has until December 15 to review the unaudited actuals for completeness, accuracy, and federal and state compliance. The District has ended the 2019-20 fiscal year with an unrestricted General Fund ending balance that is sufficient to meet the Designated Amount for Economic Uncertainties required by Education Code. The 2019-20 Unaudited Actuals Report may be accessed at the following link: <https://bit.ly/3jFjKq1>

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

**ALTERNATIVES:**

1. Accept the unaudited actual revenues, expenditures, and fund balances report for fiscal year 2019-20 as presented.
2. Do not accept the 2019-20 year-end actuals report.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.2.d. APPROVE SPENDING PLAN FOR 2020-21 EDUCATION PROTECTION ACCOUNT FUNDS**

ACTION

**ISSUE:** Shall the Board review and discuss the proposed spending plan for the 2020-21 Education Protection Account funds as required by Propositions 30 and 55?

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

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

The proposed OPUSD spending plan for the 2020-21 Education Protection Account accompanies this report for the Board's information and review.

**ALTERNATIVES:**

1. Approve the proposed 2020-21 EPA Spending Plan as presented.
2. After discussion, direct the Administration to make specified revisions to the proposed 2020-21 EPA Spending Plan.

**RECOMMENDATION:** Alternative No. 1

Prepared by:

Byron Jones, Director, Fiscal Services

Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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

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

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

## Model OB21-02 Projected Budget 2020-21 Scenario 2

Fiscal Year 2020/21

## Fund 010 General Fund

Revenue	Description	Amount	Percentage of Sources
8000	Revenue	5,510,644	100.00%
Total Revenue		5,510,644	100.00%

Expenditure	Description	Amount	Percentage of Sources
<b>1000 Certificated Salaries</b>			
1100	Teachers' Salaries	5,510,644	100.00%
Total 1000		5,510,644	100.00%
Total Expenditure		5,510,644	100.00%

Starting Balance	0
+ Revenues	5,510,644
- Expenditures	5,510,644
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	5,510,644
= Total Sources	5,510,644

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	5,510,644	100.00%
2000			%
3000			%
4000			%
5000			%
6000			%
7000			%
- Total Expenditures		5,510,644	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.2.e. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

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

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

Site/Program	Gift/Donor	Gift
Oak Park Unified School District	Disney VoluntEARS Grant	\$1,000
Oak Park Unified School District – Student Nutrition Program	Agoura Youth Basketball Association	\$5,000
Oak Park High School	Hearst Charitable Foundation	\$10,000

**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:

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.2.f. AUTHORIZE MEASURE S PROJECT, 20-18S RENOVATE EXTERIORS OF BUILDINGS B AND C AT RED OAK ELEMENTARY SCHOOL AND AWARD ASSOCIATED CONTRACT FOR SERVICES**

ACTION

---

**ISSUE:** Shall the Board of Education approve Measure S Project 20-18S at Red Oak Elementary School and approve associated contract?

**BACKGROUND:** At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan are needed renovations to the exteriors of buildings B and C at Red Oak Elementary School, allotting \$200,000 for the project. Since then, after consultation with multiple contractors, it has been determined necessary to acquire the services of an architect to help develop the scope of the project.

At this point, it is unclear if the Division of the State Architect (DSA) will treat this project as a simple exterior repair or as a structural repair project. As a result, the District solicited both a “base” and “alternate” quote in order to cover the different levels of services that may be required by DSA. Three architects submitted proposals, and BCA was the lowest of the proposals both in terms of the “base” quote (\$34,410) and the combined sum of the “base” and “alternate” quotes (\$80,050). The District’s Director of Bond Programs, Sustainability, Maintenance, and Operations and Balfour Beatty will work close with the architect and DSA in an attempt to deem this only as an exterior repair project.

These quotes have been presented to the Measure S Planning Subcommittee and they recommend moving forward with the proposal from BCA. This project is projected to be finished in August 2021. The winning quote from BCA is included for the Board’s review.

**FISCAL IMPACT:** The anticipated cost of this project will not be known until the architect completes plans and bids are received. However, Balfour Beatty estimates that each building will require an estimated investment of \$200,000. This project will be funded by the Measure S bond fund.

**ALTERNATIVES:**

1. Authorize Measure S Project 20-18S, Renovate Exteriors of Buildings B and C at Red Oak Elementary School and award associated contracts.
2. Do not authorize this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



Board of Education Meeting, September 15, 2020  
Authorize Measure S Project 20-18S, Renovate Exteriors of  
Buildings B and C at Red Oak Elementary School and award associated contracts  
Page 2

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

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

August 31, 2020

Anthony Knight, ED. D.  
Superintendent  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377

**Re: Architectural Services for Red Oak Elementary Exterior Upgrade for Two Classrooms Buildings  
Located at 4857 Rockfield Street Oak Park, CA 91377**

Dear Mr. Knight:

Enclosed for your review and approval is our standard Agreement to provide services for the scope of work described below.

**Scope of work:**

- Base Bid Plans: BCA's understanding is that the District wishes to have the deteriorating exterior skim coat plaster and plywood sheathing replaced on the existing 16,000 sq. ft. Classrooms Building C and the existing 9,000 sq. ft. Kindergarten Classrooms Building B. Both buildings date from 1992 and are made up of several portables connected together.
- Additive Alternate Plans: The District wishes to have an Additive Alternate to the proposal for ADA and FLS upgrades should DSA require them during plan review. The add alternate would include restroom upgrades, signage and accessible parking upgrades, and campus wide fire alarm systems upgrades.
- Prepare construction documents for base bid and additive alternate.
- Use information from DSA approved prior project to document complying existing parking lot(s) and path of travel to these buildings or from these buildings to the restrooms.
- Gain local fire authority approval of site fire access plan
- Prepare DSA application forms, submit to DSA and gain DSA approval
- Respond to pre-bid RFI's
- Construction Phase: review contractor submittals, respond to contractor RFI's, prepare change drawings as required, 1 site visit by BCA to conduct 1 punch list review, along with preparing and submitting required DSA close out forms to gain DSA certification.
- Close Out services: preparing and submitting required DSA close out forms to gain DSA certification.

Consultants included in Additive Alternate scope of work and fee:

- Pocock Design Group: plumbing
- FBA Engineering: fire alarm

**Fee:**

- **Base Bid Plans: We propose to provide these services for a \$34,410 lump sum fee, including expenses.**
- **Additive Alternate Plans: We propose to provide these services for a \$45,640 lump sum fee, including expenses.**

Scope Exclusions (not within fees above):

- Surveying
- Structural Engineer and Civil Engineer. If required to obtain DSA approval, these will be additional services.
  - Structural upgrades to the existing buildings
  - Design or engineering for any upgrades to existing parking or paths of travel



architecture  
planning  
interiors

- Landscape Architect
- Design or engineering for HVAC, Fire Sprinkler, Fire Hydrants, Site Utilities
- Design or engineering for Power, Lighting, Data and Low voltage systems, other than the fire alarm scope listed above
- Cost Estimating
- Agency Fees
- Testing & Inspection
- No modernization is to be done to other buildings.
- No new grading and no storm drain system modifications

The following documents are enclosed:

- BCA's Terms of Agreement for Architectural Services
- BCA fee worksheet (Attachment A)
- PDS and FBA fee proposals
- BCA's standard hourly 2020 Fee Schedule (Attachment B – for use on additional service only)
- BCA's standard 2020 Reimbursable Expenses Schedule (Attachment C – for use on additional service only)

After your review of these documents, please acknowledge your acceptance by signing and returning a copy to our office for countersignature. We will then return one fully executed original to you for your records. Please feel free to contact me with any questions you may have.

Sincerely,  
BCA Architects,

A handwritten signature in blue ink, appearing to read 'Brian P. Whitmore', with a long, sweeping horizontal line extending to the right.

Brian P. Whitmore, AIA, LEED AP  
CEO/President

cc: Dennis Kuykendall, Project Executive, Balfour Beatty  
Michael Henning, Senior Construction Administrator, Associate Principal  
James E. Moore IV, Architect, LEED AP, Chief Operating Officer  
BCA Accounting

June 25, 2020

## TERMS OF AGREEMENT

### Red Oak Elementary Exterior Upgrade for Two Classrooms Buildings

**Client:** Oak Park Unified School District

**Architects:** Bunton Clifford Associates, Inc.  
 Brian P. Whitmore, AIA, LEED AP (C30345)

**I Charges for Architectural Services:** We propose to provide these services for the following **lump sum fees**, including project expenses.

**Base Bid Plans: \$34,410**

The Base Bid payment schedule will be:

Construction Documents:	\$19,045
DSA Approval:	\$4,065
Bid Phase:	\$1,810
Construction Phase:	\$6,520
DSA Close Out:	\$2,970
Total Fee:	\$34,410, billed monthly on a % complete basis

**Additive Alternate Plans: \$45,640**

The Base Bid payment schedule will be:

Construction Documents:	\$29,080
DSA Approval:	\$4,885
Bid Phase:	\$2,560
Construction Phase:	\$8,020
DSA Close Out:	\$1,095
Total Fee:	\$45,640, billed monthly on a % complete basis

**II BCA will perform the following services:**

Scope of work:

- **Base Bid Plans:** BCA's understanding is that the District wishes to have the deteriorating exterior skim coat plaster and plywood sheathing replaced on the existing 16,000 sq. ft. Classrooms Building C and the existing 9,000 sq. ft. Kindergarten Classrooms Building B. Both buildings date from 1992 and are made up of several portables connected together.
- **Additive Alternate Plans:** The District wishes to have an Additive Alternate to the proposal for ADA and FLS upgrades should DSA require them during plan review. The add alternate would include restroom upgrades, signage and accessible parking upgrades, and campus wide fire alarm systems upgrades.
- Prepare construction documents for base bid and additive alternate.
- Use information from DSA approved prior project to document complying existing parking lot(s) and path of travel to these buildings or from these buildings to the restrooms.
- Gain local fire authority approval of site fire access plan

- Prepare DSA application forms, submit to DSA and gain DSA approval
- Respond to pre-bid RFI's
- Construction Phase: review contractor submittals, respond to contractor RFI's, prepare change drawings as required, 1 site visit by BCA to conduct 1 punch list review, along with preparing and submitting required DSA close out forms to gain DSA certification.
- Close Out services: preparing and submitting required DSA close out forms to gain DSA certification.

Consultants included in Additive Alternate scope of work and fee:

- Pocock Design Group:
  - Design new plumbing for new two (2) ADA lavatories, and one (1) ADA water closets for each existing Boy's & Girl's restroom and one (1) new ADA dual drinking fountain with bottle fill station.
- FBA Engineering:
  - Review record drawings of the existing fire alarm system.
  - Review scope of building exterior skin replacement.
  - Prepare drawings and specifications for DSA approval showing fire alarm upgrades as follows:
    - Demolition of existing horns and horn/strobes.
    - New fire alarm system speakers and speaker/strobes.
    - Reuse and reconnection of existing smoke and heat detectors.
    - New voice evacuation panel connected to existing campus system.
    - New carbon dioxide sensors connected to the fire alarm system.
    - Assistance with DSA approval.
    - Answers to RFIs, telephone calls, submittal review, final site observation with punch list.

Scope Exclusions (not within fees listed above):

- Surveying
- Structural Engineer and Civil Engineer. If required to obtain DSA approval, these will be additional services.
  - Structural upgrades to the existing buildings
  - Design or engineering for any upgrades to existing parking or paths of travel
- Landscape Architect
- Design or engineering for HVAC, Fire Sprinkler, Fire Hydrants, Site Utilities
- Design or engineering for Power, Lighting, Data and Low voltage systems, other than the scope listed above
- Cost Estimating
- Agency Fees
- Testing & Inspection
- No modernization is to be done to other buildings.
- No new grading and no storm drain system modifications

**III** **Additional services are identified**, as any other services, engineers or consultants not described in Section II of this agreement. Additional services for the project will be provided by BCA if authorized or confirmed in writing by the Owner. Additional services will be performed on a lump sum basis or an hourly basis according to the attached Fee Schedule.

**IV** **Reimbursable expenses** for additional services include actual expenditures made by the Architect and employees in the interest of the project. Refer to the attached BCA Expense Schedule.

**V Ownership of Documents, Drawings and Specifications** are instruments of service, and shall remain the property of the Architect whether or not the project for which they are made is executed pursuant to Section 17316 of the California Education Code.

**VI Invoices for work shall** be rendered monthly in proportion to the amount of work completed. Payment is due upon receipt of invoice. Invoices unpaid after one month shall be subject to a 1.5% per month charge, which is an annual percentage rate of 18%.

**VII This Agreement may be terminated** by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**VIII The owner hereby agrees** to indemnify the architect of any liability, injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to asbestos or asbestos abatement or any other hazardous material currently existing on the site.

**VIII If any legal or any arbitration** or other proceeding is brought for the enforcement of this agreement, or because of any alleged dispute, breach or default in connection with any of the provisions of this agreement, the successful or prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other relief to which it or they may be entitled.

**XIII The Architect/Engineer shall** correct errors and omissions in the plans and specifications as an integral part of the services provided during the construction phase of the work.

**XIV If any of your District's policies** (ethics or code of conduct documents, etc.) requires BCA Architects to have Form 700 reporting responsibilities or if any contract provisions and work product is such that we qualify as a consultant under FPPC regulations, thereby requiring the Form 700 be completed by BCA and any of our Officers or Employees, please notify us in writing. Please see FPPC Regulation 18071(a)(2).  
 The regulation may be viewed online by clicking the following link:  
<http://fppc.ca.gov/legal/regs/current/18701.pdf>

Accepted for Oak Park Unified School District

\_\_\_\_\_  
 Date: Accepted by:

Accepted for Bunton, Clifford and Associates, Inc.

\_\_\_\_\_  
 Date: Accepted by: Brian P. Whitmore, AIA, LEED AP (C30345)



LUMP SUM FEE

Oak Park Unified School District / Red Oak Elementary - Exterior Upgrade for Two Classrooms Buildings

4857 Rockfield Street Oak Park, CA 91377

BASE BID DOCUMENT TASKS	Associate Principal Architect		Project Architect		Project Admin V		Project Consultants		TOTAL
	\$ 225.00 /hr		\$ 150.00 /hr		\$ 120.00 /hr		Actual Fee + 15%		
	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	PROPOSAL	TOTAL	
Project Administration	2	\$ 450.00		\$ -	1	\$ 120.00			\$570
Meeting with District	4	\$ 900.00		\$ -		\$ -			\$900
Architectural Construction Documents		\$ -		\$ -		\$ -			\$0
Title Sheet		\$ -	10	\$ 1,500.00		\$ -			\$1,500
Symbols Sheet		\$ -	4	\$ 600.00		\$ -			\$600
Two Fire Authority Sie Plans and Local FD Approval	4	\$ 900.00	16	\$ 2,400.00		\$ -			\$3,300
Exterior Elevations		\$ -	24	\$ 3,600.00		\$ -			\$3,600
Wall Sections		\$ -	20	\$ 3,000.00		\$ -			\$3,000
Wall details		\$ -	20	\$ 3,000.00		\$ -			\$3,000
DSA Submittal documents and forms / QC	2	\$ 450.00	2	\$ 300.00	4	\$ 480.00			\$1,230
DSA Approval	8	\$ 1,800.00	10	\$ 1,500.00	4	\$ 480.00			\$3,780
Bid Phase: respond to pre-bid RFI's	4	\$ 900.00	2	\$ 300.00	4	\$ 480.00			\$1,680
Construction Administration: review contractor submittals, respond to contractor RFI's, prepare change drawings as required, 1 site visit to conduct punch list review.	20	\$ 4,500.00	4	\$ 600.00	8	\$ 960.00			\$6,060
Close Out: prepare and submit required DSA close out forms; gain DSA certification.	8	\$ 1,800.00		\$ -	8	\$ 960.00		\$2,760	
CONSULTANT FEES									
no consultants							\$ -	\$ -	\$0
							\$ -	\$ -	\$0
SUB TOTAL OF PROFESSIONAL FEES	52	\$ 11,700.00	112	\$ 16,800.00	29	\$ 3,480.00	\$ -	\$ -	\$31,980
Direct Project Expense									\$2,430
TOTAL LUMP SUM FEE									\$34,410

**Oak Park Unified School District / Red Oak Elementary - Exterior Upgrade for Two Classrooms Buildings**  
4857 Rockfield Street Oak Park, CA 91377

ADDITIVE ALTERNATE BID DOCUMENT TASKS	Associate Principal Architect		Project Architect		Project Admin V		Project Consultants		TOTAL
	\$ 225.00 /hr		\$ 150.00 /hr		\$ 120.00 /hr		Actual Fee + 15%		
	NO. HOURS	TOTAL	NO. HOURS	TOTAL	NO. HOURS	TOTAL	PROPOSAL	TOTAL	
Project Administration	2	\$ 450.00		\$ -	2	\$ 240.00			\$690
Meeting with District (combined with base meeting)	4	\$ 900.00		\$ -		\$ -			\$900
Architectural Construction Documents		\$ -		\$ -		\$ -			\$0
Site Plan		\$ -	15	\$ 2,250.00		\$ -			\$2,250
Floor Plans		\$ -	20	\$ 3,000.00		\$ -			\$3,000
Enlarged Restroom Plans		\$ -	20	\$ 3,000.00		\$ -			\$3,000
Door Schedule		\$ -	16	\$ 2,400.00		\$ -			\$2,400
Signage and ADA Details		\$ -	16	\$ 2,400.00		\$ -			\$2,400
Site Details		\$ -	12	\$ 1,800.00		\$ -			\$1,800
DSA Submittal documents and forms / QC	2	\$ 450.00	2	\$ 300.00	4	\$ 480.00			\$1,230
DSA Approval	8	\$ 1,800.00	10	\$ 1,500.00	5	\$ 600.00			\$3,900
Bid Phase: respond to pre-bid RFI's	4	\$ 900.00	2	\$ 300.00	6	\$ 720.00			\$1,920
Construction Administration: review contractor submittals, respond to contractor RFI's, prepare change drawings as required, 1 site visit to conduct punch list review (combined with review of base bid scope).	16	\$ 3,600.00	4	\$ 600.00	8	\$ 960.00		\$5,160	
Close Out: prepare and submit required DSA close out forms; gain DSA certification.	2	\$ 450.00		\$ -	4	\$ 480.00		\$930	
CONSULTANT FEES									
Pocock Design Solutions (plumbing engineering): restroom upgrades							\$ 3,200.00	\$ 3,680.00	\$3,680
							\$ 8,000.00	\$ 9,200.00	\$9,200
FBA (electrical engineering): fire alarm upgrade									
SUB TOTAL OF PROFESSIONAL FEES	38	\$ 8,550.00	117	\$ 17,550.00	29	\$ 3,480.00	\$ 11,200.00	\$ 12,880.00	\$42,460
Direct Project Expense									\$3,180
TOTAL LUMP SUM FEE									\$45,640





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## Consulting Engineers

June 25, 2020

BCA Architects, Inc.  
505 S. Market Street  
San Jose, CA 95113

Attention: Michael Henning, AIA, LEED AP  
Senior Construction Administrator, Associate Principal

**Project:** Red Oak Elementary School for Oak Park Unified School District in Oak Park, CA

**Subject:** Proposal for Consulting Mechanical Engineering Services

I am pleased to submit this proposal for the mechanical consulting services necessary for the design and construction for the above project.

**PROJECT DESCRIPTION:**

Design new plumbing for ADA upgrades at A & B Buildings for each gang Boy's Girl's restrooms at each building. Project will be done in AutoCAD.

My understanding of the scope of the mechanical work for this project is as follows.

1. **Plumbing:** Domestic hot and cold water, sanitary waste and vent piping systems which comply with the requirements of the California Plumbing Code.

- a. **Systems Scope:**

- i. Design new plumbing for new two (2) ADA lavatories, and one (1) ADA water closets for each existing Boy's & Girl's restroom and one (1) new ADA dual drinking fountain with bottle fill station.

2. **HVAC:** No services will be provided.
3. **Fire Sprinklers:** No services will be provided.
4. **Fire Hydrants:** No services will be provided.
5. **Landscape Irrigation:** No services will be provided.

**Engineering Services:**

For this scope of work, Pocock Design Solutions will provide the following services:

1. **Construction Document Phase:**
  - a. Coordinate work with the Architect as well as other consultants.
  - b. Revise drawings as required by reviewing code authorities. Obtain all city, county, state, or other governmental approvals prior to bid.
  - c. Prepare typed final specifications utilizing the master specification system based upon the CSI format to include appropriate print type and page layout.
2. **DSA Approval:**
  - a. Revise drawings as required by reviewing governmental agencies. Obtain all required approvals by governing governmental agencies prior to bid.

3. **Construction Administration Phase:**

- a. Provide one (1) field observation trips.
- b. Provide clarifications respond to Requests for information and revise the drawings and/or project manual as required.
- c. Review Contractor's shop drawings and submittals as required.

4. **Exclusions:**

- a. Printing and delivery costs.
- b. Professional cost estimates.

The proposed fee for these services is Three Thousand Two Hundred dollars (\$3,200.00). The breakdown of this fee is as follows:

- |                                |                   |
|--------------------------------|-------------------|
| 1. Construction Document Phase | 80% of \$2,560.00 |
| 2. DSA Approval Phase          | 5% of \$160.00    |
| 3. Construction Administration | 15% of \$480.00   |

Fees will be billed monthly for the percentage of the engineering services completed.

Additional services will be provided as requested and will be charged based on the following rates. Additional site visits with reports during construction will be provided at the rate of \$600.00 each.

<b>Classification</b>	<b>Billing Rate</b>
Principal	\$200.00
Engineer	\$175.00
Project Manager	\$165.00
Sr. Designer	\$140.00
Designer	\$120.00
Cad Drafting	\$ 90.00
Clerical	\$ 70.00

If you have any questions concerning the proposed scope of work, services, fees, and agreement, please call me. If this proposal and agreement are acceptable, please return one signed copy of each for our records.

Thank you for this opportunity to be of service. I look forward to working with you and your office on this project.

Very truly yours,

**Pocock Design Solutions, Inc.**

**Accepted for BCA Architects,  
Inc.**

By: .....

Date: .....

**Tim Pocock  
Principal**

June 23, 2020

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**Mr. Michael Henning**

BCA Architects  
505 South Market Street  
San Jose, CA 95113

Reference: Fire Alarm System Upgrades in Two Buildings  
Red Oak Elementary School  
Oak Park Unified School District

**Dear Michael:**

In response to your request we are pleased to provide you with this proposal for electrical engineering services. We understand our scope of work is as follows:

1. Review record drawings of the existing fire alarm system.
2. Review scope of building exterior skin replacement.
3. Prepare drawings and specifications for DSA approval showing fire alarm upgrades as follows:
  - a. Demolition of existing horns and horn/strobes.
  - b. New speakers and speaker/strobes.
  - c. Reuse and reconnection of existing smoke and heat detectors.
  - d. New voice evacuation panel connected to existing campus system.
  - e. New carbon dioxide sensors connected to the fire alarm system.
4. Assistance with DSA approval.
5. Answers to RFIs, telephone calls, submittal review, final site observation with punch list.

Furnished by Architect: Record drawings, CAD backgrounds and title block

We are pleased to propose our compensation be a fixed amount of Eight Thousand Dollard (\$8,000.00).

Thank you for the opportunity to provide you with this proposal. We hope it meets with your approval and look forward to receiving your authorization to proceed.

Sincerely,



**Stephen R. Zajicek, P.E.**  
Principal  
Project Director

**BUNTON CLIFFORD ASSOCIATES**  
**2020**  
**FEE SCHEDULE**

Attachment A

<b>STAFF CATEGORY</b>	<b>HOURLY RATE</b>
Principal Owner Architect	\$ 375.00
Principal Architect	\$ 270.00
Associate Principal	\$ 225.00
Associate Project Manager	\$ 200.00
Associate Architect	\$ 200.00
Client Leader	\$ 200.00
Senior Project Manager or Senior Bond Program Manager	\$ 195.00
Senior Construction Administrator	\$ 180.00
Senior Project Architect	\$ 165.00
Construction Administrator	\$ 160.00
Design Leader	\$ 160.00
Project Manager or Bond Program Manager	\$ 160.00
Project Architect	\$ 150.00
Senior Designer	\$ 150.00
Senior Job Captain	\$ 140.00
Job Captain	\$ 125.00
Project Designer III	\$ 115.00
Project Designer II	\$ 100.00
Project Designer I	\$ 85.00
Project Admin V	\$ 120.00
Project Admin IV	\$ 100.00
Project Admin III	\$ 90.00
Project Admin II	\$ 85.00
Project Admin I	\$ 75.00
Project Assistant	\$ 70.00
Intern	\$ 60.00
Project Consultants	Actual Fee + 15%

Fees are subject to change every January 1 of the New Year

**BCA ARCHITECTS  
2020  
EXPENSE SCHEDULE**

Attachment B

<b>EXPENSE</b>	<b>COST</b>
Color Prints	
8-1/2 x 11	\$ 2.25 /print
11 x 17	\$ 2.75 /print
All other sizes	cost
Delivery (Other than mail)	cost
Facsimile	\$ 1.25
Large Scale Photocopy	cost
Lodging	cost
Meals	cost
Mileage (subject to adjustment to match IRS allowed amount)	\$ 0.575 /mile
Permits and Fees	cost
Photocopy	
Black and White	\$ 0.10 /page
Photo Development	cost
Plots	\$ 15.00 /plot
Postage	cost
Reproduction	cost
Telephone	cost
Travel	cost
Other Direct Project Expense	cost

**ABOVE EXPENSES ARE SUBJECT TO 15% SURCHARGE**

**Project expenses other than cost expenses are subject to change every January 1 of the New Year**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.2.g. APPROVE RENEWAL OF AGREEMENT WITH DEVELOPING OUTDOORS FOR GENERAL STAFFING SERVICES FOR THE EXTENDED CARE PROGRAM FOR 2020-2021**

ACTION

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**ISSUE:** Shall the Board approve an agreement renewal with Developing Outdoors for general staffing services for the District's Extended Care Program for 2020-2021?

**BACKGROUND:** At its meeting on January 17, 2018, the Board of Education authorized the establishment of the OPUSD Extended Care Program in order to extend the learning experiences and methodologies present during the regular school day. The proposed 2020-2021 staffing agreement, which is included for the Board's information and review, is a modified renewal of the agreement previously approved by the Board for the 2019-2020 school year. This agreement includes an addendum to address the impact of COVID-19. It is respectfully requested that the Board approve the agreement renewal with Developing Outdoors for general staffing services for the Extended Care Program. The Agreement has been reviewed by the District's general council, Fagen Freidman and Fulfroft and by our Joint Powers Authority (JPA). The renewal agreement is available at this link <https://bit.ly/31Whkgt> for the board's review.

**FISCAL IMPACT:** The fiscal impact will be dependent on the timeline of reopening, which is currently unknown. In a typical year, the fiscal impact for this service agreement, based on 2019-20 actuals, is \$921,464, which is expected to be funded out of Fund 120, Child Development Fund.

**ALTERNATIVES:**

1. Approve the agreement with Developing Outdoors for general staffing services for the District's Extended Care Program, per the terms and conditions of the linked contract, to be funded from Fund 120, Child Development Fund for 2020-2021.
2. Do not approve the staffing agreement.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Sara Ahl, Director, Extended Care Program  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

Board of Education Meeting, September 15, 2020  
Approve an agreement renewal with Developing Outdoors  
for general staffing services for the District's Extended Care Program for 2020-2021  
Page 2

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.2.h. APPROVE RENEWAL OF CONSULTANT AGREEMENT FOR LEGISLATIVE ADVISORY AND ADVOCACY SERVICES**

ACTION

**ISSUE:** Shall the Board approve a renewal of consultant agreement for Legislative Advisory & Advocacy Services with the firm of Blattner & Associates to assist the District in the operation and the continuance of its District of Choice attendance program?

**BACKGROUND:** Absent any action by the State Legislature, the current DOC program authorized by Education Code 48315 sunsets in July 2023 and will be repealed on January 1, 2024. To maintain a presence on behalf of the District, regarding its District of Choice Program, with the Legislature, the Governor's Office, State Departments, Boards and Commissions, Office of the Legislative Analyst, media outlets and other organizations as appropriate, and to communicate as appropriate any actions of significance to the District. The District would like to renew its consultant agreement for legislative advisory and advocacy services with the Sacramento firm of Blattner & Associates, for the period October 1, 2020 through September 30, 2021. The agreement follows for the Board's review.

**FISCAL IMPACT:** The cost to OPUSD for this service is \$1,000 per month for 12 months (\$12,000) and is included in the 2020-2021 Budget.

**ALTERNATIVES:**

1. Approve the renewal of consultant agreement for legislative advisory and advocacy services with the firm of Blattner & Associates, per the following agreement.
2. Do not approve the renewal agreement.

**RECOMMENDATION:** Approve Alternate No. 1

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

Respectfully submitted,

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

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

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



**BLATTNER & ASSOCIATES**  
*PRACTICAL SOLUTIONS FOR PUBLIC SCHOOLS*

**AGREEMENT FOR LEGISLATIVE ADVISORY & ADVOCACY SERVICES**

This is an agreement between the **OAK PARK UNIFIED SCHOOL DISTRICT** and **BLATTNER & ASSOCIATES** entered into as of October 1, 2020.

**RECITALS**

**WHEREAS**, the OAK PARK UNIFIED SCHOOL DISTRICT needs advice and assistance regarding the operation and the continuance of its District of Choice attendance program; and,

**WHEREAS**, BLATTNER & ASSOCIATES is professionally and specially trained and competent to provide these services; and,

**WHEREAS**, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable.

**NOW, THEREFORE**, the parties to this agreement do hereby mutually agree as follows:

1. BLATTNER & ASSOCIATES agrees to perform legislative, advisory and advocacy services on behalf of the OAK PARK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "DISTRICT," as follows:

- a. To maintain a presence on behalf of the DISTRICT, specifically regarding its District of Choice Program, with the Legislature, the Governor's Office, State Departments, Boards and Commissions, Office of the Legislative Analyst, media outlets and other organizations as appropriate, and to communicate as appropriate any actions of significance to the DISTRICT;
- b. To represent the DISTRICT as directed before the Legislature, various State departments, the State Board of Education, and the State Controller on issues of critical importance to the DISTRICT's District of Choice Program;
- c. To work, as directed, with authors, committee consultants, caucus consultants, the Legislative Analyst's Office, the Department of Finance, and the Governor's Office to ensure that the DISTRICT'S position on the District of Choice Program is articulated and taken into consideration before final action;
- d. To provide the DISTRICT with advice and various written and electronic resources, including budgetary and legislative updates regarding the State Budget and K-12 Education, and to advise on programmatic and operational specifics regarding the District of Choice program in order to assist with local decision making.

2. The OAK PARK UNIFIED SCHOOL DISTRICT agrees to pay to BLATTNER & ASSOCIATES for services rendered under subdivisions 1.a-d of this agreement the sum of \$1,000 per month, plus expenses, during the term of this twelve-month agreement, upon billing from Consultant. "Expenses" are defined as actual out-of-pocket expenses for travel

1121 L STREET, SUITE 507  
SACRAMENTO, CA 95814  
916.606.7129

BOB.BLATTNER@BLATTNERANDASSOCIATES.COM

outside of the Sacramento region incurred for direct service of this contract; they must be pre-approved by the DISTRICT, and are not to exceed \$500 annually.

3. This agreement shall be for the period of twelve (12) months, beginning October 1, 2020 and terminating September 30, 2021. It may be terminated by either party prior to September 30, 2021 on thirty (30) days written notice. In case of cancellation, the OAK PARK UNIFIED SCHOOL DISTRICT shall be liable for any costs accrued to date of cancellation under Item 2 above.
4. It is recognized by both parties that BLATTNER & ASSOCIATES will be serving as a legislative advocate on behalf of the OAK PARK UNIFIED SCHOOL DISTRICT and that it will be necessary for both parties to file such appropriate forms with the Fair Political Practices Commission as may be required by State law.
5. It is expressly understood and agreed to by both parties that BLATTNER & ASSOCIATES, while carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and is not an employee of the OAK PARK UNIFIED SCHOOL DISTRICT.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed as indicated below:

BY:

DATE:

---

Dr. Anthony W. Knight  
Superintendent  
OAK PARK Unified School District

BY:



DATE:

09/03/2020

---

Robert W. Blattner  
Principal  
Blattner & Associates

1121 L STREET, SUITE 507  
SACRAMENTO, CA 95814  
916.606.7129

BOB.BLATTNER@BLATTNERANDASSOCIATES.COM

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

**SUBJECT: B.3.a. PUBLIC HEARING AND APPROVAL OF RESOLUTION #2020-19  
REGARDING SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL  
MATERIALS FOR 2020-2021**

PUBLIC HEARING/ACTION

**ISSUE:** Shall the Board of Education approve Resolution #2020-19 assuring sufficient core textbooks and instructional materials for students in 2020-2021?

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

During the 2020-2021 school year, the district has followed the state curriculum framework guidelines and complied with all associated recommendations. The District also purchased additional textbooks to accommodate growth or replacement needs for increased enrollment.

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

- Textbook List - <https://bit.ly/2ZcNdje>

It has been determined that in 2020-2021, as in years past, the Oak Park Unified School District provided sufficient core textbooks and instructional materials necessary for appropriate grade level instruction. This determination meets specific requirements of Education Code 60119.

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

**ALTERNATIVES:**

1. Approve Resolution #2020-19 as presented enabling the district to access state funding for textbooks and instructional materials for 2020-2021.
2. Do not approve Resolution #2020-19 as presented enabling the district to access state funding for textbooks and instructional materials for 2020-2021.

**RECOMMENDATION:** Alternative #1

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

**BOARD MEETING, SEPTEMBER 15, 2020**

Approve Resolution #2020-19 assuring sufficient core textbooks and instructional materials for students in 2020-2021

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Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
RESOLUTION #2020-19  
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

**WHEREAS**, the Board of Education of the Oak Park Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 15, 2020 at 6:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

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

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

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

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

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

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

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

**THEREFORE, IT IS RESOLVED** that for the 2020-2021 school year, the Oak Park Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED and ADOPTED this 15<sup>th</sup> day of September 2020 at a meeting, by the following vote:

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

\_\_\_\_\_  
Barbara Laifman, President, Board of Education

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

**TO: BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

**SUBJECT: B.3.b. APPROVE THE ADOPTION OF THE 2020-21 OAK PARK UNIFIED SCHOOL DISTRICT LEARNING CONTINUITY AND ATTENDANCE PLAN**

ACTION

**ISSUE:** Shall the Board of Education approve the adoption of the 2020-2021 Oak Park Unified School District Learning Continuity and Attendance Plan?

**BACKGROUND:** Senate Bill (SB) 98 established that the Local Control and Accountability Plan (LCAP) and an annual update to the LCAP are not required for the 2020–2021 school year and that the California Department of Education (CDE) shall not publish the California School Dashboard in December 2020 based on performance data on the state and local indicators. SB 98 supersedes the requirement to develop and adopt an LCAP by December 15, 2020, which was established by Executive Order N-56-20, published in April 2020. SB 98 also separates the development and adoption of the Budget Overview for Parents from the development and adoption of the LCAP for the 2020–2021 school year. SB 98 establishes California EC Section 43509 and the Learning Continuity and Attendance Plan (Learning Continuity Plan) requirements for the 2020–21 school year. The intent of the LCP is intended to balance the needs of all stakeholders, including educators, parents, students and community members, while both streamlining engagement and condensing several preexisting plans. In particular, it was important to combine (1) the intent behind Executive Order N-56-20, published in April 2020, which envisioned an off cycle Local Control and Accountability Plan (LCAP) due December 15th, and (2) the ongoing need for LEAs to formally plan to return to school in the midst of the uncertainty and of COVID-19, without requiring two plans. The LCP replaces the LCAP for the 2020–2021 school year. The LCP adoption timeline of September 30, 2020 is intended to ensure the LCP is completed in the beginning of the 2020–2021 school year. Additionally, the timeline is intended to allow for communication of decisions that will guide how instruction will occur during the 2020–21 school year. This includes in-person instruction, according to health guidance, and distance learning, while providing critical opportunities for stakeholder engagement. On September 8, 2020 Oak Park Unified School District held a public hearing to review the LCP. The LCP is included for the Board’s review.

**ALTERNATIVES:** 1. Approve the 2020-2021 Oak Park Unified School District’s LCP.  
2. Do not approve 2020-2021 Oak Park Unified School District’s LCP.

**RECOMMENDATION:** Alternative #1

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

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent

**BOARD OF EDUCATION MEETING, SEPTEMBER 15, 2020**

Approve the 2020-21 OPUSD Learning

Continuity and Attendance Plan

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

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

# Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Oak Park Unified School District	Dr. Jay Greenlinger, Director of Curriculum and Instruction	<a href="mailto:jgreenlinger@opusd.org">jgreenlinger@opusd.org</a> (818)735-3271

## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

The California Department of Education Coronavirus Response and School Reopening Guidance States *Schools should not open unless there is a sustained decrease in new cases of COVID-19*. Unfortunately, we are in quite the opposite situation in our state and county, with cases rising significantly each day. It has become increasingly clear that bringing students back to campus even in a limited capacity in August would pose unacceptable levels of risk to both students and staff.

The Ventura County Public Health Guiding Principles related to the reopening of schools states, "...the Ventura County Public Health Officer supports the use of Distance Learning or other means of non-classroom-based instruction for school districts as necessary to support continuity of instruction.

Our two task forces have designed robust Hybrid and Distance Learning plans for our return to school. While we hoped to open offering parents a choice between these models, we are forced to offer only a Distance Learning program for at least the first quarter of the school year from August 10-October 9. We will closely monitor the situation over this period and determine if circumstances will allow a transition to a hybrid option later this fall.

Oak Park teachers, administrators, and support staff are preparing to deliver an exemplary Distance Learning program. Intensive professional development and planning are happening this summer to build a completely new experience for our students.

It is impossible to replace in-person classroom instruction and the on-campus school experience with any form of full-time Distance Learning. We find ourselves in a situation, however, where we must do this to protect our students and their families, our staff and their families, and the communities we serve.

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Stakeholder feedback was solicited through formal means via surveys.



A “Remote Teaching Readiness” survey was conducted, with 212 teachers responding. This was nearly a 100% response rate. The results of this survey impacted the initial training and support that was put into place during the Spring.

A “Distance Learning Survey for Parents and Students” was sent to families on April 29. This survey received 1,056 responses. The feedback from this survey was used by the Return to Instruction Working Group as they planned for our return to school.

A “Reopening of Schools and Return to Instruction Survey” was distributed to families on June 1. We received responses from 2,595 families. Responses to this survey guided us as we deliberated on the options for returning to school (Hybrid, Distance Learning, Independent School). At a time when in-person instruction was still a possibility, this survey provided us with insight into the concerns our families had about a return to school.

A “Return to Work Survey” was given to all OPUSD staff on June 23. This survey gauged staff ability and willingness to return to in-person schooling. With 389 responses, we were able to plan for the staffing of the Hybrid Model and Distance Learning model.

Two groups were formed to guide the return to school: The Reentry Task Force- which included teachers, administrators, staff, and local medical experts- and the Return to Instruction Working Group, comprised of teachers, administrators, counselors, parents, and students. [The goals and responsibilities for each group are listed here.](#)

On June 16th, the Governing Board held a Special Meeting to discuss options for the return to school. As a result of that meeting, 100s of questions from parents were submitted and subsequently answered on a public-facing FAQ document.

On June 24th, district administrators hosted a live televised Town Hall, where safety and instruction plans were shared. During that meeting, 100s of additional questions were submitted. Dozens of these questions were answered live on the air, with the remaining questions answered electronically via email and public posting. A recording of the Town Hall was shared with all families and posted on the district’s website.

Additionally, informal feedback was submitted via email to district administrators between March and September. Each email received a response from site or district administrator or staff or was directly answered in one of the public meetings held.

OPUSD also created a comprehensive website for information related to our return to school. This site received ongoing updates between March and September. <https://sites.google.com/opusd.org/return-to-school-2020-21/home>. The site contains schedules, meeting links, technology support documentation, social-emotional wellness, and extensive FAQs to provide as much information to community members as possible. A separate FAQ site was created for staff, with information related to worksite safety, instructional decisions, curriculum, and more.

All parents of students with disabilities were surveyed in August to obtain their specific input regarding the specific challenges their student - and the family - experienced during distance learning during Spring 2020. The input was considered in the development of the individualized Distance Learning Plans for 2020-2021.

Following the 3<sup>rd</sup> week of school in 2020-2021, a survey was sent to all parents and staff, as well as students in grades 6-12. [A summary of the survey results](#) was presented to the board prior to the Public Hearing of the LCP on September 8.

Members of the DELAC were invited to view and provide input on the LCP on September 14.

Ongoing updates to [OakParkConnects website](#), including [extensive FAQs](#) based on questions submitted during public meetings and via email.

Below are links to each of the community wide communications:

[March 12, 2020 Important Notice COVID-19](#)

[March 18, 2020 Distance Learning](#)

[March 18, 2020 Important Notice- School Closures and Distance Learning](#)

[March 23, 2020 Information Regarding Provision of Special Education Services during COVID-19 School Closure](#)

[March 23, 2020 Distance Learning Begins at OPUSD](#)

[March 27, 2020 Distance Learning FAQ's for Parents](#)

[April 1, 2020 Schools Closed Through May 22- COVID-19](#)

[April 10, 2020 Social Emotional Well-being of Students During the COVID-19 Pandemic](#)

[April 27, 2020 District Update COVID-19](#)

[June 1, 2020 Reopening of Schools and Return to Instruction Survey](#)

[June 7, 2020 Return to School Update](#)

[July 3, 2020 Reentry/Return to Instruction Update](#)

[July 10, 2020 Reentry/Return to Instruction Update](#)

[July 15, 2020 OPUSD Reopening Decision](#)

[July 26, 2020 School Offices Open Distance Learning Starts in 2 Weeks](#)

[A description of the options provided for remote participation in public meetings and public hearings.]

All public meetings of the Board have been live streamed on Youtube. The following message accompanied all agendas and meeting notices for the Board of Education: *Public Comments may be submitted via this link <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 by 6:00 p.m. on the day of the meeting. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. Comments on a matter related to an item on the Agenda may be submitted prior to the meeting and during the meeting using the above link. This public comment form will be open to members of the public 30 minutes (at 4:30 pm) prior to the closed session of the public meeting which begins at 5:00 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.*

[A summary of the feedback provided by specific stakeholder groups.]

Much of the feedback related to Distance Learning focused on the amount and frequency of live sessions. Additionally, feedback reflected a wide variety of implementation of distance learning across the district. Some parents reported far too much time online with teachers, and other parents felt their student had too little synchronous instruction. When we were considering a return to in-person instruction parents shared a vast array of feedback related to safety concerns. OPUSD recently surveyed students, staff, and parents regarding the success of Distance Learning so far in the 2020-21 school year. Overall, the feedback is positive and reflects an engaging and connected distance learning experience for students. Feedback from staff reflects the challenges to providing an instructional program that meets the high expectations of the Oak Park community, as well as the general strain this type of instruction causes for staff and students.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

Stakeholder input influenced the development of daily and weekly schedules for Distance Learning. Specific feedback also influenced the use of technology tools such as Pear Deck and Seesaw. Parent feedback from March-May led to the inclusion of increased synchronous time spent with teachers and peers. Teacher professional development was influenced by community feedback so that our Distance Learning plan for 2020 was responsive to feedback parents and students provided. Recent surveys of students, staff and parents indicates a need to maintain or increase mental well-being services for students and staff. On September 10, the PTO Council reviewed the plan and survey results. 2 questions were submitted by members of the group, which were responded to in writing by the Superintendent.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

Special education case managers have been collecting data on the progress of each student toward the goals in the IEP, and adjusted services during distance learning in Spring 2020. Students with disabilities who made unexpectedly poor progress during distance learning in Spring 2020 were provided with 6 weeks of extended learning opportunities during the summer break.

Opportunities for providing in-person targeted, specialized support services on a cohort basis for students requiring such services will be implemented as possible under local and state guidance.

Classroom-based, in-person instruction will begin in a hybrid model once it is deemed safe to do so by state and local authorities and in accordance with the quarter calendar, allowing time to prepare for the transition to ensure safety and continuity of services.

In-person, hybrid learning will take place in a cohort model in which students are assigned to either “A” or “B” cohorts which will attend school on the following schedule:

- Monday - A
  - Tuesday - A
  - Wednesday - B
  - Thursday - B
  - Friday
- DK-5 - optional alternating on-site enrichment day
  - 6-12 - at home protected workday

Cohorts will not exceed the number which provides for safe physical distancing within classrooms. All applicable state and local hygiene and safety protocols will be followed per the County approved *OPUSD Reopening and Covid-19 Mitigation Plan*

School counselors and staff have been provided with training and resources on identifying students with mental-health or social-emotional concerns arising due to circumstances of Covid-19 and quarantine requirements. Elementary counselors will be providing class instruction which addresses these topics as well as stressors associated with distance learning during Fall of 2020.

### **Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]**

Description	Total Funds	Contributing
Students with disabilities who were not eligible for extended school year services but experienced learning loss due to school closures in Spring 2020 were provided with 6 weeks of additional special education services in order to mitigate that learning loss.	\$54,300	N
Preschool students with disabilities began participating in the Oak Park Neighborhood School for 3 hours, 5 days per week, on August 24, 2020. Special education staff provides in-person support to these students with disabilities in addition to the services that are delivered virtually.	\$178,414	N
Special Education Assessment Teams, with approval from VCPH Officer Dr. Robert Levin, have been conducting in-person assessments of students who are suspected of having a disability that may require special education services, and students who have already been identified as eligible for special education services. These assessments are critical to ensure that vulnerable students are receiving the appropriate education supports as school resumes.	\$3,000	N
Counselor on Special Assignment position created to provide additional support to counseling staff in coordinating return to school and associated social-emotional needs	\$130,357	Y

District Nurse increased from .5 to 1.0	115,124	N
Substitute for Speech and Language Pathologist on leave	13,587.71	N
Hire extra FTE for Independent study program due to increased demand for enrollment in our program (4.6 FTE)	\$509,995	N
Purchase HVLP sprayers for the purpose of coating any surface for a more efficient and complete cleaning	\$24,217	N
Additional handwashing and automatic hand sanitizer stations, so that students and staff will have opportunities for more frequent handwashing and sanitize	\$48,175	N
Purchase on campus signage to inform and remind all campus personnel of safety protocols to avoid Covid-19 transmission and safety protocols	\$4,933	N
Purchase Personal Protective Equipment (PPE) - disinfectant products including wipes, disposable gloves, disposable masks - for regular protection and frequent cleaning	\$46,694	N
Plexiglass barriers to isolate teachers, staff, and students from hazard	\$24,600	N

## Distance Learning Program

### Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Students with disabilities have received services during distance learning that is substantially similar to - or greater than - the services in the students' most recent IEPs. In order to ensure engaging and robust curriculum that is of substantially similar quality to in-person instruction, OPUSD has purchased a number of technology-based tools, including:

Pear deck- interactive slide deck tool

Seesaw- student portfolio app for grades K-5

Newsela- leveled primary sources for Literacy development and social studies

Mystery Science- online science content for grades K-5

Virtual Units of Study- digital resources to support the Reading, Writing, and Phonics Units of Study

Reading A-Z- online leveled texts for primary grade students

IXL- Reading and writing practice/standards-based assessment for grades DK-5

Kami- PDF annotation tool for Chromebooks

Additional technological tools were provided to students with disabilities including the ALEKS learning system.

## **Access to Devices and Connectivity**

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

OPUSD provides a 1:1 Chromebook program for all students in grades 3-12. Students in K-2 are offered a district iPad. According to technology survey data, all students have regular access to the internet, allowing them to participate in Distance Learning. For families who report subpar internet speeds, the OPUSD Technology department created a trouble shooting process form to determine if OPUSD is able to help secure more reliable internet access. If and when the need arises, OPUSD will provide a wireless hot spot to families who do not have adequate access and who also qualify for FRLP. Additional technological devices were provided to students with disabilities when needed to ensure these students are able to successfully access the digital curriculum (i.e. extra device for students with hearing impairment to view interpreter on full screen). Special consideration was given to students in CTE courses requiring special software or devices. Parents of all students with disabilities were polled to determine if the student or family was experiencing difficulty in using or accessing technology, and those difficulties were addressed promptly (i.e. by scheduling in-person troubleshooting sessions with the parent with interpreters as needed).

## **Pupil Participation and Progress**

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Daily attendance will be taken during live interaction sessions in grades K-5, utilizing our Student Information System, Q. In grades 6-12, attendance will be taken in each period daily. OPUSD teachers will record engagement following the procedures outlined by VCOE and CDE. At the time of writing, these procedures still being codified. Many students with disabilities experience difficulty participating in independent instructional activities; additional supports such as online assistance from special education support staff during independent work time have been developed to support these students. Some students with disabilities also experience difficulty sustaining attention and focus during synchronous instruction; additional technological tools have been made available to special education teachers and paraeducators. Examples of these technological tools include access to a county-funded Zoom subscription (with breakout rooms) for all special education teachers, and access to Go Guardian (which allows for secure private messaging with the student) for all special education teachers, service providers and instructional aides.

## **Distance Learning Professional Development**

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]



OPUSD provided 6 days of professional development in the two weeks leading up to the school year. Nearly all teachers participated, resulting in more than 3,000 hours of training. All of the sessions were recorded and made available for any staff member to view at any time. Additionally, OPUSD staff has access to online professional development through Alludo, an online gamified professional development program. Ongoing teacher support is provided by TOSAs two days a week after school and during the Friday morning block of 10:00-11:30. OPUSD has also provided extensive and ongoing training targeting paraeducators. Special education specialists are participating in weekly district-facilitated job-alike professional development activities and are also participating in professional development opportunities through the SELPA. Special attention was provided to meeting the needs of high needs students, including SWD and UPP.

## **Staff Roles and Responsibilities**

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

A new position of Counselor on Special Assignment was created to address the safety protocols and requirements of a return to learning. This position acts as district liaison with VCOE and VCPH, is the point person for all staff on matters relating to COVID-19, and coordinates with District Leadership to support learning programs. Due to the additional health and safety needs presented by COVID, the district nurse position was increased from .5 FTE to 1.0 FTE.

## **Supports for Pupils with Unique Needs**

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

The District is providing each student with a disability with the services specified in the student's most recent IEP at a minimum; in many instances, the services being provided during distance learning exceed the services in the most recent IEP because of the unique challenges experienced by these students. Input from the parents of each student with a disability was obtained in order to more effectively determine remote services based on the needs of the student and family. The specific services being provided to each student with an IEP are being communicated to parents via Individual Distance Learning Plans. At each annual review held during the 2020-2021 school year, the IEP team (including parents) will document the manner that special education services will be provided in the event of an emergency that requires school closures; parent input regarding the emergency provision of special education services will also be documented in the IEP. General education teachers were notified of the need to provide accommodations and modifications to students with disabilities consistent with the students' IEPs; special education teachers and support staff received training in the implementation of accommodations and modifications during distance learning in order to support the general education teachers. Special education providers meet weekly in job alike groups for professional development regarding the provision of special education services during distance learning. Para-educators have received extensive training in the effective support of students with disabilities using on-line tools; para-educators have been provided with additional devices such as iPads and chromebooks in order to maximize opportunities to support students with disabilities. Additional online tools have been obtained to support students with disabilities include Reading A-Z for students with disabilities in grades 3-5 and the ALEKS online learning program for secondary students. In addition, subscriptions to the Unique Learning System were obtained to support students with more significant disabilities in accessing a standards-aligned curriculum. Students with English Language Development needs are provided additional support by EL Aides, who support development of academic language and English language development.

## Actions Related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
<i>Mystery Science</i> subscription to provide supplemental online elementary science education for grades K-5	[\$ 0.00]	N
Purchase new Chromebooks to complete 1:1 initiative.	\$333,436.30	Y
Purchase <i>Peardeck</i>	\$6,435	N
Purchase <i>Newsela</i> an instructional content tool that allows teachers to find articles with appropriate reading levels for their students. Newsela articles also feature questions and writing prompts that align with core standards.	\$29,601	Y
Purchase <i>Seesaw</i>	\$6,270	N
Purchase <i>Virtual Units of Study</i> a digital resource to support the Reading, Writing, and Phonics Units of Study	\$12,750	Y
Purchase <i>Reading A-Z</i> an online leveled texts for primary grade students	\$4,618	Y
Purchase <i>IXL</i> to provide reading and writing practices and standards-based assessment for grades DK-5	\$29,627	Y
Kami- PDF annotation tool for Chromebooks	\$7,900	N
ALEKS subscriptions to provide additional math instruction and support	\$4,026	Y

## Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Universal screening of students in grades K-5 will take place in the first months of school. This screening is for Math and Literacy. Data from these screenings are used to determine learning gaps and the levels of intervention needed for students who demonstrate gaps. Students in grades 6-12 are assessed within the first month of school to determine the appropriateness of math placement and what interventions may be necessary to prepare students for math instruction. Formal progress monitoring of students with disabilities will take place at the quarter and



semester marking periods at the secondary level, and at each trimester at the elementary level. This formal progress monitoring data is shared with parents and used to make instructional decisions.

**Pupil Learning Loss Strategies**

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Special education case managers collected data on the progress of each student toward the goals in the IEP in March 2020, and adjusted services during distance learning in Spring 2020. Students with disabilities who made unexpectedly poor progress during distance learning in Spring 2020 were provided with 6 weeks of extended learning opportunities during the summer break. Special education case managers used the first few weeks of the 2020-2021 school year to collect informal data to determine learning needs and adjusted the services in the Distance Learning Plans based on that data. Each trimester, at the elementary level, and each quarter at the secondary level, data will be collected on student progress; that date will be used to adjust services in Distance Learning Plans throughout the year. 24 instructional aides were hired to support individual and small group instruction in the elementary grades. This support increases student connectedness and engagement while also providing academic support to reduce learning loss. Special attention is given to students with exceptional needs (ELL, SWD) to ensure the most needy students receive regular support.

**Effectiveness of Implemented Pupil Learning Loss Strategies**

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The effectiveness of the services and supports provided to students with disabilities is measured regularly via progress toward goals and participation in services. All students in grades K-6 undergo universal screening to identify skill gaps in literacy and numeracy. Our MTSS structures also measure student progress in intervention programs to improve literacy and numeracy skills.

**Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]**

Description
Actions and expenses are reflected in Continuity of learning

**Mental Health and Social and Emotional Well-Being**

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Students with disabilities are receiving intensive mental health and community-based services including individual counseling, group counseling, behavior interventions services and social work services. Some of these services are being provided in the community (following public health protocols including social distancing and facial covering), especially with the most at-risk students and those students who responded poorly to the remote delivery of mental health services.

Staff development provided on the topics of mental health for staff and students including trauma-based practices, mindfulness, and social emotional learning.

Connection with community mental health support that is available to all staff on an as-needed basis.

Counselors and psychologists are primed to proactively support struggling pupils during distance learning.

Ongoing training of professional staff via Friday staff development time.

Realignment of monthly elementary counseling lessons to focus on topics pertinent to COVID-19 impact.

Exploring possibilities for global screening process for mental health of pupils.

Ongoing updates to [OakParkConnects website](#)

OPUSD created the position of Counselor on Special Assignment for Safety and Equity.

## Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not is not engaging in instruction and is at risk of learning loss.]

As stipulated by Ventura County Office of Education (VCOE) and California Department of Education (CDE), teachers will track daily attendance and student engagement within the Q student information system. Parents are contacted for any unverified absence. Through a collaborative process between school counselors, principals, and District personnel, attendance and engagement data will be monitored weekly at a minimum. These data will allow us to quickly identify students with excessive absences and/or who are not engaged in daily learning. Subsequently, school staff will work with District staff to follow up with students and families and routine SART communications will be sent to parents. At a minimum, conversations and/or meetings will take place between the student, school staff, and parent to discuss ways the District can support the student with the objective of re-engagement. As necessary and appropriate, students will be referred for one or more of the following: Student Study Team (SST) meeting, 504 or IEP meeting (if applicable), SART, and SARB.

## School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

During distance learning, the district is offering a school weeks' worth of breakfast and lunch meals for pick-up once a week by drive-through; the district is adhering to CDE requirements for nutritional adequacy of meals while applying the following waivers as necessary: **Offer Versus Serve Flexibility for Senior High Schools; Meal Pattern Flexibility; Parents and Guardians to Pick-up; Meal Service Time Flexibility; and Non-congregate Feeding.** Each week's meal bag includes a ready-to-eat meal for the day of pick-up; meals for the remainder of the week are provided frozen or refrigerated. A printed packet with detailed heating/cooking instructions is also stapled to every bag. All meal components are offered prepackaged.

If able to return to hybrid instruction for SY 2020-21, the district will continue to prepackage all meal components and offer meals by pre-order. Meals for elementary students will be delivered to lunch tables and distributed by classroom teachers, campus supervisors, and cafeteria staff; meals for middle and high school may be picked up at several pick-up locations at school that will allow for proper social distancing and quick distribution. Lunch tables and eating areas will have clear markings to encourage 6-feet distancing.

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
2.34%	\$887,880

Based on our most recent board approved budget, using the Governor’s updated budget with no deficit factor for assumptions.

### Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

OPUSD’s Foster and Homeless Youth liaison is available to provide support and resources to the families of Foster and Homeless students. For the 2020-21 school year, every student in our district declared permanent Housing as their primary residence.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

In 2020-21 supplemental funds are principally directed toward meeting the needs of low-income pupils, foster youth, and English learners. OPUSD is promoting physical and mental wellbeing, student connectedness, instructional support, counseling, and professional development for teachers, administrators and staff. The professional development will enhance teachers' knowledge of using technology and strategies for diverse learners. The district will continue to budget for services to meet the needs of our most impacted learners.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.4.a. APPROVE MEMORANDUM OF UNDERSTANDING WITH OAK PARK CLASSIFIED ASSOCIATION REGARDING WORK DURING THE COVID-19 ENVIRONMENT**

ACTION

**ISSUE:** Shall the Board approve Memorandum of Understanding (MOU) between Oak Park Unified School District (OPUSD) and the Oak Park Classified Association (OPCA) regarding work during the COVID-19 environment?

**BACKGROUND:** At the its July 14, 2020 Board Meeting the Board approved that the District will start the school year in the Distance Learning Model and at the August 5, 2020 Board Meeting the Board approved the MOU for instruction in the Distance Learning Model for all grades. The OPCA and OPUSD negotiation teams met on August 25, 2020 and worked on an MOU to address needs of proper social distancing and work protocols due to the COVID-19 pandemic which temporarily modify the current OPCA contract. The proposed MOU is included for the Board's review.

**ALTERNATIVES:**

1. Approve the Memorandum of Understanding between OPUSD and OPCA regarding work during the COVID-19 environment.
2. Do not approve the Memorandum of Understanding.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Assistant Superintendent, Human Resources  
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	_____	_____	_____	_____

**MEMORANDUM OF UNDERSTANDING BETWEEN  
OAK PARK UNIFIED SCHOOL DISTRICT AND  
OAK PARK CLASSIFIED ASSOCIATION  
2020-2021  
IN A COVID-19 ENVIRONMENT  
August 25, 2020**

This memorandum is agreed between Oak Park Unified School District ("District") and the Oak Park Classified Association ("OPCA") (referred to collectively as "the Parties") sets forth the negotiated effects of District decisions regarding the 2020-2021 academic and work year in a COVID-19 environment, as students, teachers and staff return to school and District sites.

This MOU expires on June 30, 2021, or the lifting of the statewide State of Emergency declared on March 4, 2020 in response to the coronavirus outbreak, whichever comes first, but may be extended by mutual written agreement. Upon expiration of this MOU and/or schools are reopened in a pre-COVID-19 traditional model, all terms and conditions in the collective bargaining agreement ("CBA") shall be returned to the 2020-2021 status, prior to the enactment of this agreement, unless otherwise agreed to by the parties. This is a non-precedent setting agreement.

## **INTRODUCTION**

The Parties have a shared commitment in providing a workplace and instructional programs that support the continuity of learning while mitigating the spread of COVID-19 by following the guidelines established by both state and county health departments.

The requirement the District provide continued education of our students, and the manner in which this is accomplished, during the 2020-2021 year will require flexibility given the impact of COVID-19 and the possible need to fluctuate between instructional models of instruction (distance learning and hybrid instructional models). To support this, an instructional delivery model has been developed with input being gathered from the association, educators, administrators, and parents. The instructional model put into practice at individual sites and/or district-wide shall be triggered based on direction and guidance from the State of California, Ventura County Public Health Department, and the Ventura County Office of Education. Implementing these instructional models will affect the terms and conditions of classified employees.

To these ends, the District and OPCA agree as follows:

### **Adherence to Health Guidelines:**

The District shall adhere to the COVID guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), the California Department of Industrial Relations Division of Occupational Safety and Health ("Cal/OSHA"), the Ventura County Public Health Department, and the Ventura County Office of Education. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.

The 2020-2021 school year shall be reopened under a distance learning model. The District shall immediately notify OPCA if it becomes necessary to transition to a different plan or instructional model. If students return to the school sites, the District and OPCA agree to meet and negotiate the effects of this transition.

The Parties agree, that due to the COVID-19 pandemic and social distancing guidelines, it is necessary, to temporarily make the modifications to the current contract during this time. All other current Collective Bargaining Agreement language remains applicable to employees absent modification below.

Safety Conditions of Employment: Specific processes and procedures will be implemented as appropriate under the guidance of the State of California, Ventura County Public Health Department, and the Ventura County Office of Education. Where there is a discrepancy between the health guidelines, the Parties agree to meet and discuss.

The District shall follow department of public health recommendations regarding checking for COVID-19 symptoms, including temperature checks, of all students, staff, and visitors. All staff will be required to enter through the main District office, school site office, and/or maintenance office, as applicable, so that temperature checks and wellness checks may be conducted.

Students, staff, and/or visitors with any symptom consistent with COVID-19, including a temperature, with a touchless thermometer, of 99.5 degrees or higher, shall be denied entry. Staff and students with any symptom consistent with COVID-19 should be sent home or sent to an isolation room on site pending travel home. All employees will be informed of the location of the isolation room and the individual employee(s) managing the physical environment.. Site leadership will provide procedures for sending students to the designated isolation area at each respective site. Upon return to hybrid or full in-person instructional model, the Parties agree to meet and negotiate the effects, if any, of conducting temperature checks on staff.

Staff, whose work day begins prior to the site office opening, will be required to self-check their temperature prior to arriving at the school site and have their temperature taken at the site office once it opens.

Upon notification that an employee or student has been infected with COVID-19, the District shall notify the Ventura County Public Health Department officials and proceed as directed by the health department officials. The District shall notify the staff who may have come in contact with the infected individual, per direction of public health department.

Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. This applies to all staff, students in grades 3-12, administrators, and any visitors on campus over two years of age, subject to applicable exceptions, per CDC guidelines. Students in grades DK-2 are strongly encouraged to wear face coverings. The District will address any increased risks due to students or staff who are not able to wear masks on a case-by-case basis.

The District shall provide required personal protective equipment ("PPE") to all unit members, when unit members are required to report to school sites. PPE refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person, and may include face coverings, masks or respiratory protection, face shields, neck guards, barriers, gloves, goggles, etc.

In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District. The District will provide information on PPE that complies with public health guidelines.

Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or evaluated negatively for not bringing their own PPE.

If appropriate protective equipment is not available, unit members shall contact their immediate supervisor. If the unit member is not provided the appropriate protective equipment, as established by the local public health department, the unit member shall not be required to remain at the work site.

In designated areas where the public will interact with staff, the District will place Plexiglas dividers to separate staff from the public, per public health guidance.

Hand sanitizer and hand sanitizing stations will be maintained by the District and available at all sites for staff and students.

The District shall take proactive measures to ensure adequate supplies to minimize sharing of high touch materials to the extent possible, or limit use of supplies and equipment by one group of students at a time.

MOU re Return to Work: On or about June 26, 2020, the Parties agreed to an MOU regarding returning to work following school closures due to COVID-19, providing that Campus Supervisors, Instructional Assistants, and/or Office Managers will conduct daily temperature screenings of students and visitors. The terms and conditions of this MOU, attached as Exhibit A, are incorporated herein by reference.

Training Implementation of Public Health Measures: The District will inform/train its employees, whose job function include the need to sanitize or who are directed to clean or sanitize worksites for public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure that its facilities have the necessary supplies for preventative sanitation measures (such as soap and water, disposal towels or tissues, and hand sanitizer).

Reporting Unsafe Conditions: In the interest of protecting community and workplace health, any employee may report, in writing, any unsafe condition in the working environment to the immediate supervisor. The supervisor shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to OPCA, stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why.

Leaves: The Parties agree that all current adopted and applicable leave policies, including any state and federal laws, including but not limited to HR 6201/Families First Coronavirus Relief Act (FFCRA), and leave entitlements contained in the applicable collective bargaining agreements, including but not limited to industrial accident leave and workers' compensation, will remain in full effect. Currently, the FFCRA, and leave rights contained therein, is set to expire on December 31, 2020.

Unit members who are exposed or test positive for coronavirus and are required to be quarantined shall take advantage of state and federal leave rights, as well as leave rights set forth in the CBA, without fear of reprisal. District shall follow current workers' compensation laws regarding COVID-19 claims. The District shall make reasonable efforts to accommodate requests by employees who are parents to deal with a childcare provider or school emergency caused by COVID-19 in conformity with Labor Code section 230.8 and the Expanded Family Medical Leave Act (EFMLA). Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children. The parties will construe HR 6201 (FFCRA) as permitting intermittent leave.

Daily Cleaning and Disinfecting: The District shall ensure that all classrooms, restrooms, workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.

Accommodation: The District shall engage in an interactive process with any unit member who provide documentation of an underlying high-risk condition. Unit members who have a doctor's note indicating a higher risk for illness from COVID-19 because of a serious underlying health condition may request to meet with the District to determine whether the District can provide alternative work arrangements.

School/Facility Closures: In the event any District facility must be closed, or any District operations are curtailed due to the coronavirus epidemic, OPCA bargaining-unit employees that remain on duty and able to work, shall not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. The District agrees to give OPCA two (2) business days' notice prior to requesting any bargaining unit member to report to another work site and provide name of direct supervisor at the temporarily relocated site. In addition, the Parties agree to meet and negotiate any temporary changes to schedule or job duties related to the closure/curtailment.

Temporary Change of Duties: The parties recognize that, due to the unique circumstances presented by COVID-19, it may be necessary for the District to temporarily assign duties to employees that are not reasonably related or included in the employees' typical job duties for the District to ensure compliance with the Ventura County Public Health Department guidelines and recommendations, such as cleaning surfaces and administering wellness checks. The District will meet with OPCA to negotiate the effects of the temporary change. Any agreed upon temporary change of duties shall be non-precedent setting and for the term of this MOU only.

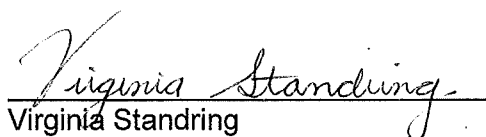
Testing and Tracing: The District will work with Ventura County Public Health Department officials in any necessary public health actions such as contact tracing of infected individuals. OPCA agrees to cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.

Compliance with Further Governmental Orders: The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit employees and will bargain as needed over the effects of such further directives.

IT IS SO AGREED:

Dated: 8-25-2020

FOR OPCA:

  
Virginia Standring  
President  
Oak Park Classified Association

FOR THE DISTRICT:

\_\_\_\_\_  
Dr. Anthony Knight  
Superintendent  
Oak Park Unified School District



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.4.b. APPROVE MEMORANDUM OF UNDERSTANDING WITH OAK PARK TEACHERS ASSOCIATION REGARDING INSTRUCTION IN THE HYBRID LEARNING MODEL FOR ELEMENTARY SCHOOLS**

ACTION

**ISSUE:** Shall the Board approve Memorandum of Understanding (MOU) between Oak Park Unified School District (OPUSD) and the Oak Park Teachers Association (OPTA) regarding instruction in the Hybrid Learning Model for Elementary Schools?

**BACKGROUND:** At the its July 14, 2020 Board Meeting the Board approved that the District will start the school year in the Distance Learning Model and at the August 5, 2020 Board Meeting the Board approved the MOU for instruction in the Distance Learning Model for all grades. The OPTA and OPUSD negotiation teams met on September 4, 2020 and worked on an Elementary Hybrid Learning MOU to plan for potential opening of elementary school in the Hybrid Learning/Blended Learning which would consist of a combination of in-person and at-home learning. The proposed MOU is included for the Board's review.

**ALTERNATIVES:**

1. Approve the Memorandum of Understanding between OPUSD and OPTA regarding instruction in the Distance Learning Model
2. Do not approve the Memorandum of Understanding.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Assistant Superintendent, Human Resources  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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

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

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

OAK PARK UNIFIED SCHOOL DISTRICT  
Memorandum of Understanding  
Between  
Oak Park Unified School District  
And  
Oak Park Teachers Association  
September 4, 2020  
HYBRID Elementary Model

This Memorandum of Understanding ("MOU") between the Oak Park Unified School District ("District") and the Oak Park Teachers Association ("OPTA") (referred to collectively as "the Parties") on September 4, 2020 regarding instruction in the Hybrid Learning Model.

**INTRODUCTION**

The Parties have a shared commitment in providing an educational program that supports the needs of all students while ensuring a safe learning environment for students and staff by following the guidelines established by both state and county health departments. Continued education of our students during the 2020-2021 year will require collaboration among the Parties given the impact of COVID-19 and the possible need to fluctuate between instructional models of instruction (at-school learning Hybrid/Blended and Distance Learning).

To support this, an instructional delivery model has been developed with input being gathered from the association, educators, administrators, and parents. The instructional model put into practice at individual sites and/or district-wide shall be triggered based on the needs of the district, the direction and guidance from the State of California, Ventura County Department of Public Health and the Ventura County Office of Education.

The Parties recognize there is a need to address the learning environment and instructional model of schools in the Novel Coronavirus environment. Due to the safety guidelines issued by the California Department of Public Health, the District had to start the school year in the Distance Learning Model. It is the mutual interest of both parties to address the recommendations of public health officials in order to prevent the spread of illness arising from the Novel Coronavirus (COVID-19).

**ADHERENCE TO HEALTH GUIDELINES:**

The District shall adhere to the COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), the California Department of Industrial Relations Division of Occupational Safety and Health ("Cal/OSHA"), the Ventura County Department of Health, and the Ventura County Office of Education. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines set forth by the above agencies.

The 2020-2021 school year the District may operate under three (3) instructional models: a Hybrid/Blended Model, a Distance Learning Model, and the current Oak Park Independent School (OPIS) model while in the Hybrid model.

The District shall immediately notify the Association if it becomes necessary to transition from one instructional model to another; e.g., to and/or from a Distance Learning model or traditional, full capacity model or hybrid/blended model. The District shall contact the local public health departments to determine if schools and worksites should be reopened in hybrid or full capacity in-person models. At any point in the future that closure is recommended by the local public health department, the District and OPTA shall immediately bargain the impact and effects of the closure.

The Parties agree to the following Hybrid/Blended Learning model schedule:

<b>Brookside, Oak Hills, Red Oak Elementary School Schedules</b>		
<b>Day</b>	<b>In Class</b>	<b>At Home</b>
Monday	A	B
Tuesday	A	B
Wednesday	B	A
Thursday	B	A
Friday	NONE	AB

<b>Brookside, Red Oak, Oak Hills BELL Schedule M-TH</b>	
<b>Grade</b>	<b>Time</b>
DK	8:15 - 12:15
K	8:15 - 1:15
1-3	8:20 - 2:30
4-5	8:20 - 2:56

\*\*Friday will be a work day for students off campus

### **Hybrid /Blended Model**

For the 2020–21 school year, the minimum instructional minutes each school day per Ed Code 43501 is as follows:

- (a) 180 instructional minutes in kindergarten;
- (b) 230 instructional minutes in grades 1 to 3, inclusive; and
- (c) 240 instructional minutes in grades 4 to 5, inclusive.

This model consists of in-person and at-home learning (Hybrid/Blended Model). Students in all grades will be assigned to a cohort (A or B). Each cohort will have 2 days of on-campus learning, 2 days of at-home learning, and 1 day (Friday) of 45 minutes of Distance Learning. All at-home days will consist of daily live interactions with students and Certificated teachers.

The District will use the Transfers and Reassignments language (page 6 below) to assign teachers to the Distance Learning Model based on students who have elected to participate and continue in the Distance Learning Model. Teachers assigned only to the Distance Learning model, following the return to Hybrid/Blended Learning Model, will abide by the Distance Learning MOU dated July 29, 2020.

If it is necessary to transition from the Hybrid/Blended Model to Distance Learning Model, students will remain with their new Hybrid/Blended or Distance Learning Model teacher.

#### Grades DK-5

General education teachers shall provide both daily live interaction and the daily instructional minutes to both cohorts to satisfy the legally mandated number of “daily instructional minutes,” per Ed Code 43501. For off-campus students in the cohort, the daily instructional minutes must satisfy the Distance Learning Model MOU. Daily instructional minutes can include live direct interaction/instruction, small group meetings, asynchronous instruction, independent work, engaging students in social-emotional learning, and school connectedness activities.

<b>Brookside, Red Oak, Oak Hills Window for School Activities M-TH</b>	
<b>Grade</b>	<b>Time</b>
DK	8:15 - 12:15
K	8:15 - 1:15
1-3	8:20 - 2:30
4-5	8:20 - 2:56
The subsequent week's meeting times shall be shared with students and parents no later than Sunday at 5:00 p.m.	

Special Education teachers shall follow these guidelines when appropriate and applicable.

**Monday - Thursday the daily instructional minutes shall be broken down in the following way:**

100 minutes of direct instruction will include a minimum of 40 minutes of live interaction:

1. 10 minutes of live morning connection time each day. (10 minutes)
2. At least 1 x 30-minute lesson must be taught live daily. (30 minutes)

- a. 40 minutes of required live instruction each day are met through the 10 minute morning connection and 30-minute live lesson as listed above.
3. 2 x 30-minute lessons daily (can be live, pre-recorded, or 3rd party) (60 minutes) can include mini-lesson, independent assessment, independent practice, and small group instruction.
4. The remainder of the daily instructional minutes will comprise of daily independent work provided for review/practice (teachers will recommend non-screen activities) will be as follow:
  - a. DK- Kindergarten - 80 minutes
  - b. Grades 1-3 - 130 minutes
  - c. Grades 4-5 - 140 minutes
5. The minimum live interactions for Fridays will be 45 minutes from 9:15 am - 10:00 am. Teachers shall assign the following remaining minutes to independent or regular assignments, with the intent for students to continue/complete on Friday.
  - DK-K 135 minutes
  - Grades 1-3 - 185 minutes
  - Grades 4-5 - 195 minutes

Elementary PE teachers will provide help to lead organized activities for students before school on the playground as well as during the scheduled recess and lunch times, when social distancing is required or recommended. Elementary PE teachers will have a separate recess and lunch break. In addition, Elementary PE teachers will collaborate with principals to schedule PE classes during the regular school hours. If elementary PE teachers are needed to work 20 minutes before school hours, they shall be allowed to leave campus 20 minutes earlier than usual. On Fridays, Elementary PE teachers will be encouraged to help direct PE enrichment activities from 12:00 - 3:00 pm. Elementary PE teachers must attend staff meetings.

The Parties agree for Friday Work/Preparation Days to the following schedule:

<b>Grades DK-5 Friday Hybrid Learning Model Teacher Work/Preparation Schedule</b>	
<b>Time</b>	<b>Topic</b>
8:00 - 9:00	Department, Leadership, Staff, Grade Level Meetings
9:15 - 10:00	Live Classroom Meeting
10:00 - 11:30	IEP, SST, 504/ Parent Meeting/Flexible Office Hours/Professional Development Opportunities
11:30 - 12:15	Lunch
12:15 - 3:00	Preparation (protected teacher time)

- a. 8:00 am - 9:00 am may consist of department, grade level, Distance Learning teacher groups, Leadership, and/or Staff meetings. Each site principal will set a

schedule and present the staff meeting schedule to staff prior to the school year starting.

- b. 9:15 - 10:00 am will be for Live Classroom meetings. \*Live classroom meetings are **required** for all students. Teachers are required to take attendance and send absences to the school office by 10:30 am. Live classroom meetings are between the teachers and students for the purposes of instruction, progress monitoring, and maintaining school connectedness, which shall include instruction, school announcements, online ASB activities, advisory activities, and academic support.
- c. 10:00 am - 11:30 am may be used for IEP, 504, and SST meetings, parent meetings, office hours, and professional development. IEP, 504, and SST meetings are not limited to the Friday Preparation Day schedule.
- d. 11:30 am - 12:15 pm will be a designated lunch time.
- e. 12:15 pm - 3:00 pm will be for bargaining unit members to use as undisturbed preparation time.
- f. All bargaining unit members are encouraged to work from home on Friday Work/Preparation Days and shall be available for virtual meetings as applicable.

Site principals and Director of Curriculum and Instruction will provide examples/samples of Hybrid Off-Campus learning days. Teachers will be responsible for developing and implementing their instructional schedule.

#### **Transition from Distance Learning to Hybrid/Blended Learning Model -**

Due to determinations by state and local departments of public health, the 2020-2021 school year began using the Distance Learning Model. As a result, bargaining unit members are following the Distance Learning Model. Once the Ventura County Office of Education, the Ventura County Department of Public Health, California Department of Education, and/or the Oak Park Unified School District determine that it is safe to start the Hybrid/Blended Model, and bargaining unit members are notified by authorities or the District of this determination, bargaining unit members shall work three (3) consecutive school days using the Friday Distance Learning Model Schedule to organize and prepare for hybrid teaching. If the three (3) school days include a Friday, staff meetings will not be held, and, if possible, previously scheduled meetings, including IEPs and SSTs will be postponed or rescheduled.

#### **COLLECTIVE BARGAINING MODIFICATIONS**

The Parties recognize that the instructional models identified herein may have negotiable impacts. As such, the Parties agree, that due to the COVID-19 pandemic and social distancing guidelines, it is necessary to temporarily make the following modifications to the current contract. All other current CBA language remains applicable.

#### **Work Year and Working Hours**

The teacher workday will be revised to meet the instructional days as set forth in the instructional models, described above. Bargaining unit members under the Distance Learning

model may work from home or from their classroom. During the Hybrid/Blended Learning model bargaining unit members are required to be present at their school site.

#### **Administrator Viewing Live Lessons**

Bargaining unit members shall provide access for administration to join all requested virtual sessions with students.

#### **Staff Meetings**

Principals will schedule all staff meetings virtually unless they are safely able to have the meeting in person.

#### **IEP/504/SST Meetings**

IEP/504/SST meetings should be scheduled from 10:00 am -11:30 am on Fridays when possible. However, these meetings may also be before, after, or during the school day per site and at the teacher's discretion. Priority shall be given to hold these meetings virtually.

#### **Parent/Teacher Conferences (DK-5)**

Parent-teacher conferences (November and March) will be held virtually unless both the teacher and the parent(s) agree to an in-person conference.

#### **Evaluations**

During the 2020-21 school year, only probationary and temporary employees will be evaluated. Permanent employee evaluations will be postponed for the 2020-2021 school year and will resume according to the current evaluation schedule in the 2021-2022 school year; i.e., permanent employees scheduled for evaluation in the 2020-2021 school year will be evaluated in the 2021-2022 school year; permanent employees scheduled for evaluation in the 2021-2022 school year will be evaluated in the 2022-2023 school year.

#### **Transfers and Reassignments**

The Parties recognize the need for accommodations of teaching assignments and parent election of the proffered learning models for their student(s) during this unprecedented time given individual circumstances. To support this, transfer/reassignment may be initiated by the District to accommodate staffing needs. Any transfer/reassignment will not be made in an arbitrary or capricious manner. Transfers/reassignments made during the term of the MOU are temporary; the bargaining unit member will be returned to their previous position upon termination of the MOU. If a transfer/reassignment becomes necessary, transfers will be filled based on staffing changes and prioritized as follows: (1) bargaining unit members with underlying medical conditions as confirmed by a physician note. (2) at-risk teachers due to caring for an individual who is impacted by other medical conditions as confirmed by a physician note (3) teachers who have expressed an interest in transfer; and (4) involuntary transfers/reassignments, based on seniority. If a teacher is involuntarily transferred/reassigned, they will receive a \$200/day stipend, up to \$600, for training, as deemed necessary by the District.

### **Safety Conditions of Employment**

Employees shall check-in through the front office each day. Staff will be screened for temperature, symptoms, and asked to complete a brief health survey by designated staff daily upon arrival.

The current CBA addresses the safety of employees. Specific processes and procedures will be implemented as appropriate under the guidance of the State of California, Ventura County Department of Public Health, and the Ventura County Office of Education as it relates to the COVID-19 pandemic. All bargaining unit members shall be provided with proper PPE as needed, including face shields for bargaining unit members that request it. Bargaining unit members shall be provided with all necessary cleaning supplies, hand sanitizer, soaps, paper towels, and any other protective equipment deemed necessary to each individual Bargaining unit member. The District shall ensure the circulation of air in classrooms and offices and use recommended air filters for HVAC units.

Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing in conjunction with local health department officials. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association of the location(s) where the infected individual was present on the school premises during the suspected incubation/active infection period.

### **MISCELLANEOUS PROVISIONS**

#### **Pay/Benefits**

Working in any of the learning models, bargaining unit members shall continue to receive their full compensation and benefits. If extracurricular duties are performed, bargaining unit members shall receive stipends and/or additional pay, as provided for under the CBA.

#### **Leaves of Absence**

Bargaining unit members who are exposed to or test positive for coronavirus, and are required to be quarantined, shall first use Families First Coronavirus Response Act (FFCRA) leave days and provided leave set forth in the CBA.

#### **At-Risk Members**

The District shall engage in a dialogue, with the goal of providing an accommodation, with any bargaining unit member who provides documentation of an underlying high-risk condition or resides with someone with documentation of an underlying high-risk condition. When reasonably possible, accommodations may include a distance learning position not requiring that bargaining unit member to provide in-person instruction or providing an alternate work assignment.

#### **Daily Cleaning and Disinfecting**

The District shall ensure that all in use classrooms, restrooms, workspaces are cleaned and



disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. This cleaning is in addition to the daily cleaning that will be done by custodial staff. Bargaining unit members are not required to clean offices or classrooms.

### **Lesson Plans/Instruction**

The lesson design, type of instruction, and curriculum shall be aligned with the school board adopted curriculum. All content, including Distance Learning, shall be aligned to content standards, in an attempt to provide a level of quality and intellectual challenge substantially equivalent to in-person instruction (Ed Code 43503 section (b) (2)). Zoom or Google Classroom will be the approved and required learning management system for teachers in grades DK-12. Teachers in DK-5 have the option of using SeeSaw and/or Zoom instead of or in addition to Google Classroom.

### **Attendance**

Teachers shall take attendance for all students on their class roster each day. In grades DK - 5 attendance will be taken each morning. Attendance shall be taken of students who are virtually present in class. Teachers will use the district's student information system (Q Student Information System) to complete daily attendance.

### **Student Engagement Attendance**

In accordance with EC 45301, students are required to have a minimum number of instructional minutes each day. Teachers shall record student engagement for every day using the Q SIS to record the total synchronous and asynchronous minutes.

### **Parent/Guardian Communication**

Classroom teachers shall communicate with parents and guardians as provided in the CBA.

This MOU shall sunset no later than June 30, 2021, unless both parties mutually agree upon an extension. The provisions of this MOU shall not be modified and/or changed unless both parties mutually agree.

This MOU shall not be precedent-setting nor form any basis for past practice.

This MOU supersedes the MOU regarding return to school, dated June 17, 2020.

  
\_\_\_\_\_  
Russ Peters

President, Oak Park Unified Teachers Union

9.4.2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Anthony Knight

Superintendent, Oak Park Unified School District

\_\_\_\_\_  
Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY AND EXHIBIT**  
**4112.9/4212.9/4312.9 EMPLOYEE NOTIFICATIONS – First Reading**  
**ACTION**

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Exhibit 4112.9/4212.9/4312.9 Employee Notifications?

**BACKGROUND:** Board Policy 4112.9/4212.9/4312.9 updated to make change for gender neutrality and to revise legal references to reflect corresponding revisions in the Exhibit. Exhibit updates Section I (All Employees) to (1) delete cite to 2 CCR 11024 which does not directly include a sexual harassment notice requirement; (2) indicate that the notification regarding a public hearing on an alternative schedule for secondary grades is addressed in BP 6112 rather than the AR; (3) delete an item regarding the oath or affirmation for disaster service workers since law does not specifically require an employee notification; (4) indicate that the notification regarding AIDS and hepatitis B was moved from AR 4119.43/4219.43/4319.43 to the BP; (5) indicate that the notification of workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP; and (6) indicate that the notification regarding the district's nondiscrimination policy and complaint procedures are addressed in AR 4030 rather than the BP. Section II (Certificated Employees) updated to expand legal cites for the reelection notice for probationary employees and broaden the item to apply to districts with less than 250 average daily attendance. Section III (Classified Employees) updated to (1) delete the dismissal notice for merit system districts since the personnel commission establishes dismissal procedures for such districts and the notice is not reflected in policy; (2) add another legal cite pertaining to the notice of employee drug testing requirements and indicate that the notification is addressed in AR 4112.42/4212.42/4312.42 rather than the BP; and (3) add a requirement to provide school bus drivers with information regarding post-accident procedures. Section V (Individual Employees Under Special Circumstances) updated to indicate that the notice on potential eligibility for workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP. Board Policy 4112.9/4212.9/4312.9 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Exhibit 4112.9/4212.9/4312.9 Employee Notifications.
2. Do not approve amendment to Board Policy and Exhibit 4112.9/4212.9/4312.9 Employee Notifications.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**Board of Education Meeting, September 15, 2020**

Approve Amendment to Board Policy and Exhibit

4112.9/4212.9/4312.9 Employee Notifications

Page 2

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 4000*

*Personnel*

*BP 4112.9, 4212.9, 4312.9(a)*

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## Employee Notifications

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications ~~he/she~~ [the Superintendent or designee](#) believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

*(cf. 3580 - District Records)*

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

## Legal Reference:

### EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

[44929.23 Reelection notice, districts with less than 250 ADA](#)

44934 Notice of disciplinary action for cause

44934.1 Suspension or dismissal for egregious misconduct

44936 Notice of suspension or dismissal

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3 Dismissal of probationary employees

44948.5 Nonreelection procedures, districts under 250 ADA

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

~~49414 Epinephrine auto-injectors~~

~~49414.7 Emergency antiseizure medication~~

45113 Notification of charges, classified employees

45117 Notice of layoff, classified employees

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.9, 4212.9, 4312.9(b)

45169 Employee salary data, classified employees  
45192 Industrial and accident leave  
45195 Additional leave  
46162 Notice of public hearing on block schedule  
49013 Complaints regarding student fees  
49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion  
49414 Epinephrine auto-injectors  
49414.3 Administration of opioid antagonist  
CIVIL CODE  
1798.29 District records, breach of security  
GOVERNMENT CODE  
1126 Incompatible activities of employees  
~~3100-3109 Oath or affirmation of allegiance~~  
8355 Certification of drug-free workplace, including notification  
12950 Sexual harassment  
21029 Retirement credit for period of military service  
54957 Complaints against employees; right to open session  
54963 Unauthorized disclosure of confidential information  
HEALTH AND SAFETY CODE  
1797.196 Automated external defibrillators; notification of use and locations  
104420 Tobacco-free schools  
120875 Information on AIDS, AIDS-related conditions, and hepatitis B  
120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B  
LABOR CODE  
245-249 Healthy Workplaces, Healthy Families Act of 2014  
1034 Lactation accommodation  
2800.2 Notification of availability of continuation health coverage  
2810.7 Notice to participate in flexible spending account  
3550-3553 Notifications re: workers' compensation benefits  
5401 Workers' compensation; claim form and notice of potential eligibility  
PENAL CODE  
11105 Access to criminal history information  
11105.2 Subsequent arrest notification  
11165.7 Child Abuse and Neglect Reporting Act; notification requirement  
11166.5 Employment; statement of knowledge of duty to report child abuse or neglect  
UNEMPLOYMENT INSURANCE CODE  
2613 Disability insurance; notice of rights and benefits  
CODE OF REGULATIONS, TITLE 2  
~~7288.0 Sexual harassment training, provision of district policy~~  
11023 Nondiscrimination in employment  
11049 Notice of right to request pregnancy disability leave or transfer  
11091 California Family Rights Act, designation notice  
11096 Notice of right to request family care leave  
CODE OF REGULATIONS, TITLE 5  
4622 Uniform complaint procedures  
80303 Reports of change in employment status, alleged misconduct  
CODE OF REGULATIONS, TITLE 8  
3204 Employees exposed to bloodborne pathogens, access to exposure and medical records  
~~5193 California bloodborne pathogens standard~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.9, 4212.9, 4312.9(c)

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*5191 Chemical hygiene plan*

*5194 Hazard communication program*

CODE OF REGULATIONS, TITLE 13

*1234 Reports regarding school buses and bus drivers*

*2480 Vehicle idling, limitations*

~~UNITED STATES CODE, TITLE 20~~

~~6316 School improvement~~

UNITED STATES CODE, TITLE 38

*4334 Uniformed Services Employment and Reemployment Rights Act, notice requirement*

UNITED STATES CODE, TITLE 41

*8101-8106 Drug-Free Workplace Act*

CODE OF FEDERAL REGULATIONS, TITLE 29

*825.300 Family and Medical Leave Act; notice requirement*

CODE OF FEDERAL REGULATIONS, TITLE 34

*84.205-84.210 Drug-free workplace statement*

*104.8 Nondiscrimination*

*106.9 Dissemination of policy, nondiscrimination on basis of sex*

CODE OF FEDERAL REGULATIONS, TITLE 40

*763.84 Asbestos inspections, response actions and post-response actions*

*763.93 Asbestos management plans*

CODE OF FEDERAL REGULATIONS, TITLE 49

*382.113 Controlled substance and alcohol use and testing notifications*

*382.303 Post-accident information, procedures, and instructions*

*382.601 Controlled substance and alcohol use and testing notifications*

Adopted: 10-16

Amended: 9-15-20

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(a)*

## Employee Notifications

### I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment

Education or Other Legal Code: Education Code 231.5, Government Code 12950, ~~2-CCR-11023~~

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to implementing year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: BP 6117

Subject: Public hearing on year-round implementing year-round program schedule

When/Whom to Notify: To all employees, prior to implementing alternative schedule

Education or Other Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: ~~AR~~BP 6112

Subject: Public hearing on alternative schedule [in secondary grades](#)

When/Whom to Notify: To all employees

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260

Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When/Whom to Notify: To all employees

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: ~~To all employees~~ [At least once per year](#)

Education or Other Legal Code: Education Code 49414.73

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to [be trained to](#) administer ~~emergency antiseizure medication;~~  
~~training to be provided~~ [opioid antagonist](#)

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(b)*

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When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

~~When/Whom to Notify: Prior to beginning employment~~

~~Education or Other Legal Code: Government Code 3102~~

~~Board Policy/Administrative Regulation #: AR 4112.3/4212.3/4312.3~~

~~Subject: Oath or affirmation of allegiance required of disaster service workers~~

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: To all employees, if the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually to all employees, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: ~~ARB~~BP 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure



# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(c)*

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When/Whom to Notify: To all employees, with each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: Upon hire, in employee handbook, and upon request for parental leave

Education or Other Legal Code: Labor Code 1034

Board Policy/Administrative Regulation #: BP 4033

Subject: The district's policy on lactation accommodation

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To employees participating in a flexible spending account

Education or Other Legal Code: Labor Code 2810.7

Board Policy/Administrative Regulation #: None

Subject: Deadline to withdraw funds from account before the end of the plan year

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: ~~BP~~AR 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and when employee goes on leave for specified reasons

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(d)*

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When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, AR 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300; ~~2 CCR 11096~~

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible-

~~When/Whom to Notify: To all employees and job applicants~~

~~Education or Other Legal Code: 34 CFR 104.8, 106.-~~

~~Board Policy/Administrative Regulation #: BP 0410, BP 4030~~

~~Subject: District's policy on nondiscrimination and related complaint procedures~~

When/Whom to Notify: Annually to all employees

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

### II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(e)*

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When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated  
Education or Other Legal Code: Education Code 44663  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
Education or Other Legal Code: Education Code 44664  
Board Policy/Administrative Regulation #: AR 4115  
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees  
Education or Other Legal Code: Education Code 44842  
Board Policy/Administrative Regulation #: AR 4112.1  
Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To certificated employees upon employment and to nonpermanent employees in July of each school year  
Education or Other Legal Code: Education Code 44916  
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121  
Subject: Employment status and salary

When/Whom to Notify: To probationary ~~employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment~~ employee, by March 15  
Education or Other Legal Code: Education Code 44929.21, 44929.23, 44948.5  
Board Policy/Administrative Regulation #: ~~AR 4117.6~~ BP 4116  
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year  
Education or Other Legal Code: Education Code 44934, 44934.1, 44936  
Board Policy/Administrative Regulation #: BP 4118; AR 4118  
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: ~~AR~~ BP 4118  
Subject: Notice of deficiency and opportunity to correct

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **BOARD POLICY**

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(f)*

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When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year  
Education or Other Legal Code: Education Code 44938  
Board Policy/Administrative Regulation #: BP 4118  
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings  
Education or Other Legal Code: Education Code 44940.5  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second- year probationary employees  
Education or Other Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: To probationary employees 30 days prior to dismissal during school year, but no later than March 15 for second- year probationary employees  
Education or Other Legal Code: Education Code 44948.3  
Board Policy/Administrative Regulation #: AR 4118  
Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15  
Education or Other Legal Code: Education Code 44949, 44955  
Board Policy/Administrative Regulation #: BP 4117.3  
Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released  
Education or Other Legal Code: Education Code 44954  
Board Policy/Administrative Regulation #: BP 4121  
Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts  
Education or Other Legal Code: Education Code 49079  
Board Policy/Administrative Regulation #: AR 4158/4258/4358  
Subject: Student has committed specified act that constitutes ground for suspension or expulsion

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(g)*

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When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

### III. To Classified Employees

~~When/Whom to Notify: To classified employee charged with mandatory leave of absence—offense, in merit system district~~

~~Education or Other Legal Code: Education Code 44940.5~~

~~Board Policy/Administrative Regulation #: AR 4218~~

~~Subject: Notice of intent to dismiss in 30 days~~

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, ~~procedures, and employee rights~~ right to hearing, timeline for requesting hearing

When/Whom to Notify: To classified employees at least 60 days prior to layoff, or by April 29 if specially funded program that expires at end of school year

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

When/Whom to Notify: To classified employees upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To classified permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(h)*

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When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR [382.113](#), 382.601

Board Policy/Administrative Regulation #: [BP](#)[AR](#) 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy

[When/Whom to Notify: To school bus drivers, prior to operating school bus](#)

[Education or Other Legal Code: 49 CFR 382.303](#)

[Board Policy/Administrative Regulation #: AR 4112.42/4212.42/4312.42](#)

[Subject: Post accident information, procedures, and instruction](#)

## IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To [superintendent](#), deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: [BP](#) [2121](#), BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(i)*

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## V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.2129

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To employees returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime-  
~~at workplace~~

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: ~~BP~~AR 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 4000*

*Personnel*

*E 4112.9/4212.9/4319.9(j)*

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When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemical are present, upon initial assignment and upon new exposure situation

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, [11091](#)

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice



# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 4000*

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*E 4112.9/4212.9/4319.9(k)*

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When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee  
Education or Other Legal Code: 29 CFR 825.300  
Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8  
Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

~~When/Whom to Notify: Within five days of receiving information to determine if leave qualifies for FMLA~~  
~~Education or Other Legal Code: 29 CFR 825.300~~  
~~Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8~~  
~~Subject: Designation of leave as FMLA or non-FMLA; any requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice~~

Adopted: 7-12

Amended: 4-13, 4-14, 01-17, 9-15-20

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 4113 ASSIGNMENT – First Reading  
ACTION**

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 4113 Assignment?

**BACKGROUND:** Board Policy 4113 updated to reflect NEW LAW (AB 1219, 2019) which requires annual monitoring of the assignment of certificated employees at all schools, and requires the Commission on Teacher Credentialing (CTC) to administer a statewide system that produces an annual data file of vacancies and misassignments and provides districts an opportunity to submit additional evidence that an employee is legally authorized for the assignment. Policy also adds legal requirements to report misassignments in the school accountability report card and to use Williams uniform complaint procedures to address any complaint alleging teacher misassignment or vacancy. Regulation updated to make minor corrections for gender neutrality. Board Policy 4113 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 4113 Assignment.
2. Do not approve amendment to Board Policy and Administrative Regulation 4113 Assignment.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4113(a)

## Assignment

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which **they are qualified pursuant to** their ~~preparation,~~ certification, **preparation,** professional experience, and aptitude ~~qualify them.~~.

(cf. 4112.2 - Certification)

(cf. 4112.21 ~~— Interns~~)

(cf. 4112.22 ~~— Staff Teaching English~~ **Language Learners**)

(cf. 4112.23 ~~— Special Education Staff~~)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

## Assignment to Courses/Classes

The Superintendent or designee shall assign teachers ~~to courses~~ based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare ~~him/her~~ **the teacher** to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may ~~assign a teacher~~, with ~~his/her~~ **the teacher's** consent, **assign a teacher** to a position outside ~~his/her~~ **the teacher's** credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. ~~Assignments made pursuant to Education Code 44256, 44258.2 and 44263~~ **Such assignments** shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 ~~— District Records~~)

~~The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignment and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 4000*

*Personnel*

*BP 4113(b)*

~~Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.~~

If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)

## Vacancies and Misassignments

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.

*(cf. 0420.41 - Charter School Oversight)*

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 Williams Uniform Complaint Procedures

*(cf. 1312.4 – Williams Uniform Complaint Procedures)*

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)

*(cf. 0510 - School Accountability Report Card)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 4113(c)

## Equitable Distribution of Qualified and Experienced Teachers

The Superintendent or designee shall ~~ensure that~~ identify and address the equitable distribution of highly qualified and experienced teachers ~~are equitably distributed~~ among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. ~~He/she~~ The Superintendent or designee shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver. –

~~(cf. 0520.2 – Title I Program Improvement Schools) –~~

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers. –

~~(cf. 0460 - Local Control and Accountability Plan) –~~

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

~~(cf. 4114 - Transfers)~~

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

~~(cf. 4131.1 - Teacher Support and Guidance) –~~

~~(cf. 6171 - Title I Programs)~~

### **Legal Reference:**

#### EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

~~44395-44398 Incentives for assigning NBPTS-certified teachers to low-performing schools~~

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

#### GOVERNMENT CODE

3543.2 Scope of representation

#### CODE OF REGULATIONS, TITLE 5

~~6100-6125 Teacher qualifications, No Child Left Behind Act~~

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment

#### UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plans

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4113(d)

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6601-6651 Teacher and Principal Training and Recruiting Fund  
Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellent Educators

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, May 2014

The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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

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

Adopted: 1-15-78

Amended: 11-17-82, 3-6-84, 7-23-85, 12-10-90, 1-21-92, 9-17-02, 2-15-05, 6-9-09, 10-18-16,  
9-15-20

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 4000*

*Personnel*

*AR 4113(a)*

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## Assignment

### Assignment to Departmentalized Classes Outside Credential Authorization

Any holder of a credential other than an emergency permit may be assigned, with ~~his/her~~ consent, to teach departmentalized classes in grades K-12 regardless of the designations on ~~his/her~~ the teaching credential, provided that ~~their~~ the teacher's subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
  - a. Observation by subject matter specialists
  - b. Oral interviews
  - c. Demonstration lessons
  - d. Presentation of curricular portfolios
  - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of ~~student~~ study for the subject at the grade level to be taught.

*(cf. 4115 — Evaluation/Supervision)*

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

*(cf. ~~4140/4240~~—/4340 - Bargaining Units)*

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

*Series 4000*

*Personnel*

*AR 4113(b)*

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### Assignment to Elective Courses Outside Credential Authorization

A full-time teacher with special skills and preparation outside the credential authorization may, with the teacher's consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code 44258.7)

Committee members shall serve a three-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

Adopted: 9-17-02

Amended: 3-09, 9-15-20



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5141.22 INFECTIOUS DISEASES – First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5141.22 Infectious Diseases?

**BACKGROUND:** Board Policy 5141.22 reflects NEW LAW (AB 262, 2019) which requires local health officers to notify and update districts of an outbreak, or imminent outbreak, of a communicable disease and requires districts to comply with any orders issued by the health officers and all applicable privacy laws. Policy also clarifies that any allowable exclusions apply only to on-campus instruction and provides that the superintendent or designee will, when necessary, inform the local health official of any potential outbreak. Regulation updated to add section on "Prevention and Mitigation Plan" reflecting general best practices based on COVID-19 guidance. Regulation also adds recommendations from CDE's Science Safety Handbook pertaining to experiments involving human blood sampling. Board Policy 5141.22 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy and Administrative Regulation 5141.22 Infectious Diseases.
  2. Do not approve amendment to Board Policy and Administrative Regulation 5141.22 Infectious Diseases.

**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 5141.22(a)

## Infectious Diseases

The Governing Board desires to protect students from risks posed by exposure to infectious diseases while providing ~~an appropriate~~ high-quality education for all students. ~~The Board recognizes that~~ Superintendent or designee shall collaborate with local and state health officials to develop and regularly update a comprehensive plan for disease prevention ~~and that promotes~~ preventative measures, mitigation, education ~~are the most effective means~~, communication, and training of ~~limiting~~ students and staff. All measures to limit the spread of infectious diseases shall be nondiscriminatory and ensure that equity is promoted.

## Infectious Disease Prevention

~~The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures and education of students and staff.~~

~~(cf. 1020 – Youth Services)~~

~~(cf. 0400 - Comprehensive Plans)~~

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

~~(cf. 0415 - Equity)~~

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

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

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

~~(cf. 3516 – Emergencies and Disaster Preparedness Plan)~~

~~(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)~~

~~(cf. 5141.26 – Tuberculosis Testing)~~

~~(cf. 5141.3 – Health Examinations)~~

~~(cf. 5141.31 – Immunizations)~~

~~(cf. 5141.32 - Health Screening for School Entry)~~

~~(cf. 5141.6 – Student School Health and Social Services)~~

~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

~~(cf. 6020 - Parent Involvement)~~

The Superintendent or designee shall regularly review resources available from health experts to ensure that district programs ~~and operations~~ are based on the most up-to-date information.

The ~~Superintendent or designee shall ensure that the district's~~ district's comprehensive health education program ~~provides~~ shall provide age-appropriate information about the ~~prevention nature and symptoms~~ of ~~infectiouscommunicable~~ diseases, ~~including the nature of bloodborne pathogens and their transmission, as well as information and how~~ to help prevent the spread of contagious diseases, ~~such as a pandemic influenza. He/she shall also ensure that each school has sufficient infection prevention supplies that are easily accessible to staff.~~

~~(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)~~

~~(cf. 6142.8 – Comprehensive Health Education)~~

## Universal Precautions

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.22(b)

If the local health officer notifies the district of an outbreak of a communicable disease, or the imminent and proximate threat of a communicable disease outbreak or epidemic that threatens the public's health, the district shall take any action that the health officer deems necessary to control the spread of the disease. The district shall comply with all applicable state and federal privacy laws in regard to any such information received from the local health officer. (Health and Safety Code 120175.5)

Students and staff shall observe universal precautions in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.

(cf. 4119.42/~~4229~~4219.42/4319.42 — Exposure Control Plan for Bloodborne Pathogens)  
(cf. 4119.43/4219.43/4319.43 — Universal Precautions)

The Superintendent or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.

(cf. 5141 - Health Care and Emergencies)  
(cf. 6145.2 - Athletic Competition)

## Students with Infectious Diseases

The Superintendent or designee shall exclude students from on-campus instruction only in accordance with law, Board policy, and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the ~~sole~~ presence of infectious conditions of this type is not, by itself ~~is not~~, sufficient reason to exclude students from attending school.

(cf. 5112.2 - Exclusions from Attendance)  
(cf. 6164.6 — Identification and Education Under Section 504)

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize ~~the child's~~ exposure to other diseases in the school setting. If necessary, the Superintendent or designee shall inform the local health official of any potential outbreak. The Superintendent or designee shall ensure that student confidentiality and privacy rights are strictly observed in accordance with law.—

(cf. 4119.23/4219.23/4319.23 — Unauthorized Release of Confidential/Privileged Information)  
(cf. 5022 - Student and Family Privacy Rights)  
(cf. 5125 - Student Records)

## Legal Reference:

### EDUCATION CODE

48210-48216 Persons excluded

49060-49069.7 Student records

49073-49079 Privacy of pupil records

49403 Cooperation in control of communicable disease and immunization of ~~students~~ pupils

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.22(c)

49405 Smallpox control  
49406 Examination for tuberculosis (employees)  
49408 ~~Information of use in emergencies~~ *Student emergency information*  
49602 ~~Confidentiality~~ *Counseling and confidentiality of student information-*  
51202 Instruction in personal and public health and safety  
CALIFORNIA CONSTITUTION  
*Article I, Section 1 Right to Privacy*  
CIVIL CODE  
56-56.37 Confidentiality of Medical Information Act  
1798-1798.7678 Information Practices Act  
HEALTH AND SAFETY CODE  
*120175.5 Local health officers and communicable diseases*  
120230 Exclusion for communicable disease  
120325-120380 Immunization against communicable diseases  
120875-120895 AIDS information  
120975-~~121022~~ *121023* Mandated blood testing and confidentiality to protect public health-  
121475-121520 Tuberculosis tests for ~~pupils~~ *students*  
CALIFORNIA CONSTITUTION  
*Article I, Section 1 Right to Privacy*  
~~CALIFORNIA CODE OF REGULATIONS, TITLE 8~~  
5193 Bloodborne pathogens ~~standards~~  
CODE OF REGULATIONS, TITLE 17  
2500-2511 Communicable disease reporting requirements  
UNITED STATES CODE, TITLE 20  
1232g Family Educational and Privacy Rights Act  
1400-1482 Individuals with Disabilities Education Act  
UNITED STATES CODE, TITLE 29  
794 Section 504 of the Rehabilitation Act of 1973  
CODE OF FEDERAL REGULATIONS, TITLE 45  
164.500-164.534 ~~Health Insurance Portability and Accountability Act (HIPAA)~~ *Privacy of individually identifiable health information*  
COURT DECISIONS  
*Thomas v. Atascadero Unified School District, (~~1987~~1986) 662 F.Supp. 376*

## Management Resources:

~~CSBA PUBLICATION~~  
~~Saving Lives:—AIDS Issues~~  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
*Science Safety Handbook for California Public Schools* ~~1994, rev. 2006, 2014~~ *Avian*  
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS  
*School District (K-12) Pandemic Influenza, Governance and Policy Services Fact Sheet, April 2006*  
*Planning Checklist*  
WEB SITES  
CSBA: <http://www.csba.org>  
~~CDE~~ *California Department of Education*: <http://www.cde.ca.gov>  
California Department of *Public Health* ~~Services~~: <http://www.dhscdph.ca.gov>  
Centers for Disease Control and Prevention: <http://www.cdc.gov>  
~~Contra Costa County Office of Education, Pandemic Flu Resources:—~~  
~~[http://www.cccoe.k12.ca.us/about/flu/resources\\_flu\\_action\\_kit](http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit)~~  
~~U.S. Government Pandemic Flu Information: <http://www.pandemicflu.gov>~~

Adopted: 8-18-92

Amended: 9-17-02, 10-17-06, 9-15-20

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.22(a)

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### Infectious Diseases

#### Prevention and Mitigation Plan

The Superintendent or designee shall work with state and local health officials to develop and regularly update a plan to prevent and mitigate the spread of infectious diseases. Components of the plan may include, but are not necessarily limited to:

1. A communication strategy for informing students, parents/guardians, staff, and the community about the disease(s), including symptoms, complications, transmission, and current recommendations from state and local departments of public health
2. Protocols for assessing when campus closures are necessary and when campus(es) may reopen
3. Alternative means of instruction, schedules, and attendance, including the provision of instruction to students with disabilities, English learners, and foster or homeless youth, in the event of campus closures or partial closures

*(cf. 5113 - Absences and Excuses)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*  
*(cf. 6157 - Distance Learning)*  
*(cf. 6158 - Independent Study)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6173 - Education for Homeless Youth)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*  
*(cf. 6183 - Home and Hospital Instruction)*

4. Guidelines regarding preventative measures such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law
5. Protocols regarding the acquisition and provision of personal protective equipment and other supplies
6. Procedures for the cancellation or alteration of extracurricular activities and field trips

*(cf. 6145 - Extracurricular and Cocurricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 6153 - School-Sponsored Trips)*

7. Protocols for transportation of students using district vehicles

# OAK PARK UNIFIED SCHOOL DISTRICT

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*Series 5000*

*Students*

*AR 5141.22(b)*

*(cf. 3540 - Transportation)*

*(cf. 3543 - Transportation Safety and Emergencies)*

8. Information on effective hygiene practices

9. Provisions for continuing free and reduced-price meal services

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

10. Processes for protecting students who are at higher risk from the disease

11. Programs that enhance a positive school climate and foster the emotional well-being of all students

*(cf. 5141.5 - Mental Health)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 6164.2 - Guidance/Counseling Services)*

12. Guidelines for cleaning and sanitization of district facilities and equipment

*(cf. 3510 - Green School Operations)*

*(cf. 3514.1 - Hazardous Substances)*

13. Protocols for visitors and outside groups that utilize district facilities

14. Staff training

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

### Universal Precautions in the Classroom

Before students work with blood, blood products, or other body fluids, the teacher shall explain the potentially hazardous nature of blood and body fluids in the transmission of various agents from one person to another and the specific procedures and safety precautions to be used in the lesson.

The following precautions shall be used when students are working with blood or other body fluids:

1. Before and after exposure to blood or other body fluids, students shall wash their hands with soap and water and cover any existing cut, wound, or open sore with a sterile dressing.

# OAK PARK UNIFIED SCHOOL DISTRICT

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2. Students shall wear gloves or other personal protective equipment as appropriate.

(cf. 5142 - Safety)

3. Blood typing or similar experiments may be conducted by teacher demonstrations. When being performed individually, students shall work with their own blood or use prepackaged ABO/Rh blood cell kits that have vials of blood previously tested for transmissible agents.
  - a. For finger punctures, students shall use individual sterile lancets ~~for finger punctures~~ that have engineered sharps injury protection and shall not reuse them.
  - b. Before the finger is punctured, it shall be wiped with a piece of cotton that has been immersed in alcohol.
  - c. If bleeding persists after the finger is punctured, the student shall apply a sterile bandage using moderate pressure.
4. Lancets and any other materials contaminated with blood or body fluids shall be discarded into a solution consisting of one part bleach to 10 parts water (1:10), made fresh daily.
5. At the end of the class, surfaces shall be wiped with alcohol or a solution of one part bleach to 10 parts water.

(cf. 4119.42/4219.42/4319.42 -- Exposure Control Plan for Bloodborne Pathogens)-

(cf. 4119.43/4219.43/4319.43 -- Universal Precautions)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6142.1 -- Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 -- Comprehensive Health Education)

(cf. 6142.93 -- Science Instruction)

Adopted: 8-18-92

Amended: 9-17-02, 7-06, 9-15-20

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.5.d. APPROVE ADOPTION OF BOARD POLICY 5141.5 MENTAL HEALTH– First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the adoption of New Board Policy 5141.5 Mental Health?

**BACKGROUND:** New Board policy 5141.5 addresses strategies and services to promote students' emotional well-being and mental health, including student instruction, staff training, crisis intervention, counseling services and referrals, Section 504 evaluation, and collaboration with mental health professionals, agencies, and organizations. Policy reflects NEW LAW (SB 75, 2019) which establishes the Mental Health Student Services Act for the purpose of supporting mental health partnerships among county mental health agencies and local educational agencies. Board Policy 5141.5 is being submitted for adoption with recommendation from CSBA.

**ALTERNATIVES:** 1. Approve adoption of New Board Policy 5141.5 Mental Health.  
2. Do not approve adoption of New Board Policy 5141.5 Mental Health.

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

Respectfully submitted,

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

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5141.5(a)

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## **Mental Health**

The Governing Board recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

*(cf. 1220 - Citizen Advisory Committees)*

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

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families.

# OAK PARK UNIFIED SCHOOL DISTRICT

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*BP 5141.5(b)*

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 5141.52 - Suicide Prevention)*

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

*(cf. 5141.6 - School Health Services)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

### **Legal Reference:**

#### **EDUCATION CODE**

*215-216 Student suicide prevention*  
*234.6 Posting suicide prevention policy on web site*  
*32280-32289.5 Comprehensive safety plan*  
*49060-49079 Student records*  
*49600 Responsibilities of school counselors*  
*49602 Confidentiality of student information*  
*49604 Suicide prevention training for school counselors*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5141.5(c)

56171 Duty to identify and assess children in private schools who need special education services

56300-56385 Identification, referral, and assessment for special education

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5840-5840.8 Prevention and early intervention programs

5850-5886 Children's Mental Health Services Act

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Nondiscrimination on the basis of disability

CODE OF FEDERAL REGULATIONS, TITLE 34

34 CFR 300.1-300.818 Individuals with Disabilities Education Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL CHILD TRAUMATIC STRESS NETWORK PUBLICATIONS

Child Trauma Toolkit for Educators, 2008

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Mental Health Services:

<http://www.dhcs.ca.gov/services/MH>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Child Traumatic Stress Network: <http://www.nctsn.org>

National Council for Behavioral Health, Mental Health First Aid: <http://www.mentalhealthfirstaid.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Suicide Prevention Lifeline: <http://suicidepreventionlifeline.org>

Suicide Prevention Resource Center: <http://www.sprc.org/about-suicide>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

Adopted: 9-15-20

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5144.1 SUSPENSION AND EXPULSION DUE PROCESS – First Reading**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5144.1 Suspension and Expulsion Due Process?

**BACKGROUND:** Board Policy 5144.1 and regulation updated to reflect NEW LAW (SB 419) which prohibits districts from suspending students in grades 4-8 for disrupting school activities or willfully defying the authority of school personnel. Policy also references NEW LAW (AB 982) which requires a district to provide a student who is suspended for two or more days with the homework assigned during the period of suspension. Regulation adds new section on "Additional Grounds for Suspension and Expulsion: Grades 9-12" reflecting the option to suspend, but not expel, a student in grades 9-12 for disruption or willful defiance. Board Policy 5144.1 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 5144.1 Suspension and Expulsion Due Process.
2. Do not approve amendment to Board Policy and Administrative Regulation 5144.1 Suspension and Expulsion Due Process.

**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 5144.1(a)

## Suspension And Expulsion/Due Process

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. ~~The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.~~

*(cf. 5131 ~~Conduct~~)*

*(cf. 5131.1 ~~Bus Conduct~~)*

*(cf. 5131.2 ~~Bullying~~)*

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when ~~his/her~~ behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

*(cf. 5112.5 – Open/Closed Campus)*

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

*(cf. 0410 ~~Nondiscrimination in District Programs and Activities~~)*

## Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when ~~his/her~~ the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5144.1(b)

(cf. 5138 — Conflict Resolution/Peer Mediation)  
(cf. 5144 — Discipline)  
(cf. 6142.4 — Service Learning/-Community Service Classes)  
(cf. 6164.2 — Guidance/Counseling Services)  
(cf. 6164.5 — Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

**OPTION 1:** No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

**OPTION 2:** No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 — Absences and Excuses)  
(cf. 5113.1 — Chronic Absence and Truancy)

## On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not ~~been~~ initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.-

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

## Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5144.1(c)

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(cf. 5131.7 – Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation ~~under “Grounds for Suspension and Expulsion: Grades K-12” and “Additional Grounds for Suspension and Expulsion: Grades 4-12,”~~ the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

(cf. 5148.3 - Preschool/Early Childhood Education)

## Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. ~~The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5144.1(d)

administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

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

## Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall ~~annually~~ maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds ~~of~~for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, ~~foster youth~~, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 — Local Control and Accountability Plan)

### Legal Reference:

#### EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

8239.1 Prohibition against expulsion of preschool student

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (~~re~~regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan



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BP 5144.1(e)

64000-64001-Consolidated application

## CIVIL CODE

47 Privileged communication

48.8 Defamation liability

## CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

## GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act ~~(re-closed sessions)~~

## HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

## LABOR CODE

230.7 Employee time off to appear in school on behalf of a child

## PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

## WELFARE AND INSTITUTIONS CODE

729.6 Counseling

## UNITED STATES CODE, TITLE 18

921 Definitions, firearm

## UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

~~7151~~7961 Gun-free schools

## UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

## COURT DECISIONS

*T.H. v. San Diego Unified School District* (2004) 122 Cal. App. 4th 1267

*Woodbury v. Dempsey* (2003) 108 Cal. App. 4th 421

*Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H.* (2001) 85 Cal.App.4th 1321

*Fremont Union High School District v. Santa Clara County Board* (1991) 235 Cal. App. 3d 118-

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5144.1(f)

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*Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807*

~~*Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118*~~

*John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308*

## ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Atty. Gen. 146 (2001)

80 Ops. Cal. Atty. Gen. 348 (1997)

80 Ops. Cal. Atty. Gen. 91 (1997)

80 Ops. Cal. Atty. Gen. 85 (1997)

## Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014*

## WEB SITES

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

California Attorney General's Office: ~~<http://www.caag.state.ca.us>~~ <http://www.oag.ca.gov>

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and ~~Safe and~~ Healthy Students:

<http://www2.ed.gov/about/offices/list/oese/oshs>

Adopted: 5-24-78

Amended: 10-15-80; 5-15-84; 5-2-95; 2-2-99; 2-20-01; 9-17-02; 6-17-03, 6-15-04, 3-22-05,  
9-18-12, 2-19-13, 8-19-14, 4-21-15, 4-17-18, 2-19-19, [9-15-20](#)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 5000*

*Students*

*AR 5144.1(a)*

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### Suspension And Expulsion/Due Process

#### Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910.

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. -(Education Code 48925)

#### Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

*(cf. 5144 - Discipline)*

*(cf. 5145.6 - Parental Notifications)*

#### Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows [and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:](#)

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury -(Education Code 48900(a) and (t))

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2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property-. (Education Code 48900(f))

7. Stole or attempted to steal school property or private property. (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products. (Education Code 48900(h))

For purposes of this section, “*products containing tobacco or nicotine products*” means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code and include electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions.

“*Possessed or used*” means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

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(cf. 5131.62 — Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Knowingly received stolen school property or private property. (Education Code 48900(l))
12. Possessed an imitation firearm-. (Education Code 48900(m))

*Imitation firearm* means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. -(Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))

*Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. *Hazing* does not include athletic events or school-sanctioned events.- (Education Code 48900(q))

17. Engaged in an act of bullying. (Education Code 48900(r))

*Bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a ~~ability to participate in or benefit from the services, activities, or privileges provided by a school.~~ reasonable student in fear of harm to ~~himself/herself~~ ~~self~~ or ~~his/her~~ property; cause the student to experience a substantially detrimental effect on ~~his/her~~ physical or mental health; or cause

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the student to experience substantial interferences with ~~his/her~~ academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section “Additional Grounds for Suspension and Expulsion: Grades 4-12” that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

*Electronic act* means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

- a. A message, text, sound, video, or image
- b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

*Reasonable student* means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of ~~the student's his/her~~ age, or for a person of ~~the student's his/her~~ age and ~~with his/her~~ disability. (Education Code 48900(r))

(cf. 1114 – District-Sponsored Social Media)

(cf. 5131.2 – Bullying)

(cf. 6163.4 – Student Use of Technology)

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

(cf. 6164.6 – Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31-. (Education Code 48900(t))

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19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A *terrorist threat* includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

### Additional Grounds for Suspension and Expulsion: Grades 4-12

~~Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))~~

~~(cf. 5131.4 - Student Disturbances)~~

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that ~~the student~~ **the student** ~~the/she~~:

- a. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

*Sexual harassment* means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.- (Education Code 212.5, 48900.2)

~~(cf. 5145.7 - Sexual Harassment)~~

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233-. (Education Code 48900.3)

*Hate violence* means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

~~(cf. 5145.9 - Hate-Motivated Behavior)~~

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or



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students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment-. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

### Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

(cf. 5131.4 - Student Disturbances)

### Suspension from Class by a Teacher

A teacher may suspend a student, ~~including a grade K-3 student,~~ from class for the remainder of the day and the following day for ~~disruption, willful defiance, or~~ any of the ~~other~~ acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above ~~or for disruption or willful defiance at any grade level, including grades K-8.~~ (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, ~~the student he/she~~ shall be appropriately supervised during the class periods from which ~~the student he/she~~ has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, ~~the teacher he/she~~ shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. -A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which ~~the student he/she~~ was suspended. (Education Code 48910)



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The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

### Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" ~~and for which he/she is required to~~ a recommendation of expulsion ~~required~~. (Education Code 48915 (c))

The Superintendent, principal, or designee may impose a suspension for a first offense if ~~he/she-it~~ is determined ~~s~~ that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. ~~-(Education Code 48900.5)~~

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record (Education Code 48900.5)

*(cf. 5125 — Student Records)*

### Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. ~~-(Education Code 48911)~~

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student ~~he/she~~ may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of

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days for which the student may be suspended in any school year. -(Education Code 48903, 48911, 48912)

*(cf. 6184 — Continuation Education)*

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. -(Education Code 48911)

### Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

- 1.— **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student him/her, and shall be given the opportunity to present the student his/her version and evidence. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. and the conference shall be held within two school days, unless the student waives the his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. -(Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. -(Education Code 48900.8)

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In addition, the notice may state the date and time when the student may return to school.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied ~~reinstatement~~ ~~readmission~~ solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
- a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
  - b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
  - c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

*(cf. 6173.1 – Education for Foster Youth)*

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

*(cf. 6173 – Education for Homeless Children)*

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may

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provide services or require the student to participate in an alternative disciplinary program designed to correct ~~the his/her~~ behavior and keep ~~the student him/her~~ in school.

### Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

*(cf. 9321 - Closed Session)*

The Board shall provide the student and ~~his/her~~ parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

### On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

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4. The student shall be responsible for contacting the student's ~~his/her~~ teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

### Superintendent or, Principal's Authority to Recommend Expulsion

Unless the Superintendent, or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal ~~he/she~~ shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication ~~for his/her use~~ or other medication prescribed ~~for him/her~~ by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

### Student's Right to Expulsion Hearing

Any student recommend for expulsion shall be entitled to a hearing to determine whether the student ~~he/she~~ should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

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If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

### Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and ~~their~~ parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or ~~his/her~~ parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and ~~their~~ parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of ~~the his/her~~ right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and ~~their~~ parent/guardian shall be effective ~~upon~~ approval by the Board.

### Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, ~~the superintendent or designee he/she~~ shall give the complaining witness a copy of ~~the district's suspension and expulsion policy and regulation and shall advise the witness of~~ the right to ~~his/her right to:~~ (Education Code 48918.5)

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1. Receive five days' notice of ~~the his/her~~ scheduled testimony at the hearing
2. Have up to two adult support persons ~~of their choosing~~ present at the hearing at the time ~~the witness he/she~~ testifies
3. Have a closed hearing during the time the witness testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

### Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment.

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

*(cf. 5119 - Students Expelled from Other Districts)*

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser.

*Legal counsel* means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

*Nonattorney adviser* means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.



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6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

### Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. - (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. - (Education Code 48918.1)

### Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))



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2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," ~~and~~ "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above. (Education Code 48918(h)) (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

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5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: ~~-(Education Code 48918, 48918.5)~~
- a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during ~~the~~ ~~his/her~~ testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom ~~in they finds~~ is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, ~~;~~ or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
  - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
    - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
    - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which they may leave the hearing room.
    - (3) The person conducting the hearing may:
      - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

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(b) Limit the time for taking the testimony of a complaining witness to ~~the hours they are normally in school hours~~, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from ~~his/her~~ school ~~of attendance~~, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

### Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918 (a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by ~~the student's his/her~~ parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that

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the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

### Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

~~(cf. 9321.1—Closed Session Actions and Reports)~~

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

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### Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12," ~~"or~~ "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board ~~-(Education Code 48918)~~
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion ~~-(Education Code 48918)~~
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 ~~-(Education Code 48918)~~

### Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and ~~his/her~~ willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

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2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," ~~or~~ "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

### Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County

Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919) following the student's written request. (Education Code 48919)

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## **ADMINISTRATIVE REGULATION**

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### Notifications to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10 (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

### Placement During Expulsion

The Board shall refer expelled students to a program of study that is:- (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

*(cf. 6158 — Independent Study)*

*(cf. 6185 - Community Day School)*

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K- 6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

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Each school site administrator shall take steps to see that services are provided for students who have an expulsion hearing. A student whose behavior has resulted in expulsion shall be given a rehabilitation plan that is designed by the district of residence. When recommended placement includes a classroom option, it is possible that the placement may not be available in the Oak Park Unified School District. Any recommended placement shall be monitored and appropriate documentation maintained by district and/or site personnel. This plan may involve one or more of the options outlined below.

Oak Park Unified School District education alternatives for expelled pupils includes:

### Secondary Students (7-12)

1. Expulsion with subsequent transfer to another school district or private school – classroom option. (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD)
2. Expulsion with referral to Ventura County Superintendent of Schools Court and Community School Program – classroom option (Gateway School – Camarillo site)
3. Suspended expulsion with referral to district independent Study Program or placement with rehabilitation plan on OPUSD site.

### Elementary Students (K-6)

1. Expulsion with subsequent transfer to another school district or private school – classroom option (Responsibility of parent to notify other district. No financial obligations on the part of OPUSD.)
2. Suspended expulsion with referral to district Independent Study program or placement with rehabilitation plan on OPUSD site. (Education Code 51745 – Voluntary program – cannot be mandated).

Secondary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

We believe that the appropriate response to students who have been removed from the county-operated Community School Program is to inform the parents that 1) the parents are compelled by law to educate their child, and 2) it is their responsibility to find an educational placement. The child's expellable behavior has deemed the student unsuitable for either regular school or alternative school placement. The parents' options are: a) request Independent Study if agreeable to the community school administration; b) provide private tutoring at parents' expense; c) enroll in a private full-time day school at parents' expense; or d) pursue enrollment with another school district's board (unless student is expelled for injurious behavior, weapons, drugs, drug dealing, assault or other "zero tolerance" offenses [Education Code 48915(a) or (c)]). In essence, the district will have fulfilled its obligation to secure an educational program to the extent funds are apportioned.



# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

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Elementary students referred back to Oak Park Unified School District due to second violations, non-attendance or failed placement:

The respective strategies in the county plan include statements that: “A regional program may be developed to address geographical factors or limited numbers”; and “A regional program may be developed to meet this need (grades 1 to 6 placement).” The Oak Park Unified School District Board of Education and principals strongly recommend that the Ventura County Superintendent coordinate a consortium of small districts which are impacted by gaps in #3, #4, #5 and #6 of the County Plan. The purpose of this consortium will be to explore, plan and implement an educational placement which meets the needs found in the above referenced gaps.

### Readmission After Expulsion

Prior to the date set by the Board for the student’s readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board a ~~his/her~~ recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

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No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

### Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

*(cf. 5119 - Students Expelled from Other Districts)*

Adopted: 5-15-84

Amended: 5-6-97; 2-2-99; 2-20-02; 9-17-02; 6-17-03, 11-05, 11-08, 3-10, 3-12, 7-12, 11-12, 4-14, 4-21-15, 4-17-18, 2-19-19, [9-15-20](#)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

**SUBJECT: B.5.f. APPROVE AMENDMENT TO BOARD BYLAW 9270 – CONFLICT OF INTEREST - First Reading**

**ACTION**

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Bylaw 9270 – Conflict of Interest?

**BACKGROUND:** Board Bylaw 9270 updated to make change for gender neutrality. Exhibit, and Government Code 87306.5 states that all Conflict of Interest Codes must be reviewed and amended as needed by local agencies during even-numbered years. Exhibit is being updated under the heading Designated Position Disclosure Category to reflect positions not required to submit a conflict of Interest Form and to update the title of a designated position to reflect current positions in the District.

**ALTERNATIVES:** 1. Approve the amendment to Board Bylaw 9270 – Conflict of Interest.  
2. Do not amend Board Bylaw 9270 – Conflict of Interest.

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT

## BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9270(a)

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### Conflict of Interest

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by ~~his/her~~ ~~their~~ financial, family, or other personal interest or consideration.

*(cf. 9005 – Governance Standards)*

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect ~~the Board member's~~ ~~his/her~~ relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which ~~the board member's~~ ~~his/her~~ relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5).

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9270(b)

adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 – Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2, 4217.2/4317.2 – Resignation)

(cf. 9222 – Resignation)

## Conflict of Interest under the Political Reform Act

A Board member, designated employee or other person in a designated position shall not make, participate in making, or in any way use or attempt to use the board member's ~~his/her~~ official position to influence a governmental decision in which ~~he/she~~ the board member knows or has reason to know that the board member ~~he/she~~ has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, ~~his/her~~ their immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when ~~he/she, is~~ acting within the authority of ~~his/her~~ their office or position. (2 CCR 18704)

However, a Board member shall participate in the making of a contract in which the board member ~~he/she~~ has a financial interest if ~~his/her~~ the board member's participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

## Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2CCR 18707)

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse ~~himself/herself~~ themselves from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. ~~He/she~~The Board member may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse ~~himself/herself~~ themselves from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose ~~his/her~~the board member's interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that ~~his/her~~the board member's recusal is because of a conflict of interest pursuant to Government Code 87100. ~~He/she~~The Board member shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

(cf. 3430 – Investing)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

## Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest, in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which ~~he/she~~

# OAK PARK UNIFIED SCHOOL DISTRICT

## BYLAWS OF THE BOARD

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Bylaws of the Board

BB 9270(d)

the board member has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which ~~his/her~~ the board member's interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for ~~his/her~~ the board member's actual and necessary expenses incurred in the performance of ~~his/her~~ the board member's official duties, in the employment of ~~his/her~~ the board member's spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

### Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which ~~his/her~~ the board member's private or personal interest may conflict with ~~his/her~~ the board member's official duties.

### Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

*(cf. 4136/4236/4336 – Nonschool Employment)*

### Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9270(e)*

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

## Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

## Legal Reference:

### EDUCATION CODE

*1006 Qualifications for holding office*

*35107 School district employees*

*35230-35240 Corrupt practices, especially:*

*35233 Prohibitions applicable to members of governing boards*

*41000-41003 Moneys received by school districts*

*41015 Investments*



# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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## FAMILY CODE

297.5 Rights, protections, and benefits of registered domestic partners

## GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

81000-91014 Political Reform Act of 1974, especially:

82011 Code reviewing body

82019 Definition, designated employee

82028 Definition, gift

82030 Definition, income

82033 Definition, interest in real property

82034 Definition, investment

87100-87103.6 General prohibitions

87200-87210 Disclosure

87300-87313 Conflict of interest code

87500 Statements of economic interests

89501-89503 Honoraria and gifts

89506 Ethics; travel

91000-91014 Enforcement

## PENAL CODE

85-88 Bribes

## REVENUE AND TAXATION CODE

203 Taxable and exempt property - colleges

## CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:

18700-18707 General prohibitions

18722-18740 Disclosure of interests

18750.1-18756 Conflict of interest codes

## COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261

Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655

Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App. 4th 511

## ATTORNEY GENERAL OPINIONS

92 Ops.Cal.Atty.Gen. 26 (2009)

92 Ops.Cal.Atty.Gen. 19 (2009)

89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)

85 Ops.Cal.Atty.Gen. 60 (2002)

82 Ops.Cal.Atty.Gen. 83 (1999)

81 Ops.Cal.Atty.Gen. 327 (1998)

80 Ops.Cal.Atty.Gen. 320 (1997)

69 Ops.Cal.Atty.Gen. 255 (1986)

68 Ops.Cal.Atty.Gen. 171 (1985)

65 Ops.Cal.Atty.Gen. 606 (1982)

63 Ops. Cal.Atty.Gen. 868 (1980)

## **Management Resources:**

### CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9270(g)*

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*FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS*

*Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005*

*INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS*

*Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009*

*Understanding the Basics of Public Service Ethics: Transparency Laws, 2009*

*WEB SITES*

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

*Fair Political Practices Commission: <http://www.fppc.ca.gov>*

*Institute of Local Government: <http://www.ca-ilg.org>*

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 11-19-02, 11-14-06, 10-19-10, 9-16-14, 8-16-16,  
[9-15-20](#)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 9000*

*Bylaws of the Board*

*E 9270(a)*

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### Disclosure Categories

Category 1: Broadest Disclosure (Schedules A-1, A-2, B, C, D and E)

- a. All sources of income, gifts, loans and travel payments;
- b. All interests in real property; and
- c. All investments or business positions in business entities.

Category 2: Real Property (Schedule B)

All interest in real property, including interest in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3: Land Development, Construction and Transaction (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4: Procurement (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5: Regulation and Permitting (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated positions, agency or department.

Category 6: Funding (Schedules A1, A2, C, D and E)

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

### Designated Positions

Designated Position Disclosure Category

# OAK PARK UNIFIED SCHOOL DISTRICT

## EXHIBIT

*Series 9000*

*Bylaws of the Board*

*E 9270(b)*

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Governing Board Members 1  
Superintendent of Schools 1  
Assistant Superintendent, Business and Fiscal Services 1  
Assistant Superintendent, Human Resources 1  
Fiscal Services Director 1  
Curriculum and Instruction Director 1  
Educational Technology and Information Systems Director 1  
Pupil Services Director 1  
Preschool Director 1  
Student Support and School Safety Director 1  
Extended Care Programs Director 1  
Bond Programs, Sustainability, Maintenance and Operations Director 1  
Principals 1  
~~Assistant Principals 1~~

### Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **EXHIBIT**

*Series 9000*

*Bylaws of the Board*

*E 9270(c)*

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A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Adopted: 9-17-02

Amended: 9-16-14, 8-16-16, 9-17-18, 9-15-20

**2020~~18~~ CONFLICT OF INTEREST CODE**  
**Oak Park Unified School District**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Oak Park Unified School District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Oak Park Unified School District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 15~~7~~<sup>th</sup>, day of September 2020~~18~~:

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

**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES</b> (From Exhibit B)	<b>FILING OFFICER</b> (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
<b>5</b>	<b>Board Members</b>	<b>1</b>	<b>COB</b>
<b>1</b>	<b>Superintendent of Schools</b>	<b>1</b>	<b>COB</b>
<b>1</b>	<b>Assistant Superintendent, Business Services</b>	<b>1</b>	<b>COB</b>
<b>1</b>	<b>Assistant Superintendent, Human Resources</b>	<b>1</b>	<b>AC</b>
<b>8</b>	<b>Directors</b>	<b>1</b>	<b>AC</b>
<b>6</b>	<b>Principals</b>	<b>1</b>	<b>AC</b>

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans* and *travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments* and *business positions* in *business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: SEPTEMBER 15, 2020**  
**SUBJECT: VII.1. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of August 31 of the 2020-21 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,

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Anthony W. Knight, Ed.D.  
Superintendent

Oak Park Unified  
56-73874-0000000

## Cashflow Report

### 2020-21 Adopted as of 7.31.2020

Base Year 2020-21; Actuals Through the Month of August

Fund 01

	Object Range	Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
<b>A. BEGINNING CASH</b>		<b>242,718</b>	<b>242,718</b>	<b>3,853,180</b>	<b>6,104,653</b>	<b>4,928,476</b>	<b>2,691,626</b>	<b>2,486,288</b>	<b>6,831,012</b>	<b>3,234,936</b>
<b>B. RECEIPTS</b>										
LCFF Sources										
Principal Apportionment	8010-8019	26,930,635	947,170	947,170	1,700,596	1,700,596	1,700,596	1,700,596	1,700,596	2,480,066
Property Taxes	8020-8079	11,933,223	82,488	254	—	31,790	402,448	6,377,651	147,137	69,451
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,006,772	—	17,523	1,040,008	—	—	47,290	—	—
Other State Revenue	8300-8599	1,259,020	—	114,355	371,777	5,440	188,485	269,900	5,440	—
Other Local Revenue	8600-8799	4,387,714	417,798	218,903	259,691	264,934	493,697	246,445	260,794	796,728
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
<b>TOTAL RECEIPTS</b>		<b>45,517,364</b>	<b>1,447,455</b>	<b>1,298,205</b>	<b>3,372,072</b>	<b>2,002,759</b>	<b>2,785,226</b>	<b>8,641,883</b>	<b>2,113,967</b>	<b>3,346,246</b>
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999	22,020,666	164,492	2,343,172	2,038,819	2,094,057	2,106,642	2,079,832	2,451,671	2,184,406
Classified Salaries	2000-2999	7,012,919	219,537	511,386	598,377	609,414	624,700	591,366	733,369	634,985
Employee Benefits	3000-3999	10,120,893	90,338	987,410	935,176	939,939	947,124	943,410	1,044,891	997,465
Books and Supplies	4000-4999	1,002,163	46,501	139,913	184,549	118,757	34,668	74,979	40,845	46,451
Services	5000-5999	3,399,448	176,592	72,093	483,182	330,945	272,530	310,649	342,865	202,291
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	504,774	2,395	2,395	14,518	—	—	14,518	69,834	—
Interfund Transfers Out	7600-7629	50,000	50,387	85,388	—	—	—	50,000	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
<b>TOTAL DISBURSEMENTS</b>		<b>44,110,863</b>	<b>750,241</b>	<b>4,141,756</b>	<b>4,254,619</b>	<b>4,093,113</b>	<b>3,985,665</b>	<b>4,064,754</b>	<b>4,683,475</b>	<b>4,065,598</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>1,406,501</b>	<b>3,610,462</b>	<b>2,251,474</b>	<b>(1,176,178)</b>	<b>(2,236,850)</b>	<b>(205,338)</b>	<b>4,344,724</b>	<b>(3,596,076)</b>	<b>(662,606)</b>
<b>F. ENDING CASH (A + E)</b>			<b>3,853,180</b>	<b>6,104,653</b>	<b>4,928,476</b>	<b>2,691,626</b>	<b>2,486,288</b>	<b>6,831,012</b>	<b>3,234,936</b>	<b>2,572,330</b>
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>										

Oak Park Unified  
56-73874-0000000

## Cashflow Report

### 2020-21 Adopted as of 7.31.2020

Base Year 2020-21; Actuals Through the Month of August

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
<b>A. BEGINNING CASH</b>		<b>242,718</b>	<b>2,572,330</b>	<b>3,067,735</b>	<b>5,039,676</b>	<b>556,279</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>B. RECEIPTS</b>										
LCFF Sources										
Principal Apportionment	8010-8019	26,930,635	3,857,727	1,503,683	—	1,377,661	7,314,177	—	26,930,635	—
Property Taxes	8020-8079	11,933,223	50,847	4,591,606	116,027	63,524	—	—	11,933,223	0
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,006,772	47,290	—	—	67,500	867,495	—	2,087,106	(1,080,334)
Other State Revenue	8300-8599	1,259,020	384,900	5,440	—	275,340	233,444	—	1,854,520	(595,500)
Other Local Revenue	8600-8799	4,387,714	209,227	214,471	275,456	301,949	427,621	—	4,387,714	—
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
<b>TOTAL RECEIPTS</b>		<b>45,517,364</b>	<b>4,549,993</b>	<b>6,315,199</b>	<b>391,483</b>	<b>2,085,974</b>	<b>8,842,737</b>	<b>—</b>	<b>47,193,198</b>	<b>(1,675,834)</b>
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999	22,020,666	2,165,710	2,166,635	2,157,607	397,890	—	—	22,350,933	(330,267)
Classified Salaries	2000-2999	7,012,919	629,704	623,372	677,560	452,874	—	—	6,906,643	106,276
Employee Benefits	3000-3999	10,120,893	970,492	972,355	975,118	242,190	—	—	10,045,908	74,985
Books and Supplies	4000-4999	1,002,163	29,581	54,068	100,717	131,134	—	—	1,002,163	0
Services	5000-5999	3,399,448	136,797	227,675	200,041	412,486	—	—	3,168,145	231,303
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	504,774	14,518	351	36,356	64,207	288,077	—	507,169	(2,395)
Interfund Transfers Out	7600-7629	50,000	—	—	—	—	—	—	185,776	(135,776)
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
<b>TOTAL DISBURSEMENTS</b>		<b>44,110,863</b>	<b>3,946,803</b>	<b>4,044,456</b>	<b>4,147,398</b>	<b>1,700,781</b>	<b>288,077</b>	<b>—</b>	<b>44,166,736</b>	<b>(55,873)</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>1,406,501</b>	<b>495,405</b>	<b>1,971,941</b>	<b>(4,483,397)</b>	<b>(305,199)</b>	<b>17,397,397</b>	<b>—</b>	<b>17,405,759</b>	
<b>F. ENDING CASH (A + E)</b>			<b>3,067,735</b>	<b>5,039,676</b>	<b>556,279</b>	<b>251,080</b>	<b>—</b>	<b>—</b>	<b>—</b>	
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									<b>17,648,477</b>	

Oak Park Unified  
56-73874-0000000

**Cashflow Report**  
**2020-21 Adopted as of 7.31.2020**  
Base Year 2020-21; Actuals Through the Month of August

Fund 01

	Object Range	Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
<b>D. BALANCE SHEET ITEMS</b>										
<b>Assets and Deferred Outflows</b>										
Cash Not in Treasury	9111-9199	0	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	0	5,574,400	36,979	7,478	52,450	1,305,910	767	3,302	—
Due From Other Funds	9310	0	—	3,468	—	—	—	—	—	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	0	5,953	—	—	—	—	—	—	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
<b>SUBTOTAL</b>		<b>0</b>	<b>5,580,352</b>	<b>40,447</b>	<b>7,478</b>	<b>52,450</b>	<b>1,305,910</b>	<b>767</b>	<b>3,302</b>	<b>—</b>
<b>Liabilities and Deferred Inflows</b>										
Accounts Payable	9500-9599	0	3,667,105	(209,578)	301,108	198,946	310,809	233,171	184,870	(56,746)
Due To Other Funds	9610	0	(1,000,000)	1,000,000	—	—	—	—	—	—
Current Loans	9640	0	—	(5,845,000)	—	—	—	—	845,000	—
Unearned Revenues	9650	0	—	—	—	—	—	—	—	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
<b>SUBTOTAL</b>		<b>0</b>	<b>2,667,105</b>	<b>(5,054,578)</b>	<b>301,108</b>	<b>198,946</b>	<b>310,809</b>	<b>233,171</b>	<b>1,029,870</b>	<b>(56,746)</b>
<b>Nonoperating</b>										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>0</b>	<b>2,913,248</b>	<b>5,095,025</b>	<b>(293,630)</b>	<b>(146,497)</b>	<b>995,101</b>	<b>(232,404)</b>	<b>(1,026,568)</b>	<b>56,746</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>1,406,501</b>	<b>3,610,462</b>	<b>2,251,474</b>	<b>(1,176,178)</b>	<b>(2,236,850)</b>	<b>(205,338)</b>	<b>4,344,724</b>	<b>(3,596,076)</b>	<b>(662,606)</b>
<b>F. ENDING CASH (A + E)</b>			<b>3,853,180</b>	<b>6,104,653</b>	<b>4,928,476</b>	<b>2,691,626</b>	<b>2,486,288</b>	<b>6,831,012</b>	<b>3,234,936</b>	<b>2,572,330</b>
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>										

Oak Park Unified  
56-73874-0000000

**Cashflow Report**  
**2020-21 Adopted as of 7.31.2020**  
Base Year 2020-21; Actuals Through the Month of August

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
<b>D. BALANCE SHEET ITEMS</b>										
<b>Assets and Deferred Outflows</b>										
Cash Not in Treasury	9111-9199	0	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	0	—	—	—	—	8,842,737	—	15,824,022	
Due From Other Funds	9310	0	—	—	—	—	—	—	3,468	
Stores	9320	0	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	0	—	—	—	—	—	—	5,953	
Other Current Assets	9340	0	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	
<b>SUBTOTAL</b>		<b>0</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>8,842,737</b>	<b>—</b>	<b>15,833,443</b>	
<b>Liabilities and Deferred Inflows</b>										
Accounts Payable	9500-9599	0	107,785	298,803	727,481	690,391	—	—	6,454,146	
Due To Other Funds	9610	0	—	—	—	—	—	—	—	
Current Loans	9640	0	—	—	—	—	—	—	(5,000,000)	
Unearned Revenues	9650	0	—	—	—	—	—	—	—	
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	
<b>SUBTOTAL</b>		<b>0</b>	<b>107,785</b>	<b>298,803</b>	<b>727,481</b>	<b>690,391</b>	<b>—</b>	<b>—</b>	<b>1,454,146</b>	
<b>Nonoperating</b>										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>0</b>	<b>(107,785)</b>	<b>(298,803)</b>	<b>(727,481)</b>	<b>(690,391)</b>	<b>8,842,737</b>	<b>—</b>	<b>14,379,298</b>	
<b>E. NET INCREASE/DECREASE (B - C + D)</b>										
		<b>1,406,501</b>	<b>495,405</b>	<b>1,971,941</b>	<b>(4,483,397)</b>	<b>(305,199)</b>	<b>17,397,397</b>	<b>—</b>	<b>17,405,759</b>	
<b>F. ENDING CASH (A + E)</b>										
			<b>3,067,735</b>	<b>5,039,676</b>	<b>556,279</b>	<b>251,080</b>	<b>—</b>	<b>—</b>	<b>—</b>	
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>										
									<b>17,648,477</b>	

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

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

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**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through September 2, 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,

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Anthony W. Knight, Ed.D.  
Superintendent



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

**Budget vs. Commitments and Expenditures**

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
<b>Measure S Management</b>					-		-			
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Salaries (3)	1,000,000	281,190	-	1,281,190	1,086,563	194,627	849,435	237,128	Future	
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su	251,000	-	-	251,000	195,946	55,054	195,342	604	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty (1) (3)	462,811	(300,000)	-	162,811	357,903	(195,092)	357,903	-	In Construction	IN PROGRESS
	<b>1,959,792</b>	<b>10,590</b>	-	<b>1,970,382</b>	<b>1,914,973</b>	<b>55,410</b>	<b>1,659,792</b>	<b>255,180</b>		
<b>Brookside Elementary School</b>					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,364	104,892	1,285,364	-	Future	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1	3,648,750	-	-	3,648,750	326,920	3,321,830	326,920	-	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	11,200	-	Complete	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
20-17S Remove and Replace Foundation on Portable C (1)	46,571	1,212	-	47,783	46,571	1,212	43,491	3,080	Future	
20-16S Innovation Lab BES (1)	47,200	-	-	47,200	47,200	-	47,200	-	Future	
	<b>5,194,587</b>	<b>47,525</b>	-	<b>5,242,112</b>	<b>1,814,177</b>	<b>3,427,934</b>	<b>1,811,098</b>	<b>3,080</b>		
<b>District Office</b>					-		-			
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	
	<b>78,041</b>	-	-	<b>78,041</b>	<b>35,056</b>	<b>42,985</b>	<b>25,806</b>	<b>9,250</b>		
<b>District Wide</b>					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract (1) (3)	256,055	-	-	256,055	153,633	102,422	108,503	45,130	Future	IN PROGRESS
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
20-04S Collaborative Furniture	101,671	-	-	101,671	101,670	0	27,573	74,097	Complete	
20-10S Exterior Repairs to Portables at BES/MCMS	59,834	1,200	-	61,034	61,034	-	-	61,034	Planning	
	<b>8,351,087</b>	<b>47,919</b>	-	<b>8,399,006</b>	<b>8,292,627</b>	<b>106,380</b>	<b>8,112,031</b>	<b>180,596</b>		
<b>King James Court</b>					-		-			
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	<b>15,700</b>	-	-	<b>15,700</b>	<b>15,700</b>	-	<b>15,700</b>	-		
<b>Medea Creek Middle School</b>					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(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) (2)	4,897,433	553,083	36,901	5,487,417	5,015,519	471,898	3,327,969	1,687,550	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



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-39S 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	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	20,707	-	20,707	-	Complete	
	7,298,370	652,581	36,901	7,987,851	7,587,773	400,079	5,880,621	1,707,152		
Oak Hills Elementary School						-		-		
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	11,732	-	11,732	-	Complete	
20-03S Innovation Lab OHES (1)	65,731	-	-	65,731	65,731	-	63,131	2,600	In Construction	
	837,340	53,440	54,800	945,581	672,048	273,532	669,274	2,774		
Oak Park High School						-		-		
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-19S Art Court Phase II (1)	229,138	-	-	229,138	227,836	1,302	213,136	14,700	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	20,052	-	Future	
20-22S Economizers OPHS F Bldg. HVAC's (1) (3)	21,210	-	-	21,210	21,210	-	21,210	-	Future	
	1,501,823	(211,302)	-	1,290,521	1,214,538	75,983	1,199,838	14,700		
Oak Park Neighborhood School						-		-		
19-08S OPNS Arch Svcs for DSA Certific (2) (3)	189,285	-	274,054	463,339	30,453	432,886	30,453	-	In Close-Out	
	189,285	-	274,054	463,339	30,453	432,886	30,453	-		
Oak View High School						-		-		
19-26S Reno Bldg Ext at OVHS	175,595	(595)	-	175,000	161,881	13,119	161,881	-	Future	
	175,595	(595)	-	175,000	161,881	13,119	161,881	-		
Red Oak Elementary School						-		-		
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (3) (4)	6,564,170	24,400	-	6,588,570	597,673	5,990,896	497,579	100,094	Future	IN PROGRESS
19-01S MPB Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	NOC APPROVED 10/15/2019





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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	NOC APPROVED 10/15/2019
20-11S Restroom Upgrades at ROES (1) (3)	83,684	-	-	83,684	83,134	550	78,979	4,155	Future	
20-13S Paint Admin Interior	17,601	-	-	17,601	17,601	-	17,601	-	Complete	
20-14S Flooring for Admin + 7 Classrooms	49,125	-	-	49,125	49,125	-	49,125	-	In Close-Out	
20-15S Innovation Lab at ROES (1)	44,065	-	-	44,065	44,065	-	44,065	-	Future	
	7,036,206	1,379	-	7,037,585	1,039,881	5,997,704	935,632	104,249		
TECH					-		-			
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	-	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	-	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	(794)	-	17,206	17,206	-	17,206	-	Complete	Project complete
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	243,400	7,935	-	251,335	251,335	(0)	251,335	-	Complete	BOARD APPROVED 6-4-19
19-24S Additional Security Cameras DW Phase 4	38,029	-	-	38,029	38,029	-	38,029	-	In Close-Out	
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	-	-	20,451	20,451	-	8,576	11,875	Future	
20-02S Interactive Flat Panel Displays for Element	15,000	-	-	15,000	-	15,000	-	-	Future	
20-08S Apple iPad Air Refresh (1)	34,544	-	-	34,544	34,544	-	34,544	-	Future	
20-09S District Network Firewall Refresh	-	-	-	-	285,524	(285,524)	285,524	-	Future	
20-19S Staff Laptop Refresh (1)	198,069	-	-	198,069	197,758	311	197,758	-	In Construction	
20-20S Chromebook 1:1 Program (1)	333,436	-	-	333,436	333,436	-	333,436	-	Future	
20-24S Oak Park High School Engineering Workstatio (1)	69,534	-	-	69,534	69,534	-	69,534	-	Future	
20-25S Apple iPad Air Refresh Wave 3 (1)	33,030	-	-	33,030	-	33,030	-	-	Future	
	3,044,425	195,074	-	3,239,499	3,246,792	(7,293)	3,120,361	126,430		
Totals	35,682,253	796,610	365,755	36,844,617	26,025,898	10,818,719	23,622,487	2,403,411		

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: SEPTEMBER 15, 2020**

**SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's General Fund operating budget through August 31st of the 2020-21 fiscal year?

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

**FISCAL IMPACT:** None- for information only.

**RECOMMENDATION:** None - for information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

## Financial Statement

Fund 01		Fiscal Year 2020/21 Through August 2020				
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
REVENUE DETAIL						
LCFF Revenue Sources						
8011-8019	LCFF State Aid	26,930,635.00	26,930,635.00	1,894,340.00	25,036,295.00	7.03%
8020-8079	Property Taxes	11,933,223.00	11,933,223.00	82,741.79	11,850,481.21	0.69%
	Total LCFF Revenue Sources	38,863,858.00	38,863,858.00	1,977,081.79	36,886,776.21	5.09%
Federal Revenues						
8100-8299	Federal Revenues	1,006,772.00	1,006,772.00	17,523.00	989,249.00	1.74%
Other State Revenues						
8300-8599	Other State Revenues	1,259,020.00	1,259,020.00	114,355.00	1,144,665.00	9.08%
Other Local Revenue						
8600-8799	Other Local Revenues	4,387,714.00	4,387,714.00	636,700.36	3,751,013.64	14.51%
	Total Year To Date Revenues	45,517,364.00	45,517,364.00	2,745,660.15	42,771,703.85	6.03%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	17,918,712.00	17,918,712.00	15,577,885.44	2,007,949.78	332,876.78	11.21%
1160	Certificated Salaries Stipends	356,389.00	356,389.00	900.00	2,600.00	352,889.00	0.73%
1200	Certificated Pupil Support Salaries	1,740,521.00	1,740,521.00	1,531,496.61	167,853.79	41,170.60	9.64%
1260	Counselor Stipend	10,085.00	10,085.00	.00	.00	10,085.00	0.00%
1300	Certificated Supervisors' & Administrators' Salaries	1,994,959.00	1,994,959.00	1,650,014.58	329,259.83	15,684.59	16.50%
	Total Certificated Salaries	22,020,666.00	22,020,666.00	18,760,296.63	2,507,663.40	752,705.97	11.39%
Classified Salaries							
2100	Classified Instructional Salaries	2,488,921.00	2,488,921.00	1,949,879.97	179,538.85	359,502.18	7.21%
2200	Classified Support Salaries	1,723,532.00	1,723,532.00	1,381,555.91	244,095.94	97,880.15	14.16%
2300	Classified Supervisors' & Administrators' Salaries	343,547.00	343,547.00	286,289.40	57,257.88	.28-	16.67%
2400	Clerical, Technical, & Office Staff Salaries	1,615,295.00	1,615,295.00	1,351,672.04	241,258.80	22,364.16	14.94%
2900	Other Classified Salaries	841,624.00	841,624.00	470,333.65	8,770.92	362,519.43	1.04%
	Total Classified Salaries	7,012,919.00	7,012,919.00	5,439,730.97	730,922.39	842,265.64	10.42%
Employee Benefits							
3100	State Teachers' Retirement System	3,492,795.00	3,492,795.00	3,024,827.58	363,683.67	104,283.75	10.41%
3200	Public Employees' Retirement System	960,514.00	960,514.00	832,236.85	127,444.12	833.03	13.27%
3400	Health & Welfare Benefits	4,436,712.00	4,436,712.00	4,015,683.60	454,218.00	33,189.60-	10.24%
3300-3900	All Other Statutory Costs	1,230,872.00	1,230,872.00	991,057.42	132,401.62	107,412.96	10.76%
	Total Employee Benefits	10,120,893.00	10,120,893.00	8,863,805.45	1,077,747.41	179,340.14	10.65%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	236,529.00	278,348.00	268,008.44	79,653.67	69,314.11-	28.62%
4200	Other Books and Reference Material	32,073.00	16,983.00	16,625.41	10,874.67	10,517.08-	64.03%
4300	Materials & Supplies	580,605.00	538,082.00	380,708.74	94,857.98	62,515.28	17.63%
4400	Noncapitalized Equipment	152,956.00	152,956.00	15,323.86	1,027.46	136,604.68	0.67%
	Total Books and Supplies	1,002,163.00	986,369.00	680,666.45	186,413.78	119,288.77	18.90%

### Services and Other Operating Expenditures

## Fiscal13a

## Financial Statement

Fund 01		Fiscal Year 2020/21 Through August 2020					
5200	Travel and Conference	61,542.00	61,582.00	4,152.78	1,348.85	56,080.37	2.19%
5300	Dues and Memberships	38,224.00	40,892.00	.00	37,693.23	3,198.77	92.18%
5400	Insurance	472,501.00	472,501.00	472,501.00	.00	.00	0.00%
5500	Operations & Housekeeping Services	625,968.00	625,968.00	470,023.16	20,579.80	135,365.04	3.29%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	331,485.00	349,235.00	204,228.09	16,034.77	128,972.14	4.59%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,532,722.00	1,564,212.00	756,943.02	193,318.69	613,950.29	12.36%
5899	Legal Fees	227,000.00	227,000.00	.00	33,148.75-	260,148.75	-14.60%
5900	Telephone and Communications	110,006.00	115,142.00	76,235.92	12,857.47	26,048.61	11.17%
<b>Total Services and Other Operating Expenditures</b>		<b>3,399,448.00</b>	<b>3,456,532.00</b>	<b>1,984,083.97</b>	<b>248,684.06</b>	<b>1,223,763.97</b>	<b>7.19%</b>

## Capital Outlay

6000	Capital Outlay	.00	.00	.00	.00	.00	0.00%
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## Tuition

7100	Tuition	446,703.00	446,703.00	128,000.00	4,790.00	313,913.00	1.07%
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## Debt Service

7438	Debt Service - Interest	8,771.00	8,771.00	8,771.36	.00	.36-	0.00%
7439	Debt Service - Principal	49,300.00	49,300.00	49,299.92	.00	.08	0.00%
<b>Total Debt Service</b>		<b>58,071.00</b>	<b>58,071.00</b>	<b>58,071.28</b>	<b>.00</b>	<b>.28-</b>	<b>0.00%</b>
<b>Total Year To Date Expenditures</b>		<b>44,060,863.00</b>	<b>44,102,153.00</b>	<b>35,914,654.75</b>	<b>4,756,221.04</b>	<b>3,431,277.21</b>	<b>10.78%</b>

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
<b>OTHER FINANCING SOURCES</b>									

## Other Financing Sources

8919	Other Authorized Interfund Transfer In	.00	.00	.00	.00	.00	.00	.00	0.00%
<b>Total Other Financing Sources</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>0.00%</b>
<b>Total Year To Date Other Financing Sources</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>0.00%</b>

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
<b>OTHER FINANCING USES</b>									

## Interfund Transfers Out

7611	From General to Child Development Fund	.00	.00	.00	.00	.00	75,691.01	75,691.01-	0.00%
7612	Transfer General Fund to/from Special Reserve Fund	.00	.00	.00	.00	.00	.00	.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	50,000.00	.00	.00	60,084.59	10,084.59-	120.17%	
<b>Total Interfund Transfers Out</b>		<b>50,000.00</b>	<b>50,000.00</b>	<b>.00</b>	<b>.00</b>	<b>135,775.60</b>	<b>85,775.60-</b>	<b>271.55%</b>	
<b>Total Year To Date Other Financing Uses</b>		<b>50,000.00</b>	<b>50,000.00</b>	<b>.00</b>	<b>.00</b>	<b>135,775.60</b>	<b>85,775.60-</b>	<b>271.55%</b>	

## Fiscal13a

## Financial Statement

Fund 01		Fiscal Year 2020/21 Through August 2020					
Object	Description	Adopted	Budget Revised	Actuals To Date			
				Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	45,517,364.00	45,517,364.00		2,745,660.15	42,771,703.85	6.03%
	B. Expenditures	44,060,863.00	44,102,153.00	35,914,654.75	4,756,221.04	3,431,277.21	10.78%
	C. Subtotal (Revenues LESS Expense)	1,456,501.00	1,415,211.00		2,010,560.89-	39,340,426.64	
	D. Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	50,000.00	50,000.00		135,775.60	85,775.60-	271.55%
	E. Net Change in Fund Balance	1,406,501.00	1,365,211.00		2,146,336.49-	39,426,202.24	
	F. Fund Balance						
	Beginning Balance (9791)	725,328.00	725,328.00		242,717.64		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	725,328.00	725,328.00		242,717.64		
	G. Calculated Ending Balance	2,131,829.00	2,090,539.00		1,903,618.85-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,131,829.00	2,090,539.00				
	Other				35,914,654.75		