

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1001**

DATE: August 18, 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. Members of the public may offer public comment on items on the agenda 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

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

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

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

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 August 18, 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 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

Tuesday, September 15, 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 #1001
August 18, 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. 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 :** 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
- 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. Presentation of Recognition to Medea Creek Middle School Team Crayfish and Team CA Native Bees for the EarthEcho International Challenge
2. Remarks from Board Members
3. Introduction and Report from Student Board Member
4. Remarks from Superintendent
5. Report from Oak Park Education Foundation
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 June 30, 2020 and Special Board Meetings held on July 9, 2020, July 14, 2020, and August 5, 2020](#)

Board Bylaw 9324 requires Board approval of minutes from previous meetings

- b. [Approve Public Employee/Employment Changes 01CL24629-01CL24696 & 01CE10268-01CE10311](#)

Board approval required for public employee employment and changes

- c. [Approve Quarterly Report on Williams Uniform Complaints – July 2020](#)

Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions

- d. [Approve Notice of Completion Measure S Project 19-26S Renovate Building Exteriors at Oak View High School](#)

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

- e. [Approve Notice of Completion Measure S Project 20-10S Exterior Repairs to Portables at Brookside Elementary School and Medea Creek Middle School](#)

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

- f. [Approve Notice of Completion Measure S Project 20-12S Renovate Lobby at Medea Creek Middle School](#)

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

- g. [Approve Notice of Completion Measure S Project 20-13S Paint Interiors of Red Oak Elementary School Administration Building](#)

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

- h. [Approve Notice of Completion Measure S Project 20-14S Install Flooring at Red Oak Elementary School Administration Building and Seven Classrooms](#)

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

- i. [Approve Notice of Completion Measure S Project 20-17S Remove and Replace Foundation on Portables at Brookside Elementary School](#)

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

ACTION

2. HUMAN RESOURCES

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

Board approval required to Establish a Committee on Assignment

b. Approve Annual Teacher Assignment Report for 2020-2021

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

c. Approve 2020-2021 Declaration of Need for Fully Qualified Educators

Commission on Teacher Credentialing requires certification of Board approval on Declaration of Need for Fully Qualified Educators

3. CURRICULUM AND INSTRUCTION

a. Approve K-12 Strong Workforce Program Memorandum of Understanding with Ventura County Office of Education

Ventura County Office of Education, and the District will work together to meet the deliverables of CDE's Career Technical Education Incentive Grant

b. Approve Consolidated Application and Reporting System (Cars) Part II– 2020-21

Board approval required for Consolidated Application and Reporting System

4. BUSINESS SERVICES

a. Ratify Purchase Orders - June 15 – July 31, 2020

Board Policy 3300 requires Board approval of Purchase Orders

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

The Board will discuss refinancing of the Measure C-6 and Measure R bonds

5. BOARD

a. Approve Proposed Board Meeting Schedule for the 2020-2021 School Year

Board approval required for Board meeting schedule for the 2020-2021 School Year

6. BOARD POLICIES

a. Approve Adoption of New Board Policy 0470 COVID-19 Mitigation Plan – First Reading

New Board Policy is intended for use during the coronavirus pandemic and supersedes conflicting provisions in other district policies and regulations, thereby eliminating the need to temporarily revise other policies and regulations. When the Governing Board determines, in conjunction with guidance from state and local health officials, that district operations may resume in a manner that makes this policy inapplicable, it should be removed from the district's policy manual.

b. Approve Amendment to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures – First Reading

Board Policy updated to add medical condition as a characteristic that is protected from discrimination, reflect NEW LAW (SB 75, 2019) which extends the use of uniform complaint procedures (UCP) to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and add an item indicating the use of the UCP for complaints regarding health and safety in a license-exempt California State Preschool Program (CSPP) consistent with CDE's Federal Program Monitoring Instrument. Regulation updated to reflect NEW LAW (SB 75, 2019) which extends the use of UCP to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and to add a section reflecting requirements for complaints alleging noncompliance with health and safety standards for CSPP programs, formerly in AR 1312.4 - Williams Uniform Complaint Procedures.

c. Approve Amendment to Administrative Regulation 1312.4 Williams Uniform Complaint Procedures – First Reading

Administrative Regulation updated to delete material related to complaints regarding ‘

noncompliance with health and safety requirements in a license-exempt CSPP program as such complaints have been moved to BP/AR 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.

d. Approve Amendment to Board Policy and Administrative Regulation 1340 Access to District Records – First Reading

Board Policy updated to reflect NEW LAW (AB 1819, 2019) which allows members of the public to use their own equipment on district premises, free of charge, to photograph, copy, or reproduce a disclosable district record, provided that the equipment does not make physical contact with the record. Regulation updates the list of confidential public records to include the prohibition against releasing an employee's personal email address, upon request from the employee. Regulation also reflects NEW LAW (AB 1819, 2019) which allows members of the public to use their own equipment, free of charge, to photograph, copy, or reproduce a disclosable district record on district premises, provided that the means of copying or reproducing the record does not require the equipment to make physical contact with the record, does not damage the record, and does not result in unauthorized access to the district's computer systems or secured networks.

e. Approve Amendment to Board Policy and Administrative Regulation 4218 Dismissal/Suspension/Disciplinary Action– First Reading

New Board Policy contains material formerly in AR pertaining to board actions in disciplinary hearings for classified employees and new material consistent with BP 4118 - Dismissal/Suspension/Disciplinary Action for certificated employees. Policy also reflects NEW LAW (AB 2234, 2018) which requires the board to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor. Regulation updated to reflect procedural rights that must be granted to permanent district employees based on the court decision in Skelly v. State Personnel Board, including notification of the materials upon which the proposed action is based and the employee's right to respond to a designated district official ("Skelly officer") who will decide whether the recommended discipline should be imposed.

f. Approve Amendment to Board Policy 5132 Dress and Grooming– First Reading

Board Policy updated to reflect NEW LAW (SB 188) which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

VII. INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

1. Date and Venue of Board Retreat

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 6-30-2020 #997
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mrs. Barbara Laifman, called the regular meeting to order at 5:08 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 June 30th. 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. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Mr. Derek Ross, Member, and Mrs. Denise Helfstein, Member

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

Board President, Barbara Laifman reported that in Closed Session the Board was pulling item III.D. from the Closed Session Agenda and would be discussing:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** ESY Instructional Assistants II Special Ed, ESY Instructional Assistants III Behavior, ESY Behavior Specialist, ESY Instructional Asst. III D&HH, ESY Occupational Therapist, Instructional Assistant II or III SUB
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION -**
Initiation of litigation pursuant to Government Code 54956.9(d)(4): Potential Case: 1
- E. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6
Agency designated representatives: Adam Rauch and Leslie Heilbron
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 6:37 p.m.

BOARD PRESENT

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

BOARD ABSENT

Anna Stephens, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Stew McGugan, Director of Student Support and School Safety, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, Mr. Enoch Kwok, Director of Information Technology, and Mrs. Ragini Aggarwal, Executive Assistant.

REPORT ON CLOSED SESSION

Board President, Barbara Laifman, reported that in closed session for Item III.C. the Board voted unanimously to accept the agreement of a civil compromise and accept the payment of \$1,869 to Oak Park USD. The Board took no other action in closed session.

FLAG SALUTE

Barbara Laifman led the Pledge of Allegiance to the Flag.

ADOPTION OF AGENDA

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education tabled the Items B.3.b, B.4.a, and B.6.a. and adopted the rest of the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

PUBLIC SPEAKERS

There were seven public speakers on the recently tabled item B.3.b. 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 but stated that since the item was not on the adopted agenda, the Board would not be able to enter into a discussion on the item. Board President reminded the members of the public that there would be a study session on Reopening of School and Return to Instruction which would be held on July 9th and the members of the public were welcome to submit additional comments on this topic at that meeting.

OPEN COMMUNICATIONS/PRESENTATIONS

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported that he was unable to attend the MAC meeting and Board Member Derek Ross attended in his absence. Allen also stated that he had attended the Return to Instruction Task Force Meetings.

Board Member Drew Hazelton reported that he had attended the Reopening of Schools Task Force Meetings and wished everyone a Happy Fourth of July.

Board Member Derek Ross reported that he attended the Oak Park MAC Meeting, Measure S committee the meeting, and the Reopening of School Task Force Meetings. Derek thanked all the parents and members of the public who had submitted emails and comments to the Board.

Board Member Denise Helfstein reported that she attended the Measure S committee meeting, the Return to Instruction Task Force Meetings, The Parent Town Hall, and the all Staff Zoom webinar. Denise also expressed her thanks to the members of the public and community for the various emails and comments that were submitted to the Board.

Board Member Barbara Laifman reported that she attended the Town Hall as well as a meeting organized by Senator Henry Stern. Barbara also thanked all the parents and community members for their emails to the Board and encouraged everyone to attend the Board study Session on reopening of schools.

Superintendent Tony Knight thanked the two task forces for the numerous hours of work they have put in for the Reopening of Schools and Return to Instruction. Dr. Knight stated that the The District had organized a Town Hall for parents and also held an all staff webinar to answer questions, but there was more work to be done and encouraged parents and members of the public to attend the study session to be held on July 9th. Dr. Knight commended Mr. Brendan Callahan and his team on the construction happening at our school campuses this summer, especially the Medea Creek Middle School Modular Classrooms. Dr. Knight thanked Dr. Leslie Heilbron, Assistant Superintendent of Human Resources on her years of service to the District and wished her well on her retirement. June 30th was the last day of work at the District for Dr. Leslie Heilbron.

B.1. CONSENT AGENDA

On motion of Allen Rosen, 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 May 19, 2020 and Special Board Meetings held on May 26, 2020, June 2, 2020, June 9, 2020, and June 16, 2020](#)
- b. [Ratify Purchase Orders – May 1 – June 15, 2020](#)
- c. [Approve Contract for Non-Public School and Residential Placement and Services for Special Education Student #2-19/20; #3-19/20; #1-20/21](#)
- d. [Approve Designation of the 2020-21 District/School Representative to California Interscholastic Federation Leagues](#)
- e. [Approve Student Teacher Agreement with Cal Lutheran University, Thousand Oaks](#)
- f. [Approve Student Teacher Agreement with Azusa Pacific University, Azusa, CA](#)
- g. [Certify 2019-20 Annual Attendance Report](#)
- h. [Approve Renewal Agreement with Ventura County Office of Education For 2020-21 Escape Financial and Payroll/Personnel System Services](#)
- i. [Approve Resolution No. 2020-13, Appropriation and Budgeted Transfers Fiscal Year 2020-21](#)
- j. [Approve Resolution No. 2020-14, Temporary Loans Between District Funds for Fiscal Year 2020-21](#)
- k. [Approve Resolution No. 2020-15, Year End Budget and Interfund Transfers for Fiscal Year 2019-20](#)
- l. [Approve Resolution No. 2020-16, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2020](#)
- m. [Approve Public Employee/Employment Changes 01CL24606-01CL24628 & 01CE10221-01CE10266](#)

B2. BUSINESS SERVICES

- a. [Approve the 2020-21 Oak Park Unified School District Annual Budget](#)

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education

approved the 2020-21 Oak Park Unified School District Annual Budget. Motion carried Aye: Hazelton, Laifman, Rosen. No – Helfstein, Ross. Absent – 0

b. Approve 2020-21 Employee Health Benefit Plans

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved 2020-21 Employee Health Benefit Plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

c. Ratify Service Contracts for Measure S Project 20-11S Restroom Renovation at Red Oak Elementary School

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education ratified Service Contracts for Measure S Project 20-11S Restroom Renovation at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

d. Authorize Measure S Project 20-15S Innovation Lab at Red Oak Elementary School

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education authorized Measure S Project 20-15S Innovation Lab at Red Oak Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

e. Authorize Measure S Project 20-16S Innovation Lab at Brookside Elementary School

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education authorized Measure S Project 20-16S Innovation Lab at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

f. Authorize Measure S Project 20-17S Remove and Replace Foundation on Portables at Brookside Elementary School and Ratify Associated Contracts for Services

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 20-17S Remove and Replace Foundation on Portables at Brookside Elementary School and ratified Associated Contracts for Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

g. Authorize Measure S Project 20-19S Staff Laptop Refresh and Approve Associated Purchases

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education authorized Measure S Project 20-19S Staff Laptop Refresh and approved Associated Purchases. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

h. Authorize Measure S Project 20-20S Chromebook 1:1 Program Continuation and Approve Associated Purchases

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education authorized Measure S Project 20-20S Chromebook 1:1 Program Continuation and approved Associated Purchases. Motion carried Aye: Hazelton, Laifman, Rosen, Ross. No - Helfstein. Absent – 0

i. Authorize Measure S Project 20-21S Outdoor Furniture Purchase Districtwide and Delegate the Award of the Related Purchase Contracts to the Superintendent

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education authorized Measure S Project 20-21S Outdoor Furniture Purchase Districtwide and delegated the Award of the Related Purchase Contracts to the Superintendent. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

B3. CURRICULUM

a. Approve Adoption of COVID-19 Operations Written Report

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Adoption of COVID-19 Operations Written Report. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

c. Approve the Career Technical Education Incentive Grant (CTEIG) Memorandum of Understanding between Ventura County Office of Education and Oak Park USD

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Career Technical Education Incentive Grant (CTEIG) Memorandum of Understanding between Ventura County Office of Education and Oak Park USD. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

B4. HUMAN RESOURCES

b. Establish the 1:1 Computer Program Technology Specialist – Teacher on Special Assignment Position

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education established the 1:1 Computer Program Technology Specialist – Teacher on Special Assignment Position. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

On Motion of Derek Ross, seconded by Barbara Laifman, the Board of Education extended the meeting time from 10:30 pm to 10:45 pm. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

c. Establish the Position of Counselor on Special Assignment - Safety and Equity Coordinator

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education established the Position of Counselor on Special Assignment - Safety and Equity Coordinator with the stipulation to limit this position to one year, maximize funding for this position from the restricted COVID-19 Mitigation Fund, and have a plan for the following year from the staff in order to maintain continuity for the diversity and equity portion and to add the suggested language to the Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

d. Approve Memorandum of Understanding (MOU) as an Addendum to the MOU Establishing a Catastrophic Leave Program and Catastrophic Leave Bank for Classified Employees

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Memorandum of Understanding (MOU) as an Addendum to the MOU Establishing a Catastrophic Leave Program and Catastrophic Leave Bank for Classified Employees. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

B5. BOARD

a. Approve Certification of Signatures for 2020-21 School Year

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the 2020-21 Oak Park Unified School District Annual Budget. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0

b. Approve California School Board Association Membership Dues (\$9,180) and Education Alliance Membership Dues (\$2,295)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the 2020-21 Oak Park Unified School District Annual Budget. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No - 0. Absent – 0. Board Member Barbara Laifman recused herself due to a remote interest on account of her being an employee of CSBA.

B6. BOARD POLICIES

- b. Approve Amendment to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures – First Reading
- c. Approve Amendment to Administrative Regulation 1312.4 Williams Uniform Complaint Procedures – First Reading
- d. Approve Amendment to Board Policy and Administrative Regulation 1340 Access to District Records – First Reading
- e. Approve Amendment to Administrative Regulation 4030 Nondiscrimination in Employment – First Reading
- f. Approve Amendment to Board Policy and Administrative Regulation 4218 Dismissal/Suspension/Disciplinary Action– First Reading

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education tabled the Board Policies B.6.b. through B.6.f. to a later meeting. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

OPEN DISCUSSION

The Board held a discussion and asked that an email be sent to the Board regarding dates for the Study Session, a meeting to approve the reopening plans and the date for the Board Retreat.

On motion of Allen Rosen, seconded by Denise Helfstein, there being no further business before this Board, the Regular meeting is declared adjourned at 10:43 p.m.

Date _____ President of the Board

Date _____ Clerk or Secretary of the Board

MINUTES OF SPECIAL BOARD STUDY SESSION MEETING 7-9-2020 #998
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mrs. Barbara Laifman, called the special Board Study Session meeting to order at 5:02 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 July 9th. Members of the public were able to observe the meeting using a published live stream link. Members of the public were able to submit comments via an online form which was opened to the members of the public when the Board President announced a break to submit public comments 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

None

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, and Mrs. Ragini Aggarwal, Executive Assistant.

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

- A. 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
- B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) or (3): one case

The Board adjourned to Closed Session at 5:03 p.m.

RECONVENE IN OPEN SESSION

The Board of Education President, Mrs. Barbara Laifman, called the special meeting to order at 6:12 p.m.

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

None

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, Mrs. Susan Roberts, Director of Pupil Services, Mrs. Sara Ahl, Director of Extended Care Programs, Mrs. Holly Baxter, Coordinator, Equity and Safety, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Barbara Laifman led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

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

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. BOARD STUDY SESSION

1. Review and Discuss Plans for Reopening of School Campuses and Return to Instruction

Staff Presented the plans for reopening of schools and the Board held a discussion on the information presented.

On Motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved to extend the meeting time to 11:00 pm. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

The Board took a break at 10:25 pm until 10:35 pm.

PUBLIC COMMENTS

There were 61 public speakers on Agenda Item A.1. Some of these comments were combined since they were similar in nature and shared the same content in order to allow more comments to be read. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, the Board President read all the submitted public comments.

On Motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved to extend the time of the meeting in order to finish reading the remaining 7 comments. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0. Absent – 0.

On motion of Barbara Laifman, seconded by Denise Helfstein, there being no further business before this Board, the special meeting is declared adjourned at 11:10 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

MINUTES OF SPECIAL BOARD STUDY SESSION MEETING 7-14-2020 #999
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mrs. Barbara Laifman, called the special meeting to order at 5:02 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 July 14th. 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. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Mr. Derek Ross, Member, and Mrs. Denise Helfstein, Member

BOARD ABSENT

None

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, Mrs. Susan Roberts, Director of Pupil Services, and Mrs. Ragini Aggarwal, Executive Assistant.

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

- A. CONFERENCE WITH LEGAL COUNSEL— PENDING LITIGATION:** Government Code Section 54956(a) & (d)(i)
- B. 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
- C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) or (3): one case

The Board adjourned to Closed Session at 5:03 p.m.

RECONVENE IN OPEN SESSION

The Board of Education President, Mrs. Barbara Laifman, called the special meeting to order at 6:37 p.m.

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

None

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, Mrs. Susan Roberts, Director of Pupil Services, Mr. Enoch Kwok, Director of Information Technology, Mrs. Sara Ahl, Director of Extended Care Program, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Barbara Laifman led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President, Barbara Laifman reported that in closed session under Item A. the Board voted unanimously to accept the settlement agreement for a special education student. The District will pay a total of \$19,000 to settle this case. The Board took no other reportable action in closed session.

PUBLIC COMMENTS

There were 9 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 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.

OPEN SESSION

A. BUSINESS SESSION

1. [Approve Plans for Reopening of Schools and Return to Instruction in Distance Learning](#)

There were 8 public speakers on this agenda item who submitted comments via an online form. Board President, Barbara Laifman, read the comments aloud.

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Plans for Reopening of Schools and Return to Instruction in Distance Learning. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen. No – Ross. Absent – 0.

2. [Approve Memorandum of Understanding with Oak Park Classified Association as it Relates to Taking Temperature and Health Screening of Staff, Students, and Visitors](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Memorandum of Understanding with Oak Park Classified Association as it Relates to Taking Temperature and Health Screening of Staff, Students, and Visitors. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

3. Approve Resolution #2020-17 to Reestablish Particular Kinds of Service to Laid Off Classified Employees

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Resolution #2020-17 to Reestablish Particular Kinds of Service to Laid Off Classified Employees. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0. Abstain – Rosen. Absent – 0.

4. Approve Memorandum of Understanding between Oak Park Unified School District and the Oak Park Teachers Association Regarding the Return to Work Following School Closures Related to Covid-19

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Memorandum of Understanding between Oak Park Unified School District and the Oak Park Teachers Association Regarding the Return to Work Following School Closures Related to Covid-19. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

5. Approve Price Increase to Student Nutrition Services Meal Prices for 2020-2021

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved Price Increase to Student Nutrition Services Meal Prices for 2020-2021. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

6. Authorize Measure S Project 20-22S, Economizers and CO2 Sensors for F-Building at Oak Park High School and Approve Associated Contracts

There was 1 public speaker on this agenda item who submitted a comment via an online form. Board President, Barbara Laifman, read the comment aloud.

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized the Measure S Project 20-22S, Economizers and CO2 Sensors for F-Building at Oak Park High School and approved Associated Contracts. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

7. Authorize Measure S Project 20-23S, Enhanced Air Purification Systems Districtwide and Approve Associated Contracts

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education tabled the authorization of Measure S Project 20-23S, Enhanced Air Purification Systems Districtwide in order for the Measure S committee to deliberate on this as well as give the Board a recommendation on other types of COVID-19 devices which might be suitable and also for the staff to let the Board know when would be a good time for another board meeting in order to not lose time efficiency to make a decision. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

8. Authorize Measure S Project 20-24S Oak Park High School Engineering Workstation Laptop Refresh and Approve Associated Purchases

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education authorized Measure S Project 20-24S Oak Park High School Engineering Workstation Laptop Refresh and approved Associated Purchases. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

9. Authorize Measure S Project 20-25S Apple iPad Air Refresh Wave 3 and Approve Associated Purchases

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education authorized Measure S Project 20-25S Apple iPad Air Refresh Wave 3 and approve Associated Purchases. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

10. Approve Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2020-21

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education

approved Membership and Partnership Agreement for Catalyst Network with Green School National Network for 2020-21. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Absent – 0.

On motion of Barbara Laifman, seconded by Denise Helfstein, there being no further business before this Board, the special meeting is declared adjourned at 8:31 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

MINUTES OF SPECIAL BOARD STUDY SESSION MEETING 8-5-2020 #1000
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Allen Rosen, called the special meeting to order at 6:33 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 August 5th. 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 6:00 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

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

BOARD ABSENT

Mrs. Barbara Laifman, President

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, and Mrs. Ragini Aggarwal, Executive Assistant.

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

Board Vice President, Allen Rosen reported that in Closed Session the Board would be discussing:

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

B. 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 6:34 p.m.

RECONVENE IN OPEN SESSION

The Board of Education Vice President, Mr. Allen Rosen, called the special meeting to order at 7:43 p.m.

BOARD PRESENT

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

BOARD ABSENT

Mrs. Barbara Laifman, President

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, Mrs. Susan Roberts, Director of Pupil Services, Mrs. Kim Gregorchuk, Director of Neighborhood School, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board Vice President, Allen Rosen reported that in closed session under Item A the Board took action to support the Superintendent's findings into a complaint filed against an employee. The Board took no other action in closed session.

PUBLIC COMMENTS

There were 3 public speakers on an item 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 Vice President read the public comments at the time the agenda item was called.

ADOPTION OF AGENDA

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

OPEN SESSION

A. BUSINESS SESSION

1. [Review Plans for the Distance Learning Model for the 2020-2021 School Year](#)

There were 3 public speakers on this agenda item who submitted comments via an online form. Board Vice President, Allen Rosen, read the comments aloud.

Dr. Jay Greenlinger, Director of Curriculum and Instruction presented details about the plans for Distance Learning and shared sample schedules.

2. [Approve Memorandum of Understanding between Oak Park Unified School District and the Oak Park Teachers Association Regarding Instruction in the Distance Learning Model](#)

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Memorandum of Understanding between Oak Park Unified School District and the Oak Park Teachers Association Regarding Instruction in the Distance Learning Model. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Absent – Laifman.

3. [Review the Oak Park Neighborhood School Plan for the 2020-2021 School Year and Delegate Authority to the Superintendent to Authorize Reopening of the Program](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education delegated the Authority to the Superintendent to authorize reopening of the Oak Park Neighborhood School

for the 2020-2021 School Year. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Absent – Laifman.

4. Discussion of Budget and Approval of Coronavirus Relief Expenditures

On Motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved to extend the meeting time for 30 minutes until 10:57 pm. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Absent – Laifman.

On Motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved to extend the meeting time for another 30 minutes. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. No – 0. Absent – Laifman.

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Coronavirus Relief Expenditures. Motion carried Aye: Hazelton, Rosen, Ross. No – Helfstein. Absent – Laifman.

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the special meeting is declared adjourned at 11:31 p.m.

Date _____ President of the Board _____

Date _____ Clerk or Secretary of the Board _____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 18, 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
CL24629	Bradley Taylor	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24630	Erik Sorensen	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24631	Anzoleaga Eleazar	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24632	Patrick Otte	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24633	Sierra Cavalleri	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24634	Patrick Henggeler	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24635	Mark Zhuravlev	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24636	Steven Taylor	Summer Conditioning - Walk-On-Coach - Not to Exceed \$3,500.00	7/6/2020	Coaches, Athletics	TBD	OPHS
CL24637	Garrett Sloan	Student Worker Tech Dept	7/31/2020	General	\$13.00	DO

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24638	Stacy McClamma	Instructional Assistant III - Ell from IA I - Music	8/10/2020	General	\$24.73	ROES

SEPARATION

Number	Name	Position	Effective Date	Separation Type	FTE	Site
CL24639	Bordner, Patricia	Campus Supervision	8/2/2020	Lay Off	0.47	BES
CL24640	Dumpel, SueAnn	Campus Supervision	8/2/2020	Lay Off	0.44	BES
CL24641	Lac, Hong Hai	Campus Supervision	8/2/2020	Lay Off	0.35	BES
CL24642	Massaband, Helen	Campus Supervision	8/2/2020	Lay Off	0.47	BES
CL24643	Sadighi, Zahra	Campus Supervision	8/2/2020	Lay Off	0.47	BES
CL24644	Williams, Lisa	Campus Supervision	8/2/2020	Lay Off	0.47	BES
CL24645	Zeman, Margarite	Campus Supervision	8/2/2020	Lay Off	0.47	BES
CL24646	Ducich, Dawn	Campus Supervision	8/2/2020	Lay Off	0.38	MCMS
CL24647	Eremian, Parandzem	Campus Supervision	8/2/2020	Lay Off	0.38	MCMS
CL24648	Fagan, Janice	Campus Supervision	8/2/2020	Lay Off	0.38	MCMS

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 18, 2020

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

SEPARATION

Number	Name	Position	Effective Date	Separation Type	FTE	Site
CL24649	LaCasse, Wendy	Campus Supervision	8/2/2020	Lay Off	0.41	MCMS
CL24650	O'Connor, Susan	Campus Supervision	8/2/2020	Lay Off	0.38	MCMS
CL24651	Palmer, Suzanne Laite	Campus Supervision	8/2/2020	Lay Off	0.38	MCMS
CL24652	Spellman, Lynda	Campus Supervision	8/2/2020	Lay Off	0.38	MCMS
CL24653	Therrien, Martin	Campus Supervision	8/2/2020	Lay Off	0.47	MCMS
CL24654	Askarnia, Akram	Campus Supervision	8/2/2020	Lay Off	0.47	OHES
CL24655	Buchanan, Socorro	Campus Supervision	8/2/2020	Lay Off	0.41	OHES
CL24656	Corley, Nancy	Campus Supervision	8/2/2020	Lay Off	0.47	OHES
CL24657	Katz, Lynne	Campus Supervision	8/2/2020	Lay Off	0.22	OHES
CL24658	Pisarcik, Stacey	Campus Supervision	8/2/2020	Lay Off	0.46	OHES
CL24659	Skultety, Tina	Campus Supervision	8/2/2020	Lay Off	0.41	OHES
CL24660	Best, Michael	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24661	Frizzell, Jerry	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24662	Garcia, David	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24663	Kilner, Martin	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24664	Mora, Roxana	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24665	Paralitici, Claudette	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24666	Paul, Aira	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24667	Robinson, Laila	Campus Supervision	8/2/2020	Lay Off	0.47	OPHS
CL24668	Bartolucci, Michael	Campus Supervision	8/2/2020	Lay Off	0.38	ROES
CL24669	Bergner, Beth	Campus Supervision	8/2/2020	Lay Off	0.44	ROES
CL24670	Blank, Evan	Campus Supervision	8/2/2020	Lay Off	0.47	ROES
CL24671	Choquette, Lucia	Campus Supervision	8/2/2020	Lay Off	0.39	ROES
CL24672	Coronel, Ryan	Campus Supervision	8/2/2020	Lay Off	0.34	ROES
CL24673	Diaz, Aura	Campus Supervision	8/2/2020	Lay Off	0.47	ROES
CL24674	Gorman, Judy	Campus Supervision	8/2/2020	Lay Off	0.47	ROES
CL24675	Hoffman, Lynne	Campus Supervision	8/2/2020	Lay Off	0.47	ROES
CL24676	Nemati, Nooshin	Campus Supervision	8/2/2020	Lay Off	0.47	ROES
CL24677	Violette, Judith	Department Clerk	8/2/2020	Lay Off	0.38	MCMS
CL24678	Phillips, Bryce	Full Time Asst Site Leader	8/2/2020	Lay Off	1.00	The Club
CL24679	Woo, Traci	Full Time Asst Site Leader	8/2/2020	Lay Off	1.00	The Club
CL24680	Baez, Daiana	Full Time Site Leader	8/2/2020	Lay Off	1.00	The Club
CL24681	Morser, Laura	Full Time Site Leader	8/2/2020	Lay Off	1.00	The Club

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 18, 2020

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

SEPARATION

Number	Name	Position	Effective Date	Separation Type	FTE	Site
CL24682	Palmieri, Ashley	Full Time Site Leader	8/2/2020	Lay Off	1.00	The Club
CL24683	Weiss, Morgan	Full Time Site Leader	8/2/2020	Lay Off	1.00	The Club
CL24684	Dunn, Kelsey	Inst Asst II Extended Care	8/2/2020	Lay Off	0.47	The Club
CL24685	Kuring, Ana	Instructional Assistant I - Grade TEMP	8/2/2020	Lay Off	0.47	BES
CL24686	Benjamin, Amanda	Instructional Assistant I - Music	8/2/2020	Lay Off	0.50	BES
CL24687	Waldman, Steven	Instructional Assistant I - Music	8/2/2020	Lay Off	0.45	OHES
CL24688	Van Fossen, Gretchen	Instructional Assistant I - PE	8/2/2020	Lay Off	0.47	BES
CL24689	Andresen, Kanan	Instructional Assistant I - PE	8/2/2020	Lay Off	0.47	OHES
CL24690	Bauer, Molly	Instructional Assistant I - PE	8/2/2020	Lay Off	0.47	ROES
CL24691	Darla Christensen	Instructional Assistant I - Reading/Literacy	6/1/2020	Resignation	0.47	BES
CL24692	Ruby Tabone	Instructional Assistant II - SpEd	8/3/2020	Retirement	0.75	BES
CL24693	Francisco Benitez	Instructional Assistant III - Behavior	7/1/2020	Resignation	0.75	OHES
CL24694	Maureen Winter	Student Services Assistant I	7/20/2020	Resignation	0.31	BES
CL24695	Barbara Appell	Instructional Assistant I - DK	7/1/2020	Resignation	0.38	ROES
CL24696	Daiana Baez	Extended Care Site Leader	7/1/2020	Resignation	1.00	ROES

Prepared by:

Stew McGugan Assistant Superintendent /Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 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	
01CE10268	Javier Licea	Secondary Counselor	8/4/2020	General	OPHS	
01CE10269	Cara Lavigna	Secondary Teacher Humanities	8/6/2020	General	MCMS	
01CE10270	Michelle Williams	Grade 2 Elementary Teacher, Temp	8/6/2020	General	OHES	
01CE10271	Jessica Bretzing	Grade 2 Elementary Teacher, Temp	8/7/2020	General	OHES	
01CE10272	Jennifer Sherman	Secondary Teacher Temp - .5 FTE	8/8/2020	General	OPIS	
01CE10273	Tara Beeh	Elem/Secondary Teacher - .5 FTE	8/9/2020	General	OPIS	
01CE10274	Donna Watts	Secondary Spanish Teachers - .6 FTE	8/10/2020	General	MCMS	
01CE10275	Austyn Lorenz	Speech Language Teacher Sub	8/10/2020	General	MCMS	
01CE10276	Carly Serota	Elementary Temp Teacher	8/7/2020	General	ROES	
01CE10277	Kari Share	Elementary Temp Teacher	8/8/2020	General	ROES	
01CE10278	Kellie Milbourn	Elementary Temp Teacher	8/9/2020	General	BES	
01CE10279	Sarah Rosenblum	Elementary Temp Teacher	8/10/2020	General	BES	
01CE10280	Jamie Siskin	Elementary Temp Teacher	8/11/2020	General	BES	
01CE10281	Michelle Cass	Elementary Temp Teacher	8/12/2020	General	ROES	
01CE10282	Lauren Cantillon	Elementary Temp Teacher	8/13/2020	General	OHES	
01CE10283	Valeria Fuentes	Elementary Counselor .5 FTE	8/14/2020	General	ROES	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10284	Kim Annino	Induction Coordinator	8/7/2020	General	\$ 2,700.00	BES
01CE10285	Denise Keane	Gate Coordinator	8/7/2020	LCAP 3.9	\$ 630.00	BES
01CE10286	Kaite Bailey	Gate Coordinator	8/7/2020	LCAP 3.9	\$ 630.00	OHES
01CE10287	Michelle Cass	Gate Coordinator	8/7/2020	LCAP 3.9	\$ 630.00	ROES
01CE10288	Sharon Lavene	Gate Coordinator	8/7/2020	LCAP 3.9	\$ 630.00	MCMS
01CE10289	Julie Ross	Gate Coordinator	8/7/2020	LCAP 3.9	\$ 630.00	OPHS
01CE10290	Lisa Becker	Curriculum Council	8/7/2020	LCAP 1.6	\$ 333.00	BES
01CE10291	Chris Lockrey	Curriculum Council	8/7/2020	LCAP 1.6	\$ 333.00	OHES
01CE10292	Marjorie Cohen	Curriculum Council	8/7/2020	LCAP 1.6	\$ 333.00	ROES
01CE10293	Kelly Pomerantz	Curriculum Council	8/7/2020	LCAP 1.6	\$ 333.00	MCMS
01CE10294	Zach Borquez	Curriculum Council	8/7/2020	LCAP 1.6	\$ 333.00	OPHS
01CE10295	KC Kelem	Curriculum Council	8/7/2020	LCAP 1.6	\$ 333.00	OVHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10296	Kate Thompson	Curriculum Council	8/7/2020	LCAP 1.6	\$ 333.00	OPIS
01CE10297	Barbie Lee	RWW Coaches	8/7/2020	LCAP 1.2	\$ 2,700.00	BES
01CE10298	Beth Ruben	RWW Coaches	8/7/2020	LCAP 1.2	\$ 2,700.00	OHES
01CE10299	Stacey Altman	RWW Coaches	8/7/2020	LCAP 1.2	\$ 2,700.00	BES
01CE10300	Diane Farlow	RWW Coaches	8/7/2020	LCAP 1.2	\$ 2,700.00	BES
01CE10301	Nina Johnson	RWW Coaches	8/7/2020	LCAP 1.2	\$ 2,700.00	ROES
01CE10302	Kate Gregg	RWW Coaches	8/7/2020	LCAP 1.2	\$ 2,700.00	ROES
01CE10303	Eva Novak	RWW Coaches	8/7/2020	LCAP 1.2	\$ 2,700.00	OHES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE10304	Amy Kobayashi	.5 FTE Probationary to 1.0 FTE Permanent	8/7/2020	General	OPIS	
01CE10305	Samantha Lyons	.4 FTE Probationary to 1.0 FTE Permanent	8/7/2020	General	OPIS	
01CE10306	Cyndi Smilor	Secondary Counselor - Probationary to Permanent	8/4/2020	General	MCMS	
01CE10307	Ericka Jauchen	Elementary Teacher to Teacher on Special Assignment - Technology	8/7/2020	General	DO	
01CE10308	Holly Baxter	Elementary Counselor to - Counselor on Sepcial Assignment, Safety and Equity	8/3/2020	General	DO	

SEPARATION

Number	Name	Position	Effective Date	Separation	Site	
01CE10309	Liz Bednar	Temp Secondary Counselor	6/29/2020	Resignation	MCMS	
01CE10310	Jessica Fadgen	Secondary Humanities Teacher	7/17/2020	Resignation	MCMS	
01CE10311	JoAnn Housman	District Nurse	8/7/2020	Resignation	DO	

Prepared by:
Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT B.1.c. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JULY 2020

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - July 2020?

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

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

FISCAL IMPACT: None

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

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

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

Date for information to be reported publicly at governing board meeting: August 18, 2020

Please check the box that applies:

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

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

Dr. Anthony W. Knight
Name of District Superintendent

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.1.d. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 19-26S, RENOVATE BUILDING EXTERIORS AT OAK VIEW HIGH SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 19-26S, Renovate Building Exteriors at Oak View High School?

BACKGROUND: On November 19, 2019, the Board of Education authorized and awarded Project 19-26S, Renovate Building Exteriors at Oak View High School contracted with Omega Construction, and Thousand Oaks Electric.

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

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

ALTERNATIVES: 1. Approve the Notice of Completion for Project 19-26S, Renovate Building Exteriors at Oak View High School contracted with Omega Construction, of Northridge, California and Thousand Oaks Electric of Thousand Oaks, California.

2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

Description: Oak View High School, 5701 Conifer, Oak Park, CA 91377

That on or about November 19, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Omega Construction of Northridge, California and Thousand Oaks Electric of Camarillo, California for Project 19-26S, Renovate Building Exteriors on certain real property hereinbefore described: that said building and improvements were actually completed on August 18, 2020: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



Project Status

Budget, Commitments, Expenditures, Construction, Funding

Oak View High School - 19-26S Reno Bldg Ext at OVHS (OVHS - 19-26S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	162,388	161,796	161,796
Contingency	12,000	-	-
Total	174,388	161,796	161,796
Budgeted Hard Cost	93.1%		

Budget Status

Initial Amount	174,388
Pending Changes	-
Total	174,388
Budgeted Contingency	6.9%

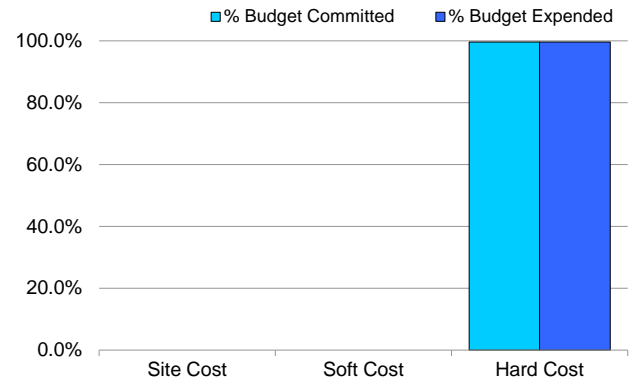
Committed Status

Initial Contracted AMT	161,796
Total	161,796
Budget Committed	92.8%

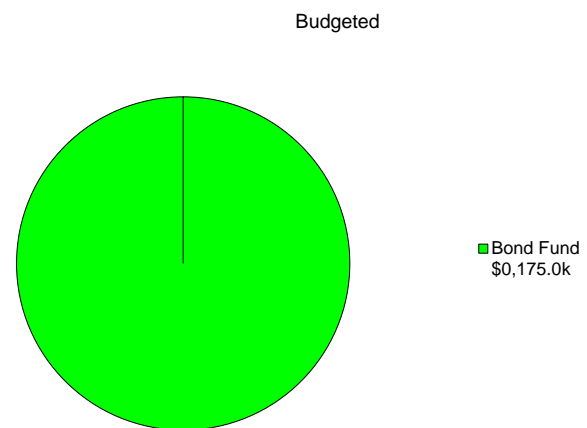
Expenditure Status

Paid	160,016
In Process for PMT	1,781
Total	161,796
Budget Expended	92.8%

Progress



Funding Sources



Construction Contract Status

Contract Name	Initial AMT	Current AMT	% Chng	Pending Changes	Work in Place	% Cmpl	CCD Date	NOC Date
Thousand Oaks Elec	17,845	17,845	0.0%	-	17,845	100.0%	06/14/2020	
Total	17,845	17,845	0.0%	-	17,845	100.0%		



Budget Status Report
Budget versus Commitments and Expenditures

Oak View High School - 19-26S Reno Bldg Ext at OVHS

Expense Category/Object Code	Budget			Commitments				Expenditures			
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Total Expenditures	% Budget Spent
C - Construction											
6209 - Main Construction Contractor	162,317		162,317	161,726		161,726	99.6%	159,945	1,781	161,726	99.6%
6274 - Other Costs - Construction	71		71	71		71	100.0%	71	-	71	100.0%
	162,388		162,388	161,796		161,796	99.6%	160,016	1,781	161,796	99.6%
G - Project Contingency											
6299 - Project Contingency	12,000		12,000								
	12,000		12,000								
Totals	174,388		174,388	161,796		161,796	92.8%	160,016	1,781	161,796	92.8%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.1.e. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 20-10S, EXTERIOR REPAIRS TO PORTABLES AT BROOKSIDE ELEMENTARY SCHOOL AND MEDEA CREEK MIDDLE SCHOOL
CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 20-10S, Exterior Repairs to Portables at Brookside Elementary School and Medea Creek Middle School?

BACKGROUND: On April 21, 2020, the Board of Education authorized and awarded Project 20-10S, Exterior Repairs to Portables at Brookside Elementary School and Medea Creek Middle School contracted with Interstate Restoration, LLC.

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

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

ALTERNATIVES: 1. Approve the Notice of Completion for Project 20-10S, Exterior Repairs to Portables at Brookside Elementary School and Medea Creek Middle School contracted with Interstate Restoration, LLC of Oxnard, California.

2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

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

That on or about April 21, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Interstate Restoration of Oxnard, California for Project 20-10S, Exterior Repairs to Portables on certain real property hereinbefore described: that said building and improvements were actually completed on August 18, 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

Districtwide - 20-10S Exterior Repairs to Portables at BES/MCMS (DW - 20-10S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	59,834	59,834	58,434
Contingency	-	-	-
Total	59,834	59,834	58,434
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	59,834
Pending Changes	-
Total	59,834
Budgeted Contingency	0.0%

Committed Status

Initial Contracted AMT	19,993	
Contract Changes	39,841	66.6%
Total	59,834	
Budget Committed	100.0%	

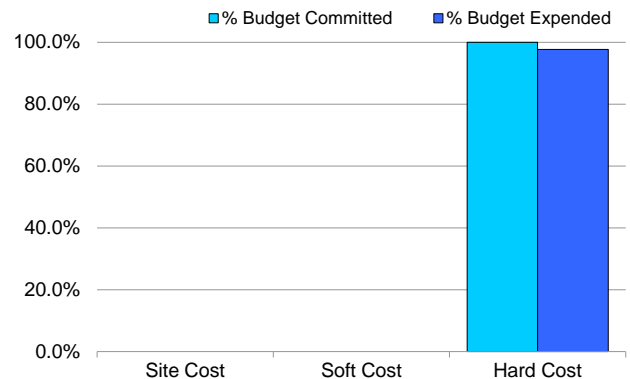
Expenditure Status

Paid	47,380
In Process for PMT	11,054
Total	58,434
Budget Expended	97.7%

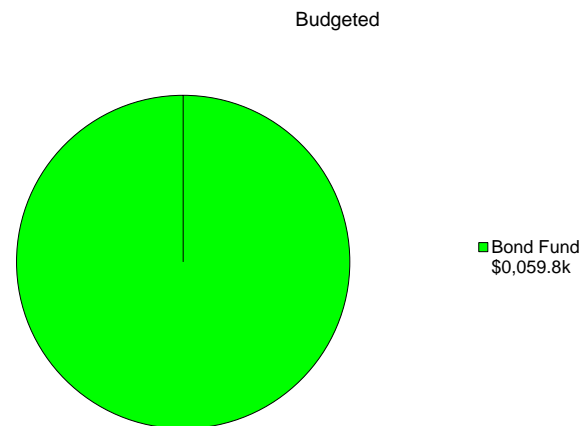
Construction Contract Status

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

Districtwide - 20-10S Exterior Repairs to Portables at BES/MCMS

Expense Category/Object Code	Budget			Commitments				Expenditures			
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Total Expenditures	% Budget Spent
C - Construction											
6209 - Main Construction Contractor	59,834		59,834	19,993	39,841	59,834	100.0%	47,380	11,054	58,434	97.7%
	59,834		59,834	19,993	39,841	59,834	100.0%	47,380	11,054	58,434	97.7%
Totals	59,834		59,834	19,993	39,841	59,834	100.0%	47,380	11,054	58,434	97.7%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.1.f. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT
20-12S, RENOVATE LOBBY AT MEDEA CREEK MIDDLE SCHOOL
CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 20-12S, Renovate Lobby at Medea Creek Middle School?

BACKGROUND: On May 19, 2020, the Board of Education authorized and awarded Project 20-12S, Renovate Lobby at Medea Creek Middle School contracted with Interstate Restoration, LLC, Reliable Flooring and Natural Pod.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 20-12S, Renovate Lobby at Medea Creek Middle School contracted with Interstate Restoration, LLC of Oxnard, California, Reliable Flooring of Westlake Village, California and Natural Pod of BC, Canada.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations

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: Medea Creek Middle School 1002 Doubletree Road Oak Park, CA 91377

That on or about May 19, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Interstate Restoration of Oxnard, California, Reliable Flooring of Westlake Village, California and Natural Pod of BC, Canada for Project 20-12S, Renovate Lobby on certain real property hereinbefore described: that said building and improvements were actually completed on August 18, 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

Medea Creek Middle School - 20-12S Renovate Lobby MCMS (MCMS - 20-12S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	20,707	7,408	7,408
Contingency	-	-	-
Total	20,707	7,408	7,408
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	19,808
Approved Changes	899
Pending Changes	-
Total	20,707
Budgeted Contingency	0.0%

Committed Status

Initial Contracted AMT	7,408
Total	7,408
Budget Committed	35.8%

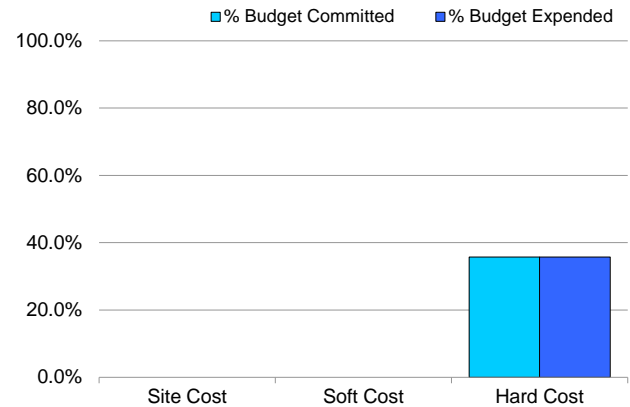
Expenditure Status

Paid	2,975
In Process for PMT	4,433
Total	7,408
Budget Expended	35.8%

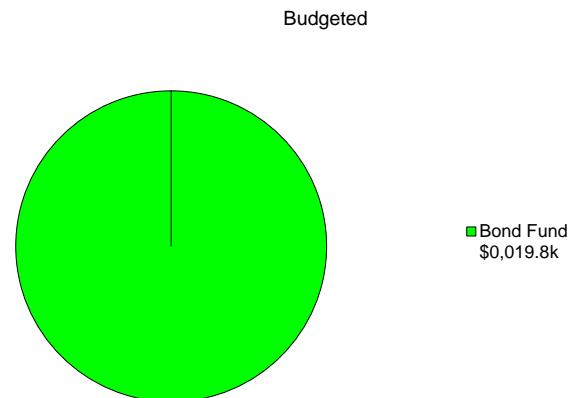
Construction Contract Status

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

Medea Creek Middle School - 20-12S Renovate Lobby MCMS

Expense Category/Object Code	Budget			Commitments				Expenditures			
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Total Expenditures	% Budget Spent
C - Construction											
6209 - Main Construction Contractor	7,408	-	7,408	7,408		7,408	100.0%	2,975	4,433	7,408	100.0%
	7,408	-	7,408	7,408		7,408	100.0%	2,975	4,433	7,408	100.0%
F - Furniture & Equipment											
4410 - Non-Capitalized Equipment	12,400	899	13,299	-		-	0.0%	-	-	-	0.0%
	12,400	899	13,299	-		-	0.0%	-	-	-	0.0%
Totals	19,808	899	20,707	7,408		7,408	35.8%	2,975	4,433	7,408	35.8%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
**SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT
20-13S, PAINT INTERIOR OF RED OAK ELEMENTARY SCHOOL
ADMINISTRATION BUILDING**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 20-13S, Paint Interior of Red Oak Elementary School Administration Building?

BACKGROUND: On May 19, 2020, the Board of Education authorized and awarded Project 20-13S, Paint Interior of Red Oak Elementary School Administration Building contracted with Interstate Restoration, LLC.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 20-13S, Paint Interior of Red Oak Elementary School Administration Building contracted with Interstate Restoration, LLC of Oxnard, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations

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: Red Oak Elementary School 4857 Rockfield Street Oak Park, CA 91377

That on or about May 19, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Interstate Restoration, LLC of Oxnard, California, for Project 20-13S, Paint Interior of Administration Building on certain real property hereinbefore described: that said building and improvements were actually completed on August 18, 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

Red Oak Elementary School - 20-13S Paint Admin Interior (ROES - 20-13S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	17,601	17,601	17,601
Contingency	-	-	-
Total	17,601	17,601	17,601
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	17,601
Pending Changes	-
Total	17,601
Budgeted Contingency	0.0%

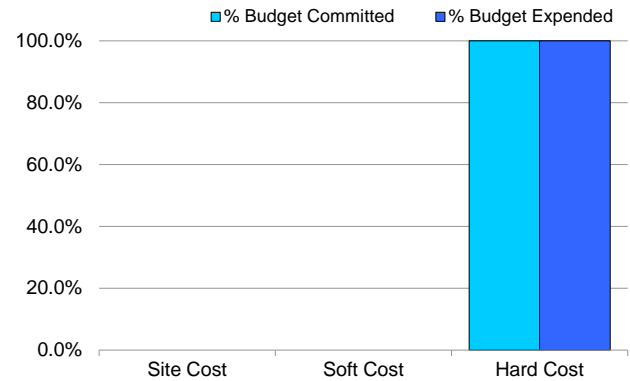
Committed Status

Initial Contracted AMT	17,601
Total	17,601
Budget Committed	100.0%

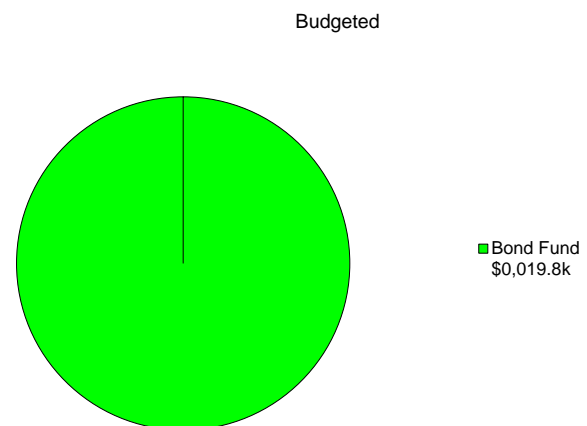
Expenditure Status

In Process for PMT	17,601
Total	17,601
Budget Expended	100.0%

Progress



Funding Sources



Construction Contract Status

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



Budget Status Report
Budget versus Commitments and Expenditures

Red Oak Elementary School - 20-13S Paint Admin Interior

Expense Category/Object Code	Budget			Commitments				Expenditures			
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Total Expenditures	% Budget Spent
C - Construction											
6209 - Main Construction Contractor	17,601		17,601	17,601		17,601	100.0%	-	17,601	17,601	100.0%
	17,601		17,601	17,601		17,601	100.0%	-	17,601	17,601	100.0%
Totals	17,601		17,601	17,601		17,601	100.0%	-	17,601	17,601	100.0%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 18, 2020

SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT 20-14S, INSTALL FLOORING AT RED OAK ELEMENTARY SCHOOL ADMINISTRATION BUILDING AND SEVEN CLASSROOMS

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 20-14S, Install Flooring at Red Oak Elementary School Administration Building and Seven Classrooms?

BACKGROUND: On May 19, 2020, the Board of Education authorized and awarded Project 20-14S, Install Flooring at Red Oak Elementary School Administration Building and Seven Classrooms contracted with Reliable Floor Covering, Inc.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 20-14S, Install Flooring at Red Oak Elementary School Administration Building and Seven Classrooms contracted with Reliable Floor Covering, Inc. of Westlake Village, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations

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: Red Oak Elementary School 4857 Rockfield Street Oak Park, CA 91377

That on or about May 19, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Reliable Floor Covering, Inc. of Westlake Village, California, for Project 20-14S, Install Flooring Administration Building and Seven Classrooms on certain real property hereinbefore described: that said building and improvements were actually completed on August 18, 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

Red Oak Elementary School - 20-14S Flooring for Admin + 7 Classrooms (ROES - 20-14S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	49,125	49,125	49,125
Contingency	-	-	-
Total	49,125	49,125	49,125
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	49,125
Pending Changes	-
Total	49,125
Budgeted Contingency	0.0%

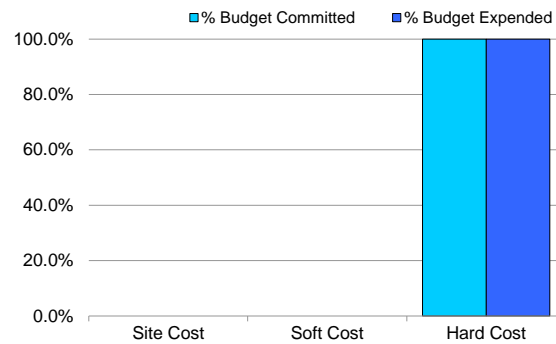
Committed Status

Initial Contracted AMT	49,125
Total	49,125
Budget Committed	100.0%

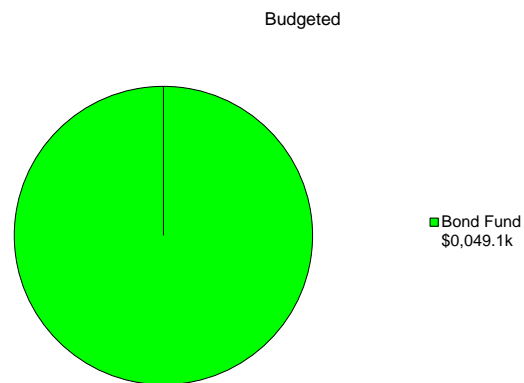
Expenditure Status

In Process for PMT	49,125
Total	49,125
Budget Expended	100.0%

Progress



Funding Sources



Construction Contract Status

No Construction to report.
Construction
is budgeted to
start in FY 20-
21
Jul-Aug-Sep.



Budget Status Report
Budget versus Commitments and Expenditures

Red Oak Elementary School - 20-14S Flooring for Admin + 7 Classrooms

Expense Category/Object Code	Budget			Commitments				Expenditures			
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Total Expenditures	% Budget Spent
C - Construction											
6209 - Main Construction Contractor	49,125		49,125	49,125		49,125	100.0%	-	49,125	49,125	100.0%
	49,125		49,125	49,125		49,125	100.0%	-	49,125	49,125	100.0%
Totals	49,125		49,125	49,125		49,125	100.0%	-	49,125	49,125	100.0%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 30, 2020

**SUBJECT: B.1.i. APPROVE NOTICE OF COMPLETION, MEASURE S PROJECT
20-17S, REMOVE AND REPLACE FOUNDATION ON PORTABLES
AT BROOKSIDE ELEMENTARY SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 20-17S, Remove and Replace Foundation on Portables at Brookside Elementary School?

BACKGROUND: On June 30, 2020, the Board of Education authorized and awarded Project 20-17S, Remove and Replace Foundation on Portables at Brookside Elementary School contracted with Custom Modular, Hughes Engineering, Inc. and Thousand Oaks Electric.

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

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 20-17S, Remove and Replace Foundation on Portables at Brookside Elementary School contracted with Custom Modular of Huntington Beach, California, Hughes Engineering, Inc. of Camarillo, California and Thousand Oaks Electric of Thousand Oaks, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

Prepared by: Brendan Callahan, Director Bond Program, Sustainability, Maintenance & Operations

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

VOTE: AYES NOES ABSTAIN ABSENT

Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Notice of Completion

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

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

That on or about June 30, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Custom Modular of Huntington Beach, California, Hughes Engineering, Inc. of Camarillo, California and Thousand Oaks Electric of Thousand Oaks, California for Project 20-17S, Remove and Replace Foundation on Portables on certain real property hereinbefore described: that said building and improvements were actually completed on August 18, 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

BES - 20-17S Remove and Replace Foundation on Portable Classroom (BES - 20-17S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	48,536	26,300	26,300
Contingency	-	-	-
Total	48,536	26,300	26,300
Budgeted Hard Cost	100.0%		

Budget Status

Initial Amount	48,536
Pending Changes	-
Total	48,536
Budgeted Contingency	0.0%

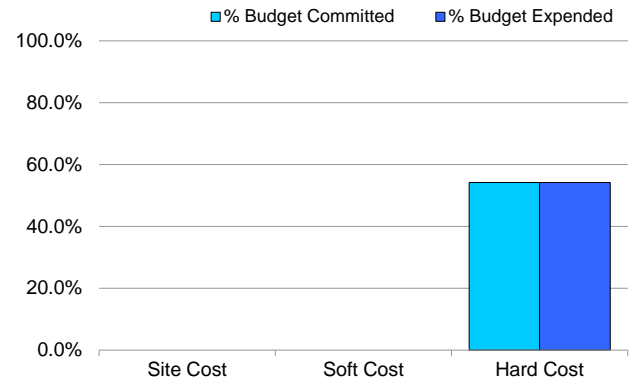
Committed Status

Initial Contracted AMT	26,300
Total	26,300
Budget Committed	54.2%

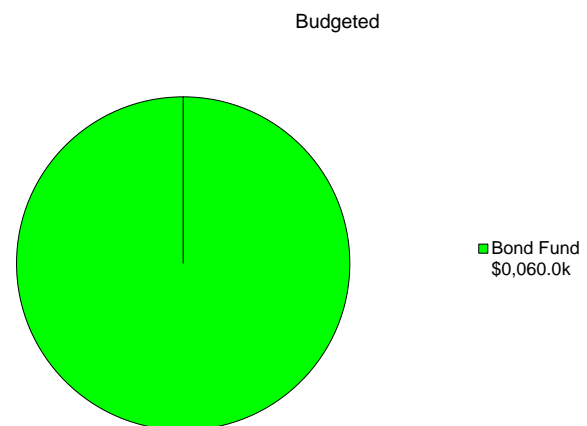
Expenditure Status

In Process for PMT	26,300
Total	26,300
Budget Expended	54.2%

Progress



Funding Sources



Construction Contract Status

No Construction to report.
Construction is budgeted to start in FY 20-21.



Budget Status Report
Budget versus Commitments and Expenditures

BES - 20-17S Remove and Replace Foundation on Portable Classroom BES/MCMS

Expense Category/Object Code	Budget			Commitments				Expenditures			
	Initial Budget	Approved Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Total Expenditures	% Budget Spent
C - Construction											
6209 - Main Construction Contractor	48,536		48,536	26,300		26,300	54.2%	-	26,300	26,300	54.2%
	48,536		48,536	26,300		26,300	54.2%	-	26,300	26,300	54.2%
Totals	48,536		48,536	26,300		26,300	54.2%	-	26,300	26,300	54.2%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
**SUBJECT: B.2.a. RATIFY THE ESTABLISHMENT OF A DISTRICT COMMITTEE ON
ASSIGNMENT IN ACCORDANCE WITH ED CODE 44258.7 (c) & (d)**

ACTION

ISSUE: Shall the Board authorize establishing a district Committee on Assignment to review competency criteria for teachers who have special skills and preparation and have consented to teach an elective class outside his or her credential authorization?

BACKGROUND: Even though Oak Park has a history of attracting and retaining fully credentialed and highly qualified teachers in all subject areas taught within the district, there are times when credentialing lags behind new subject matter areas that are introduced into the curriculum. Such is the case with the following elective courses: Video Production, Teen Entrepreneur, Animation, and Rockets taught at Medea Creek Middle School. Although we do have teachers who have completed specific training and preparation in these courses, the classes are outside the scope of their regular credential authorizations. Education Code 44528.7 (c) & (d) allows a full-time teacher with special skills and training outside his or her credential authorization to be assigned to teach an *elective* class (with their consent) provided the assignment is approved by a local Committee on Assignment. Once this committee is authorized by the board and district superintendent, committee members will review teacher training and preparation against a set of criteria to determine the competency of the teachers to teach the courses. The Education Code requires that the plan for setting up the Committee on Assignment be filed with the Country Superintendent of Schools. The required components of this plan are outlined in the following document.

ALTERNATIVES: 1. Ratify the establishment of a District Committee on Assignment.
2. Do not ratify the establishment of a District Committee on Assignment.

RECOMMENDATION: Alternative No. 1

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Oak Park Unified School District
Committee on Assignment
Background/Procedure/Criteria

This past year with the retirement of Barbara Wechter, we have experienced a shortage of credentialed teachers who are appropriately credentialed to teach the following elective courses: Video Production, Teen Entrepreneur, Animation, Rockets.

Education Code 44258.7 (c) (d) allows a full-time teacher with special skills and preparation outside his or her credential authorization to be assigned to teach an elective class provided the assignment is approved by a Local Committee on Assignment. Our District Superintendent and Board President have approved the formation of a local Committee on assignment to review the training and background of these teachers. The following narrative outlines the plan used in establishing this committee and describes the criteria used to determine the competency of the teachers who will be evaluated. The courses that will be taught by teachers being evaluated by this committee are:

- Video Production
- Teen Entrepreneur
- Animation
- Rockets

Procedures for selecting the Committee on Assignment:

The Education Code requires that the membership of the committee shall include an equal number of teachers, selected by teachers, and school administrators, selected by administrators. The two teachers on the committee were selected by our middle school leadership team and the two administrators were selected by our Assistant Superintendent, Human Resources. The permanent teachers who were selected for the committee are teacher leaders who have experience with assessing curriculum and teacher effectiveness. The term of office for the committee was set at 3 years. Information related to the committee's role was discussed with the four committee members in a preliminary meeting during the summer. Additionally, the criteria for determining the competency of the teachers in question was forwarded to the committee along with statements of competence from each of the teachers for review prior to the start of the school year. The committee met prior to the start of the school year and considered the following criteria to determine the competency of the teachers.

Criteria for determining teacher qualifications:

The following criteria were used to determine the competency of the two teachers who will be teaching the elective courses offered at Medea Creek Middle School.

- Training specific to the elective course being taught
- Years of teaching experience in the course or related courses
- Teaching background and success within areas of current credential
- Previous outside related work experience
- Professional Development related to subject

Approval of Establishing a local Committee on Assignment:

Approval for the establishment of local Committee on Assignment is hereby given for considering the qualifications of teachers who will be teaching elective courses outside their credential area at Medea Creek Middle School.

Dr. Anthony Knight, Ed.D., Superintendent

Barbara Laifman, Board President

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, Ed. D. SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.2.b. APPROVE ANNUAL TEACHER ASSIGNMENT REPORT

ACTION

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

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

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

FISCAL IMPACT: None

ALTERNATIVES:
1. Approve the recommendations of the Superintendent
2. Do not approve the recommendations of the Superintendent

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan., Assistant Superintendent Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Human Resources Memorandum

To: Anthony W. Knight, Ed.D.
From: Stewart McGugan, Assistant Superintendent, Human Resources
Date: August 18, 2020
Re: **CREDENTIAL INFORMATION – 2020-2021**

BACKGROUND INFORMATION

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

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

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

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

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

Zach Borquez	Competitive Marching Band
Steve White	Cross Country Coach

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

Allan Prescott	Intro to Engineering & Rob
Jessica Kudlacek	Video Production, Teen Entrepreneur, Animation
Tim Roesner	Rockets

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

Sheri Boone	Spanish
Eric Pryor	Health

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

Continuation Schools

Susan Allen
Randi Liepman
Karen (KC) Kelem

Home Independent Study

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.2.c. APPROVE 2020-2021 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

ACTION

ISSUE: Shall the Board of Education approve the Declaration of Need for Fully Qualified Educators form CL-500 for the 2020-2021 denoting our potential need for use of emergency credentials?

BACKGROUND: In compliance with the new California requirement to submit annual declaration of need in anticipation of need for emergency credentialed staff, the Commission on Teacher Credentialing now requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

While we rarely have need to use other than a fully credentialed teacher, the “declaration of need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the accompanying form CL-500 denoting a revision for our potential need for the use of emergency credentials.
2. Do not approve this Declaration of Need.

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-21

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Oak Park USD District CDS Code: 73874

Name of County: Ventura County CDS Code: 56

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 18 / 2020 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

Submitted by (Superintendent, Board Secretary, or Designee):

Stewart McGugan

Assistant Superintendent -HR

Name

Signature

Title

818-879-0372

818-735-3226

08-07-2020

Fax Number

Telephone Number

Date

5801 Conifer Street Oak Park CA 91377

Mailing Address

smcgugan@opusd.org

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>EMail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

4 _____

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	2
Special Education	1
TOTAL	3

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. If needed we contract through the local Universities

Does your agency participate in a Commission-approved college or university internship program? Yes ☒ No ☐

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

CSUN, CLU, CSUCI

If no, explain why you do not participate in an internship program.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 18, 2020

**SUBJECT: B.3.a. APPROVE K-12 STRONG WORKFORCE PROGRAM
MEMORANDUM OF UNDERSTANDING WITH VENTURA
COUNTY OF EDUCATION**

ACTION

ISSUE: Shall the Board approve the K-12 Strong Workforce Program Memorandum of Understanding with Ventura County Office of Education?

BACKGROUND: Oak Park Unified School District participates as a consortium member in the Strong Workforce Program, the newest iteration of CTE funding. The K-12 Strong Workforce Program is designed to help Local Educational Agencies in creating, improving, and expanding CTE courses. The draft Memorandum of Understanding (MOU) has been included for the Board's information.

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the K-12 Strong Workforce Program MOU?
2. Do not approve the K-12 Strong Workforce Program MOU?

RECOMMENDATION: Alternative #1

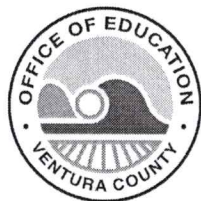
Prepared by: Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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



Memorandum of Understanding

***OAK PARK UNIFIED SCHOOL DISTRICT
And
VENTURA COUNTY OFFICE OF EDUCATION***

K12 Strong Workforce Program - July 2020

This service contract sets forth the terms and conditions under which the VENTURA COUNTY OFFICE OF EDUCATION (hereafter referred to as VCOE), serving as the fiscal agent, and **OAK PARK UNIFIED SCHOOL DISTRICT** serving as the local educational agency (hereafter referred to as LEA District), will work together to meet the deliverables of the **K12 Strong Workforce Program** (hereafter referred to as **SWP**), a program administered by the California Community Colleges Chancellor's Office (hereafter referred to as CCCCCO).

SWP is a program established by the California legislature as an ongoing statewide funding opportunity. It is designed to support K-12 Local Education Agencies (LEAs) in creating, improving, and expanding Career Technical Education (CTE) courses, course sequences, programs of study, and pathways for students transitioning from secondary education to postsecondary education to living-wage employment.

As a partner in this project the LEA District agrees to meet and adhere to the requirements of the SWP, as outlined below. Further, LEA District agrees to meet and adhere to the obligations of each of three grant work plans, as outlined in this document, one for each (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship.

LEA District Responsibilities

The LEA District assumes the following responsibilities:

- Districts shall collect and report Career Technical Education data to the California Department of Education. The statewide tracking systems used includes California Longitudinal Pupil Achievement Data System (CALPADS).
- All SWP expenditures must be coded with goal code of 3800 (CTE) or 6000 (ROP).
- All funds must be expended by December 31, 2022.
- Funds must be held in separate accounts for each of the three work plans: (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship.
- Identify CTE specific work in the Local Control and Accountability Plan (LCAP).
- Maintain and provide supporting documentation for all expenditures related to grant activities.
- Maintain all records for five years upon completion of the project.
- Solicit prior approval for expenditures in excess of \$5,000. Route approval requests through VCOE for approval. Purchases in excess of \$5,000 that are not approved will be the responsibility of the LEA.
- LEA District must meet the CTE Program Requirements minimum standards, for each of the three grant workplan areas, Healthcare, STEM Design-Build, and Media & Entrepreneurship:
 1. Offer high-quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of CTE courses

that enable pupils to transition to postsecondary education or training programs that lead to a career pathway or attain employment upon graduation from high school.

2. Provide pupils with quality career exploration and guidance.
 3. Provide pupil services, including, but not limited to, counseling and leadership development.
 4. Provide opportunities for students to participate in afterschool, extended-day, and out-of-school internships, competitions, and other work-based learning opportunities.
 5. Leads to an industry-recognized credential or certificate, appropriate postsecondary training or employment, or a postsecondary degree.
 6. Is staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.
 7. Reports data that can be used by policymakers, LEA's, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluation progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.
- Meet reporting requirements, to include:
 - Annual reporting as required by the California Department of Education (CDE). LEA districts shall submit the required end-of-the-year files to California Department of Education by November 1, immediately following the fiscal year for which data are being reported;
 - Sign an MOU with Cal-PASS Plus to facilitate the sharing of data with the Cal-PASS Plus data system (if not already done so); maintain a current MOU with Cal-PASS Plus throughout the life of the term of this contract; and beginning in 2021-2022, upload end-of-year data files, as applicable and required by K12 SWP, into the Cal-PASS Plus system annually by November 1.
 - Ensure high school teachers in funded pathways participate in professional development activities required for each work plan and incorporate curriculum in pathway courses.
 - Healthcare: September 18 (tentative, date subject to change due to Covid): Trauma Informed Care and Resiliency Training; Intercultural Communication; SafeTalk Suicide Prevention (Concentrator teachers); HIPA & Blood Born Pathogen (Capstone teachers)
 - STEM: September 18 (tentative, date subject to change due to Covid): Trauma Informed Care and Resiliency Training ; Project Management curriculum
 - Media & Entrepreneurship: September 18 (tentative, date subject to change due to Covid): Trauma Informed Care and Resiliency Training; Integration of Business and Entrepreneurship curriculum into pathways; November 5 (tentative, date subject to change due to Covid): Implementation/integration/use of Portfolio platform
 - Participate in grant activity opportunities which may include field trips, student events, and additional professional development.
 - Provide program and fiscal information to VCOE in support of SWP program and fiscal reporting requirements, when requested by VCOE. Such program and fiscal information shall be disaggregated in three separate accounts, for each of the three separate work plans: (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship.
 - Expend funds in accordance with Attachment A: *Appendix B: Guidelines, Definitions, and Allowable Expenditures*; and in accordance with the three work plans outlined in this MOU.

VCOE Responsibilities

VCOE assumes the following responsibilities:

- Reporting Requirements: VCOE shall complete program and fiscal reporting requirements related to the SWP.
- Facilitate pre-approval of expenditures in excess of \$5000, upon request of LEA district.
- Provide professional development activities for pathway teachers, for each of the three grant work plan areas, Healthcare, STEM Design-Build, and Media & Entrepreneurship. Tentative dates are September 18, 2020 and November 5, 2020.
- Provide programmatic guidance and support to carry out the SWP work plans.

Term

The term of this MOU is **July 1, 2020 – December 31, 2022**, subject to all terms and conditions set forth herein.

Funding

Funding for three work plans (I) Healthcare; (II) STEM Design-Build; and (III) Media & Entrepreneurship are outlined on Attachment B.

Upon execution of this MOU, in a timely manner VCOE shall release 70% of funds as outlined in the SWP Work Plan specifications; the remaining 30% shall be released to LEA district upon receipt of full funding from the CCCCCO.

Course Sections

Grant-funded pathway courses shall be provided to complement and complete district pathways and provided to school sites as outlined on Attachment B. LEA District is responsible for supervision of courses, safe and appropriate facilities, course supplies and equipment, working conditions of teachers, student records, and ensuring the course is a part of the school program, for sections of courses funded by the grant. Teachers of grant-funded sections shall participate in all grant-related professional development activities to ensure the SWP work plans are carried out.

For teachers employed by VCOE:

VCOE shall make all reasonable efforts to fill positions in support of course needs with specified instructor as outlined on Attachment B; LEA District shall hold harmless VCOE for inability to provide course instructor as specified. VCOE shall conduct annual evaluation activities for teachers employed by VCOE.

LEA District will provide substitute teachers for all absences of contracted teachers and may invoice VCOE the cost of substitutes, for substitute costs related to sick days and contract-related leaves; LEA District will incur the cost of substitutes for travel, conference, and professional development activities and may use pathway funds in support of these expenses.

For teachers employed by LEA District:

- a. VCOE agrees to pay LEA District the amount equivalent to the staffing cost for the course section, said section not to exceed 180 hours per school year, in two installments. Final invoicing will be the actual cost incurred.
- b. LEA District will provide substitute teachers for all absences of contracted teachers and may include substitute costs in invoicing, for substitute costs related to sick days and contract-related leaves; LEA District will incur the cost of substitutes for travel, conference, and professional development activities and may use pathway funds in support of these expenses.
- c. LEA District reserves the right to amend course day/time as outlined on Attachment B with an equivalent course day/time; courses shall not exceed 180 hours per school year, and/or shall not exceed 20% of a standard FTE teaching assignment.
- d. VCOE will reimburse LEA District for services provided. LEA District may invoice semi-annually, a mid-year estimate and end of year actual; or, may elect to invoice at the end of the year after all actual costs are calculated.

- e. LEA District and VCOE each participate in the Ventura County School Self-Funding Authority (VCSSFA), and therefore collectively self-insure for workers' compensation, general liability, and property coverage under the VCSSFA self-insurance programs.

Termination due to Cessation of State Funding

VCOE shall have the right to terminate this Contract upon three (3) days written notice in the event that the receipt by VCOE of funds from the State government for this program is reduced, suspended or eliminated for any reason. The LEA District hereby expressly waives any and all claims against VCOE for damages arising from the termination, suspension or reduction of the funds provided by the State government to VCOE for the program under which this Service Contract is made, or of the portion thereby delegated by this Service Contract.

Indemnification and Hold Harmless

VCOE and LEA District each participate in the Ventura County Schools Self-Funding Authority (VCSSFA), and therefore collectively self-insure for worker's compensation, general liability, and property coverage under the VCSSFA self-insurance program.

VCOE and LEA District each participate in the VCSSFA, and therefore collectively indemnify and defend the other for general liability coverage under the VCSSFA self-insurance program.

(I) Work Plan: Healthcare

Grant funds as outlined on Attachment B shall be expended in accordance with work plan details described herein:

1. Middle School Career Exploration:

Funds shall be expended for the express purpose of Career Exploration in middle school grades. Funds shall be expended for activities and/or curriculum in medical career elective, wheel exploratory, science, and/or PE classes, or lunch or outside the school day at organized school activities. Each site shall determine in what venue activities will take place, with learning module activities to focus on one or more of these medical/healthcare career exploration areas: diet/nutrition, exercise/heart rate monitors; basic first aid/CPR/Heimlich; babysitter certificate; Paxton-Patterson curriculum which uses authentic medical equipment in a variety of health science careers; Project Lead the Way Medical Detective curriculum; Lawrence Hall of Science, UC Berkeley medical related curriculum; or LEA District proposal of similar, hands-on project-based nature.

2. High School Pathways:

Funds shall be expended in support of industry standard pathway equipment and supplies; substitutes for professional development/student field trip activities; and/or professional development/conferences/travel, industry specific for teachers; and/or *Get Focused, Stay Focused* Career Exploration professional development for high school counselors and pathway course teachers.

(II) Work Plan: STEM Design-Build

Grant funds as outlined on Attachment B shall be expended in accordance with work plan details described herein:

1. Middle School Career Exploration:

Funds shall be expended for the purpose of Career Exploration in middle school grades. Funds shall be expended for middle school career exploration activities to develop interest in STEM Design-Build career pathways and shall be project-based and/or hands-on activities.

2. High School Pathways:

Funds shall be expended for industry standard pathway equipment and supplies; also may be used for stipends/hourly pay for Robotics advisors; subs for professional development/curriculum development/student field trip activities; professional development/conferences/training/materials; field trip transportation; and/or certifications in capstone courses, such as *NIMS Measurements, Material, and Safety (and/or) IT Fundamentals (and/or) Network Security (and/or) Security* +

Robotics teachers receiving funds must complete *Inspiring Success Training* interactive training modules for teachers of ROP Robotics Technology; embed Inspiring Youth Voice student training in same classes; online training is provided through the *Equity, Diversity, and Inclusion Department* of FIRST Robotics.

(III) Work Plan: Media & Entrepreneurship

Grant funds as outlined on Attachment B shall be expended in accordance with work plan details described herein:

1. Middle School Career Exploration:

Funds shall be expended for the purpose of Career Exploration in middle school grades. Funds shall be expended for Middle school career exploration activities and/or curriculum and/or teacher training, in support of the integration of business & entrepreneurship industry sectors into Arts and Media curriculum/content, specifically for *Kidz-N-Biz* curriculum of the *Youth Entrepreneurship Program* and/or related content.

2. High School Pathways:

Funds shall be expended for industry standard pathway equipment and supplies; professional development conferences/training/materials to include industry standard software such as Blackmagic Design or Adobe; substitutes for professional development; industry standard certification opportunities (i.e. Adobe, Certiport), and/or software (for portfolio platforms or industry standard).

Notices

Any amendments or changes to this service contract should be submitted in writing and addressed to the following:

TO VCOE:

LISA CLINE
EXECUTIVE DIRECTOR, INTERNAL BUSINESS SERVICES
VENTURA COUNTY OFFICE OF EDUCATION
5189 VERDUGO WAY
CAMARILLO, CA 93010
(805) 383-1942

TO OPUSD:

ANTHONY KNIGHT
SUPERINTENDENT
OAK PARK UNIFIED SCHOOL DISTRICT
5801 CONIFER STREET
OAK PARK, CA 91377
(818) 735-3200

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons of departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

Compliance with Laws

Each party to this contract will comply with all applicable laws.

Construction of Covenants and Conditions

Each term and each provision of this contract will be construed to be both a covenant and a condition.

CONTACT PAGE

VCOE

PROJECT DIRECTOR

Laurel Arnold

Executive Director, Career Education

465 Horizon Circle

Camarillo, CA 93010

Phone: (805) 437-1421

Email: larnold@vcoe.org

BUSINESS OFFICE

Cynthia Bridges

Assistant Director, Budget & Accounting

5189 Verdugo Way

Camarillo, CA 93012

Phone: (805) 383-1933

Email: cbridges@vcoe.org

IN WITNESS WHERE OF the parties hereto have executed this Contract.

SIGNATURES

Anthony Knight, Superintendent
OAK PARK UNIFIED SCHOOL DISTRICT

Date

Lisa Cline

7-24-2020

Lisa Cline, Executive Director, Internal Business Services
VENTURA COUNTY OFFICE OF EDUCATION

Date

Stan Mantooh

7/24/20

Stan Mantooh, Superintendent
VENTURA COUNTY OFFICE OF EDUCATION

Date

010-8590-6388-0-0000-0000-000-320-1936-0 \$1,500.00
010-8590-6388-0-0000-0000-000-320-1935-0 \$30,000.00
010-8590-6388-0-0000-0000-000-320-1934-0 \$24,000.00

CB

ENCUMBERED

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Appendix B: Guidelines, Definitions, and Allowable Expenditures

Guidelines, Definitions, and Allowable Expenditures

Determining if a Cost is Allowable

All allowable costs must meet three primary criteria: (1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations; (2) The cost must be allocable to the funding source activities; and (3) The cost must not be a general expense required to carry out the fiscal agent's overall responsibilities (not supplanting). However, even if the costs meet the prior three criteria, the costs must be approved within the statement of work/budget of the individual fiscal agent; otherwise, they are not allowable within that year without changes to the statement of work/budget. In addition, the Strong Workforce Program Career Technical Education Regional Consortium has the discretion to impose special conditions beyond the funding source that would also determine allowability of cost.

While the proposed cost is allowable under the funding source, is it also *reasonable*?

Reasonable is defined by the dictionary as agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with

prudence under the circumstances; and having no significant deviation from established prices.

What are the guidelines of *allocable*?

Allocable is defined by the dictionary as capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Beyond this definition, allocable also means that the cost must be related to the statement of work/budget that have been approved by the Strong Workforce Program Career Technical Education Regional Consortium.

What is *supplanting*?

Funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

Federal grant funds must supplement and not supplant state or local funds. Federal funds may not result in a decrease in state or local funding that would have been available to conduct the activity had Federal funds not been received. Federal funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without Federal dollars. You must be able to demonstrate that Federal funds are added to the amount of state and local funds that would, in absence of Federal funds, be made available for uses specified in your plan. Allocation recipients and sub-recipients must use grant funds to provide extra goods, services, materials, staff coordination positions, etc. that would not otherwise be purchased with state, local, or other non-Federal funds.

Allowability of General Costs

There are permissible activities within K12 Strong Workforce Program funds. In addition, there are criteria for what can be funded while doing those activities. The following table is a synopsis of rules to determining allowability of costs. The rules in their entirety can be found in (Title 2 Code of Federal Regulations [2 CFR Parts 215 and 220]).

http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf

The following table is an easy reference synopsis of allowability of general costs. As stated above, just because a cost is allowable via 2 CFR 215-220, the intent of the RFA must be followed, the cost must be necessary, reasonable, allocable, and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this document.

Allowability of General Costs

Advertising and Public Relations ¹		Advertising and Public Relations ¹
Advisory Councils (if the RFA requires or allows Advisory Councils)		
		Alcoholic Beverages
		Alumni Activities
Audit Costs (required by Single Audit Act)		
Audit Costs (if not required by Single Audit Act can be included in indirect cost rate approved by the California Department of Education)		
		Bad Debts

		Commencement and Convocation Costs
Communication Costs (telephone, telegrams, postage, messenger)		
Compensation for Personnel Services (salary, wages, fringe benefits)		
		Contingencies
Contributions or Donations Received (cash, property, services)		Contributions or Donations Received (cash, property, services)
		Entertainment Costs ²
Equipment ³		Equipment ³
Fines and Penalties ⁴		Fines and Penalties ⁴
		Fundraising and Investment Costs
		Gifts of Public Funds are never allowed (memorabilia, honoraria, gifts, souvenirs, etc.) ⁵
		Goods & Services for Personal Use
		Improvements ⁶
Indirect or Administrative Expenditures (rate approved by the California Department of Education)		
		Lobbying ⁷
		Losses on Other Sponsored Agreements or Contracts

Materials & Supply Costs (only those actually used for performance of sponsored agreement)		
Meetings and Conferences ⁸		Meetings and Conferences ⁸
	Memberships ⁹	
Professional and Consultant Services		
Proposal Costs (<i>only using indirect rate approved by the California Department of Education</i>)		
Publication and Printing Costs (<i>must be a direct cost; indirect cost can only use the rate approved by the California Department of Education</i>)		
Maintenance & Repair Costs ¹⁰ (keeping in efficient operating condition)		Maintenance & Repair Costs ¹⁰ (construction, remodeling, increasing value)
		Student Expenses, Activities or Direct Services ¹¹
		Selling and Marketing ¹²
Travel ¹³	Out-of-State Travel ¹³	Out-of-Country Travel ¹³

¹ **Advertising and Public Relations:** The term *advertising costs* means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like. The term *public relations* includes community relations and means those activities dedicated to maintaining the image of the institution or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

ALLOWABLE Advertising costs are those that are solely for: (1) The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored agreement; (2) The procurement of goods and services for the performance of a sponsored agreement; (3) The disposal of scrap or surplus materials acquired in

the performance of a sponsored agreement except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or (4) Other specific purposes necessary to meet the requirements of the sponsored agreement.

ALLOWABLE Public Relations costs are those that are solely for: (1) Costs specifically required by the sponsored agreement; (2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or (3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.

UNALLOWABLE: Advertising and public relations costs include the following: (1) All advertising and public relations costs unless specified as allowable above; (2) Costs of meetings, conventions, convocations, or other events related to other activities of the institution, including: (a) Costs of displays, demonstrations, and exhibits; (b) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and (c) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings; (3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs; (4) Costs of advertising and public relations designed solely to promote the institution.

² Entertainment Costs: Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

³ Equipment: Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose, or \$5,000. Any equipment requested within the K12 SWP grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

General Purpose Equipment – General purpose equipment furnishings, modular offices, telephone, networks, information technology equipment systems, air conditioning equipment, reproduction and printing equipment, motor vehicles, etc. are unallowable unless the awarding agency approves them in advance. The Strong Workforce Program Career Technical Education Regional Consortium consider general purpose equipment and furnishings to be the responsibility of the local education agency and as such, it will not approve such expenditures.

⁴ Fines and Penalties: Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

⁵ Gifts of Public Funds: If it looks like a gift, it is. You are not allowed to purchase pencils, pens, mouse pads, t-shirts, etc. and give them out (under the marketing banner). This

would still be considered a gift of public funds. Awards and honorarium would also be considered a gift of public funds and not allowed.

⁶ Improvements: Improvements for land, buildings, or equipment that materially increases their value or useful life are unallowable as a direct cost.

⁷ Lobbying: Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging, or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

⁸ Meetings and Conferences: Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware not to cross over into entertainment costs.

NOTE: Food is only allowed at meetings that require a working breakfast, lunch, or dinner and disseminate technical information to participants. The meeting must have an agenda that shows a working meal; must have a sign-in sheet for participants; and cannot go over the fiscal agent's per diem guidelines for food purchases. The Strong Workforce Program Career Technical Education Regional Consortia are not allowing the cost of food be charged for outreach and/or student events.

⁹ Memberships: OMB only allows institutional memberships (not individual memberships), the Chancellor's Office Budget and Accounting Manual allows individual memberships that are required within a job description. If the K12 SWP applicant requests any (individual, institutional, or regional) membership costs, the application must justify why the statement of work cannot be accomplished without paying for such membership(s). Business, technical, and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.

¹⁰ Maintenance and Repairs: Activities such as construction and remodeling, which increase the value of an asset or appreciably extend its useful life, are not allowed unless authorized by the funding source. Maintenance of equipment that neither adds to the permanent value of the property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition, is allowable.

¹¹ Student Expenses, Activities, or Direct Services: All forms of student aid are allowable only when the purpose of the sponsored agreement is to provide training to selected participants and the charge is approved by the sponsoring agency. Costs incurred for intramural activities, student publications, student clubs, and other student activities are unallowable.

¹² Selling and Marketing: Cost of selling and marketing any products or services of the institution are unallowable unless the agreement requires this activity or if it is allowable under public relations costs (see #1 above).

¹³ Travel: Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based on the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

OUT-OF-STATE TRAVEL: Out-of-state travel will be closely scrutinized and must be disclosed in the Budget summary. After the application is fully executed, any further Out-of-state travel requires prior approval of the Strong Workforce Program Career Technical Education Regional Consortia by submitting the necessary (as determined by the Strong Workforce Program Career Technical Education Regional Consortia) documentation for approval. The Strong Workforce Program Career Technical Education Regional Consortium reserve the right to limit Out-of-state travel.

OUT-OF-COUNTRY TRAVEL: Out-of-country travel will not be allowable via this funding source.

K12 Strong Workforce Program - 2020-2021
Oak Park Unified School District

Work Plan	# HS Pathways	Pathway funding	MS Career Exploration	TOTAL	HS Pathway	Notes
Healthcare			1500	1500		\$4,000 per HS PW with capstone
STEM Design-Build	3	21,000	9000	30,000	Architectural Design; Engineering Design; ICT	\$7,000 per HS PW
Media & Entrepreneurship	4	20000	4000	24000	Stagecraft Video Production 2D Design Computer Animation	\$5,000 per HS PW

TOTAL 55,500

Site	Teacher	Course	Funded Sections	Employer	Grant
Oak Park HS	Ross, Julie/Svoboda	ROP Mind Matters: A Study of Mental Health and Illness Honors	1 section	OPUSD	SWP Healthcare
Oak Park HS	Hunt, Allen	ROP Stagecraft	1 section	OPUSD	SWP Media

TO: MEMBERS OF BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
**SUBJECT: B.3.b. APPROVE CONSOLIDATED APPLICATION AND REPORTING
SYSTEM(CARS) PART II – 2020-2021**

ACTION

ISSUE: Shall the Board of Education approve the Application for Funding for Consolidated Aide Programs?

BACKGROUND: The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from state and federal programs to school districts. The winter release of the application (Part I) is submitted in January of each year and contains the district entitlements for each funded program. The spring release (Part II) documents participation in these programs and provides assurances that the district will comply with the legal requirements. The Consolidated Application (Part II) is included for the Board's reference.

FISCAL IMPACT: None

ALTERNATIVES: 1. Accept the Consolidated Application Entitlements and approve Part II.
2. Do not accept the Consolidated Application Entitlements and approve Part II.

RECOMMENDATION: Alternative #1

Prepared by:
Byron Jones, Director, Fiscal Services
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

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2020-21 Application for Funding

Required fields are denoted with an asterisk (*).

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board: (ex. MM/DD/YYYY)

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name:
(non-LEA employee)

DELAC review date:

Meeting minutes web address:
Please enter the web address of DELAC
review meeting minutes (format
http://SomeWebsiteName.xxx). If a web
address is not available, then the LEA must
keep the minutes on file which indicate that
the application was reviewed by the
committee.

DELAC comment:
If an advisory committee refused to review
the application, or if DELAC review is not
applicable, enter a comment. (Maximum
500 characters)

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

* **Title I, Part A (Basic Grant):** ☐ No ☒ Yes
ESSA Sec. 1111 et seq.
SACS 3010

* **Title II, Part A (Supporting Effective Instruction):** ☐ No ☒ Yes
ESEA Sec. 2104
SACS 4035

* **Title III English Learner:** ☐ No ☒ Yes
ESEA Sec. 3102
SACS 4203

* **Title III Immigrant:** ☐ No ☒ Yes
ESEA Sec. 3102
SACS 4201

* **Title IV, Part A (Student and School Support):** ☐ No ☒ Yes
ESSA Sec. 4101
SACS 4127

Last Saved: Byron Jones (bsjones), 8/13/2020 12:42 PM, Draft

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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.4.a. RATIFY PURCHASE ORDERS – JUNE 16 THROUGH JULY 31, 2020
ACTION

ISSUE: Shall the Board ratify the following purchase orders issued for the period June 16 through July 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 June 16 through July 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,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100	Approved Textbooks and Core Cu				
P21-00022	Learning Without Tears	005	20/21 BES DK Supplies	010-4100	547.74
P21-00023	Learning Without Tears	005	20/21 OHES DK Supplies	010-4100	436.64
P21-00024	Learning Without Tears	005	20/21 ROES DK Supplies	010-4100	506.40
P21-00025	Studies Weekly, Inc dba Americ an Legacy Publishing	005	20/21 OHES Studies Weekly	010-4100	1,637.06
P21-00026	Studies Weekly, Inc dba Americ an Legacy Publishing	005	20/21 ROES Studies Weekly	010-4100	1,918.43
P21-00027	Delta Education, LLC	005	20/21 ROES FOSS Supplies	010-4100	6,227.74
P21-00028	HEINEMANN	005	20/21 ROES Heinemann Supplies	010-4100	10,911.11
P21-00029	Cpm Educational Program	005	MCMS 20/2021 Algebra Connections	010-4100	4,947.69
P21-00030	Accelerate Learning Inc.	005	MCMS 20/2021 STEMScopes	010-4100	18,836.48
P21-00031	McGraw-Hill	005	2020/2021 MCMS Social Studies Adoption	010-4100	63,188.14
P21-00032	Barnes And Noble Bookstores	005	OPHS 20/2021 Textbooks	010-4100	4,603.68
P21-00033	Gateway Education Holdings LLC dba Savvas Learning Company	005	OPHS 20/2021 Enviornmental Science	010-4100	12,507.03
P21-00035	Hayden-Mcneil Publishing, Inc.	005	OPHS 20/2021 Science Notebooks	010-4100	5,112.61
P21-00036	J.W. Pepper & Son Inc.	005	20/2021 Music Sheets	010-4100	794.90
P21-00037	The Lampo Group, Inc.	005	20/21 OPHS Foundations Finance	010-4100	2,426.43
P21-00039	Seesaw Learning, Inc. dba Sees aw	005	20/2021 BES/OHES/ROES SeeSaw	010-4100	6,270.00
P21-00040	Gateway Education Holdings LLC dba Savvas Learning Company	005	MCMS 20/2021 Connected Mathematics	010-4100	2,707.51
P21-00041	Barnes And Noble Bookstores	005	20/2021 Flash Kids Learning	010-4100	576.25
P21-00042	Houghton Mifflin Harcourt	005	OPIS 20/2021 Go Math & Science Fusion	010-4100	804.09
P21-00043	Gateway Education Holdings LLC dba Savvas Learning Company	005	OPIS 20/2021 Science Text	010-4100	259.75
P21-00044	McGraw-Hill	005	OPIS 20/2021 Aleks Licenses	010-4100	2,505.47
P21-00045	Textbook Warehouse Inc.	005	MCMS 20/2021 Algebra Connections	010-4100	187.69
P21-00046	Barnes And Noble Bookstores	005	OPIS 20/2021 Textbooks	010-4100	2,110.39
P21-00047	Textbook Warehouse Inc.	005	OVHS 20/2021 World History Textbook	010-4100	527.67
P21-00049	The Prophet Corp. Db a Gopher S port	005	MCMS 20/2021 PE Equipment	010-4100	144.66
P21-00050	Pear Deck, Inc.	005	20/2021 Pear Deck District Wide Pilot	010-4100	6,435.00
P21-00051	Texthelp Inc	005	20/21 EquatIO for OPUSD	010-4100	4,600.00
P21-00085	SOAR Learning, Inc.	005	2020/2021 MCMS DON: SOAR Curr - SpEd	010-4100	950.00
P21-00086	Houghton Mifflin Harcourt	005	20/2021 ROES Go Math	010-4100	126.18
P21-00087	Houghton Mifflin Harcourt	005	20/2021 OHES Go Math	010-4100	41.96
P21-00088	N2Y LLC	005	2020/2021 MCMS Sp Ed Reading Program	010-4100	594.71
P21-00089	HEINEMANN	005	BES/OHES/ROES Units of Study Virtual Resource	010-4100	13,674.38

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 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P21-00090	BIOZONE Corporation	005	20/21 OPIS Textbooks	010-4100	818.69
P21-00092	McGraw-Hill	005	OVHS 20/2021 Biology & Psychology Materials	010-4100	7,300.56
P21-00093	Gateway Education Holdings LLC dba Savvas Learning Company	005	OVHS 20/2021 Textbooks	010-4100	11,404.91
P21-00097	Committee For Children	005	DK SEL Program	010-4100	1,392.11
P21-00098	Follett School Solutions, Inc.	005	20/21 Elem and Middle School Library Resource	010-4100	4,196.16
P21-00100	VCOE	005	20/21 OHES History Book	010-4100	1,126.13
P21-00101	HEINEMANN	005	20/21 OHES Supplies	010-4100	55.26
P21-00102	Textbook Warehouse Inc.	005	20/2021 OVHS Textbooks	010-4100	460.37
P21-00103	HEINEMANN	005	20/2021 OPIS Elementary Curriculum	010-4100	5,136.94
P21-00105	Newsela, Inc.	005	20/2021 Newsela Subscription	010-4100	29,601.00
Total:010-4100 Approved Textbooks and Core Cu					238,609.92
010-4200	Other Books and Reference Mate				
B21-00010	Perma-Bound	012	PFA: Open PO for Book Orders 2020-21	010-4200	4,000.00
P20-00638	McGraw-Hill	005	2019/2020 OHES Number Worlds	010-4200	637.57
P21-00038	Membean Inc.	005	OPHS 20/2021 Membean Renewal Yr 3	010-4200	6,129.34
P21-00059	Jostens	012	PFA: Assignment Books	010-4200	4,520.54
P21-00108	LAZEL, Inc. DBA Learning A-Z L LC	005	2020-2021 Literacy Reading Instruction	010-4200	4,617.86
P21-00109	Brain POP LLC	012	PFA:Brain Pop renewal	010-4200	2,195.00
Total:010-4200 Other Books and Reference Mate					22,100.31
010-4330	Other Materials and Supplies N				
B20-00267	Office Depot Customer Service Center	004	DW COVID Supplies	010-4330	4,361.71
B20-00268	SOS Survival Products	004	COVID Supplies	010-4330	12,500.00
B21-00002	Compuwave Inc.	012	Open PO for computer/printer supplies	010-4330	2,000.00
B21-00003	The Prophet Corp. Db a Gopher	012	Open PO for PE equipment	010-4330	1,000.00
B21-00004	Graphaids	012	PFA: Art Supplies	010-4330	3,500.00
B21-00006	J.W. Pepper & Son Inc.	012	PFA: Band and Chorus Music	010-4330	2,000.00
B21-00007	Nasco	012	DON: Open PO Science Lab Supplies	010-4330	1,200.00
B21-00009	Office Depot Customer Service Center	012	Open PO for office supplies	010-4330	20,000.00
B21-00011	SCHOOL NURSE SUPPLY INC	012	Open PO for Health Office Supplies	010-4330	200.00
B21-00012	School Specialty	012	Open PO for Art Class Supplies	010-4330	450.00
B21-00013	Southwest School Supply	012	PFA: Open PO for supplies	010-4330	500.00
B21-00014	DIY Home Center	013	OPPA/Don/Mat & Supplies	010-4330	500.00
B21-00017	Apperson Print Management	012	Open PO for Scantron machine & forms	010-4330	1,297.13
B21-00019	COSTCO WHOLESALE	012	Open PO for various supplies	010-4330	2,000.00

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

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Includes Purchase Orders dated 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00020	Demco	012	Open PO for Library and School Supplies	010-4330	700.00
B21-00021	Do-It Center	012	DISC: Custodial /maintenance supplies	010-4330	500.00
B21-00022	Follett School Solutions, Inc.	012	OPEN PO for library supplies	010-4330	300.00
B21-00023	Home Depot	012	Open PO-misc hardware, mainten.sup. needs	010-4330	500.00
B21-00024	Jones School Supply Co. Inc.	012	Open PO for Quarterly Awards	010-4330	300.00
B21-00028	Southwest School Supply	012	Open PO for Custodial supplies	010-4330	6,000.00
B21-00030	Southwest School Supply	004	2020/2021 Custodial Supplies at District Office	010-4330	2,500.00
B21-00031	SOS Survival Products	012	DON: Earthquake/Emergency Supplies	010-4330	2,000.00
B21-00034	Southwest School Supply	013	Custodial/Mat & Supplies	010-4330	20,000.00
B21-00035	Southwest School Supply	013	General Ed Mat & Supplies	010-4330	8,000.00
B21-00037	Home Depot	004	2020/2021 Maintenance Supplies and Tools	010-4330	10,000.00
B21-00041	Do-It Center	004	2020/2021 Supplies for Maintenance & Ops	010-4330	4,000.00
B21-00043	Johnstone Supply	004	2020/2021 Plumbing Supplies M & O	010-4330	15,000.00
B21-00046	Carlson's Building Materials	004	2020/2021 Masonry Materials & Supplies	010-4330	2,000.00
B21-00050	Agoura Wholesale Electric Corp	004	2020/2021 Electrical Supplies for M & O	010-4330	1,500.00
B21-00052	Ferguson Enterprises #1350	004	2020/2021 PO for Parts & Supplies	010-4330	500.00
B21-00053	Cell Energy Inc Powerline Battery Specialist	004	2020/2021 Batteries for M & O	010-4330	500.00
B21-00054	Dunn-Edwards Corporation	004	2020/2021 Paint & Supplies	010-4330	500.00
B21-00056	SMITH PIPE & SUPPLY	004	2020/2021 Grounds/Maintenance Pipe Supplies	010-4330	7,000.00
B21-00059	Office Depot Customer Service Center	006	Personnel Supplies 2020-2021	010-4330	2,000.00
B21-00060	Document Systems	012	Open PO for supplies for all Ricoh Copiers	010-4330	2,000.00
B21-00061	Conejo Hardwoods	013	CTEIG/ Mat & Supply	010-4330	6,000.00
B21-00062	Woodcraft Supply, LLC	013	ROP/Woodshop	010-4330	1,500.00
B21-00065	Office Depot Customer Service Center	005	2019/2020 Curriculum Office Depot Blanket PO	010-4330	1,000.00
P20-00641	Southwest School Supply	004	Multifunction Task Chair per Ergonomic Eval	010-4330	180.18
P20-00645	Riverside Insights	000	2020/21 - SpEd Protocols - MCMS Site	010-4330	350.91
P21-00055	Jared Luke Kira DBA Deo Volente Industries	004	District wide COVID Floor Sticker	010-4330	2,937.58
P21-00057	Southwest School Supply	004	Districtwide Hands free Dispensers	010-4330	92,160.40
P21-00060	Flinn Scientific, Inc	012	DON: Science Supplies	010-4330	312.78

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 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P21-00061	Saeed Safai dba Plastic Zone, Inc.	000	Acrylic Cross Divider Guards Districtwide	010-4330	24,692.25
P21-00066	Luxury Flush, LLC	004	Double Sink Hand Washing Stations Districtwide	010-4330	21,450.00
P21-00067	Johnstone Supply	004	Flow Hoods and Bluetooth Monitoring	010-4330	4,225.85
P21-00094	SHI International	005	20/2021 Adobe License Renewal	010-4330	2,681.25
P21-00110	The Prophet Corp. Dba Gopher Support	005	20/21 MCMS PE Materials	010-4330	4,074.64
TB21-00001	CDW GOVERNMENT INC	007	Blanket PO Equipment & Supplies <\$500	010-4330	8,000.00
TB21-00002	Monoprice	007	Blanket PO Equipment & Supplies <\$500	010-4330	4,000.00
TB21-00003	Compuwave Inc.	007	Blanket PO Equipment & Supplies <\$500	010-4330	5,000.00
TB21-00004	Office Depot Customer Service Center	007	Blanket PO office supplies	010-4330	500.00
TB21-00005	Apple Computer, Inc. Ms:198-3E D	007	Blanket PO for Computer Equip & Repairs	010-4330	8,000.00
TB21-00006	Scott Electric	007	Replacement Projector Bulbs (Blanket PO)	010-4330	1,539.01
Total:010-4330 Other Materials and Supplies N					325,913.69
010-4410	Equipment New Non-Capitalized				
B21-00008	NICK RAIL MUSIC	012	PFA: Open PO for Instrument Repairs	010-4410	847.75
T20-00021	Swivl, Inc	007	COVID-19 : Swivl iPad Remote Learning Tool	010-4410	1,027.46
Total:010-4410 Equipment New Non-Capitalized					1,875.21
010-5200	Travel and Conference				
P20-00639	University of Alabama Conferen ce Services	005	Tim Chevalier PD	010-5200	650.00
P20-00640	Univ of Texas Rio Grande	005	Jackson Hall PD	010-5200	495.00
P21-00104	VCOE	005	Ericka Jauchen VCOE Training	010-5200	325.00
P21-00106	Santa Cruz County Office of Ed	005	TICAL's Distance Learning Academy PD	010-5200	500.00
P21-00107	Bureau of Ed & Research dba Institute for Ed Dev	005	MCMS Science Teacher PD	010-5200	795.78
Total:010-5200 Travel and Conference					2,765.78
010-5300	Dues and Memberships				
P21-00054	ACSA Membership Processing	019	ACSA Membership for Administrators 2020-2021	010-5300	24,078.23
P21-00076	California School Boards Assn	002	CSBA Membership Dues 2020-21 Education Alliance	010-5300	11,475.00
Total:010-5300 Dues and Memberships					35,553.23
010-5520	Electric Utility Service				

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 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00055	Green Charge Networks, LLC	004	2020/2021 Battery Back Up per Agreement	010-5520	8,000.00
Total:010-5520 Electric Utility Service					8,000.00
010-5560	Trash / Sewer Services				
B21-00033	WM Corporate Services, Inc. As payment agent	004	2020/2021 Sanitation Services Districtwide	010-5560	36,000.00
Total:010-5560 Trash / Sewer Services					36,000.00
010-5600	Rents, Leases, and Repairs				
B21-00005	Jaime Alvarez JJER Fitness	012	PFA: Spin Bike Service	010-5600	1,520.00
B21-00008	NICK RAIL MUSIC	012	PFA: Open PO for Instrument Repairs	010-5600	152.25
B21-00015	Agoura Lock Technologies, Inc.	012	Open PO for locks & keys for site	010-5600	100.00
B21-00025	KYOCERA Document Solutions West LLC	012	Open PO for Riso Service & Supplies	010-5600	1,000.00
B21-00026	Pitney Bowes Lease Global	012	Open PO for postage machine lease	010-5600	850.00
B21-00032	Advanced Water Solutions, INC	004	2020/2021 Reverse Osmosis Water Equipment Rental	010-5600	2,040.00
B21-00039	Pyro-Comm Systems, Inc.	004	2020/2021 Fire Alarm Maintenance and Repairs	010-5600	7,000.00
B21-00042	Pacific Mobile	004	2020/2021 MCMS/OHES DOH Trailer Lease/Rent	010-5600	11,835.00
B21-00044	Hollywood Fire Protection, LLC	004	2020/2021 Annual Fire Exting. Svs Districtwide	010-5600	2,708.00
B21-00045	Agoura Lock Technologies, Inc.	004	2020/2021 Locksmith Services	010-5600	2,500.00
B21-00047	Golden State Elevator	004	2020/2021 Monthly Maintenance for Elevators	010-5600	4,500.00
B21-00048	Sports Facilities Group	004	Annual Bleacher/BBall Backstop Services OPHS/MCMS	010-5600	11,250.00
B21-00051	Venco Western Inc.	004	2020/2021 All Sites Mowing/Fertilization	010-5600	84,357.00
P21-00079	Southwest School Supply	004	New Mercury Floor Machine for Oak Park High School	010-5600	1,117.46
TB21-00005	Apple Computer, Inc. Ms:198-3E D	007	Blanket PO for Computer Equip & Repairs	010-5600	8,000.00
Total:010-5600 Rents, Leases, and Repairs					138,929.71
010-5820	Other Operating Expense				
B21-00018	Conejo Awards	012	Open PO for Engraving, Placques & Signs	010-5820	100.00
B21-00027	Redwood Toxicology Lab Inc.	012	DISC: Drug Testing	010-5820	500.00
B21-00029	Town & Country Printing	012	Open PO for printing	010-5820	1,000.00
B21-00036	Dial Security	004	2020/2021 Security for IT Room at DO	010-5820	700.00
B21-00038	Pyro-Comm Systems, Inc.	004	2020/2021 Fire Alarm Monthly Monitoring Service	010-5820	2,880.00
B21-00040	California Pest Management	004	2020/2021 School Pest Monthly Management Svcs	010-5820	10,000.00

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Includes Purchase Orders dated 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00049	Document Systems	004	2020-2021 Copier Maintenance Agreement	010-5820	71,305.70
B21-00057	CR Print	000	Stationary Printing for District during 2020-21	010-5820	7,000.00
B21-00058	Conejo Awards	000	Anniversary Awards/Nameplates 2020-21	010-5820	1,000.00
B21-00063	WestCoast Woodworking Machine	013	Gen Ed/Materials/Repair	010-5820	1,000.00
B21-00064	VCOE	005	LCAP GOAL 2 VCOE BLANKET TRAINING PO 2020-2021	010-5820	2,500.00
P20-00631	Evaristo Cardenas dba Varo She et Metal	004	Sheet Metal Cutting for OPHS	010-5820	25.00
P20-00635	Safeguard, Inc.	000	SpEd Student - Transport Svs. to Residential NPS	010-5820	6,654.24
P20-00637	Sharon Marie Grandinette dba E xceptional Educat'l Serv	000	SpEd Consulting Services	010-5820	1,384.25
P20-00652	Pyro-Comm Systems, Inc.	004	Alarm repairs at OHES/OPHS	010-5820	945.85
P21-00021	Alpenspruce Education Solution s Inc	005	2020/2021 Alludo Platform	010-5820	4,826.25
P21-00048	California School Boards Assn	002	CSBA GAMUT Online(Policy Service) 2020-21	010-5820	2,810.00
P21-00077	The Devereux Foundation dba De vereux TX Treatment Netw	000	2020/21 - NPS Residential Placement	010-5820	137,758.46
P21-00078	School Innovations & Advocacy Deposits	004	2020/21 Consulting Svs. per Agreement	010-5820	18,400.00
P21-00081	Us Bank Trust Nat'l Assn.	004	Admin Fees 2009 GOB Election 2008 Series A	010-5820	847.00
P21-00082	Us Bank Trust Nat'l Assn.	004	Admin Fees 2009 GOB Election 2006 Series B	010-5820	847.00
P21-00083	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB 2016 Election Fees	010-5820	1,600.00
P21-00084	BE Publishing	005	MCMS 20/2021 EduTyping	010-5820	755.16
P21-00095	Illuminate Education, Inc.	005	2020/2021 FASTBRIDGE ROES/BES/OHES/MCMS	010-5820	15,050.00
P21-00096	Typing Agent LLC	005	Typing Agent Renewal - 2000 licenses	010-5820	2,300.00
T21-00001	SHI International	007	Adobe Creative Cloud District License CETLA Agmt	010-5820	5,000.00
T21-00002	PDQ.com Corporation	007	PDQ Enterprise License (Windows Imaging)	010-5820	539.10
T21-00003	Blackboard Inc	007	District Web Site Hosting	010-5820	14,905.99
T21-00004	Amplified IT LLC	007	Syscloud Unlimited Google Backup Svc	010-5820	3,600.00
T21-00005	Softchoice Corporation	007	Microsoft Districtwide License CAMSA	010-5820	10,740.86
T21-00006	ParentSquare Inc.	007	Parent Square Annual Subscription	010-5820	21,736.00
T21-00011	VCOE	007	VC EdNet 10Gbps Internet Service Provider (ISP)	010-5820	15,780.00
T21-00012	VCOE	007	Aequitas Q SIS hosted by VCOE	010-5820	60,000.00

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Includes Purchase Orders dated 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
T21-00013	Amplified IT LLC	007	COVID Google Enterprise for Education License 1Yr	010-5820	7,728.00
TB21-00007	All Connected Inc	007	Network Support, Monitoring, Consulting	010-5820	40,000.00
TB21-00008	Jive Commuications Inc	007	Jive (LogMeIn) VOIP Telephone Service	010-5820	62,000.00
TB21-00009	Time Warner Cable	007	Spectrum TWC WAN data service and secondary ISP	010-5820	38,000.00
Total:010-5820 Other Operating Expense					572,218.86
010-5900	Telephone and Communications				
B21-00016	AT&T-CalNet 3	012	Open PO for Telephone Charges	010-5900	3,000.00
P21-00080	Infinity Comm & Consult	004	2020-21 ERate Consulting Svs. Yr 24 Category 1	010-5900	13,150.00
P21-00091	US Postal Service (AMS-TMS)	006	Hasler Mail Machine workroom	010-5900	4,000.00
Total:010-5900 Telephone and Communications					20,150.00
010-7142	Excess Costs payments to Count				
P20-00630	VCOE	000	SpEd 2019/20 - Excess Cost for Transportation	010-7142	96,653.11
Total:010-7142 Excess Costs payments to Count					96,653.11
010-9510	Prior Year Liability - Clear				
B20-00267	Office Depot Customer Service Center	004	DW COVID Supplies	010-9510	638.29
P20-00643	Regency Enterprises, Inc	004	COVID Supplies	010-9510	5,000.00
P20-00644	The Devereux Foundation dba De vereux TX Treatment Netw	000	NPS Residential Placement	010-9510	12,414.69
P20-00648	Home Depot	004	Acrylic and Brackets for Prototype Shield	010-9510	105.44
Total:010-9510 Prior Year Liability - Clear					18,158.42
130-4330	Other Materials and Supplies N				
FS21-00009	P&R Paper Supply Company, Inc.	025	Paper, Plastic & Cleaning Supplies	130-4330	18,000.00
Total:130-4330 Other Materials and Supplies N					18,000.00
130-4700	Food Purchases				
FS21-00001	Challenge Dairy Products, Inc.	025	Dairy, Eggs, Juice & Canned Tomatoes	130-4700	35,000.00
FS21-00002	The Berry Man, Inc.	025	Fresh Produce	130-4700	1,000.00
FS21-00003	Tony's Fine Foods	025	Poultry & Natural Foods	130-4700	20,000.00
FS21-00004	Jordanos	025	Groceries	130-4700	20,000.00
FS21-00005	Sysco Ventura, Inc.	025	Groceries	130-4700	25,000.00
FS21-00006	Sunrise Produce Company	025	Fresh Produce	130-4700	18,000.00
FS21-00007	D'Amore's Pizza Connection	025	Pizza Crusts	130-4700	7,000.00
FS21-00008	Gold Star Foods	025	USDA Foods & Groceries	130-4700	22,000.00
FS21-00013	United Natural Foods, Inc	025	Natural Foods	130-4700	8,000.00
FS21-00014	Wildflour Bakery & Cafe, LLC	025	Fresh Breads	130-4700	9,000.00

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Includes Purchase Orders dated 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:130-4700 Food Purchases					165,000.00
130-5600	Rents, Leases, and Repairs				
FS21-00011	Marx Bros. Fire Extinguisher	025	Maintenance: Fire System	130-5600	500.00
FS21-00012	Advanced Sanitation	025	Maintenance: Grease Traps	130-5600	1,600.00
FS21-00015	Cold Tech Refrigeration	025	Repairs: Refrigeration	130-5600	4,000.00
Total:130-5600 Rents, Leases, and Repairs					6,100.00
130-5820	Other Operating Expense				
FS21-00010	Gold Star Foods	025	Fees: Brown Box & Storage	130-5820	300.00
FS21-00016	San Mateo-Foster-Super Co-Op	025	Fees: Super Co-Op Annual Membership Contribution	130-5820	94.28
Total:130-5820 Other Operating Expense					394.28
211-4410	Equipment New Non-Capitalized				
P20-00633	Uline	004	Proj 20-03S Nine Picnic Tables for OHES	211-4410	8,355.72
P21-00002	Uline	004	Proj 20-04S Pro 20-04S Furniture for MCMS	211-4410	19,093.86
P21-00003	Uline	004	Proj 20-04S Pro 20-04S Furniture for OPHS	211-4410	22,588.52
P21-00004	Uline	004	Proj 20-04S Pro 20-04S Furniture for OVHS	211-4410	2,422.36
P21-00005	Uline	004	Proj 20-04S Pro 20-04S Furniture for BES	211-4410	5,704.39
P21-00006	Natural Pod Services Inc.	005	Proj 20-04S Collab Furniture @OHES-Natural Pod	211-4410	5,351.62
P21-00007	Natural Pod Services Inc.	005	Proj 20-04S Collab Furniture @ROES-Natural Pod	211-4410	5,314.08
P21-00008	Natural Pod Services Inc.	005	Proj 20-04S Collab Furniture @BES-Natural Pod	211-4410	454.62
P21-00009	Natural Pod Services Inc.	005	Proj 20-04S Collab Furniture @Club OP-Natural Pod	211-4410	3,185.92
P21-00010	Lakeshore Equipment Co dba Lakeshore Learning Mats	005	Pro 20-04S Collaborative Furniture@OHES Lakeshore	211-4410	1,195.61
P21-00011	Southwest School Supply	005	Proj 20-04S Collaborative Furniture@OHES-Southwest	211-4410	8,054.82
P21-00012	Lakeshore Equipment Co dba Lakeshore Learning Mats	005	Pro 20-04S Collaborative Furniture@ROES Lakeshore	211-4410	1,195.61
P21-00013	Southwest School Supply	005	Proj 20-04S Collaborative Furniture@ROES-Southwest	211-4410	7,786.84
P21-00014	Southwest School Supply	005	Proj 20-04S Collaborative Furniture@OPHS-Southwest	211-4410	18,221.13
P21-00015	Krueger International, Inc.	005	Project 20-04S Collaborative Furniture@OHES-KI	211-4410	1,611.56
P21-00016	Krueger International, Inc.	005	Project 20-04S Collaborative Furniture@ROES-KI	211-4410	221.58

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Includes Purchase Orders dated 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P21-00017	Krueger International, Inc.	004	Project 20-04S Collaborative Furniture@OPHS-KI	211-4410	2,228.70
P21-00018	Southwest School Supply	005	Proj 20-04S Collaborative Furniture@BES-Southwest	211-4410	7,024.72
P21-00019	School Specialty	005	Pro 20-04S Collaborative Furniture@ROES School Sp	211-4410	597.67
P21-00020	Community Products LLC dba Com munity Playthings	005	Pro 20-04S Collaborative Furniture@OPNS	211-4410	5,757.27
T21-00014	Apple Computer, Inc. Ms198-3ED	007	Proj. 20-25S iPads Refresh Wave 3	211-4410	33,029.88
T21-00015	Compuwave Inc.	007	Proj. 20-24S HS Engineering Laptop Refresh	211-4410	69,534.26

Total:211-4410 Equipment New Non-Capitalized **228,930.74**

211-6209 Main Construction-Buildings

P20-00437	SBS Corporation	004	Proj 18-21S Construction of MCMS Classroom Mods	211-6209	993,050.40
				211-6209	1,962,906.16
P20-00586	Reliable Floor Coverings, Inc	004	Proj 20-11S New Flooring Bldg C Boys Restroom ROES	211-6209	9,480.00
P20-00621	LRW Enterprises dba The Grouts mith	004	Proj 20-11S Clean/Sanitize Restroom Walls ROES	211-6209	3,025.00
P20-00651	Roadside Lumber & Hardware	004	Proj 19-26S Woodscrews for Ext Bldg OVH	211-6209	45.11
P21-00052	Reliable Floor Coverings, Inc	004	Proj 20-11S Flooring Various Restrooms ROES	211-6209	48,951.00
P21-00053	Fence Factory	004	Proj 19-19S Fencing Back of Art Court OPHS	211-6209	9,817.96
P21-00056	Thousand Oaks Electric	004	Proj 19-19S Elect Connection Art Court Equip OPHS	211-6209	5,215.00
P21-00065	Thousand Oaks Electric dba Tho usand Oaks Electric	004	Proj 20-17S Repair electrical Portable Classrooms	211-6209	3,850.00
P21-00068	Courtyard Construction, Inc.	004	Proj 20-03S Shade Sail Install @OHES	211-6209	52,000.00
P21-00069	Courtyard Construction, Inc.	004	Proj 20-15S Shade Sail Install @ROES	211-6209	13,100.00
P21-00070	Courtyard Construction, Inc.	004	Proj 20-16S Shade Sail Install @BES	211-6209	47,200.00
P21-00071	Signature Signs	000	Proj 19-26S Reinstall Building Signage for OVHS	211-6209	1,780.70
P21-00072	Hughes General Engineering	004	Proj 20-15S Demo & Concrete work at ROES	211-6209	30,965.00

Total:211-6209 Main Construction-Buildings **3,181,386.33**

211-6251 DSA/CDE Fees

P20-00636	California Dept Of Education	004	Proj 18-21S CDE Fee for Plan Review for MCMS	211-6251	2,082.15
P21-00001	California Dept Of Education	004	Proj 18-18S CDE Fee for Plan Review for BES	211-6251	1,732.64

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Includes Purchase Orders dated 06/16/2020 - 07/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:211-6251 DSA/CDE Fees					3,814.79
211-6259	Other Costs/Planning/Change Or				
P20-00642	Dale Scott & Company	004	SB1029 Annual Debt Transparency Reports YE 6/30/19	211-6259	1,525.00
P20-00647	Thousand Oaks Electric dba Thousand Oaks Electric	004	Proj 20-11S Replace Restroom Exhaust Fans @ROES	211-6259	3,185.00
P21-00073	Richard Smith dba Conejo Emergency Plumbing	004	Proj 20-11S Plumbing Repairs Restrooms ROES	211-6259	4,140.00
Total:211-6259 Other Costs/Planning/Change Or					8,850.00
211-6272	Construction Management Fees				
P20-00632	Balfour Beatty Construction	004	Const Mgmt Services 4/1-4/30/2020	211-6272	16,190.00
P20-00634	Balfour Beatty Construction	004	Const Mgmt Services 5/1-5/31/2020	211-6272	16,070.00
Total:211-6272 Construction Management Fees					32,260.00
211-6274	Other Construction				
P21-00058	Russell Sigler Inc	004	Proj 20-22S Economizers for OPHS F Building HVACs	211-6274	21,209.76
P21-00074	Johnstone Supply	004	Proj 20-22S CO2 Sensors for F Bldg at OPHS	211-6274	4,181.91
Total:211-6274 Other Construction					25,391.67
211-6400	Equipment \$5000+				
T21-00007	Border LAN Security	007	Proj 20-19S Bit Defender AntiVirus Software	211-6400	18,000.00
T21-00008	Apple Computer, Inc. Ms198-3ED	007	Proj 20-19S Staff Laptops Wave 2	211-6400	80,069.15
T21-00009	JAMF	007	Proj 20-19S JAMF Remote Manage Software	211-6400	99,689.20
T21-00010	MJP Technologies Inc	007	Proj 20-20S Chromebooks for 1:1 Prog	211-6400	333,436.30
T21-00016	Apple Computer, Inc. Ms198-3ED	007	Proj. 20-19S Staff Laptops Wave 3	211-6400	333,145.05
Total:211-6400 Equipment \$5000+					864,339.70
212-4410	Equipment New Non-Capitalized				
T20-00022	Apple Computer, Inc. Ms198-3ED	007	Measure C6 iPad Pros + Keyboards	212-4410	4,511.54
Total:212-4410 Equipment New Non-Capitalized					4,511.54
Total Number of POs			236	Total	6,055,907.29

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	7	109,927.66
Total Fiscal Year 2020			109,927.66
010	General Fund	164	1,407,000.58
Total Fiscal Year 2021			1,407,000.58

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Includes Purchase Orders dated 06/16/2020 - 07/31/2020

Fund Recap (continued)

Fund	Description	PO Count	Amount
130	Cafeteria Fund	16	189,494.28
	Total Fiscal Year 2021		189,494.28
211	Measure S Facilities & Tech	8	1,041,627.66
	Total Fiscal Year 2020		1,041,627.66
211	Measure S Facilities & Tech	42	3,303,345.57
	Total Fiscal Year 2021		3,303,345.57
212	Measure C6 Technology Bond Fun	1	4,511.54
	Total Fiscal Year 2020		4,511.54
	Total		6,055,907.29

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-5600			Rents, Leases, and Repairs	
B20-00170	1,026.63	010-5600	General Fund/Rents, Leases, and Repairs	676.63
			Total:010-5600 Rents, Leases, and Repairs	676.63
			Total PO Changes	676.63

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TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.4.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

DISCUSSION/ACTION

ISSUE: Shall the Board of Education discuss the opportunity to refinance Measure C-6 and Measure R bonds and authorize Piper Jaffray to proceed with preparing a bond refinancing resolution?

BACKGROUND: The District contracts with the financial service company, Piper Jaffray to guide it through the complex general obligation bond process. As part of their guidance, they monitor outstanding general obligation bonds to spot opportunities to save taxpayer money by refinancing bonds into lower interest rates. On October 15, 2019, the board discussed an opportunity to refinance \$5,145,563 of Measure C6 and R, which would have reduced the taxpayer interest liability by \$1,213,682 over the life of the bonds. In the end, the administration recommended that the Board not authorize Piper Jaffray to proceed with refinancing. Since then, interest rates have dropped even further, increasing the eligible refinancing bond amount to \$9,430,967, thus increasing the range in taxpayer savings to \$4-5,000,000.

At this evening's meeting the District's bond financial advisor, Tim Carty of Piper Jaffray, will present updated information on refinancing bonds from Bond Measure C-6 and Measure R. Presentation from Tim Carty, is included for the board's review. Board action, if any, would authorize Piper Jaffray to proceed with the preparation of a Bond Refinancing Resolution.

FISCAL IMPACT: The refinancing of outstanding debt from Bond Measure C-6 and Measure R provides zero fiscal impact on the District.

ALTERNATIVES:

1. Authorize Piper Jaffray to proceed with preparing a Bond Refinancing Resolution for Bond Measure C-6 and Measure R to be brought before the Board at a later date for approval.
2. Do not authorize.

RECOMMENDATION: Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING AUGUST 18, 2020

Discuss the Opportunity to Refinance Measure C-6 and
Measure R Bonds and Authorize Piper Jaffray to Proceed with
Preparing a Bond Refinancing Resolution
Page 2

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

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



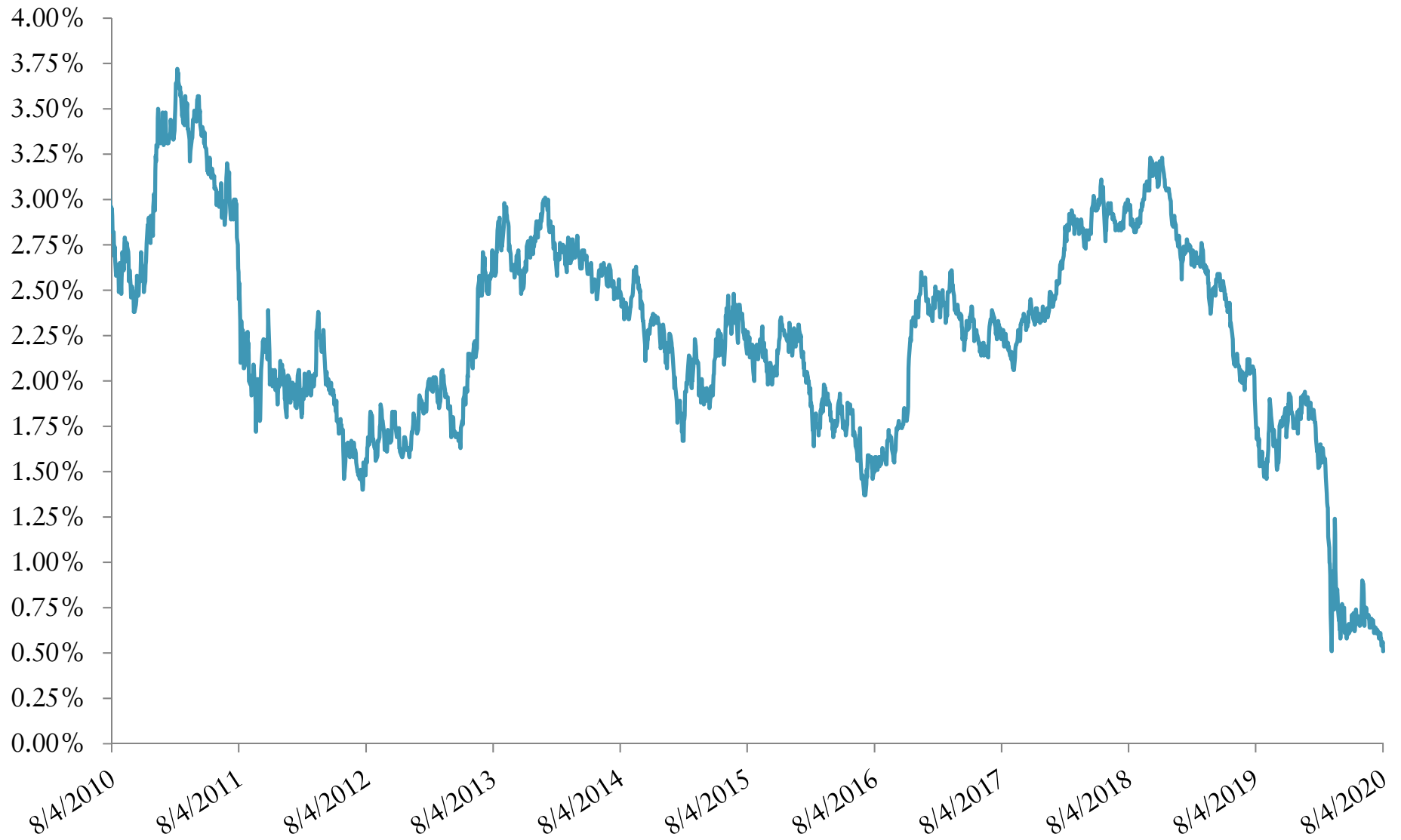
Oak Park Unified School District

Review of Current General Obligation Bond Refinancing Opportunity

August 10, 2020

Interest Rates Are at Historically Low Levels

10-Year United States Treasury Note Interest Rate



Overview of Baseline Refinancing Opportunity in Current Market

- Bonds Potentially Eligible to be Refinanced:
 - ✓ \$1,990,000 of Measure C-6 Series 2013A General Obligation Bonds Issued on 10/9/2013
 - ✓ \$7,440,967 of Measure R Series 2013B General Obligation Bonds Issued on 10/9/2013

\$9,430,967 (Total)
- Average Interest Rate: 6.01% on Old Bonds vs. 3.54% Estimate on New Refinancing Bonds
- Estimated Maximum Range of Taxpayer Savings: \$4,000,000 to \$5,000,000 (Net of Costs)
 - ✓ \$2,000,000 Recommended Savings Floor
- No Extension of Term
- Estimated Amount of Transaction Costs: \$310,000
- Estimated Time to Completion: 90 Days

Interest Rates of Measure C-6 and Measure R Bonds Eligible to be Refinanced

1 Maturity (August 1)	2 Measure C-6 2013 Series A	3 Measure R 2013 Series B	4 2020 New Refinancing Bonds
2021	4.000%	3.610%	1.150%
2022	4.000%	3.920%	2.750%
2023	4.000%	4.190%	2.750%
2024	4.000%	4.460%	2.750%
2025	4.000%	4.740%	2.750%
2026	4.000%	4.960%	2.750%
2027	4.000%	5.140%	2.750%
2028	-	5.320%	2.750%
2029	-	5.490%	2.750%
2030	-	5.650%	3.250%
2031	-	5.780%	3.250%
2032	-	5.910%	3.250%
2033	-	6.020%	3.250%
2034	-	6.140%	3.250%
2035	-	6.200%	3.250%
2036	-	6.250%	3.250%
2037	-	6.300%	3.610%
2038	-	6.350%	3.610%
2039	-	6.370%	3.610%
2040	-	6.390%	3.610%
2041	-	6.410%	3.610%
2042	-	5.000% / 6.450%	3.061%

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Bonds that Cannot be Prepaid Before Maturity

Bonds Eligible to be Refinanced Now

Additional Bonds Eligible to be Refinanced with Slight Additional Drop in Interest Rates

Key Metrics of Potential New Bond Refinancing As of August 10, 2020 Market Conditions

Refinancing Can Be Accomplished Now and Achieve Savings Beginning in FY 2021-22

- ❖ Targeted Amount of Old Bonds Refinanced: \$7,440,967
- ❖ Estimated Size of the New Bond Issue: \$9,044,600
- ❖ Estimated Cash Savings for Taxpayers: \$4,521,843

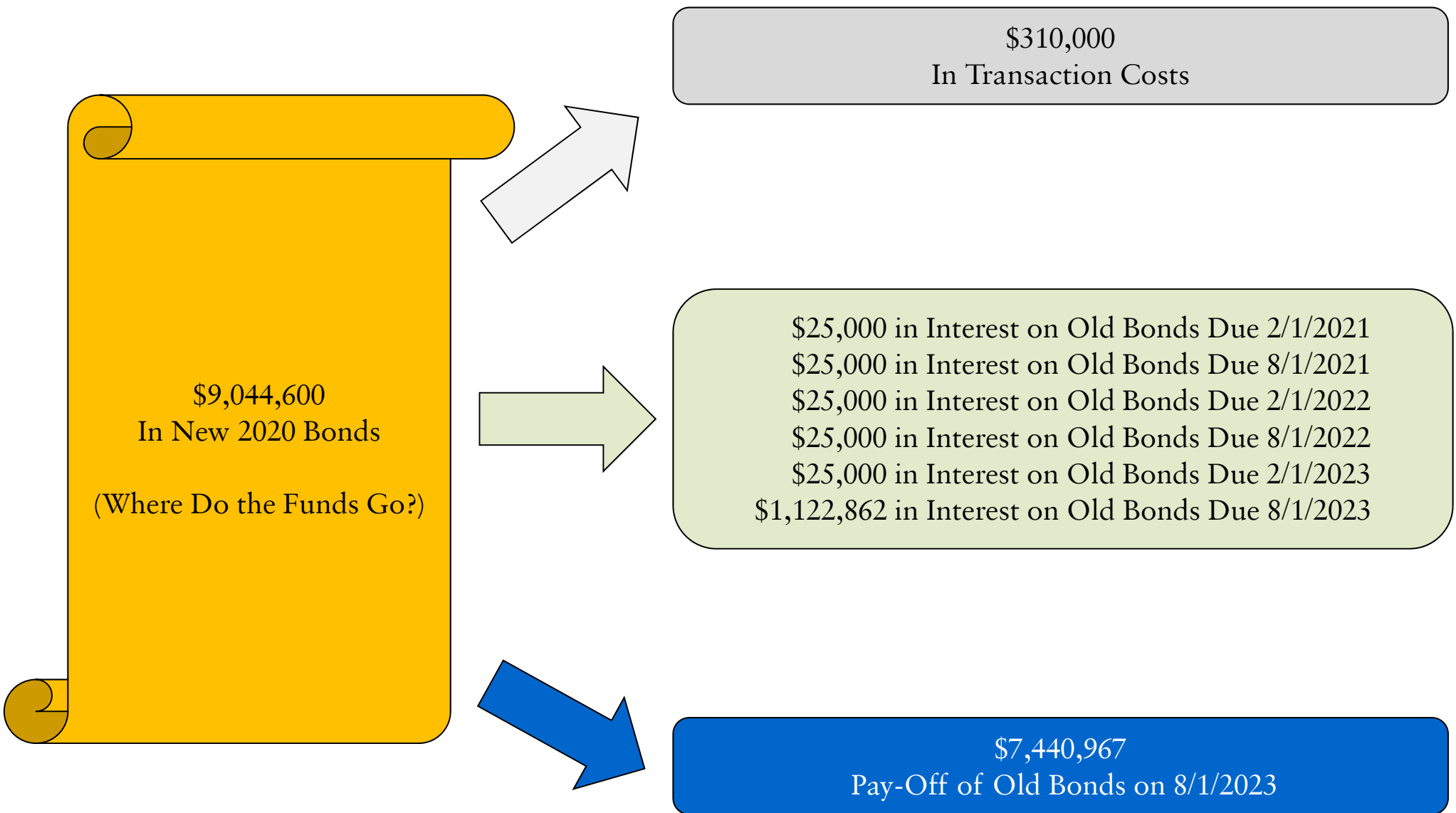
Difference Due to Escrow Fund
Covering Interest on Old Bonds
Until Prepayment Dates

Equates to \$1,016 for the Typical Homeowner in the District Spread Out Over 21 Years.

Mechanics of Refinancing Old Bonds

1. The Old Bonds are Effectively Refinanced Now
2. The Old Bonds Do Not Get Prepaid, However, Until a Later Date
 - ✓ Measure R, 2013 Series B Bonds Prepaid on 8/1/2023
3. Cash Derived from the Sale of the New Refinancing Bonds is Deposited into a Escrow Fund
 - ✓ Escrow Fund Pays the Regularly Scheduled Interest on the Old Bonds Until the Pay-Off Date
 - ✓ Escrow Fund Prepays the Old Bonds on the Pay-Off Date

Why Does a School District Need to Borrow \$9,044,600 To Refinance \$7,440,967 in Old Bonds?



Oak Park Unified School District

Steps in the Process to Implement the Refinancing

Potential Refinancing Bond Issuance Schedule

- ✓ _____, 2020: Presentation of Informational Item to the Board about the Refinancing Opportunity
- ✓ _____, 2020: Board Approval of Refinancing Bond Resolution/Preliminary Official Statement
- ✓ _____, 2020: Credit Rating Remote Zoom Video Meeting
- ✓ _____, 2020: Sell New Refinancing Bonds
- ✓ _____, 2020: Close New Refinancing Bonds
- ✓ _____, 2020: Refinancing Results Press Release to the Community

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.5.a. APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2020-2021 SCHOOL YEAR

ACTION

ISSUE: Should the Board of Education approve the proposed Board Meeting schedule for the 2020-21 School Year.

BACKGROUND: The Board approved the 2020 meeting schedule through December 2020 at the December 17, 2019 Board Meeting. For planning purposes, the meetings for the entire 2020-2021 school year need to be scheduled. The Board has not approved the dates listed beginning with January 2021, staff is requesting the Board to consider the recommended dates at this time and also revise the October regular meeting date and approve some additional Special Board Meetings dates at this time:

August 18, 2020	Single Regular Meeting in August
**September 8, 2020	Special Board Meeting (LCAP Public Hearing)
September 15, 2020	Single Regular Meeting in September
*October 21, 2020	Single Regular Meeting in October
November 17, 2020	Single Regular Meeting in November
***December 15, 2020	Annual Organizational Meeting
January 19, 2021	Single Regular Meeting in January
February 16, 2021	Single Regular Meeting in February
March 16, 2021	Single Regular Meeting in March
April 20, 2021	Single Regular Meeting in April
**May 4, 2021	Special Board Meeting (Awards, Retirements)
May 18, 2021	Single Regular Meeting in May
**June 15, 2021	Budget Study Session Meeting
June 22, 2021	Single Regular Meeting in June
**TBD	Board Retreat

* Falls on third Wednesday of the month

** Special Board Meeting

***Organization Meeting (Falls within 15 days after 2nd Friday of the Month)

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the proposed 2020-2021 Board Meeting Schedule
2. Approve an amended 2020-2021 Board Meeting Schedule

RECOMMENDATION: At Board's discretion.

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 KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
**SUBJECT: B.6.a. APPROVE ADOPTION OF NEW BOARD POLICY 0470 –COVID-19
MITIGATION PLAN – First Reading**

ACTION

ISSUE: Should the Board of Education approve the adoption of New Board Policy 0470 – COVID-19 Mitigation Plan?

BACKGROUND: New Board Policy 0470 is intended for use during the coronavirus pandemic and supersedes conflicting provisions in other district policies and regulations, thereby eliminating the need to temporarily revise other policies and regulations. When the Governing Board determines, in conjunction with guidance from state and local health officials, that district operations may resume in a manner that makes this policy inapplicable, it should be removed from the district's policy manual. Board Policy 0470 is being submitted for adoption with recommendation from CSBA.

ALTERNATIVES: 1. Approve adoption of New Board Policy 0470 – COVID-19 Mitigation Plan.
2. Do not approve adoption of New Board Policy 0470 – COVID-19 Mitigation Plan.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(a)

COVID-19 Mitigation Plan

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 5141.22 - Infectious Diseases)

(cf. 9310 - Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

(cf. 0400 - Comprehensive Plans)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6020 - Parent Involvement)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(b)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

(cf. 0415- Equity)

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. 6142.8 - Comprehensive Health Education)

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

(cf. 5141.5 - Mental Health)

(cf. 5141.52 - Suicide Prevention)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(c)

Instruction/Schedules

The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.

(cf. 6157 - Distance Learning)

(cf. 6158 - Independent Study)

The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements which include a distance or blended learning, and an independent study model.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

Evaluation of Academic Progress Following Campus Closure

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

1. Address student-specific needs arising from the transition back into on-campus instruction
2. Consider whether or not a student has experienced a regression of skills and/or lack of progress
3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

(cf. 6179 - Supplemental Instruction)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(d)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Grading.

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments
2. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

(cf. 5121 - Grades/Evaluation of Student Achievement)

Health Screening of Students

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

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BP 0470(e)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted, but is not required.

(cf. 5113 - Absences and Excuses)

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

(cf. 6154 - Homework/Makeup Work)

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

(cf. 5113.1 - Chronic Absence and Truancy)

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Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(f)

(cf. 5113.11 - Attendance Supervision)

Social Distancing

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other
2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes
3. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements
4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries
5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries
6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment
7. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.

(cf. 5142.2 - Safe Routes to School Program)

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical

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contact, if shared equipment is required for the activity, and if social distancing can be maintained.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

Personal Protective Equipment and Hygiene Practices

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

(cf. 3510 - Green School Operations)

(cf. 3514.1 - Hazardous Substances)

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 0470(h)

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

(cf. 3550 - Food Service/Child Nutrition Program)

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4113 - Assignment)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

(cf. 4151/4251/4351 - Employee Compensation)

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to

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BP 0470(i)

take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine
5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19
6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of \$200 per day and \$10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

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BP 0470(j)

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of

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BP 0470(k)

public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

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

(cf. 1700 - Relations Between Private Industry and the Schools)

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

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BP 0470(l)

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference:

EDUCATION CODE

44978 Sick leave for certificated employees

45191 Leave of absence for illness and injury, classified employees

48205 Excused absences

48213 Prior parent notification of exclusion; exemption

48240 Supervisors of attendance

49451 Exemption from physical exam; exclusion from attendance

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12945.1-12945.2 California Family Rights Act

HEALTH AND SAFETY CODE

120230 Exclusion from attendance

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 2

11087-11098 California Family Rights Act

CODE OF REGULATIONS, TITLE 5

202 Exclusion from attendance

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended, especially:

2601 Paid sick leave

2620 Public health emergency leave

UNITED STATES CODE, TITLE 42

1760 Note National School Lunch program waivers addressing COVID-19

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:

CSBA PUBLICATIONS

Sample School Board Resolution on Grading During Emergency School Closures

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(m)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs for 2019 Novel Coronavirus

FAQs on Grading and Graduation Requirements

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020

School Guidance on Novel Coronavirus or COVID-19, March 7, 2020

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Considerations for Schools, rev. May 19, 2020

Interim Guidance for Schools and Day Camps, May 2020

Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020

OFFICE OF THE GOVERNOR PUBLICATIONS

Executive Order N-30-20, March 17, 2020

Executive Order N-26-20, March 13, 2020

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

U.S. DEPARTMENT OF LABOR POSTERS

Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act

WEB SITES

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

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

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov/coronavirus/2019-ncov>

Office of the Governor: <http://www.gov.ca.gov>

Office of Management and Budget: <http://www.whitehouse.gov/omb>

U.S. Department of Labor: <http://www.dol.gov>

World Health Organization: <http://www.who.int>

Adopted: 8-18-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 1312.3 – UNIFORM COMPLAINT
PROCEDURES – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures?

BACKGROUND: Board Policy 1312.3 updated to add medical condition as a characteristic that is protected from discrimination, reflect NEW LAW (SB 75, 2019) which extends the use of uniform complaint procedures (UCP) to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and add an item indicating the use of the UCP for complaints regarding health and safety in a license-exempt California State Preschool Program (CSPP) consistent with CDE's Federal Program Monitoring Instrument. Regulation updated to reflect NEW LAW (SB 75, 2019) which extends the use of UCP to complaints alleging noncompliance with the physical education instructional minutes requirement for grades 7-12, and to add a section reflecting requirements for complaints alleging noncompliance with health and safety standards for CSPP programs, formerly in AR 1312.4 - Williams Uniform Complaint Procedures. Board Policy 1312.3 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures.
2. Do not approve amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(a)

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; ~~American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career-technical, and technical training programs;~~ federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; ~~Economic Impact Aid;~~ the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; ~~special education programs;~~ California State Preschool Programs; ~~Tobacco-Use Prevention Education programs;~~ and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

~~*(cf. 5131.62 - Tobacco)*~~

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

~~*(cf. 6159 - Individualized Education Program)*~~

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

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Community Relations

BP 1312.3(b)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, **medical condition**, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

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Series 1000

Community Relations

BP 1312.3(c)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

OAK PARK UNIFIED SCHOOL DISTRICT

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Community Relations

BP 1312.3(d)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement ~~for students in elementary school~~ (Education Code 51210, 51222, 51223)

(cf. 6142.7 - Physical Education and Activity)

13. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)

14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

15. Any other complaint as specified in ~~a~~ district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process ~~to reach~~for resolving a ~~resolution to the~~ complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

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Community Relations

BP 1312.3(e)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(f)

Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments, ~~or health and safety violations in any license-exempt California State Preschool Program~~ shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

~~33380-33384 California Indian Education Centers~~

35186 Williams uniform complaint procedures

~~44500-44508 California Peer Assistance and Review Program for Teachers~~

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49014 Student fees

49060-49079 Student records, especially:

49069.5 Records of foster youth

49490-49590 Child nutrition programs

49701 Interstate Compact on Educational Opportunity for Military Children

51210 Courses of study grades 1-6

51222 Physical education, secondary schools

51223 Physical education, elementary schools

51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements

51226-51226.1 Career technical education

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially:

52075 Complaint for lack of compliance with local control and accountability plan requirements

~~52160-52178 Bilingual education programs~~

52300-52462 Career technical education

52500-52616.24 Adult schools

~~54000-54029 Economic Impact Aid~~

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

~~56000-56865 Special education programs~~

59000-59300 Special schools and centers

64000-64001 Consolidated application process; school plan for student achievement

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1312.3(g)

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

~~104420 Tobacco-Use Prevention Education~~

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

~~3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities~~

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

[Uniform Complaint Procedure 2020-21 Program Instrument](#)

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(h)

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Adopted 2-16-93

Amended 11-8-95, 1-28-95, 9-17-02, 6-17-03, 2-15-05, 5-16-06, 9-18-12, 2-17-15, 9-15-15,
5-17-16, 02-21-2017, 8-30-17, 4-17-18, 6-18-19, [8-18-20](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(a)

Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Assistant Superintendent, Human Resources
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377
818-735-3200

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

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Community Relations

AR 1312.3(b)

complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator, shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(c)

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(d)

10. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013,

OAK PARK UNIFIED SCHOOL DISTRICT

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Community Relations

AR 1312.3(e)

52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within five business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with

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information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination,

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the following factors may be taken into account:

- a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees

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complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE.

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(Education Code 262.3)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys. (cf. 5137 - Positive School Climate)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

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However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes ~~for students in elementary schools~~, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, [51222](#), 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint

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6. A copy of the district's UCP
7. Other relevant information requested by CDE

Adopted: 2-16-93

Amended: 9-17-02, 1-06, 3-12, 10-14, 9-15-15, 5-17-16, 02-21-17, 8-30-17, 4-17-18, 6-18-19,
8-18-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
**SUBJECT: B.6.c. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION
1312.4 – WILLIAMS UNIFORM COMPLAINT PROCEDURES – First
Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures?

BACKGROUND: Administrative Regulation 1312.4 updated to delete material related to complaints regarding noncompliance with health and safety requirements in a license-exempt CSPP program as such complaints have been moved to BP/AR 1312.3 - Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument. Administrative Regulation 1312.4 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures.
2. Do not approve amendment to Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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Williams Uniform Complaint Procedures

Types of Complaints

The district shall use the procedures [described](#) in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional material to address a shortage of textbooks or instructional materials.

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

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English Learners)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not

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been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of ~~a~~the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; ~~or~~ structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

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Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

(cf. 3514 – Environmental Safety)

(cf. 3517 – Facilities Inspection)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code ~~8235.5~~, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each ~~K-12~~ classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section “Types of Complaints” above shall be filed with the principal or designee ~~or the preschool administrator or designee as appropriate,~~ at the school in which the complaint arises. A complaint about problems beyond the authority of the principal ~~or preschool administrator~~ shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code ~~8235.5~~, 35186; 5 CCR 4680)

Investigation and Response

The principal/~~preschool administrator~~ or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within ~~his/her~~ the principal's or designee's authority.

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(Education Code ~~8235.5~~; 35186; 5 CCR 4685)

~~Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)~~ The principal/~~preschool administrator~~ or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code ~~8235.5~~; 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal/~~preschool administrator~~ or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal/~~preschool administrator~~ makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code ~~8235.5~~; 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code ~~8235.5~~; 35186)

If a complainant is not satisfied with the resolution of ~~the~~ complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled ~~hearing~~ meeting. (Education Code ~~36186~~ 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a ~~or #4~~ in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/~~preschool administrator~~ or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code ~~8235.5~~; 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data

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on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code ~~8235.5~~, 35186; 5 CCR 4686)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

~~8235-8239.1 California State Preschool Programs, especially:~~

~~8235.5 California State Preschool Program, complaints regarding health and safety issues~~

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5-35292.6 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

HEALTH AND SAFETY CODE

~~1596.792 California Child Day Care Act; general provisions and definitions~~

~~1596.7925 California Child Day Care Act; health and safety regulations~~

CODE OF REGULATIONS, TITLE 5

~~4600-4670~~ Uniform complaint procedures

4680-4687 Williams ~~complaints~~ uniform complaint procedures

UNITED STATES CODE, TITLE 20

6314 Title I schoolwide program

Management Resources:

WEB SITES

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

California County Superintendents Educational Services Association: <http://www.ccsesaccesa.org>

California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Adopted: 11-04

Amended: 1-08, 11-10, 8-14, 6-18-19, 8-18-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 1340 – ACCESS TO DISTRICT
RECORDS – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 1340 – Access to District Records?

BACKGROUND: Board Policy 1340 updated to reflect NEW LAW (AB 1819, 2019) which allows members of the public to use their own equipment on district premises, free of charge, to photograph, copy, or reproduce a disclosable district record, provided that the equipment does not make physical contact with the record. Regulation updates the list of confidential public records to include the prohibition against releasing an employee's personal email address, upon request from the employee. Regulation also reflects NEW LAW (AB 1819, 2019) which allows members of the public to use their own equipment, free of charge, to photograph, copy, or reproduce a disclosable district record on district premises, provided that the means of copying or reproducing the record does not require the equipment to make physical contact with the record, does not damage the record, and does not result in unauthorized access to the district's computer systems or secured networks. Board Policy 1340 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 1340 – Access to District Records.
2. Do not approve amendment to Board Policy and Administrative Regulation 1340 – Access to District Records.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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BP 1340(a)

Access To District Records

The Governing Board recognizes the right of ~~citizens~~ members of the public to have access to public records of the district. ~~The Board intends~~ The district ~~to~~ shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3580 - District Records)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6162.5 - Student Assessment)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - Employee Use of Technology)
(cf. 9012 - Board Member Electronic Communications)

The district may charge for copies of public records or other materials requested by individuals or groups, unless they are using their own personal equipment to reproduce the record. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

234.7 Student protections relating to immigration and citizenship status
35145 Public meetings
35170 Authority to secure copyrights
35250 Duty to keep certain records and reports
41020 Requirement for annual audit
42103 Publication of proposed budget; hearing
44031 Personnel file contents and inspections

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BP 1340(b)

44839 Medical certificates; periodic medical examination

49060-49079 Student records

49091.10 Parental review of curriculum and instruction

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 California Public Records Act; other exemptions from disclosure

8310.3 California Religious Freedom Act

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

Sacramento County Employees' Retirement System v. Superior Court (2011) 195 Cal. App. 4th 440

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

~~Summary of the~~ Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

California Department of Justice Guidelines for Access to Public Records ~~Act, 2004~~, October 2017

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, ~~2008~~rev. April 2017

WEB SITES

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

California Office of the Attorney General's Office: General: <http://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

Adopted: 2-22-78

Amended: 5-28-80, 10-4-83, 4-2-91, 9-17-02, 11-18-03, 11-08, 8-30-17, 8-18-20

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Access To District Records

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 – District Records)

(cf. 9012 – Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of ~~his/her~~such membership, agency, office, or employment. (Government Code 6252)

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

(cf. 3100 - Budget)

(cf. 3460 – Financial Reports and Accountability)

2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

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(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between the district and other government agencies
8. School-based program **District and school** plans **and the** information and data relevant to the **development and** evaluation ~~and modification~~ of ~~district~~ **such** plans, **unless otherwise prohibited by law** ~~-(Education Code 52850)~~

~~*(cf. 0420 - School Plans/Site Councils)*~~

~~*(cf. 0420.1 - School Based Program Coordination)*~~

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

~~*(cf. 0520.2 - Title I Program Improvement Schools)*~~

~~*(cf. 0520.3 - Title I Program Improvement Districts)*~~

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 7110 - Facilities Master Plan)

9. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

(cf. 3320 - Claims and Actions Against the District)

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

(cf. 4141/4241 - Collective Bargaining Agreement)

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14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

(cf. 5020 – Parent Rights and Responsibilities)

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

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

Confidential Public Records

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

(cf. 5145.13 - Response to Immigration Enforcement)

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency-~~or interdistrict~~ or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254~~;~~, 6254.25)

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3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)

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

The home addresses ~~and~~, home telephone numbers, personal cell **phone** numbers, or birth date of employees may **only** be disclosed ~~only~~ as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, **personal email address**, or birth date, and the district shall remove ~~this information~~ **the home address, home telephone number, and personal cell phone number** from any mailing list of the district except a list used exclusively to contact the employee.

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

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

(cf. 4154/4254/4354 – Health and Welfare Benefits)

4. Student records, except directory information and other records to the extent permitted ~~under the~~ **by** law, ~~when disclosure is authorized by law and~~ **district policy**

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

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5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - State Academic Achievement Tests)

~~(cf. 6162.52 - High School Exit Examination)~~

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)
7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 6254)
8. Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to a persons acting within the scope of his/hertheir duties in the administration of the library; to a persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

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

11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

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12. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

13. Computer software developed by the district (Government Code 6254.9)

14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is ~~open to the public and~~ not exempt from disclosure. (Government Code 6253)

Within ~~ten (10)~~ days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of ~~his/her~~ the determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester ~~and~~ setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

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1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request
4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 6253)

1. Do not require the equipment to make physical contact with the record
2. Will not result in damage to the record
3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing,

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altering, or compromising the district's electronic records

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 6253)

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.
2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, ~~he/she shall assist~~ the requester ~~shall be assisted~~ in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

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AR 1340(i)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Adopted: 4-2-91

Amended: 3-05, 11-08, 11-11, 8-30-17, [8-18-20](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.6.e. APPROVE ADOPTION OF BOARD POLICY AND AMENDMENT TO ADMINISTRATIVE REGULATION 4218 – DISMISSAL/ SUSPENSION/DISCIPLINARY ACTION – First Reading

ACTION

ISSUE: Should the Board of Education approve the adoption of Board Policy and amendment to Administrative Regulation 4218 Dismissal/Suspension/ Disciplinary Action?

BACKGROUND: New Board Policy 4218 contains material formerly in AR pertaining to board actions in disciplinary hearings for classified employees and new material consistent with BP 4118 - Dismissal/Suspension/Disciplinary Action for certificated employees. Policy also reflects NEW LAW (AB 2234, 2018) which requires the board to delegate its authority to an administrative law judge in cases involving allegations of egregious misconduct with a minor. Regulation updated to reflect procedural rights that must be granted to permanent district employees based on the court decision in Skelly v. State Personnel Board, including notification of the materials upon which the proposed action is based and the employee's right to respond to a designated district official ("Skelly officer") who will decide whether the recommended discipline should be imposed. Board Policy 4218 is being submitted for adoption with recommendation from CSBA.

ALTERNATIVES:

1. Approve adoption of Board Policy and amendment to Administrative Regulation 4218 – Dismissal/Suspension/Disciplinary Action.
2. Do not approve adoption of Board Policy and amendment to Administrative Regulation 4218 – Dismissal/Suspension/Disciplinary Action.

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

ADMINISTRATIVE REGULATION

Series 4000

Personnel

BP 4218(a)

Dismissal/Suspension/Disciplinary Action

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, or administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4000 - Concepts and Roles)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period. A probationary employee shall not be entitled to a hearing.

(cf. 4216 - Probationary/Permanent Status)

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

Procedures for Serious Disciplinary Proceedings

The Superintendent or designee shall develop disciplinary procedures for use when suspension, demotion, reduction of pay, step and class, or dismissal is contemplated against an employee.

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Series 4000

Personnel

BP 4218(b)

If a permanent classified employee receives a notice from the Superintendent or designee of a recommended suspension, demotion, reduction of pay, step and class, or dismissal, the employee may request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board. (Education Code 45113, 45312)

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

Following the hearing or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action, the Board shall affirm, modify, or reject the recommended disciplinary action. The decision of the Board shall be in

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Personnel

BP 4218(c)

writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

In lieu of holding a Board hearing on the sufficiency of the causes for disciplinary action, the Board may delegate its authority to an impartial third-party hearing officer. When the matter is heard by a third-party hearing officer, the Board retains the authority to review the determination and to adopt or reject the recommended decision. (Education Code 45113)

If the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

Legal Reference:

EDUCATION CODE

35161 Delegation of powers and duties

44009 Conviction of specified crimes

44010 Sex offense

44011 "Controlled substance offense" defined

44031 Personnel file

44940 Leave of absence; employee charged with mandatory or optional leave of absence offense

44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security

44990-44994 Testimony of minor witnesses at dismissal or suspension hearings

45101 Definitions (including "disciplinary action," "cause")

45109 Fixing of duties

45113 Rules and regulations for classified service in districts not incorporating the merit system

45123 Employment after conviction of sex or narcotics offense

45124 Dismissal of sexual psychopath

45202 Transfer of accumulated sick leave and other benefits following dismissal

45240-45320 Merit system, classified employees

CODE OF CIVIL PROCEDURE

1286.2 Grounds for vacating decision of arbitrator

GOVERNMENT CODE

11500-11529 Administrative adjudication

12900-12996 Fair Employment and Housing Act

54957 Brown Act open meeting laws; closed session

HEALTH AND SAFETY CODE

11054 Schedule I; substances included

11055 Schedule II, substances included

11056 Schedule III, substances included

11357-11361 Marijuana

11363 Peyote

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Personnel

BP 4218(d)

11364 Opium

11370.1 Possession of controlled substances with a firearm

PENAL CODE

187 Murder

667.5 Sex offenders

830.32 Peace officers employed by district

1192.7 Violent or serious felony

11165.2-11165.6 Child abuse or neglect, definitions

VEHICLE CODE

1808.8 School bus drivers; dismissal for safety-related cause

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

COURT DECISIONS

California School Employees Association v. Bonita Unified School District (2008) No. B200141

California School Employees v. Livingston Union School District (2007) 149 Cal.App 4th 391

CSEA v. Foothill Community College District (1975) 52 Cal.App. 3rd 150, 155-156, 124 Cal. Rptr 830

Skelly v. State Personnel Board (1975) 15 Cal. 3d 194

Adopted: 8-18-20

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4218(a)

Dismissal/Suspension/Disciplinary Action

Termination of Probationary Employment

~~At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.~~

Involuntary Suspension Without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Classified Employees

~~Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.~~

Causes for Disciplinary Action

~~In addition~~A permanent classified employee may be subject to ~~any disqualifying~~suspension, demotion, reduction of pay, step and ~~in-class~~involuntary reassignment, or ~~actionable~~dismissal for one or more of the following causes:

1. ~~otherwise provided for by statute or by policy~~Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)

(cf. 5141.4 - Child Abuse Reporting Procedures~~Child Abuse Prevention and Reporting~~)

2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)

3. Unlawful discrimination, including harassment, against any student or other employee

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

- ~~2-4.~~Violation of or refusal to obey state or federal law or regulation~~of this~~, Board policy, or district, ~~each of the following constitutes cause for personnel action against a permanent classified employee:~~ or school procedure

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Personnel

AR 4218(b)

-
- ~~a. Falsifying~~
5. Falsification of any information supplied to the ~~school~~ district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
6. Unsatisfactory performance
7. Unprofessional conduct
- 3.8.Dishonesty
- b. ~~Incompetency.~~
- c. ~~Inefficiency.~~
9. Neglect of duty: or absence without leave
10. Insubordination:
- f. ~~Dishonesty.~~
- g. ~~Drinking alcoholic beverages~~
11. Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to ~~cause any detrimental effect upon~~ affect the ~~employee or upon employees associated with him/her~~ employee's performance
- (cf. 4020 - Drug and Alcohol-Free Workplace)
- ~~h. Possessing or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor.~~
- ~~i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.~~
- ~~j. Absence without leave.~~
- ~~k. Immoral conduct.~~
- ~~l. Discourteous treatment of the public, students, or other employees.~~
- ~~m. Improper political activity.~~
- ~~n. Willful disobedience.~~
- ~~o. Misuse~~

(cf. 4112.41/4212.41/4312.41—Employee Drug Testing)

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AR 4218(c)

(cf. 4112.42/4212.42/4312.42—Drug and Alcohol Testing for School Bus Drivers)

(cf. 4159/4259/4359—Employee Assistance Program)

12. ~~12.~~—Destruction or misuse of district property.

~~p. Violation of district, Board or departmental rule, policy, or procedure.~~

~~q. Failure to possess or keep in effect~~

(cf. 4040 - Employee Use of Technology)

13. ~~13.~~—Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.

~~r. Refusal to take and subscribe any oath or affirmation which is required by law in connection with his/her employment.~~

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointment and Conditions of Employment)

14. ~~14.~~—A physical or mental ~~disability~~condition which precludes the employee from the proper performance of ~~his/her~~ duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law ~~regulating the retirement of employees.~~

~~t. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.~~

~~u. Unlawful retaliation against any other district officer or employee or member of the public~~

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

15. ~~15.~~—Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on ~~the job~~ or directly related ~~thereto to the job~~

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

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16. ~~16.~~—Violation of Education Code 45303 or Government Code 1028 (advocacy of communism)

17. ~~17.~~—Any other ~~failure of good behavior either during or outside of duty hours~~ misconduct which is of such nature that it causes discredit or injury to the district or ~~his/her employment.~~ the employee's position

~~Except as defined in item "s" above, no personnel~~

An employee shall not be suspended, disciplined, reassigned, transferred, dismissed, or otherwise retaliated against solely for acting to protect a student, or for refusing to infringe on a student's protected conduct, when that student is exercising free speech or press rights pursuant to Education Code 48907 or 48950. (Education Code 48907, 48950)

(cf. 5145.2 - Freedom of Speech/Expression)

No disciplinary action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district. (Education Code 45113)

(cf. 4216 - Probationary/Permanent Status)

Initiation and Notification of Charges

~~The Superintendent or designee may initiate a personnel action as defined herein against a permanent classified employee.~~

~~In all cases involving a personnel action, the person initiating the action shall file a written recommendation of personnel action with the Board.~~

~~The Superintendent or designee shall provide notice to the employee of a recommendation for discipline, which includes the charges and materials upon which the recommendation is based. The notification shall identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline.~~

The Superintendent or designee shall file any final recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the

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employee's last known address.—~~The recommendation shall include:~~

The recommendation ~~notice~~ shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Request for Board Hearing

Within the time specified in the notice of the recommendation of disciplinary action, the employee may request a hearing on the charges by signing and filing the card or paper included with the notice. (Education Code 45113)

- ~~Within a. — A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).~~
- ~~— b. — A statement of the cause or causes for the personnel action, as set forth above.~~
- ~~— c. — A statement of the specific acts or omissions upon which the causes are based. — If a violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be stated in the recommendation.~~
- ~~— d. — A statement of the employee's right to appeal the recommendation and the manner and time within which the appeal must be filed.~~
- ~~— e. — A card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.~~

3. ~~Employment Status Pending Appeal or Waiver~~

~~Except as provided herein, any employee against whom a recommendation of personnel action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal or waiver thereof.~~

~~If the Superintendent or designee determines that a permanent classified employee should be dismissed and that his/her continuing in active duty status would present an unreasonable risk of harm to students, staff, or property while proceedings are pending, the Superintendent or designee may order the employee immediately suspended from duty without pay in conjunction with the recommendation of personnel action. — This suspension order shall be in writing and shall state the reasons that the suspension is deemed necessary. —, The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after~~

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~~issuance. Except in cases of emergency when the employee must be removed from the premises immediately, the Superintendent or designee shall give the employee written notice of the proposed recommendation of dismissal at least five calendar days before the effective date of any order of suspension issued in conjunction with a recommendation involving dismissal. This notice shall state that immediate suspension without pay is being considered, the reasons for the proposed dismissal and proposed immediate suspension without pay, materials upon which the proposed action is based, and the employee's right to respond to the Superintendent or designee orally or in writing before the final recommendation and order are issued.~~

4. Time Limit of Suspension

~~Except for a suspension imposed under #3 above, any suspension invoked under these rules against any one person for one or more periods shall not aggregate more than 90 calendar days in any 12-month period; however, this time limitation shall not apply to cases in which a personnel action of dismissal is modified by the Board to a suspension.~~

5. Right to Appeal

~~Within five (5) calendar days after receiving the recommendation of personnel action described above, the employee may appeal by signing and filing the card or paper included with the recommendation.~~

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of ~~appeal~~. ~~A notice of appeal is filed only by delivering the notice of appeal~~request for a hearing. The request shall be delivered to the office of the Superintendent or designee during normal work hours of that office. ~~A notice of appeal may be~~lf mailed to the office of the Superintendent or designee ~~but, it must be received or postmarked no later than the time limit stated herein.~~specified by the district. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any ~~appeal of~~request for a hearing on the ~~recommendation of~~dismissal shall also constitute ~~an appeal of a~~request to hear the suspension order, and the necessity of the ~~suspension~~ order shall be an issue in the ~~appeal~~ hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested,

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immediately after issuance. ~~If the employee fails to file a notice of appeal within the time specified in these rules, he/she shall be deemed to have waived his/her right to appeal, and the Board may order the recommended personnel action into effect immediately.~~

If the Superintendent or designee seeks the employee's immediate suspension without pay, the Superintendent or designee shall provide notice to the employee of the recommendation for discipline and immediate suspension prior to the effective date of the suspension. The notice shall include the charges and materials upon which the recommendation is based. The notice shall also identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline and immediate suspension.

~~6. Amended/Supplemental Charges~~

~~At any time before an employee's appeal is finally submitted to the Board or to a hearing officer for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.~~

~~If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.~~

~~7. Hearing Procedures~~

~~The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel. The employee shall be entitled to a public hearing if he/she demands it when the Board is hearing the appeal. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing with Government Code 11500 shall not apply to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.~~

~~b. All hearings shall be heard by a hearing officer (who shall be an attorney licensed in the State of California) except in those cases where the Board determines to hear the appeal itself. In any~~

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~~case in which the Board hears the appeal, the Board may use the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, the Board shall affirm, modify or revoke the recommended personnel action.~~

~~—c. If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in a form that may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within ten days after the proposed decision is filed by the Board. The Board may:~~

- ~~———— (1) Adopt the proposed decision in its entirety.~~
- ~~———— (2) Reduce the personnel action set forth in the proposed decision and adopt the balance of the proposed decision.~~
- ~~———— (3) Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.~~
- ~~———— (4) Reject the proposed decision in its entirety.~~

~~—d. If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or may refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision, as provided in item "c" above, upon the additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of this proposed decision shall be furnished to each party within 10 days after the proposed decision is filed by the Board.~~

~~e. In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing.~~

8. Hearing Decision

~~The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them.~~

~~The decision of the Board shall be certified to the Superintendent or designee who recommended the personnel action, and he/she shall enforce and follow this decision. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail. The decision of the Board shall be final.~~

9. Compulsory Dismissal

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~~The district shall not employ or retain in employment any person who has been convicted of any sex offense as defined in Education Code 44010 or any controlled substance offense as defined in Education Code 44011. However, the district may employ a person convicted of a controlled substance offense if the Board determines from the evidence it requires that the person has been rehabilitated for at least five years. If any such conviction is reversed and the person acquitted or charges dismissed except as otherwise provided below, the employee may be reemployed by the district, although reemployment is not a guarantee. (Education Code 45123)~~

~~The district reserves the right to dismiss an employee for any acts upon which the original criminal charges were based, despite the disposition by the courts. If dismissal is recommended and upheld, an employee will not be reemployed or compensated for the time he/she was suspended unless otherwise required by law. An employee shall be given notice of the possibility of not being reimbursed during mandatory suspension if he/she is ultimately dismissed for the acts upon which the original charges were based.~~

~~10. Extension of Compulsory Leave~~

~~The Board may extend an employee's compulsory leave of absence by giving him/her notice, within ten days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. Employee compensation during the period of compulsory leave shall be made in accordance with law. (Education Code 44940.5)~~

Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory ~~or optional~~ leave of absence offense includes:

1. Any sex ~~or narcotics~~ offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 (murder or attempted murder)
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings.

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However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal.

Legal Reference:

~~EDUCATION CODE~~

~~44009—Conviction of specified crimes~~

~~44010—Sex offense~~

~~44011—"Controlled substance offense" defined~~

~~44940—Leave of absence; employee—~~

~~44940.5—Compulsory leave of absence; procedures; extension; compensation; bond or security; reports~~

~~45101—Definitions (including "disciplinary action," "cause")~~

~~45109—Fixing of duties~~

~~45113—Rules and regulations for classified service in districts not incorporating the merit system~~

~~45123—Employment after conviction of~~

~~45302—Demotion and removal from permanent classified service~~

~~45303—Additional cause for suspension or dismissal of employees in classified service~~

~~45304—Suspension for reasonable cause; filing of charges;—~~

~~35161—Delegation of powers and duties~~

~~VEHICLE CODE~~

~~1808.8—Schoolbus drivers; dismissal for safety-related cause~~

~~UNITED STATES CODE, TITLE 42~~

~~12101—12213—Americans with Disabilities Act~~

~~COURT DECISIONS~~

~~CSEA v. Foothill Community College District, 52 Cal. App. 3rd 150, 155-156, 124 Cal. Rptr 830 (1975)—
("Conduct unbecoming an employee" too vague)~~

Adopted: 9-17-02

Amended: 8-18-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 2020
SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY– 5132 DRESS AND GROOMING - First Reading

ACTION

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy–5132 Dress and Grooming?

BACKGROUND: Board Policy 5132 updated to reflect NEW LAW (SB 188) which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists. Board Policy 5132 is being submitted with recommended language from CSBA.

ALTERNATIVES: 1. Approve the amendment to Board Policy –5132 Dress and Grooming.
2. Do not amend Board Policy –5132 Dress and Grooming.

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 5132(a)

Dress And Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. ~~the purpose of a student dress code is to encourage students to dress appropriately for attendance at school and to adequately prepare them for participation in the educational process. Dress code policies should also protect the health, safety, and welfare of all students.~~ Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

The primary responsibility for a student's attire resides with the student and ~~his/her~~ the student's parents/guardians. There is an expectation that all students will dress in a way that is appropriate for the day or any school-sponsored event.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The Governing Board further believes:

1. All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming due to attire.
2. All students should understand that they are responsible for managing their own personal "distractions" without impinging upon another student's choice of clothing/self-expression.
3. Students should not face unnecessary barriers to school attendance.
4. Dress codes and administrative enforcement of such should not reinforce or increase marginalization or oppression of any group based on, including but not limited to, disability, race, gender, ethnicity, nationality, immigration status, religion, sexual orientation, household income, gender identity, gender expression or cultural observance.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5132(b)

5. Reasons for conflict and inconsistent discipline due to attire should be minimized whenever possible.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school's environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5132(c)

Legal Reference:

EDUCATION CODE

212.1 Nondiscrimination based on race or ethnicity

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

COURT DECISIONS

Jacobs v. Clark County School District, (2008) 26 F. 3d 419

Harper v. Poway Unified School District, (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562

Hartzell v. Connell, (1984) 35 Cal. 3d 899

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

Adopted: 5-24-78

Amended: 8-5-92, 9-17-02, 5-17-18, 5-29-18, 10-15-19, [8-18-20](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: AUGUST 18, 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 July 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,

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 July

Fund 01

Object Range		Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
A. BEGINNING CASH		242,717.64	242,717.64	9,187,388.95	11,845,151.65	9,477,846.60	7,431,347.32	7,370,502.94	13,238,520.32	4,837,601.33
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,930,635.00	947,170.00	1,070,999.55	1,927,799.19	1,927,799.19	1,927,799.19	3,305,460.19	1,927,799.19	1,952,565.10
Property Taxes	8020-8079	11,933,223.00	82,487.54	250.60	—	31,790.11	402,447.95	6,377,651.37	147,136.64	69,451.36
Miscellaneous Funds & LCFF Transfers	8080-8099	0.00	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,006,772.00	—	—	29,767.00	—	—	29,767.00	—	—
Other State Revenue	8300-8599	1,259,020.00	—	—	—	5,439.50	188,485.00	233,444.25	5,439.50	—
Other Local Revenue	8600-8799	4,387,714.00	417,797.60	179,687.74	223,378.15	228,081.08	410,987.57	218,852.92	228,748.49	667,717.71
Interfund Transfers in	8910-8929	0.00	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0.00	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		45,517,364.00	1,447,455.14	1,250,937.89	2,180,944.34	2,193,109.87	2,929,719.70	10,165,175.73	2,309,123.82	2,689,734.17
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,020,666.00	164,491.52	2,012,904.67	2,038,818.59	2,094,057.44	2,106,642.25	2,079,832.09	2,451,670.85	2,184,406.03
Classified Salaries	2000-2999	7,012,919.00	219,536.86	617,661.44	598,376.61	609,413.54	624,700.31	591,366.50	733,368.99	634,984.75
Employee Benefits	3000-3999	10,120,893.00	90,337.54	1,062,395.20	935,175.57	939,939.48	947,124.30	943,409.93	1,044,891.11	997,464.61
Books and Supplies	4000-4999	1,002,163.00	46,501.11	113,925.19	184,548.52	118,757.02	34,668.33	74,978.83	40,845.16	46,451.26
Services	5000-5999	3,399,448.00	176,591.51	303,395.63	483,182.24	330,945.10	272,530.01	310,649.38	342,864.93	202,290.95
Capital Outlay	6000-6999	0.00	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	504,774.00	2,395.00	—	14,517.75	—	—	14,517.75	69,833.92	—
Interfund Transfers Out	7600-7629	50,000.00	50,387.43	—	—	—	—	50,000.00	—	—
All Other Financing Uses	7630-7699	0.00	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		44,110,863.00	750,240.97	4,110,282.14	4,254,619.29	4,093,112.58	3,985,665.18	4,064,754.47	4,683,474.96	4,065,597.60
E. NET INCREASE/DECREASE (B - C + D)		1,406,501.00	8,944,671.31	2,657,762.70	(2,367,305.05)	(2,046,499.28)	(60,844.38)	5,868,017.38	(8,400,918.98)	3,680,882.37
F. ENDING CASH (A + E)			9,187,388.95	11,845,151.65	9,477,846.60	7,431,347.32	7,370,502.94	13,238,520.32	4,837,601.33	8,518,483.70
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

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 July

Fund 01

Object Range		Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		242,717.64	8,518,483.70	8,458,145.99	10,471,998.15	5,998,609.34	—	—	—	—
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,930,635.00	3,330,226.10	1,503,683.37	—	1,377,661.00	5,731,672.93	—	26,930,635.00	—
Property Taxes	8020-8079	11,933,223.00	50,847.46	4,591,605.88	116,026.73	62,983.55	—	—	11,932,679.17	543.83
Miscellaneous Funds & LCFF Transfers	8080-8099	0.00	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,006,772.00	29,767.00	—	—	49,976.00	867,495.00	—	1,006,772.00	—
Other State Revenue	8300-8599	1,259,020.00	348,444.25	5,439.50	—	238,883.75	233,444.25	—	1,259,020.00	—
Other Local Revenue	8600-8799	4,387,714.00	234,964.92	256,382.23	285,464.21	231,257.88	660,058.31	—	4,243,378.82	144,335.18
Interfund Transfers in	8910-8929	0.00	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0.00	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		45,517,364.00	3,994,249.74	6,357,110.98	401,490.93	1,960,762.18	7,492,670.49	—	45,372,484.99	144,879.01
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,020,666.00	2,165,710.48	2,166,635.35	2,157,606.88	397,889.86	—	—	22,020,666.00	0.00
Classified Salaries	2000-2999	7,012,919.00	629,704.02	623,372.06	677,560.18	452,873.74	—	—	7,012,919.00	(0.00)
Employee Benefits	3000-3999	10,120,893.00	970,492.43	972,354.67	975,117.68	242,190.47	—	—	10,120,893.00	0.00
Books and Supplies	4000-4999	1,002,163.00	29,580.85	54,067.70	100,717.38	157,121.68	—	—	1,002,163.00	(0.00)
Services	5000-5999	3,399,448.00	136,797.19	227,674.63	200,040.52	412,485.92	—	—	3,399,448.00	(0.00)
Capital Outlay	6000-6999	0.00	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	504,774.00	14,517.75	351.47	36,355.82	64,207.08	288,077.46	—	504,774.00	(0.00)
Interfund Transfers Out	7600-7629	50,000.00	—	—	—	—	—	—	100,387.43	(50,387.43)
All Other Financing Uses	7630-7699	0.00	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		44,110,863.00	3,946,802.72	4,044,455.87	4,147,398.45	1,726,768.75	288,077.46	—	44,161,250.44	(50,387.44)
E. NET INCREASE/DECREASE (B - C + D)		1,406,501.00	(60,337.71)	2,013,852.16	(4,473,388.81)	(1,358,906.07)	(12,953.36)	—	4,384,032.27	
F. ENDING CASH (A + E)			8,458,145.99	10,471,998.15	5,998,609.34	4,639,703.27	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									4,626,749.91	

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 July

Fund 01

	Object Range	Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	0.00	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	0.00	5,574,399.68	3,177.20	7,478.33	52,449.65	1,305,909.71	767.36	3,301.76	—
Due From Other Funds	9310	0.00	—	—	—	—	—	—	—	—
Stores	9320	0.00	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	0.00	5,952.77	—	—	—	—	—	—	—
Other Current Assets	9340	0.00	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0.00	—	—	—	—	—	—	—	—
SUBTOTAL		0.00	5,580,352.45	3,177.20	7,478.33	52,449.65	1,305,909.71	767.36	3,301.76	—
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	0.00	(3,667,104.69)	331,070.26	301,108.43	198,946.23	310,808.61	233,171.24	184,869.60	(56,745.79)
Due To Other Funds	9610	0.00	1,000,000.00	—	—	—	—	—	—	—
Current Loans	9640	0.00	—	(5,845,000.00)	—	—	—	—	5,845,000.00	(5,000,000.00)
Unearned Revenues	9650	0.00	—	—	—	—	—	—	—	—
Deferred Inflows of Resources	9690	0.00	—	—	—	—	—	—	—	—
SUBTOTAL		0.00	(2,667,104.69)	(5,513,929.74)	301,108.43	198,946.23	310,808.61	233,171.24	6,029,869.60	(5,056,745.79)
Nonoperating										
Suspense Clearing	9910	0.00	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		0.00	8,247,457.14	5,517,106.94	(293,630.10)	(146,496.58)	995,101.10	(232,403.88)	(6,026,567.84)	5,056,745.79
E. NET INCREASE/DECREASE (B - C + D)		1,406,501.00	8,944,671.31	2,657,762.70	(2,367,305.05)	(2,046,499.28)	(60,844.38)	5,868,017.38	(8,400,918.98)	3,680,882.37
F. ENDING CASH (A + E)			9,187,388.95	11,845,151.65	9,477,846.60	7,431,347.32	7,370,502.94	13,238,520.32	4,837,601.33	8,518,483.70
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

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 July

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	0.00	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	0.00	—	—	—	—	(7,217,546.39)	—	(270,062.70)	
Due From Other Funds	9310	0.00	—	—	—	—	—	—	—	
Stores	9320	0.00	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	0.00	—	—	—	—	—	—	5,952.77	
Other Current Assets	9340	0.00	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0.00	—	—	—	—	—	—	—	
SUBTOTAL		0.00	—	—	—	—	(7,217,546.39)	—	(264,109.93)	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	0.00	107,784.73	298,802.95	727,481.29	690,391.44	—	—	(339,415.70)	
Due To Other Funds	9610	0.00	—	—	—	902,508.06	—	—	1,902,508.06	
Current Loans	9640	0.00	—	—	—	—	—	—	(5,000,000.00)	
Unearned Revenues	9650	0.00	—	—	—	—	—	—	—	
Deferred Inflows of Resources	9690	0.00	—	—	—	—	—	—	—	
SUBTOTAL		0.00	107,784.73	298,802.95	727,481.29	1,592,899.50	—	—	(3,436,907.64)	
Nonoperating										
Suspense Clearing	9910	0.00	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS		0.00	(107,784.73)	(298,802.95)	(727,481.29)	(1,592,899.50)	(7,217,546.39)	—	3,172,797.71	
E. NET INCREASE/DECREASE (B - C + D)										
		1,406,501.00	(60,337.71)	2,013,852.16	(4,473,388.81)	(1,358,906.07)	(12,953.36)	—	4,384,032.27	
F. ENDING CASH (A + E)										
			8,458,145.99	10,471,998.15	5,998,609.34	4,639,703.27	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
									4,626,749.91	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 18, 2020

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

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through August 5, 2020?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



Consolidated Budget Status Report
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management					-		-			
Measure S General 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	194,421	56,579	193,817	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
	1,959,792	10,590	-	1,970,382	1,913,448	56,935	1,658,267	255,180		
BES					-		-			
20-17S Remove and Replace Foundation on Portable C (1)	48,536	-	-	48,536	26,300	22,236	26,300	-	In Close-Out	
	48,536	-	-	48,536	26,300	22,236	26,300	-		
Brookside Elementary School					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Complete	COMPLETE
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	-	Complete	COMPLETE
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	-	On Hold	ON HOLD
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	-	Complete	
20-16S Innovation Lab BES (1)	47,200	-	-	47,200	47,200	-	47,200	-	IN PROGRESS	
	5,148,017	46,313	-	5,194,329	1,767,607	3,426,722	1,767,607	-		
District Office					-		-			
19-17S District Office Emergency Generator	65,625	-	-	65,625	22,640	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	78,041	-	-	78,041	35,056	42,985	25,806	9,250		
District Wide					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	In progress	IN PROGRESS
18-33S Solar Installation Maintenance Contract (1) (3)	256,055	-	-	256,055	153,633	102,422	108,503	45,130	In progress	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	100,000	-	-	100,000	22,121	77,879	1,965	20,156	In progress	
	8,289,583	46,719	-	8,336,302	8,152,043	184,259	8,086,423	65,620		
Districtwide					-		-			
20-10S Exterior Repairs to Portables at BES/MCMS	59,834	-	-	59,834	59,834	-	47,380	12,454	In Close-Out	
	59,834	-	-	59,834	59,834	-	47,380	12,454		
King James Court					-		-			
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	15,700	-	-	15,700	15,700	-	15,700	-		
Medea Creek Middle School					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18



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		
18-21S Classroom Replacement (1) (3) (4)	4,995,666	527,052	-	5,522,718	4,753,570	769,147	2,661,257	2,092,314	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	7,408	13,299	7,408	-	In Close-Out	
	7,396,603	626,549	-	8,023,152	7,312,525	710,627	5,200,610	2,111,916		
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	-	13,731	52,000	In Construction	
	837,340	53,440	54,800	945,581	672,048	273,532	619,874	52,174		
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)	226,973	-	-	226,973	227,836	(863)	151,133	76,703	In Progress	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	Complete	
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	-	Complete	
	1,478,448	(211,302)	-	1,267,146	1,193,328	73,818	1,116,625	76,703		
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 (1)	174,388	-	-	174,388	161,796	12,591	161,796	-	In Close-Out	
	174,388	-	-	174,388	161,796	12,591	161,796	-		
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) (4)	6,564,170	24,400	-	6,588,570	597,673	5,990,896	488,767	108,906	On Hold	ON HOLD
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19



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		
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	
20-11S Restroom Upgrades at ROES (1)	78,278	-	-	78,278	70,867	7,411	21,916	48,951	In Progress	
20-13S Paint Admin Interior (1)	17,601	-	-	17,601	17,601	-	17,601	-	In Close-Out	
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)	43,795	-	-	43,795	43,795	-	13,100	30,695	In Progress	
	7,030,530	1,379	-	7,031,909	1,027,344	6,004,565	838,792	188,552		
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)	276,124	9,400	Future	
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	-	-	Future	
20-25S Apple iPad Air Refresh Wave 3 (1)	33,030	-	-	33,030	-	33,030	-	-	Future	
	2,846,356	195,074	-	3,041,429	2,979,499	61,930	2,843,669	135,830		
Totals	35,552,452	768,761	328,854	36,650,068	25,346,982	11,303,086	22,439,303	2,907,679		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: AUGUST 18, 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 July 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,

Anthony W. Knight, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2019/20 Through May 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	947,170.00	25,983,465.00	3.52%
8020-8079	Property Taxes	11,933,223.00	11,933,223.00	82,487.54	11,850,735.46	0.69%
	Total LCFF Revenue Sources	38,863,858.00	38,863,858.00	1,029,657.54	37,834,200.46	2.65%
Federal Revenues						
8100-8299	Federal Revenues	1,006,772.00	1,006,772.00	.00	1,006,772.00	0.00%
Other State Revenues						
8300-8599	Other State Revenues	1,259,020.00	1,259,020.00	.00	1,259,020.00	0.00%
Other Local Revenue						
8600-8799	Other Local Revenues	4,387,714.00	4,387,714.00	417,797.60	3,969,916.40	9.52%
	Total Year To Date Revenues	45,517,364.00	45,517,364.00	1,447,455.14	44,069,908.86	3.18%

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	17,054,620.70	.00	864,091.30	0.00%
1160	<i>Certificated Salaries Stipends</i>	<i>356,389.00</i>	<i>356,389.00</i>	<i>1,000.00</i>	<i>.00</i>	<i>355,389.00</i>	<i>0.00%</i>
1200	Certificated Pupil Support Salaries	1,740,521.00	1,740,521.00	1,633,004.10	.00	107,516.90	0.00%
1260	<i>Counselor Stipend</i>	<i>10,085.00</i>	<i>10,085.00</i>	<i>.00</i>	<i>.00</i>	<i>10,085.00</i>	<i>0.00%</i>
1300	Certificated Supervisors' & Administrators' Salaries	1,994,959.00	1,994,959.00	1,814,782.89	164,491.52	15,684.59	8.25%
	Total Certificated Salaries	22,020,666.00	22,020,666.00	20,503,407.69	164,491.52	1,352,766.79	0.75%
Classified Salaries							
2100	Classified Instructional Salaries	2,488,921.00	2,488,921.00	1,964,517.21	.00	524,403.79	0.00%
2200	Classified Support Salaries	1,723,532.00	1,723,532.00	1,574,207.10	93,451.24	55,873.66	5.42%
2300	Classified Supervisors' & Administrators' Salaries	343,547.00	343,547.00	314,918.34	28,628.94	.28-	8.33%
2400	Clerical, Technical, & Office Staff Salaries	1,615,295.00	1,615,295.00	1,475,889.40	97,456.68	41,948.92	6.03%
2900	Other Classified Salaries	841,624.00	841,624.00	503,898.57	.00	337,725.43	0.00%
	Total Classified Salaries	7,012,919.00	7,012,919.00	5,833,430.62	219,536.86	959,951.52	3.13%
Employee Benefits							
3100	State Teachers' Retirement System	3,492,795.00	3,492,795.00	3,312,813.69	28,657.23	151,324.08	0.82%
3200	Public Employees' Retirement System	960,514.00	960,514.00	914,101.51	38,559.71	7,852.78	4.01%
3400	Health & Welfare Benefits	4,436,712.00	4,436,712.00	4,184,589.28	.00	252,122.72	0.00%
3300-3900	All Other Statutory Costs	1,230,872.00	1,230,872.00	1,077,518.97	23,120.63	130,232.40	1.88%
	Total Employee Benefits	10,120,893.00	10,120,893.00	9,489,023.45	90,337.57	541,531.98	0.89%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	236,529.00	256,080.00	296,874.29	19,581.22	60,375.51-	7.65%
4200	Other Books and Reference Material	32,073.00	16,983.00	15,333.40	6,335.54	4,685.94-	37.31%
4300	Materials & Supplies	580,605.00	545,618.00	378,472.83	20,584.35	146,560.82	3.77%
4400	Noncapitalized Equipment	152,956.00	152,956.00	1,875.21	.00	151,080.79	0.00%
	Total Books and Supplies	1,002,163.00	971,637.00	692,555.73	46,501.11	232,580.16	4.79%
Services and Other Operating Expenditures							
5200	Travel and Conference	61,542.00	61,582.00	2,270.78	245.85	59,065.37	0.40%
5300	Dues and Memberships	38,224.00	40,892.00	13,615.00	24,078.23	3,198.77	58.88%
5400	Insurance	472,501.00	472,501.00	.00	.00	472,501.00	0.00%

5500	Operations & Housekeeping Services	625,968.00	625,968.00	44,000.00	14,350.35-	596,318.35	-2.29%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	331,485.00	346,735.00	159,829.71	206.54-	187,111.83	-0.06%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,532,722.00	1,561,012.00	536,684.06	161,180.93	863,147.01	10.33%
5899	Legal Fees	227,000.00	227,000.00	.00	.00	227,000.00	0.00%
5900	Telephone and Communications	110,006.00	113,306.00	19,950.00	5,643.39	87,712.61	4.98%
Total Services and Other Operating Expenditures		3,399,448.00	3,448,996.00	776,349.55	176,591.51	2,496,054.94	5.12%
Capital Outlay							
6000	Capital Outlay	.00	.00	.00	.00	.00	0.00%
Tuition							
7100	Tuition	446,703.00	446,703.00	.00	2,395.00	444,308.00	0.54%
Debt Service							
7438	Debt Service - Interest	8,771.00	8,771.00	.00	.00	8,771.00	0.00%
7439	Debt Service - Principal	49,300.00	49,300.00	.00	.00	49,300.00	0.00%
Total Debt Service		58,071.00	58,071.00	.00	.00	58,071.00	0.00%
Total Year To Date Expenditures		44,060,863.00	44,079,885.00	37,294,767.04	699,853.57	6,085,264.39	1.59%

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING SOURCES									
Other Financing Sources									
8919	Other Authorized Interfund Transfer In	.00	.00	.00	.00	.00	.00	.00	0.00%
Total Other Financing Sources		.00	.00	.00	.00	.00	.00	.00	0.00%
Total Year To Date Other Financing Sources		.00	.00	.00	.00	.00	.00	.00	0.00%

Object	Description	Adopted	Budget	Revised	Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING USES									
Interfund Transfers Out									
7611	From General to Child Development Fund	.00	.00	.00	.00	.00	40,241.98	40,241.98-	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	10,145.45	39,854.55	39,854.55	20.29%
Total Interfund Transfers Out		50,000.00	50,000.00	.00	.00	50,387.43	387.43-	387.43-	100.77%
Total Year To Date Other Financing Uses		50,000.00	50,000.00	.00	.00	50,387.43	387.43-	387.43-	100.77%

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	45,517,364.00	45,517,364.00		1,447,455.14	44,069,908.86	3.18%
	B. Expenditures	44,060,863.00	44,079,885.00	37,294,767.04	699,853.57	6,085,264.39	1.59%
	C. Subtotal (Revenues LESS Expense)	1,456,501.00	1,437,479.00		747,601.57	37,984,644.47	
	D. Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	50,000.00	50,000.00		50,387.43	387.43-	100.77%
	E. Net Change in Fund Balance	1,406,501.00	1,387,479.00		697,214.14	37,985,031.90	
	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	2,112,807.00		939,931.78		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,131,829.00	2,112,807.00				
	Other				37,294,767.04		