

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1031

DATE: April 20, 2021

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

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

TIME: 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

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



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

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

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 THE PUBLIC.** TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

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

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

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

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

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

Public Comments may be submitted via this link www.opusd.org/PublicComments. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction, please submit your comment via the form accessed by the above link before 6:00 p.m. on April 20, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. If your comment is on a non-agenda item but within the subject matter jurisdiction of the Board the comment will be read aloud at the beginning of the meeting. If the comment is on a specific Agenda Item, the comment will be read at the time the item is called.

This public comment form will be open to members of the public 2 hours (at 3:00 pm) prior to the closed session of the public meeting which begins at 5:00 pm and will close at 6:00 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.

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

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

4/16/21

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

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

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

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

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

Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 Conifer Street, Oak Park, CA 91377

NEXT MEETING-Regular Meeting

Tuesday, May 18, 2021

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

AGENDA IS POSTED AT THE OPUSD WEBSITE: <https://www.oakparkusd.org/Page/9952>

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1031
April 20, 2021**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G9**, Oak Park, California. Pursuant to Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting and the conference room will be closed for members of the public. The meeting will be conducted via teleconference/video conference with, with some Board and staff members attending in person. **Board Meeting room will be closed to the public.** Members of the public will have the right to observe the meeting at www.opusd.org/livestream. For Public comments please follow the procedures provided on pages 2&3 of this agenda.

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Campus Supervisors, Custodian Part-time temp, Instructional Assistant I - PE, Instructional Assistants I – Grade Level Temp, Clerical Sub, Technology Assistants Part Time, Maintenance Engineer, Walk-on-Coaches, Guest teacher, Mandarin Teacher, Biology Teacher, Interim Principal – Oak Park High School
- C. CONFERENCE WITH LEGAL COUNSEL— PENDING LITIGATION:**
Government Code Section 54956(a) & (d)(i)
- D. CONFERENCE WITH LABOR NEGOTIATOR –** Government Code 54957.6
Agency designated representative: Dr. Anthony Knight, Superintendent
Unrepresented employees: Assistant Superintendents
- E. PUBLIC EMPLOYEE APPOINTMENT:** Government Code Section 54957
Title: Superintendent

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. BUSINESS SESSION:

1. BOARD

a. Approve Employment Contract with Superintendent

Board Policy 2121 requires Board approval in open session an employment agreement with the Superintendent

B. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Recognition to Oak Park High School Thespian Society
2. Presentation of Recognition to Oak Park High School Arts Students
3. Remarks from Board Members
4. Report from Student Board Member
5. Remarks from Superintendent
6. Report from Oak Park Education Foundation
7. Update on COVID-19 Impact on Oak Park USD Schools
8. Update on the 2021-2022 LCAP Timeline and Development Process

C. 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 March 16, 2021 and Special Closed Session Meetings held on March 17, 28, 29, and 31, 2021 and Special Meetings held on April 2, and 12, 2021

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. Approve Public Employee/Employment Changes 01CL24954-01CL24990 & 01CE10727-01CE10760

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

c. Ratify Purchase Orders - March 1 – March 31, 2021

Board Policy 3300 requires Board approval of Purchase Orders

d. Approve Quarterly Report on Williams Uniform Complaint – April 2021

Administrative Regulation 1312.4 and Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment, or facility conditions

e. Approve 2021-2022 Agreement for Legal Services with Fagen Friedman & Fulfro

Board Policy 3312 requires Board approval for contract for services

ACTION

2. BUSINESS SERVICES

a. Review and Approve Land Acknowledgement Statement

A land acknowledgement statement formally recognizes and pays respect to the indigenous people who once lived where Oak Park Unified District campuses are located today

b. Accept 2019-20 Annual Audit Reports for Bond Measures C6, R, and S and Auxiliary Organizations

Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records and accounts

c. [Approve Change Order #1 Measure S Project 21-01S, Field Turf Replacement and Field Upgrades at Oak Park High School, with Hellas Construction Inc.](#)

Per Cal. Pub. Cont. Code §20118.4, Board approval required for change orders

d. [Ratify Contracts for Measure S Project 21-03S Core Network Switch Replacement and Basic Maintenance](#)

Board Policy 3312 requires Board approval for contracts for services

e. [Adopt Resolution #2021-06, Participation in CSBA California School Cash Reserve Program](#)

Government Code Section 53853(b) and Board Policy BP 3470 authorizes Districts to issue Tax and Revenue Anticipation Notes (TRANS) on its own behalf pursuant to the Board adoption of the TRAN resolution

f. [Approve Acceptance of Donations](#)

Board Policy 3290 requires Board approval for donations to the District

3. HUMAN RESOURCES

a. [Approve Resolution #2021-07 to Not Reemploy Certificated Employees Due to a Reduction or Elimination of Particular Kinds of Services](#)

Board Policy 4117.3 requires Board approval to give final notices prior to May 15 in order to reduce or discontinue particular kinds of service in the 2021-22 school year

4. BOARD POLICIES

a. [Approve Amendment to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures](#)

Board Policy updated to reflect the relationship between the state uniform complaint procedures (UCP) and NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026) regarding Title IX complaints of sexual harassment. Policy also reflects NEW STATE REGULATIONS (Register 2020, No. 21) which limit the applicability of the UCP for complaints regarding special education and child nutrition programs. The list of programs subject to the UCP revised and reorganized to more directly reflect CDE's 2020-21 Federal Program Monitoring (FPM) instrument. Regulation updated to provide optional language stating that the compliance officer for purposes of the UCP will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment. Section on "Notifications" reflects CDE's 2020-21 FPM instrument which requires additional content for the annual notification to students, parents/guardians, employees, and others. Regulation also updated to reflect NEW STATE REGULATIONS (Register 2020, No. 21).

b. [Approve Amendment to Board Policy and Administrative Regulation 4119.25/4219.25/4319.25 Political Activities of Employees](#)

Board Policy updated to recognize the importance of employee political activity, voting, and civic engagement, and reflect Pickering v. Board of Education Township High School District regarding the prohibition against dismissing or demoting an employee due to engagement in constitutionally protected political activity. Regulation updated to reflect law which makes it a misdemeanor to use any reproduction of the district's seal in any campaign literature or mass mailing with the intent to deceive voters, the prohibition against posting or distributing political campaign materials in classrooms or through distance learning platforms, and the court's decision in San Leandro Teachers Association v. Governing Board of San Leandro Unified School District regarding the district's ability to refuse to permit the use of school mailboxes for union communications involving candidate endorsements. Regulation also updated to delete material regarding employee organization communications which do not constitute political activity, now addressed in 4140/4240/4340 - Bargaining Units, and to delete material regarding employee activities during a concerted action or work stoppage.

c. Approve Amendment to Board Policy and Administrative Regulation 5113.2 Work Permits

Board Policy and Regulation updated to reflect NEW LAW (AB 908, 2020) which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency. Regulation also updated to clarify that (1) students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" rather than a work permit to be employed; (2) a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students who are employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian; (3) a student applying for a full-time work permit needs to appear in person with the student's parent/guardian except during an extended school closure; (4) a work permit shall not be denied based on a student's grades, grade point average, or school attendance when a student will be participating in a government- administered employment and training program that will occur during a school vacation or recess; (5) work permits are required to be issued on forms provided by or authorized by CDE; and (6) impairment of a student's health can be the basis for revocation of a work permit.

d. Approve Amendment to Board Policy and Administrative Regulation 6115 Ceremonies and Observances

Board Policy updated to add the board's authority to designate any day as a holiday, in addition to those holidays designated by law, and to revise the date upon which schools close in observance of any holiday except Veterans Day. Policy also adds optional language stating that the board may adopt a resolution to authorize the display of symbolic flags or banners in support of specific awareness days or months. Regulation updated to reflect state law requiring schools to be closed on any day designated as a holiday by the President, Governor, or district board or negotiated with employee organizations. School closure on Cesar Chavez Day and Native American Day deleted from the body of the regulation since school closure on these holidays only applies to districts that have agreed to do so in a memorandum of understanding with employee bargaining units. Section on "Commemorative Exercises" expands Note to include additional days of significance on which schools are encouraged, but not required, to conduct commemorative exercises.

e. Approve Amendment to Board Policy 6170.1 Transitional Kindergarten

Board Policy updated to clarify that it is only districts with an extended day kindergarten program that are authorized to maintain transitional kindergarten (TK) and kindergarten programs for different lengths of time either at the same or different school sites and reflect NEW LAW (SB 98, 2020) which extends, until August 1, 2021, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications.

VII. INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: A.1.a. APPROVE EMPLOYMENT CONTRACT WITH THE SUPERINTENDENT

ACTION

ISSUE: Shall the Board approve the Employment Contract with the Superintendent?

BACKGROUND: The Board will be considering an employment contract with the District's Superintendent, effective July 1, 2021. The Brown Act requires the Board, before taking final action, to orally report a summary of the recommended compensation of a local agency executive. Board President will make an oral report prior to the Board taking action.

ALTERNATIVES: 1. Approve the Employment Contract for the Superintendent.
2. Do not approve the Employment Contract for the Superintendent.

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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

MINUTES OF REGULAR BOARD MEETING 3-16-2021 #1023
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:03 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park. Board member Denise Helfstein attended the meeting via teleconference pursuant to Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance 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 on agenda and non-agenda items.

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 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

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Campus Supervisor Temp, Campus Supervisors, Custodian Sub, Custodian Part-time temp, Instructional Assistants I - PE, Instructional Assistant I - Math, Instructional Assistant II Special Education Sub, Instructional Assistant II Special Education, Instructional Assistant III – ELL & Behavior, Interim Dean -Medea Creek Middle School, Principal - Medea Creek Middle School
- C. PUBLIC EMPLOYEE EMPLOYMENT:** Middle School Dean
- D. 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
- E. CONFERENCE WITH LABOR NEGOTIATOR –** Government Code 54957.6
Agency designated representative: Allen Rosen, Board President
Unrepresented employee: Dr. Anthony Knight, Superintendent

F. CONFERENCE WITH LABOR NEGOTIATORS: Government Code 54957.6

Agency designated representatives: Adam Rauch and Stewart McGugan

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

The Board adjourned to Closed Session at 5:05 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:20 p.m.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, Mr. Enoch Kwok, Director Technology, Mr. Byron Jones, Director of Fiscal Services, Kevin Buchanan, OPHS Principal, Mrs. Holly Baxter, Coordinator Safety and Equity, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President, Allen Rosen, reported that the Board took no action in closed session at this meeting and Mr. Rosen reported that the Board took no action in closed session at the February 22nd and March 1st 2021, meetings as well.

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

There were four public speakers on item VI.A.6. Update on Medea Creek Middle School Math Scope and Sequence During Distance Learning. One public Speaker on Agenda Item B.5.a. Approve Amendment to Employment Contract with Superintendent. Due to this meeting's electronic nature and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comments when the agenda items were called. There were three comments on a non-agenda items two of these comments were submitted later during the meeting and were read by the Board President at the time they were submitted.

OPEN COMMUNICATIONS/PRESENTATIONS

REPORT FROM BOARD MEMBERS

Denise Helfstein thanked the teachers, staff, students, and families for our successful reopening of our elementary schools for Hybrid Learning. Denise reported that she attended the Safe Kids Task Force and Oak Park High School Challenge Success Webinar, the Ventura County School Board Meeting, Wellness

Council Meeting. Denise also helped out with handing out lawn signs to the Oak Park High School class of 2021 and also helped welcome students back on campus at Brookside and Oak Hills elementary schools.

Board Member Drew Hazelton thanked everyone involved with the reopening of our campuses and for setting up the protocols for reopening and communicating those to the students and families. Drew reported that he, along with Board Member Derek Ross, participated in the Medea Creek Middle School Principal interviews, and he was very excited to welcome the new Principal. Board member Hazelton attended the Measure S Committee meeting, the Safety and Security Task Force meeting.

Board Member Derek Ross expressed his appreciation to everyone involved in reopening our campuses and also to be back in person for the Board meeting in G9. Derek expressed his pleasure in welcoming students back on campus at Red Oak and Brookside Elementary schools and is looking forward to welcoming students at the other campus. Board member Ross attended the Measure S Committee meeting, the Diversity, and Equity Task Force meetings, the Safety and Security Task Force meeting, and the Medea Creek Middle School Principal panel.

Board Member Tina Wang expressed her appreciation for the successful and positive reopening of the elementary schools. Tina welcomed back students at Brookside and Oak Hills Elementary schools and thanked all the staff for their hard work on a flawless reopening. Tina reported that she attended the Oak Park High School lawn sign distribution. Tina expressed her gratitude to the staff and fellow board members for all the behind-the-scenes work to care for our students and families and educate our children. Red Oak PFA is having a kindness lawn sign distribution and encouraged everyone to participate and get a lawn sign to spread kindness in our community.

Board Member Allen Rosen expressed his gratitude to the staff, Dr. Knight, students, and families for a successful reopening of our elementary schools. Allen reported that the Superintendent's search is going well and that he will be providing an update this week via email. Allen attended California School Board Associations Legislative Action Day and was in a panel with Assembly member Jacqui Irwin and will be speaking with Senator Henry Stern sometime this week.

Superintendent Tony Knight thanked the teachers and staff for their hard work and for reopening our schools, and also the Board for their guidance throughout this process. Dr. Knight said that reopening our elementary schools with the student and staff testing on a regular basis while the county was still in the Purple Tier provided a tremendous sense of safety in our reopening. As we move to the Red Tier, the testing protocols will be revised under state guidance. The vaccinations of the staff have been key to reopening of our schools. Dr. Knight thanked the parents and students for their patience and hard work during the school closures and now with the reopening.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Darren Smith, from Oak Park Education Foundation (OPEF) shared that OPEF will be moving their second annual golf tournament to May 21st. Summer School signups will be soon and the Friday enrichment activities are going well.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

Holly Baxter, the District Safety and Equity Coordinator, shared a presentation related to COVID safety, testing, vaccinations, dashboard, secondary schools reopening.

UPDATE ON MEDEA CREEK MIDDLE SCHOOL MATH SCOPE AND SEQUENCE DURING DISTANCE LEARNING

There were four public speakers on this agenda item who submitted a comment via an online form. Board President, Allen Rosen, read the comments aloud. Dr. Greenlinger presented information regarding the Medea Creek Middle School Math Scope and Sequence and addressed concerns related to reducing math curriculum standards in some 6th, 7th, and 8th-grade courses. Dr. Greenlinger informed the Board that students at Medea in every grade level would be using ALEKS to address individual standards, which may be reduced this year. ALEKS is an online curriculum that uses machine learning to individualize each student's experience based on their exact need. All MCMS students will have access to ALEKS through the end of 2022 school year. Students will be assigned content with the intent to prioritize the completion of standards that may be reduced or eliminated this school year. Teachers and parents can see student progress, time spent, etc. After the school year, students will have access to their complete current course for practice, review, extension.

B.1. CONSENT AGENDA

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education approved the Consent Agenda. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

- a. [Approve Minutes of Regular Board Meeting February 16, 2021 and Special Closed Session Meetings held on February 22, 2021 and March 1, 2021](#)
- b. [Approve Public Employee/Employment Changes 01CL24893-01CL24953 & 01CE10691-01CE10726](#)
- c. [Ratify Purchase Orders - February 1 – February 28, 2021](#)
- d. [Approve Student Teaching Agreement with CalStateTEACH, University – February 1, 2021 – January 31, 2024](#)

B2. BUSINESS SERVICES

- a. [Approve Annual Audit Reports for Fiscal Year 2019-2020](#)
Christy White of Christy White Accountancy Corp presented an overview of the audit process and findings. There were no findings reported. On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Annual Audit Reports for Fiscal Year 2019-2020. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.
- b. [Ratify Measure S Project 21-02S Entry Sign for Medea Creek Middle School and Associated Contract of Services](#)
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education ratified Measure S Project 21-02S Entry Sign for Medea Creek Middle School and Associated Contract of Services. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.
- c. [Authorize Measure S Project 21-03S Core Network Switch Replacement and Accompanying Basic Maintenance Service Contract and Delegate Authority to the Superintendent to Award Related Contracts](#)
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education authorized Measure S Project 21-03S Core Network Switch Replacement and Accompanying Basic Maintenance Service Contract and Delegate Authority to the Superintendent to Award Related Contracts. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.
- d. [Approve Certification of 2020-2021 Second Interim Financial Report and Budget Revisions](#)
Adam Rauch, Assistant Superintendent of Business Services, shared a presentation on the second interim report with the Board. On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the 2020-2021 Second Interim Financial Report

and Budget Revisions. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B3. CURRICULUM AND INSTRUCTION

a. Review and Discuss the Challenge Success Survey Results for Oak Park High School

Principal Kevin Buchanan shared the results from the Challenge Success survey taken by OPHS students this year. The survey results showed a positive shift in multiple critical areas, such as reduced student stress, increased feeling of teacher care and support, and increased sleep. The Challenge Success survey was previously administered in 2014 and 2018, and this year's results were viewed in comparison to previous years.

b. Approve Memorandum of Understanding with Ventura County Office of Education for the Tobacco Use Prevention Education (TUPE) Consortium Grant

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the Memorandum of Understanding with Ventura County Office of Education for the Tobacco Use Prevention Education (TUPE) Consortium Grant. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B4. HUMAN RESOURCES

a. Establish the Position of Districtwide Head Custodian and Approve Job Description and Placement on the Salary Schedule

On motion of Derek Ross, seconded by Tina Wang, the Board of Education established the Position of Districtwide Head Custodian and Approve Job Description and Placement on the Salary Schedule. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Approve Revised Job Description for the Position of Administrative Assistant Certificated Personnel

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the Revised Job Description for the Position of Administrative Assistant Certificated Personnel. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. Approve Revised Work-year for the Medea Creek Middle School Principal

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the Revised Work-year for the Medea Creek Middle School Principal. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. Approve 2020-2021 Early Retirement Incentive for Management and Confidential Employees

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved 2020-2021 the Early Retirement Incentive for Management and Confidential Employees. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B5. BOARD

a. Approve Amendment to Employment Contract with Superintendent

There was one public speaker on this agenda item who submitted a comment via an online form. Board President, Allen Rosen, read the comment aloud. The Brown Act requires the Board, before taking final action, to orally report a summary of the recommended compensation of a local agency executive. The report must be made during the same open meeting in which final action on the compensation is to be taken. Government Code section 54953 specifically states the Board must orally report a summary of a recommendation “for a final action on the salaries, salary schedule, or compensation paid in the form of fringe benefits”

Board President, Allen Rosen reported prior to Board action that the board will be considering an addendum to the employment contract for Superintendent, Tony Knight, that will establish the Superintendent's salary, effective July 1, 2020, as \$237,661.68 which reflects a 3% longevity increase available to certificated management and a 1% salary increase provided to all other employees. For the 2020-2021 school year, the Superintendent work year will include up to twenty additional days beyond the 221 days required (Comp Time Earned, "CE," days).

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the amendment to Employment Contract with Superintendent. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B6. BOARD POLICIES

a. Approve Amendment to Board Policy 0415 Equity – First Reading

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved Board amendment to Board Policy 0415 Equity as first and final reading with the recommend edits to the last paragraph. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Approve Amendment to Board Policy and Administrative Regulation 4119.42/4219.42/4319.42 Exposure Control Plan for Bloodborne Pathogens – First Reading

c. Approve Amendment to Board Policy and Administrative Regulation 4119.43/4219.43/4319.43 Universal Precautions – First Reading

d. Approve Amendment to Board Policy and Administrative Regulation 4157/4257/4357 Employee Safety – First Reading

e. Approve Amendment to Administrative Regulation 4157.1/4257.1/4357.1 Work-Related Injuries

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved amendment to Board policies listed under items B.6.b through B.6.e. as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting held on March 16, 2021 is declared adjourned at 10:06 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION –**

3-17-2021 #1024

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 5:03 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 advance 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 address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on March 17th. Members of the public were able to submit public 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 Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Consultants from Superintendent Search Firm Leadership Associates, Mrs. Peggy Lunch, Mr. Fred Van Leuven, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE APPOINTMENT / DISCUSSION

Position: Superintendent (Government Code Section 54957)

The Board adjourned to Closed Session at 5:04 p.m.

There being no further business before this Board, the special meeting held on March 17, 2021 is declared adjourned at 7:59 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION –**

3-28-2021 #1025

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 7:35 a.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 advance 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 address the governing board.

Based on these guidelines, the OPUSD Board of Education held the special meeting on March 28th at Brookside Elementary School – Multipurpose Room, 165 Satinwood Avenue, Oak Park, CA 91377. Members of the public were able to submit public comments via an online form which opened at 6:30 am on the day of the meeting and remained open for submission of comments until the Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Consultants from Superintendent Search Firm Leadership Associates, Mrs. Peggy Lunch, Mr. Fred Van Leuven, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

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, Rosen, Ross, Wang. No - 0. Absent – 0.

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE APPOINTMENT / DISCUSSION

Position: Superintendent (Government Code Section 54957)

The Board adjourned to Closed Session at 7:36 a.m.

There being no further business before this Board, the special meeting held on March 28, 2021 is declared adjourned at 4:42 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION –**

3-29-2021 #1026

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 3:44 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 advance 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 address the governing board.

Based on these guidelines, the OPUSD Board of Education held the special meeting on March 29th at Oak Park Community Center – Buena Vista Room, 1000 Kanan Road, Oak Park, CA 91377. Members of the public were able to submit public comments via an online form which opened at 2:45 pm on the day of the meeting and remained open for submission of comments until the Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Consultants from Superintendent Search Firm Leadership Associates, Mrs. Peggy Lunch, Mr. Fred Van Leuven, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE APPOINTMENT / DISCUSSION

Position: Superintendent (Government Code Section 54957)

The Board adjourned to Closed Session at 3:45 p.m.

There being no further business before this Board, the special meeting held on March 29, 2021 is declared adjourned at 8:56 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION –**

3-31-2021 #1027

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 5:03 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 advance 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 address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on March 31st. Members of the public were able to submit public comments via an online form which opened at 4:00 pm on the day of the meeting and remained open for submission of comments until the Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Consultants from Superintendent Search Firm Leadership Associates, Mrs. Peggy Lunch, Mr. Fred Van Leuven, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE APPOINTMENT / DISCUSSION

Position: Superintendent (Government Code Section 54957)

The Board adjourned to Closed Session at 5:04 p.m.

There being no further business before this Board, the special meeting held on March 31, 2021 is declared adjourned at 7:36 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION –**

4-2-2021 #1028

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 12:03 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 advance 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 address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on April 2nd. Members of the public were able to submit public comments via an online form which opened at 11:00 am on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

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, Rosen, Ross, Wang. No - 0. Absent – 0.

OPEN SESSION

1. BUSINESS SESSION

ACTION

a. Approve Amendment to Board Policy BP 2121 Superintendent's Contract

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Board Policy 2121 Superintendent's Contract as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0. The policy was revised to make the language more consistent with Government Code 54957.6.

On motion of Denise Helfstein, seconded by Allen Rosen, there being no further business before this Board, the special meeting held on April 2, 2021 is declared adjourned at 12:07 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION –**

4-2-2021 #1029

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 12:08 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 advance 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 address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on April 2nd. Members of the public were able to submit public comments via an online form which opened at 11:00 am on the day of the meeting and remained open for submission of comments until the Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

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, Rosen, Ross, Wang. No - 0. Absent – 0.

ADJOURN TO CLOSED SESSION

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

- 1. CONFERENCE WITH LABOR NEGOTIATOR** – Government Code 54957.6
Agency designated representative: Allen Rosen, Board President
Unrepresented employee: Superintendent

The Board adjourned to Closed Session at 12:09 p.m.

There being no further business before this Board, the special meeting held on April 2, 2021 is declared adjourned at 1:53 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF EDUCATION –**

4-12-2021 #1030

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 6:01 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 advance 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 address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on April 12th. Members of the public were able to submit public comments via an online form which opened at 5:00 pm on the day of the meeting and remained open for submission of comments until the Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Mr. Jay Fernow, District's Legal Counsel and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

ADJOURN TO CLOSED SESSION

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

- 1. CONFERENCE WITH LABOR NEGOTIATOR** – Government Code 54957.6
Agency designated representative: Allen Rosen, Board President
Unrepresented employee: Superintendent

The Board adjourned to Closed Session at 6:03 p.m.

There being no further business before this Board, the special meeting held on April 12, 2021 is declared adjourned at 7:15 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.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
CL24954	Adam Rinehart	Campus Supervisor	3/15/2021	General Fund	\$16.75	ROES
CL24955	Elise LaMont	Campus Supervisor	3/24/2021	General Fund	\$17.72	ROES
CL24956	Aedan Cunningham	Campus Supervisor	3/29/2021	General Fund	\$15.83	ROES
CL24957	Sandra Iwanoff	Clerical Sub	3/15/2021	General Fund	\$17.69	DO/OPHS
CL24958	Florentino Curiel	Custodian Part Time	3/15/2021	General Fund	\$22.28	DO/MCMS
CL24959	Taylor Akason	Instructional Assistant I - PE	3/15/2021	General Fund	\$17.31	ROES
CL24960	Christopher Walthall	Maintenance Engineer	3/30/2021	General Fund	\$23.23	DO
CL24961	Alberto Blanco	Technology Assistant P/T Temp	3/15/2021	General Fund	\$19.83	DO/OPHS
CL24962	Noah Rubino	Technology Assistant P/T Temp	3/15/2021	General Fund	\$17.69	DO/MCMS
CL24963	Benjamin Meyer	Walk-On-Coach - Not to Exceed \$3,500.00	3/29/2021	Coaches, Athletics	TBD	OPHS
CL24964	Douglas Wells	Walk-On-Coach - Not to Exceed \$3,500.00	3/29/2021	Coaches, Athletics	TBD	OPHS
CL24965	Darci Brust	Campus Supervisor	4/7/2021	General Fund	\$17.72	MCMS
CL24966	Brenda Pestano	Instructional Assistant I - Grade L	4/12/2021	Learning Loss	\$16.36	OHES
CL24967	Carolyn Orens	Instructional Assistant I - Grade L	4/12/2021	Learning Loss	\$19.43	OHES

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24968	Donn James	Boys Varsity Head Coach Golf	2/22/2021	Coaches, Athletics	\$2,250.00	OPHS
CL24969	Donn James	Girls Varsity Head Coach Golf	2/22/2021	Coaches, Athletics	\$2,250.00	OPHS
CL24970	David Garcia	Assistant Coach Track	3/1/2021	Coaches, Athletics	\$1,500.00	OPHS
CL24971	Mark Jacobs	Assistant Coach Track	3/1/2021	Coaches, Athletics	\$1,500.00	OPHS
CL24972	Greg Parrone	Assistant Coach Track	3/1/2021	Coaches, Athletics	\$2,000.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 20, 2021

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

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24973	Matthew McLaughlin	Assistant Coach Track	3/1/2021	Coaches, Athletics	\$2,500.00	OPHS
CL24974	Teri McLaughlin	Assistant Coach Track	3/1/2021	Coaches, OPHS ASB Donation	\$2,500.00	OPHS
CL24975	Scott Schulze	Assistant Coach Track	3/1/2021	Coaches, Athletics	\$1,000.00	OPHS
CL24976	Shelynn Philmore	Girls Varsity Head Coach Beach Volleyball	3/22/2021	Coaches, Athletics	\$1,800.00	OPHS
CL24977	Sierra Cavalleri	Girls JV Head Coach Beach Volleyball	3/22/2021	Coaches, Athletics	\$900.00	OPHS
CL24978	Tianna Sondergoth	Varsity Head Coach Stunt	3/18/2021	Coaches, Athletics	\$2,700.00	OPHS
CL24979	Samone Rankins	Varsity Assistant Coach Stunt	3/18/2021	Coaches, OPHS ASB Donation	\$2,000.00	OPHS
CL24980	Tarik Ergin	Boys Lacrosse Varsity Head Coach	3/8/2021	Coaches, Athletics	\$3,150.00	OPHS
CL24981	Max Luchs	Boys Lacrosse JV Head Coach	3/8/2021	Coaches, Athletics	\$1,800.00	OPHS
CL24982	Bob Bjerkaas	Boys Lacrosse Varsity Assistant Coach	3/8/2021	Coaches, OPHS ASB Donation	\$1,800.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24983	Laila Robinson	LOA w/o pay Campus Supervisor	2/22/2021	General	\$19.92	OPHS
CL24984	Stephanie Sandler	Data Systems Specialists Increase in hrs	4/1/2021	General	\$28.52	DO
CL24985	Andi Hunt	Return from LOA to IA I Grade Lvl	3/29/2021	Learning Loss	\$20.57	OHES
CL24986	Heidi Monroe	Return from LOA to IA II Special Ed	4/21/2021	Special Ed	\$22.28	MCMS
CL24987	Claudette Paraltici	Campus Supervisor LOA	3/11/2021	General	\$19.92	OPHS
CL24988	Susan Meskis	frm Stud Serv III to Administrative Assistant Certificated	7/1/2021	General	\$4,596.39	DO

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 20, 2021

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

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24989	Janet Lee	Instructional Assistant I L & N	3/15/2021	Resignation	\$19.43	BES
CL24990	Anna Brown	Instructional Assistant I Literacy TEMP	5/27/2021	Temp Contract End	\$20.57	OHES

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: APRIL 20, 2021
SUBJECT: C.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	
01CE10727	Jeff Smith	Guest Teacher	03/29/2021	General	DO	
01CE10728	Pam Carter	Interim Principal	4/12/2021	General	OPHS	
01CE10729	Katherine Chang	Mandarin Teacher	8/6/2021	General	OPHS	
01CE10730	Ashley Michelin	Biology Teacher	8/6/2021	General	OPHS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10731	Heidi Cissell	Spring Choir	3/15/2021	Site	\$1,350.00	OPHS
01CE10732	Brenda Pasqua	Study Hall Spring	3/22-5/27/2021	LCAP	\$750.00	OPHS
01CE10733	Maryannick Bovard	Study Hall Spring	3/22-5/27/2021	LCAP	\$750.00	OPHS
01CE10734	Nicole LoBianco	Class Size Overages March	3/1-3/32/2021	General	\$130.00	ROES
01CE10735	Amy Buccino	Class Size Overages March	3/1-3/31/2021	General	\$190.00	ROES
01CE10736	Sheri Merfeld	Class Size Overages March	3/1-3/32/2022	General	\$460.00	ROES
01CE10737	Maureen McDowell	Class Size Overages March	3/1-3/31/2022	General	\$190.00	ROES
01CE10738	Kari Share	Class Size Overages March	3/1-3/32/2023	General	\$230.00	ROES
01CE10739	Jamie Brown	Class Size Overages March	3/1-3/31/2023	General	\$320.00	ROES
01CE10740	Lauren Cantillon	Class Size Overages March	3/1-3/32/2024	General	\$40.00	ROES
01CE10741	Kathy Strong	Class Size Overages March	3/1-3/31/2024	General	\$115.00	ROES
01CE10742	Kim Annino	Class Size Overages March	3/1-3/32/2025	General	\$57.50	BES
01CE10743	Barbie Lee	Class Size Overages March	3/1-3/31/2025	General	\$57.50	BES
01CE10744	Kellie Milbourn	Class Size Overages March	3/1-3/32/2026	General	\$230.00	BES
01CE10745	Allison Gerin	Class Size Overages March	3/1-3/31/2026	General	\$200.00	BES
01CE10746	Brandi Pryor	Class Size Overages March	3/1-3/32/2027	General	\$55.00	BES
01CE10747	Michelle Varju	Class Size Overages March	3/1-3/31/2027	General	\$230.00	BES
01CE10748	Tawnya Watson	Class Size Overages March	3/1-3/32/2028	General	\$290.00	BES
01CE10749	Tim Chevalier	Class Size Overages March	3/1-3/31/2028	General	\$40.00	OPHS
01CE10750	Jen Hankins	Class Size Overages March	3/1-3/32/2029	General	\$59.00	OPHS
01CE10751	Denise Wall	Class Size Overages March	3/1-3/31/2029	General	\$50.00	OHES
01CE10752	Michelle Williams	Class Size Overages March	3/1-3/32/2030	General	\$140.00	OHES
01CE10753	Lianne Arnold	Class Size Overages March	3/1-3/31/2030	General	\$140.00	OHES
01CE10754	Joy Reints	Class Size Overages March	3/1-3/32/2031	General	\$345.00	OHES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE10755	Stephanie Perez	Pregnancy Disability Leave	3/22/2021	General	MCMS	
01CE10756	Dianne Large	FMLA Leave	3/22/2021	General	MCMS	
01CE10757	Spencer Guidetti	increase .7 FTE to .8 FTE (Temp)	4/12/2021	General	OPIS	
01CE10758	Tara Beeh	decrease .7 FTE to .6 FTE (Temp)	4/12/2021	General	OPIS	

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE10759	Kevin Buchanan	Medical Leave	4/12/2021	General	OPHS	
01CE10760	Allison Gerin	.5 job share to 1.0 until 5/27/2021	3/1/2021	General	BES	

Prepared by:
Stewart 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: APRIL 16, 2021
SUBJECT: C.1.c. RATIFY PURCHASE ORDERS – MARCH 1 THROUGH MARCH 31, 2021
CONSENT

ISSUE: Shall the Board ratify the following purchase orders issued for the period March 1 through March 31, 2021?

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 March 1 through March 31, 2021.

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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Includes Purchase Orders dated 03/01/2021 - 03/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100	Approved Textbooks and Core Cu				
P21-00371	McGraw-Hill School Education Holdings, LLC	005	OVHS Teachers Edition for Psychology	010-4100	168.04
P21-00373	McGraw-Hill School Education Holdings, LLC	005	2021 MCMS ALEKS Licenses	010-4100	27,745.81
Total:010-4100 Approved Textbooks and Core Cu					27,913.85
010-4200	Other Books and Reference Mate				
P21-00403	NoRedInk Corp.	005	2021/2022 No Red Ink Licenses	010-4200	3,000.00
Total:010-4200 Other Books and Reference Mate					3,000.00
010-4330	Other Materials and Supplies N				
B21-00037	Home Depot	004	2020/2021 Maintenance Supplies and Tools	010-4330	15,000.00
B21-00041	Do-It Center	004	2020/2021 Supplies for Maintenance & Ops	010-4330	4,417.09
P21-00372	Uline	004	Umbrellas COVID-19 Social Distancing	010-4330	1,728.17
P21-00380	Stanbury Uniforms LLC	004	Instrument PPE for MCMS & OPHS Band	010-4330	9,413.87
P21-00381	Ventura County Graphic Service	010	Cumulative and Health Folders	010-4330	225.23
P21-00384	Thomson West	001	Education Code Books 2021	010-4330	403.26
P21-00385	CR Print	024	Diploma Covers 2021 OPIS	010-4330	2,295.15
P21-00388	CR Print	004	OPHS Graduation Yard Signs	010-4330	3,217.50
P21-00392	Brian Shore dba Totalgraphics	004	BES Culmination Yard Signs	010-4330	675.68
P21-00393	Southeastern Performance Apparel	004	Choir PPE for MCMS & OPHS	010-4330	1,867.49
P21-00398	USA Sealing Inc	004	Additional Protection Panels	010-4330	2,884.11
P21-00401	Brodart Co.	013	Barcode Labels/Library Media/Oth Suppl	010-4330	213.14
P21-00404	PEARSON ASSESSMENTS ORDER PROCESSING	000	Scoring Subscription - Psychs	010-4330	240.00
T21-00029	Document Systems	006	RICHO Printer Parts for sm printer in workshop	010-4330	239.02
Total:010-4330 Other Materials and Supplies N					42,819.71
010-4410	Equipment New Non-Capitalized				
P21-00402	Oliver Worldclass Labs	013	Equipment/Prod/Mngr Arts/CTEIG	010-4410	7,807.62
T21-00030	Compuwave Inc.	007	COVID PC Laptops	010-4410	13,210.30
Total:010-4410 Equipment New Non-Capitalized					21,017.92
010-5520	Electric Utility Service				
B21-00055	Engie Storage DBA GCN Storage Solutions LLC	004	2020/2021 Battery Back Up per Agreement	010-5520	8,000.00
Total:010-5520 Electric Utility Service					8,000.00
010-5600	Rents, Leases, and Repairs				

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

ESCAPE ONLINE

Page 1 of 4

Includes Purchase Orders dated 03/01/2021 - 03/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00217	Silver Star Automotive Group	004	2020-21 Chevrolet SUV's Service and Repairs	010-5600	1,000.00
P21-00354	Cold Tech Refrigeration	000	Service Calls to OPHS/OPIS	010-5600	285.73
P21-00376	Interstate Restoration, LLC	004	Repair Water Damage at Oak Hills Elementary School	010-5600	7,638.83
P21-00379	Fence Factory	004	Double Panel Crash Out Gate Repair ROES	010-5600	3,605.35
P21-00382	Absolute Fire Protection, Inc.	004	Fire Sprinkler Tests at MCMS MPR & E2	010-5600	395.00
P21-00389	TIRE MAN - AGOURA, INC	004	Tire replacement for cart @MCMS	010-5600	350.00
P21-00391	Pioneer Manufacturing Co.	004	Field Striping Supplies for OPHS	010-5600	1,022.52
P21-00396	HG Supply Company, LLC DBA ContainerDiscounts.com	004	M & O Storage Container	010-5600	3,205.36
P21-00397	Absolute Fire Protection, Inc.	004	Fire Sprinkler Tests at OPHS	010-5600	895.00
P21-00399	Omega Construction Company	004	Demo Medea Creek MS Sign on Doubletree Road	010-5600	4,870.00
Total:010-5600 Rents, Leases, and Repairs					23,267.79
010-5820	Other Operating Expense				
B21-00213	Jackie MacDonald DBA JM Enterprise	004	2020 - 2021 Recycled Paper	010-5820	9,000.00
B21-00214	Christy White Associates	004	2019/2020 Annual District Audit fees	010-5820	38,870.00
P21-00368	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2006 Series 2013A	010-5820	880.00
P21-00369	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2008 Series 2013B	010-5820	880.00
P21-00370	Fulgent Therapeutics, LLC	004	Student COVID Tests	010-5820	100,000.00
P21-00383	VCOE	005	2020/2021 Library Services	010-5820	880.00
P21-00386	CR Print	015	Diploma Covers 2021 OVHS	010-5820	770.06
P21-00387	VCOE	000	2021 Hearing & Audiology Services - Qtr 2	010-5820	2,025.00
Total:010-5820 Other Operating Expense					153,305.06
211-4410	Equipment New Non-Capitalized				
B21-00215	Agoura Wholesale Electric Corp	004	Proj 20-23S HVAC DW Supplies/Materials	211-4410	1,000.00
B21-00216	DIY Home Center	004	Proj 20-23S HVAC Upgrades DW	211-4410	1,000.00
P21-00378	Roadside Lumber & Hardware	004	Proj 20-23S HVAC DW Supplies	211-4410	118.03
P21-00390	Johnstone Supply	004	Proj 20-23S HVAC Upgrades DW	211-4410	5,000.00
P21-00395	Home Depot	000	Proj 20-23S HVAC Upgrade DW materials	211-4410	411.62
Total:211-4410 Equipment New Non-Capitalized					7,529.65
211-6209	Main Construction-Buildings				
P21-00374	Hellas Construction Inc	004	Proj 21-01S Turf Replacement @OPHS	211-6209	1,065,140.00
P21-00377	Signature Signs	004	Proj 21-02S Entry Way Sign for Medea Creek MS	211-6209	14,899.70

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

ESCAPE ONLINE

Page 2 of 4

Includes Purchase Orders dated 03/01/2021 - 03/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:211-6209 Main Construction-Buildings					1,080,039.70
211-6256	Contracted Services				
P21-00358	Ecobee Ltd.	004	Proj 20-23S Ecobee Service Agreement	211-6256	4,800.00
Total:211-6256 Contracted Services					4,800.00
211-6272	Construction Management Fees				
P21-00375	Balfour Beatty Construction	004	Const Mgmt Services 1/1-1/31/2021 INV 35000	211-6272	3,680.00
Total:211-6272 Construction Management Fees					3,680.00
211-6274	Other Construction				
P21-00394	Natural Wonders Trees Inc	004	Tree Removal and Clearance Track & Field @OPHS	211-6274	3,900.00
Total:211-6274 Other Construction					3,900.00
211-6500	Equipment Replacement \$5000+				
P21-00367	Reed Mechanical Systems, Inc	004	Proj 20-23S HVAC Rooftop Units for DO	211-6500	13,500.00
P21-00400	Sunbelt Rentals, Inc	004	Proj 20-23S Forklift Rental for AC Units at DO	211-6500	666.44
Total:211-6500 Equipment Replacement \$5000+					14,166.44
Total Number of POs				50	
				Total	1,393,440.12

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	38	279,324.33
Total Fiscal Year 2021			279,324.33
211	Measure S Facilities & Tech	12	1,114,115.79
Total Fiscal Year 2021			1,114,115.79
Total			1,393,440.12

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

ESCAPE ONLINE

Page 3 of 4

Includes Purchase Orders dated 03/01/2021 - 03/31/2021

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4330	Other Materials and Supplies N			
B21-00152	15,600.00	010-4330	General Fund/Other Materials and Supplies N	967.08
Total:010-4330 Other Materials and Supplies N				967.08
010-5820	Other Operating Expense			
B21-00203	5,407.50	010-5820	General Fund/Other Operating Expense	1,207.50
Total:010-5820 Other Operating Expense				1,207.50
Total PO Changes				2,174.58

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

[ESCAPE](#) [ONLINE](#)

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TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT C.1.d. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – APRIL 2021

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - April 2021?

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 and Administrative Regulation 1312.4 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 – April 2021.
2. Do not approve the Quarterly Report on Williams Uniform Complaints – April 2021.

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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Walker	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

District: Oak Park Unified School District

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date: (check one)

<input type="checkbox"/>	October 2020	(7/1/20 to 9/30/20)
<input type="checkbox"/>	January 2021	(10/1/20 to 12/31/20)
<input checked="" type="checkbox"/>	April 2021	(1/1/21 to 3/31/21)
<input type="checkbox"/>	July 2021	(4/1/21 to 6/30/21)

Date for information to be reported publicly at governing board meeting: 4/20/2021

- ☒ 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		

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
**SUBJECT: C.1.e. APPROVE 2021-22 AGREEMENT FOR LEGAL SERVICES
WITH FAGEN FRIEDMAN & FULFROST**

CONSENT

ISSUE: Shall the Board of Education approve contract for legal services with Fagen Friedman & Fulfrost for the 2021-22 school year?

BACKGROUND: Oak Park Unified School District has been using Fagen Friedman & Fulfrost as the District's legal representative in all matters for ten years. The District's administrative staff has been satisfied with the firm's services. Therefore, it is the recommendation of staff that the Board approve the renewal of the agreement with Fagen Friedman & Fulfrost for legal services for the 2021-22 school year. A copy of the renewal agreement follows for the Board's information and review.

FISCAL IMPACT: The annual cost for services is included in the approved 2021-22 General Fund budget. The hourly profession rates from last year have increased by \$15 on average.

ALTERNATIVES:

1. Approve the renewal of the agreement with Fagen Friedman & Fulfrost for legal services for the 2021-22 school year.
2. Do not approve the renewal of the agreement.

RECOMMENDATION: Approve Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Rosa	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Oak Park Unified School District (“Client”) and the law firm of Fagen Friedman & Fulfroft LLP (F3 Law) (“Attorney”). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2021:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries.

3. CLIENT’S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client’s attention, to abide by this Agreement, to pay Attorney’s bills on time and to keep Attorney advised of Client’s address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney’s office. Most of Attorney’s electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client’s representatives and agents, as well as to having communications, documents and electronic data pertinent to Client’s matter(s) stored through a cloud-based service.

6. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney’s prevailing rates for all time spent on Client’s matter by Attorney’s legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney’s number of years of experience.

The rates on this schedule are subject to change on 30 days’ written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client.

The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

7. COSTS AND OTHER CHARGES. (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

8. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

10. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

11. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

12. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

14. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

15. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Oak Park Unified School District

Fagen Friedman & Fulfrost LLP

Type or Print Name

Chris Keeler


Name

Type or Print Title

Managing Partner

Title

District Authorized Signature



Signature

DATE: _____

DATE: March 11, 2021



Fagen Friedman & Fulfroft LLP

**Please Return
Professional Rate
Schedule With
Contract**

PROFESSIONAL RATE SCHEDULE

**Oak Park Unified School District
July 1, 2021**

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$225 - \$255 per hour
Partner	\$270 - \$305 per hour
Of-Counsel	\$305 per hour
Paralegal/Law Clerk	\$145 - \$225 per hour
Paralegal/Law Clerk (<i>Bar Admitted Outside CA</i>)	\$225 per hour
Education Consultant	\$235 per hour
Communication Services Consultant	\$255 per hour

Travel time shall be charged only from the Attorney's nearest office to the destination and shall be prorated if the assigned Attorney travels for two or more clients on the same trip. If Client requests a specific Attorney, Client agrees to pay for all travel time of that specific Attorney in connection with the matter. For matters concerning compliance with state and federal voting rights laws and/or related subjects, Client agrees to pay for all travel time of assigned Attorney in connection with those matters.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

3. COSTS AND EXPENSES

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.2.a. REVIEW AND APPROVE LAND ACKNOWLEDGEMENT STATEMENT ACTION

ISSUE: Shall the Board review and approve the Land Acknowledgement Statement for Oak Park Unified School District?

BACKGROUND: A land acknowledgement statement formally recognizes and pays respect to the indigenous people who once lived where Oak Park Unified District campuses are located today. It is intended to raise awareness regarding the enduring relationship between indigenous people and the land. The Board is requested to review and approve the following Land Acknowledgment statement and also to provide recommendation regarding when and how this statement should be used by the District. The idea of land acknowledgement statement was suggested by OPHS senior Anna Stephens with the assistance of OPHS teacher, David Kinberg. The statement has been reviewed by Alan Salazar who will be seeking approval from the Chumash tribal leadership. Alan Salazar is an educator, visionary, spiritual advisor of Chumash and Tatavian Native American descendent. Mr. Salazar is a leading cultural resource consultant for the Ventura Indian Educational Consortium.

Statement

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

FISCAL IMPACT: None at this time.

ALTERNATIVES:

1. Approve the Land Acknowledgement Statement and provide direction on the usage of the statement.
2. Do not approve the Land Acknowledgement Statement

RECOMMENDATION: Alternative No. 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Page 2

Student Rep _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.2.b. ACCEPT 2019-2020 ANNUAL AUDIT REPORTS FOR BOND MEASURES C6, R, AND S

ACTION

ISSUE: Shall the Board receive and accept the 2019-2020 annual audit reports for Bond Measures C6, R and C6?

BACKGROUND: As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2020. The District's general financial audit was presented and accepted by the Board at its meeting in March 16, 2021. At this evening's meeting the Board will receive the annual financial and performance audits of the District's three bond funds Fund 212 (Measure C6), and Fund 213 (Measure R), and Fund 211 (Measure S). The audit reports and financial statements of the two auxiliary organizations Oak Park Performing Arts Alliance and Oak Park Athletic Booster Club were not completed in time for this meeting. These reports will be brought to the Board for approval at the May meeting. The bond audit reports, prepared by the accounting firm of Christy White Accountancy Corp., may be accessed at the following link: <https://bit.ly/3a1fJto>.

FISCAL IMPACT: None; acceptance of the annual audits fulfills the Board's obligation as required by EC 41020 and Article XIII.B of the State Constitution.

ALTERNATIVES:

1. Accept as record the 2019-2020 annual Bond audits.
2. Do not accept the 2019-2020 annual Bond and audits.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.2.c. APPROVE CHANGE ORDER #1 MEASURE S PROJECT 21-01S FIELD TURF REPLACEMENT AND FIELD UPGRADES AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board approve Change Order #1 Measure S Project 21-01S Field Turf Replacement and Field Upgrades at Oak Park High School contracted with Hellas Construction, Inc.?

BACKGROUND: On February 16, 2021, the Board of Education approved the updated 2019 Measure S Master Plan. Included in the plan was the turf replacement project at the Oak Park High School stadium. In an attempt to maximize usable space, additional work was requested by the high school athletic department that was not included in the original scope of work. This includes removing an additional long jump pit runway, jump put, and trapeze structure, installing an additional 1,230 sq. ft. of additional landscape turf, raising an existing drain, removing two trees, and supplying 10 sq. ft. of concrete curbing around the flagpole.

The total amount of Change Order # 1 is \$21,348.74. It is recommended by District staff that the Board approve Change Order 1. The budget for this project will remain at \$1,118,397. The cost of this change order will come out of the 5% contingency set aside for this project (\$53,257).

FISCAL IMPACT: If approved, the proposed change order will increase the original contract amount from \$1,065,140.00 to \$1,086,488.74 funded from the Measure S bond fund. However, the project budget will remain unchanged at \$1,118,397, as this change order is funded through the 5% contingency set aside for the project (\$53,257).

ALTERNATIVES:

1. Approve Change Order #1 Measure S Project 21-01S Field Replacement and Field Upgrades at Oak Park High School with Hellas Construction, Inc., in the amount of \$21,348.74, funded from Measure S bond funds
2. Do not approve the Change Order.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, APRIL 20 2021

Approve Change Order #1 Measure S Project 21-01S Field Turf

Replacement and Field Upgrades at OPHS contracted with Hellas Construction, Inc.

Page 2

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

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



HELLAS CONSTRUCTION, INC.
12710 RESEARCH BLVD, SUITE 240
AUSTIN, TEXAS 78759
PH: 512-250-2910 FAX: 512-250-1960

CHANGE ORDER

Project Name: Oak Park High School

Change Order Number: CO# 001

Hellas Project Number: 20210084 RE: Additional work in Landscape Turf areas

Architect/Eng/Owner Project Number: N/A

Architect/Engineer: Hellas Construction, Inc. Owner/CM: Oak Park Unified School District

Address: 12710 Research Blvd., Ste. 240 Address: 5801 Conifer Street

City: Austin City: Oak Park

State/Zip: Texas 78759 State/Zip: California 91377

Phone & Fax: (512) 250-2910 Phone & Fax:

DESCRIPTION OF CHANGE (Attach additional pages if required)			Decrease In	Increase In
Additional work requested in the Landscape Turf areas:				
Remove additional long jump pit runway, jump pit and trapeze structure				\$5,192.61
Dispose off-site all concrete and track surfacing material. Trapeze to be stored on-site				
Additional turf at removed long jump runway and pit area (additional 1,230 sf)				\$10,060.10
Includes grading, base work and nailer				
Raise existing Drain Inlet adjacent to the Restroom building, raise grade, remove (2) trees				\$2,066.39
Includes additional base material, concrete, formwork				
Supply and install 10 lf of 6" x 6" concrete curb with 1-#4 rebar				\$400.00
3,500 psi concrete, #4 rebar, form boards, labor to form, pour and finish				
General Conditions for work stated above				\$1,688.84
Supervision, Per Diem, Travel costs, Equipment use				
Margin/OH&P 10%				\$1,940.80
Subtotal			\$0.00	\$21,348.74
Total Add(Deduct)			\$21,348.74	
Contract Start Date 3/8/21			Contract Information	
Contract Time:	Days	Substantial Completion		
Original Contract Days	70	5/17/21	Original Contract Sum	\$1,065,140.00
Present Contract Time incl C/O	0	5/17/21	Previously Approved CO	\$0.00
This Change Add (Deduct)	3		Present Contract Amount	\$1,065,140.00
New Contract Days	73	5/20/21	This CO Add(Deduct)	\$21,348.74
			New Contract Sum	\$1,086,488.74

This Change Order is an amendment of the Contract Documents between Contractor and the Owner, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by both the Owner and the Contractor for this change.

RECOMMENDED	APPROVED	APPROVED
		<i>Brendan Callahan</i>
Signature, Architect/Engineer	Signature, Contractor	Signature, Owner/CM
	Rob De Thomas	Brendan Callahan
Printed Name	Printed Name	Printed Name
	3/15/2021	3/16/21
(Date)	(Date)	(Date)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.2.d. RATIFY CONTRACTS FOR MEASURE S PROJECT 21-03S, CORE NETWORK SWITCH REPLACEMENT AND BASIC MAINTENANCE SERVICE

ACTION

ISSUE: Shall the Board ratify contracts for Measure S Project 21-03S, Core Network Switch Replacement to be funded from the Measure S bond fund and the basic maintenance service contract to be funded by the general?

BACKGROUND: At its March 16, 2021 meeting, the Board, based on the ERATE process timetable to execute contracts, authorized the Superintendent to award the contracts for the replacement of the core network switch and the basic maintenance agreement for all district core switches.

The budget authorized by the Board for these projects was \$50,000 for the equipment to be funded by Measure S and \$30,000 for the maintenance agreement to be funded by the General Fund. The procurement of the equipment and service agreement were done through the ERATE process and the Request for Proposals (RFPs) for these projects were created by our ERATE consultants, Infinity Communications.

All proposed contracts were reviewed by the Superintendent and staff, considering price, quality, value and needs of the District. The following contracts were awarded:

- Materials and Equipment: AllConnected (\$45,706.09)
- Maintenance and Technical Support: AllConnected (\$28,440)

FISCAL IMPACT: The recommended ratification of the award of contract in the amounts of \$45,706.09 and \$28,440 are within the Board approved authorized budget of \$50,000 for equipment and \$30,000 for the maintenance agreement.

ALTERNATIVES:

1. Ratify Contracts for Measure S Project 21-03S, Core Network Switch Replacement (\$45,706.09) and the basic service agreement (\$28,440).
2. Do not ratify the contracts.

RECOMMENDATION: Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, APRIL 20, 2021

Ratify contracts for Measure S Project 21-03S, Core Network Switch
Replacement and the basic maintenance service

Page 2

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

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



Project No. Network Electronics – 0403-21C.1

Basic Maintenance RFP Response Prepared for:

Oak Park Unified School District
Enoch Kwok – IT Director
5801 E. Conifer Street
Oak Park, CA 91377

March 22, 2021

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COVER LETTER:

March 22, 2021

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

Re: Basic Maintenance RFP aka OPUSD Network Electronics – 0403-21C.1

Dear Enoch Kwok:

Thank you for the opportunity to provide our proposal for the above stated project.

AllConnected is grateful for the privilege to have provided these services over the past three years and appreciative of the opportunity to provide them for another three. AllConnected is a certified small business located in Ventura County providing local organizations with premium support services for IT Departments. AllConnected has been providing network infrastructure solutions to California local K-12 School Districts and state and local government agencies since 1998.

Our services include:

- Basic and advanced technical support for network infrastructure
- Repair and upkeep of eligible hardware
- Data center projects
- Wireless Systems and WAN/LAN Solutions
- SAN/NAS Storage Solutions
- Firewall/Security
- Engineering/Consulting Services and Business Continuity Plans
- NASPO/WSCA and CMAS Procurement contracts

AllConnected understands and complies with all E-Rate requirements in providing services to K-12 school districts. We are confident that our team will successfully complete the above stated project and meet the client's satisfaction level and all code, standard and specification requirements.

We thank you again for the opportunity to bid the Basic Maintenance RFP and look forward to serving you and the Oak Park Unified School District.

Sincerely,

Alan McDonald

President & CEO
alanm@allconnected.com

SCOPE OF WORK

AllConnected is a Cisco Premier Partner, holding certifications in routing, switching, data center and security. As such, we meet the Cisco partner qualifications, technical expertise, and experience required by OPUSD to care for the maintenance and technical support of the OPUSD administrative and student networks.

Our Scope of Work consists of (2) components: 1. Cisco Materials & 2. Basic Maintenance (Reactive & Proactive)

1. CISCO MATERIALS & EQUIPMENT

AllConnected will provide and deliver the following equipment as shown on Exhibit A – OAK PARK UNIFIED SCHOOL DISTRICT SCHEDULE to the OPUSD District Office:

- (2) Cisco Nexus 93180YC-EX Switches (N9K-C93180YC-EX)
- (5) Cisco SmartNet Total Care 1 Year 8x5 (CON-SNT-93180YCX) – 5 total years of support
- (2) NX-OS Essentials Lic for Nexus 9300 10G+ (NXOS-ES-XF)
- (5) Cisco Software Support (SWSS) 1 Year 24x7 (CON-ECMU-N9SWESXF) – 5 total years of support

All equipment will be new. No substitutions have been made to the Oak Park Unified School District RFP. Product warranty includes 8x5 support. Software support is 24x7. Installation of equipment is not included. Support for 5 years has been included.

Sub-Total Equipment & Materials: \$45,706.09

2. BASIC MAINTENANCE AND TECHNICAL SUPPORT OF INTERNAL CONNECTIONS

AllConnected has also included in our response a contract comprised of both time & materials, and annual network maintenance for the following equipment as shown on Exhibit A – OAK PARK UNIFIED SCHOOL DISTRICT SCHEDULE:

- (66) Primary/Eligible Network Devices (Core Switch/Firewall/Routers)

Monthly Maintenance Services Pricing is comprised of (2) varying task types:

2A. Sub-Total Reactive Basic Maintenance: \$5,868/year (or \$29,340 for 5 years)

2B. Sub-Total Preventative Basic Maintenance: \$22,572/year (or \$112,860 for 5 years)

2A. REACTIVE BASIC MAINTENANCE

CONFIGURATION, REPAIR AND BASIC TECHNICAL SUPPORT – TIME AND MATERIALS

1. Respond to District "first level" request for service for E-Rate eligible equipment
2. Record all problem and request tickets in our PSA System
3. Perform "second level" incident handling using our remote NOC engineers. If necessary, dispatch a "third level" engineer. Such services will be billed monthly, per hour.

In addition, AllConnected will provide the following preventative services, including:

1. Perform periodic cleaning
2. Repair of eligible hardware
3. Basic Technical support
4. Configuration changes
5. Maintenance report

6. Proactive Maintenance Plan

AllConnected will invoice the District monthly, as work is completed, for the full amount of the services rendered. Rates are based on AllConnected's CMAS Schedule:

- "First Level", \$141/hour
 - Remote Personnel (Hourly coordination/management and problem identification and troubleshooting only), billed in 15 minute increments
- "Second Level", \$174/hour
 - Remote Personnel (Hourly coordination/management and problem identification and troubleshooting only), billed in 15 minute increments
- "Third Level", \$210/hour
 - On-site engineer (CCNP or equivalent), 2 hour onsite minimum required

Hours will be billed only if used. Our proposal includes \$5,868 per year for such reactive basic maintenance services (see Exhibit C).

2B. PREVENTATIVE/PROACTIVE BASIC MAINTENANCE

PREVENTATIVE SERVICES - SOFTWARE UPGRADES AND PATCHES

Preventative services for (66) devices include:

1. Maintain asset inventory.
2. PSIRT security review.
3. Software upgrades including bug fixes and security patches
4. Configuration management and backup.
5. Quarterly maintenance review.

Our proposal includes \$22,572 per year for such services (see Exhibit C).

BIDDER PROPOSAL REQUIREMENTS

Project 0403-21C.1 Network Electronics original forms are included in this section:

- 2-Proposal Form
- 3-Contingency Fee as a standard practice
- 4-Electronic item 21/bulk submission attachment sheet
- 5-Substitution listing
- 6-Non-collusion affidavit
- 7-State Master Contract Form
- 8-ERate attachment to service agreement

2 - PROPOSAL FORM

PROJECT: 0403-21C.1 NETWORK ELECTRONICS

OWNER: OAK PARK UNIFIED SCHOOL DISTRICT

Pursuant to Request For Proposal (RFP) and related documents, the undersigned bidder, having familiarized himself/herself with the terms of the contract, the local conditions affecting the performance of the contract, the cost of the work at the location where the work will be performed, and the Contract Documents, proposes and agrees to perform, within the time stipulated, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required in connection with 0403-21C.1 - Network Electronics all in strict conformity with the Specifications, and other Contract Documents, including Addendum No.'s _____, _____, _____. Copies of Addenda are obtainable from the Owner's Representative (Infinity Communications and Consulting, Inc.).

BASE BID - Network Electronics

The Bidder agrees to perform all work noted above, as described in the RFP and Project Documents for the lump sum of:

Seventy four thousand, one-hundred forty-six dollars and 09/100 Dollars (\$74,146.09)
(Amount Shall Be Shown In Both Words And Figures. In Case Of A Discrepancy, The Amount Shown In Words Will Govern).

AllConnected Note: To extend Basic Maintenance provisions from 1 year to 5 years, the lump sum is: \$187,906.10

Contingency Fee - If applicable per form 3A

The Bidder agrees to negotiate in good faith with the Owner on future additional work not to exceed 10% of the Base Bid for the sum of:

Not Applicable Dollars (\$0)
(Amount Shall Be Shown In Both Words And Figures. In Case Of A Discrepancy, The Amount Shown In Words Will Govern).

Project will be awarded based on the evaluation criteria set forth herein. Price will be evaluated based on the sum total of the Base Bid, Basic Maintenance, and all Additive Alternates.

The bidder agrees that upon receipt of Owner's "Notice to Proceed", he/she will provide all required documents within ten (10) calendar days after the documents are presented for execution.

The bidder has carefully examined the RFP documents and specifications for this project that were prepared and furnished by the OWNER and acknowledges their sufficiency.

It is understood and agreed that the work under the contract shall be commenced by the bidder, if awarded the contract, on the date to be stated in the OWNER'S Notice to Proceed.

NAME OF BIDDER: AllConnected, Inc.
FULL NAME OF ALL
PARTNERS OR LEGAL
NAME OF CORPORATION Alan McDonald
(TYPE OR PRINT)

AUTHORIZED CONTACT / BID PREPARER / SALES REPRESENTATIVE: Stephanie Crawford

BUSINESS ADDRESS: 4514 Ish Drive Simi Valley, CA 93063
(TYPE OR PRINT)

TELEPHONE: 805-526-1455

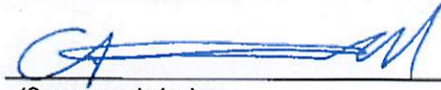
EMAIL: stephaniec@allconnected.com

BY: 
(SIGNATURE IN INK)

Stephanie Crawford, SLED Representative
(TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

"I declare, under penalty of perjury, that the information provided and representations made in this bid are true and current and that this declaration was executed on March 22, 2021 (date) at 4514 Ish Drive, California."

PRESIDENT OF
CORPORATION:



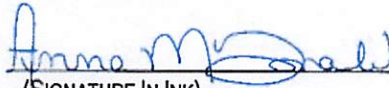
(SIGNATURE IN INK)
Alan McDonald

3/22/2021

DATE
3/22/2021

(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

SECRETARY OF
CORPORATION:



(SIGNATURE IN INK)
Anna McDonald

03/22/2021

DATE
3/22/2021

(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

CALIFORNIA STATE

CONTRACTOR'S LICENSE NO.: _____

FEDERAL I.D. NO: 77-0500321

LICENSE EXPIRATION DATE: N/A

TYPE OF LICENSE: _____

LICENSE IN THE NAME OF:

AllConnected, Inc

(TYPE OR PRINT NAME)

CORPORATE SEAL:
(IF APPLICABLE)

3 - CONTINGENCY FEE AS A STANDARD PRACTICE

PROJECT: 0403-21C.1 NETWORK ELECTRONICS

OWNER: OAK PARK UNIFIED SCHOOL DISTRICT

The "Owner" establishes a classification "Contingency Fee"; for adds/moves/changes as affected by the construction/funding schedule, changes to campus environment. This classification applies to all construction work. This classification is not based on permanent physical elements of construction. Rather, the classification items are cost components common to construction, project, and program estimates.

Contingency will not be allowed for increases to labor cost, taxes, surcharges, shipping and handling.

Bidder agrees that the contingency will be used for adds, moves and changes requested by the owner during the construction process for eligible services only. If the owner does not request adds, moves or changes the contingency will be given back to the E-rate program.

Please fill in one of the following:

YES _____ (company name) does include contingency as a standard business practice as defined above.

If YES please provide the "Contingency Fee" amount in percentage.

Equal to _____ % (not to exceed 10%) of the Base Bid amount. The E-rate Contingency Amount shall be:

\$ _____ Dollars (\$ _____).

~~OR~~

NO AllConnected, Inc does not include contingency as a standard business practice as defined above.

I hereby certify under penalty of the perjury laws of the State of California that the foregoing is true and correct. Executed at 4514 Ish Drive, Simi Valley, California, on March 22, 2021.

Firm Name AllConnected, Inc

By Alan McDonald

Signed 

Printed Name Alan McDonald

Title President, CEO

4 – ELECTRONIC ITEM 21/BULK SUBMISSION ATTACHMENT SHEET

Bidder shall provide itemized pricing for all equipment to be included in this Bid Response **BY SITE**. The site total price shown shall equal the amount the Bidder has provided on their submitted Proposal Form.

Due to filing requirements, an electronic copy will be required at the time of bid.

Acceptable formats: thumb drive. Files will be returned in the same format as the published Item 21 / Bulk Submission, no exceptions. Failing to comply with these requirements will be considered for bid dismissal.

Bidder shall include a Description, Part Number, Quantity and Price for each relevant item included in their bid. Bidder shall provide the Labor cost as a line item.

A sample "Item 21 Attachment Sheet" / "Bulk Submission Form" is shown below and is available in Excel format on the project website (<https://www.infinitycomm.com/index.cfm?fuseaction=projectmanager&action=login>).

“Provided by the “Service Provider”

[illegible]

5 - SUBSTITUTION LISTING

PROJECT: 0403-21C.1 NETWORK ELECTRONICS

TO: OAK PARK UNIFIED SCHOOL DISTRICT ("OWNER")

1. Pursuant to bidding and contract requirements for the work titled:
Project: 0403-21C.1 NETWORK ELECTRONICS

The contract sum, proposed by the undersigned on the Proposal Form, is for the work as described in the Request for Proposal, and otherwise defined in the Contract Documents. However, the undersigned proposes the following substitutions, which were not Pre-Approved prior to the bid date, for the Owner's consideration. All substitutions must be listed on this form and submitted with the bid or they will not be reviewed.

2. Please complete, attaching additional sheets as necessary: Bidder proposes [check one]:

☒ **no** substitutions ☐ the following substitutions:

Specified Product or Material	Proposed Substitution

3. All bids should be calculated and submitted on the assumption that substitution requests will not be approved.

4. Bidder hereby certifies that the requested substitutions are equal or better in all respects to what is specified, unless otherwise noted. Bidder will supply all documentation to support this claim as attachments to the Substitution Listing with their bid. Failure to provide adequate documentation may result in the disqualification of the bid response.

SIGNATURE MUST BE IDENTICAL

TO THAT PROVIDED ON BID FORM

BIDDER:

ALLCONNECTED,
C. ALAN McDONALD

BY:

[Signature]

6 - NONCOLLUSION AFFIDAVIT

PROJECT: 0403-21C.1 NETWORK ELECTRONICS
OWNER: OAK PARK UNIFIED SCHOOL DISTRICT

(Public Contract Code Section 7106)

State of California)
County Of Ventura) ss

Christopher Alan McDonald, being first duly sworn, deposes and says that he or she is President of All Connected Fre., the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.


(SIGNATURE OF BIDDER)

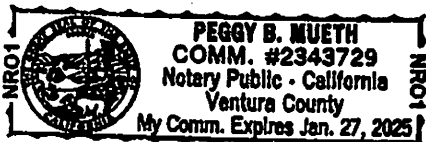
NOTARY FOR NONCOLLUSION AFFIDAVIT

Subscribed and sworn to (or affirmed) before me this day 3/22, 2021.


(SIGNATURE OF NOTARY)

[SEAL OF NOTARY]

Peggy Mueth
(TYPED NAME OF NOTARY)



7 – STATE MASTER CONTRACT FORM

PROJECT: 0403-21C.1

OWNER: Oak Park Unified School District

Please provide the following information concerning the State Master Contract being used for the Year24 E-rate Project for the Oak Park Unified School District.

State Master Contract No. (Provide Contract Numbers for all components listed on the Form 471 Attachment Sheet)

(1) 3-21-70-1346K -CMAS

(2) AR233 (14-19) -NASPO WSCA

(3) _____

(4) _____

(5) _____

Please attach a copy of the State Master Contract that includes all eligible products listed on the Form 471 Attachment Sheet.

(For full eligible product list, see <https://www.cisco.com/c/en/us/solutions/industries/government/us-government-solutions-services/resources/government-contracts-funding-vehicles/state-local-government-contracts/naspo-valuepoint-datacom/california.html>)

"E-RATE ATTACHMENT to SERVICE AGREEMENT"

for

PROJECT 0403-21C.1 Network Electronics for Oak Park Unified School District

THIS ATTACHMENT, hereafter referred to as "Attachment", is entered into by and between the Oak Park Unified School District, hereinafter called "Owner", and AllConnected, Inc., hereinafter called "Service Provider", and is an attachment to the Agreement provided by the Service Provider, hereafter referred to as "Agreement". Owner and Service Provider are sometimes individually referred to as "Party" and collectively as "Parties." The terms and conditions set forth in this Attachment shall take precedent over any other agreement between the Parties.

NOW, THEREFORE, the Parties, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. **Scope of Work.** The Service Provider agrees to furnish all services and/or equipment necessary to perform and complete, in a good workmanlike manner, the work in strict accordance with the **Request for Proposal No. 0403-21C.1 Network Electronics for Oak Park Unified School District.**
2. **Contingency.** The Service Provider understands that the Agreement is contingent on the Owner's receipt of federal and/or state funds for the work covered under the Agreement. If the Owner does not receive adequate federal and/or state funds, the Agreement shall be null and void. In the event that the Agreement is rendered void, the Owner will not be liable for any costs incurred by the Service Provider prior to the issuance of a Notice to Proceed.
3. **Total Contract Price.** As full consideration for the faithful performance of the agreement, District shall pay to Contractor, subject to any additions or deductions as provided in the Contract Documents, the sum of:

Total sum of Base Bid

Seventy-Four Thousand One Hundred Forty-Six Dollars & Nine Cents 74,146.09 Dollars (\$ _____).

Contingency amount (if applicable)

_____ Dollars (\$ _____).

CONTRACTOR LEAVE BLANK TO BE FILLED IN BY THE OWNER

Total sum of Base Bid + Contingency

Seventy Four Thousand One Hundred Forty Six Dollars, + Nine Cents 74,146.09 Dollars (\$ _____).

4. **Payment.** The payment method for the agreed upon service shall be USAC's Service Provider Invoicing (SPI). Service Provider agrees to invoice the Owner for the undiscounted amount of the service only and shall be responsible to prepare and submit the Form 474 for the reimbursement of the discounted amount from USAC. The Service Provider agrees that prior to submitting the Form 472,
 - a. Service Provider has performed the services that reimbursement is being requested for, and
 - b. Service Provider has submitted a discounted invoice to the Owner for the reimbursement amount being requested for.

In the event that the Owner authorizes the Service Provider to begin service prior to filing a Form 486 (Receipt of Service Confirmation Form), the Owner agrees to pay the Service Provider in full for the discounted and undiscounted amount of the accepted service(s) received. The Owner shall, at their sole discretion, seek reimbursement for the discounted amount of the service provided from USAC. The Owner shall do so by preparing and submitting a Form 472 Billed Entity Applicant Reimbursement (BEAR) to USAC. Service Provider agrees to remit any and all reimbursement payments received by the Service Provider as a result of a Form 472 filed by the Owner, within 20 business days after receipt of funds released by USAC.

5. Service Delivery. In compliance with the E-rate program rules, Parties agree that the service(s) under the Agreement will not begin prior to July 1, 2021, or extend beyond September 30, 2022, without prior approval of USAC. Parties agree that no service(s) may commence until the Service Provider has received a duly authorized written Notice to Proceed from the Owner.
6. Growth Clause. The Parties agree that during the term of the Agreement the Owner may increase the scope of the agreed upon service(s) in whatever manner that best meet the interest of the Owner. No change to the Agreement shall be enforceable unless agreed upon in writing by both Parties.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed and delivered as of the Effective Date set forth in the introductory paragraph above.

"OWNER"

Oak Park Unified School District

By: 

Name: Adam Rauch

Title: Assistant Superintendent, Business

Date: 3/25/2021

"SERVICE PROVIDER"

AllConnected Inc.

By: _____

Name: _____

Title: _____

Date: _____

TERMS & CONDITIONS FOR REACTIVE/PREVENTATIVE BASIC MAINTENANCE SERVICES

RESPONSE

AllConnected will provide next business day response between the hours of 8:30am and 5:00pm, M-F. In the event of a network outage, we will arrange for repairs to be completed within a 24 hour time period (excluding weekends and holidays). If extenuating circumstances beyond AllConnected's control prevent such a repair from occurring, AllConnected will notify the district in writing and work with the district to develop an alternative resolution plan during this 24 hour period.

REPAIR

If manufacturer support is required, In the event of a network interruption event, a valid support contract is required for remediation. If repair is not possible and replacement equipment is necessary, we will perform the following tasks in order:

- Leverage any cold spare units the district has available.
- Utilize the existing Cisco contract, if available.
- Bill for time and materials as required, leveraging the contracted rates

SOFTWARE UPGRADES / PREVENTATIVE MAINTENANCE

The requested and available Cisco licensing costs for some software upgrades for covered devices are included in our proposal. District is responsible for maintaining Cisco licensing/support as required by Cisco. The labor required to install such software upgrades will be drawn from the preventative maintenance section of this contract.

MAINTENANCE PROTOCOL

Upon verbal or electronic notification by the District, AllConnected will advise the District of the date and time of the scheduled site visit. Our Professional and Managed Services portal at <http://www.allconnected.com/support/> is available 24x7. All service request details, ticket status, correspondence with engineers, ticket resolution, and time logs are available. Reports can be run from this portal as well. Through this system, and by phone, AllConnected will advise the District of any changes or delays in the maintenance work needed, and notify the district when the job is completed.

In the event that District Property must be serviced off-site, AllConnected will first request permission from the District.

REPORTS

AllConnected will provide an Excel-based electronic copy of repair reports to the District on a semi-annual basis. Alternatively, the district may request that all reports be delivered electronically to reduce paper waste, or request them electronically via our portal. This report will contain the site, manufacturer, model, serial #, date request received, date request completed, and a summary of what was repaired.

PASSWORDS

AllConnected will maintain a list of all passwords created and used by AllConnected for all District equipment and software covered by this agreement. Such list will be produced upon request.

TECHNICAL SUPPORT

Technical support requests can be submitted via phone from 8:30am to 5:30pm, Monday through Friday. Request can be submitted through our portal, or via email 24x7. Key contact names, including our CTO, L1/L2/L3 engineers, are available through our Service Manager.

CONTRACT TERM

We are proposing a 1 year contract for basic maintenance services, with an optional extension up to 5 years.

ASSET INVENTORY & SOFTWARE UPGRADES

Basic Network Maintenance and Preventative Services require a centralized system to maintain accurate asset inventory and reporting capabilities for items 1, 3, and 4 above. AllConnected will provide a toolset for asset inventory and reporting, or leverage Cisco Prime if owned by District. If applicable, District is responsible for keeping the licensing for Cisco Prime current and on hardware that meets the application requirements.

AllConnected will provide the licensing required for a basic management system at no additional cost. If required, virtual compute resources are to be provided by the District for maintaining electronic accurate asset inventory and reporting.

Advanced monitoring, such as hardware health, proactive alerting, and 24x7 automated response is not included or permissible by E-Rate/SLD in the scope of this agreement. If required, such services can be defined in a separate agreement.

All services requiring "Second Level" and "Third Level" engineers, including unscheduled or urgent software updates on core networking equipment and maintenance of a centralized asset inventory, nonstandard reporting will be billed against the time and materials monthly allocation.

*At District's option, AllConnected can substitute this section for an increase in the T&M NTE portion of this proposal.

E-RATE PROGRAM REQUIREMENTS

AllConnected will invoice and collect payment of the discounted contract amount from USAC, utilizing the SPI invoicing method, billing the undiscounted contract amount to Oak Park Unified School District.

AllConnected USAC/E-Rate SPIN#: 143028871

Delivery of equipment will occur on or after July 1st, 2021.

VENDOR REQUIREMENTS

1. AllConnected holds an active Cisco NASPO/WSCA contract
2. AllConnected holds a valid USAC SPIN
3. AllConnected pricing is based on or below the educational discounts specified within the Cisco NASPO contract
4. AllConnected has included warranty pricing for 5 years. One year pricing is also available.

CONTRACT ADMINISTRATION

AllConnected has included a supportConnect Service agreement and E-Rate attachment with our bid proposal. The supportConnect Service agreement covers the Basic Maintenance Scope of Work.

Closing Summary

We thank you for the opportunity to respond to this Maintenance RFP. Our response is based on a collaborative team effort, involving multiple engineers. In the event AllConnected is selected, and an adjustment is required to the quantities listed here, we are happy to discuss an adjusted proposal.

The AllConnected Team

References

Calleguas Municipal Water District

Steve Sabbe – Director of Technology & Information Services

805.579.7140 - ssabbe@calleguas.com

Proactive Maintenance Contract

Contract Terms – 01/01/2014 – Current

Contract involves ongoing basic maintenance of the following:

- Systems
- Servers
- Hypervisor
- Network

Contract Tasks:

- Monitoring, alerting and reporting
- Incident coordination, management and remediation
- RMA/TAC Replacement of Cisco SmartCare covered devices
- Physical Host, vSphere and vCenter patching/upgrades
- Firmware updates
- Configuration backups
- Windows Server Patching and Anti Virus
- UPS Annual on-site testing: run time collaboration
- Technical review meetings – health, recommendations and planning

Pleasant Valley Recreation and Park District

Anthony Miller – Technology Manager

805.482.1996 x110 – amiller@pvrpd.org

Proactive Maintenance Contract

Contract Terms – 04/16/2018 – Present

Contract involves ongoing basic maintenance of the following:

- Systems
- Servers
- Hypervisor
- Storage
- Exchange

- SQL
- Network Devices
- UPS

Contract Tasks:

- Monitoring, alerting and reporting
- Incident coordination, management and remediation
- RMA/TAC Replacement of Cisco SmartCare covered devices
- Physical Host, vSphere and vCenter patching/upgrades
- Firmware updates
- Configuration backups
- Windows Server Patching plus AntiVirus
- UPS Annual on-site testing: run time collaboration
- Technical review meetings – health, recommendations and planning

Ventura County Office of Education

Julie Judd – Director of IT
805-383-1966 jjudd@vcoe.org

Proactive Maintenance Contract

Contract Terms – 09/01/2015 – Present

Contract involves ongoing basic maintenance of the following:

- Systems
- Servers
- Hypervisor
- Network
- UPS

Contract Tasks:

- Monitoring, alerting and reporting
- Incident coordination, management and remediation
- RMA/TAC Replacement of Cisco SmartCare covered devices
- Physical Host, vSphere and vCenter patching/upgrades
- Firmware updates
- Configuration backups
- Technical review meetings – health, recommendations and planning

State and Government Procurement Contracts

ERATE

SPIN Contact Search Results http://sl.universalservice.org/Forms/spin_contact_search.asp

[SLD Home](#)

[Site Map](#)

[Search Site](#)

[Contact SLD](#)

Reference Area - Schools and Libraries Division

SPIN and BEAR Contact Search Results

SPIN	Service Provider Name	Doing Business As	Contact Name	Contact Address	Contact Phone	Form 499 Filer	SPAC Filed
143028871	AllConnected, Inc.	AllConnected, Inc.	Alan McDonald	4514 Ish Drive Suite 103, Simi Valley, CA 93063	805526-1455		2017 2018 2019 2020 2021

Questions about the SLD Program? Call our Client Service Bureau at (888) 203-8100.
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CMAS Contract



Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

MULTIPLE AWARD SCHEDULE

AllConnected, Inc.

CMAS NUMBER:	3-21-70-1346K
CMAS TERM DATES:	2/05/2021 through 10/11/2022
CMAS CATEGORY:	Information Technology Goods & Services
APPLICABLE TERMS & CONDITIONS:	June 7, 2019 (www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/IT-CMAS-Terms-and-Conditions.ashx?la=en&hash=B41342080DE511121ECC253A04D62AC90CED6123)
MAXIMUM ORDER LIMIT:	State Agencies: See Purchasing Authority Dollar Threshold provision Local Government Agencies: Unlimited
FOR USE BY:	State & Local Government Agencies
BASE SCHEDULE #:	47QTCA17D0008
BASE SCHEDULE HOLDER:	PSI International, Inc.

This CMAS provides for the purchase and warranty of Information Technology (IT) consulting services. (See page 2 for the labor categories and restrictions applicable to this CMAS.)

The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions and Special Provisions and CMAS Terms and Conditions.

Agency non-compliance with the requirements may result in the loss of delegated authority to use the CMAS program.

CMAS contractor non-compliance with the requirements may result in termination.

Original Signature on File

Effective Date: **2/05/2021**

BRYAN DUGGER, Program Analyst, California Multiple Award Schedules Unit

CISCO NASPO/WSCA



NVP #AR233 (14-19)

Participating Addendum for CA #7-14-70-04

Contract Start Date: 9/23/2014

Contract End Date: 5/31/2021

Instructions to Access NVP DC CA Price List

AllConnected, Inc.
4514 Ish Drive
Simi Valley, CA 93063
Phone: 805-526-1455
Fax: 805-526-0717
Federal ID #77-0500321
COVID-19 Message

REMIT-TO:
Eddie Cardenas
4514 Ish Drive
Simi Valley, CA 93063
Phone: 805-526-1455

CUSTOMER ORDERS:
Stephanie Crawford
4514 Ish Drive
Simi Valley, CA 93063
Phone: 805-526-1455

EXHIBIT A - "OAK PARK UNIFIED SCHOOL DISTRICT EQUIPMENT SCHEDULE"

District Office

Manufacturer	Item Description	Part Number	Quantity
Cisco	Cisco Nexus 93180YC-EX Switch - Manageable - 3 Layer Supported - Modular - Optical Fiber - 1U High - Rack-mountable - 1 Year Limited Warranty	N9K-C93180YC-EX	2
Cisco	Cisco Smart Net Total Care - 1 Year Service - 8 x 5 Next Business Day - Exchange - Electronic and Physical	CON-SNT-93180YCX	5
Cisco	NX-OS ESSENTIALS LICs FOR NEXUS 9300 10G+ PLATFORMS	NXOS-ES-XF	2
Cisco	Cisco Software Support (SWSS) -1 Year Service - 24 x 7 - Maintenance - Electronic	CON-ECMU-N9SWESXF	5
Basic Maintenance	Band B Primary/Eligible Network Devices (Core Switch/Firewall/Routers)		66

EXHIBIT B – Assumptions and Limitations

- eRate eligibility for Cisco products will be determined by using the data base at <http://www.ciscoerate.com>. Additional verifications will be performed prior to invoicing.
- The costs represented in the Cisco Basic Maintenance row of the Appendix A fees above are exclusively Cisco Manufacturer support costs and include all of the services provided directly by Cisco.
- The AllConnected Preventative/Proactive Service costs will be billed monthly.
- For the Reactive Maintenance and Engineering aspect of this agreement, services are limited to the hours allocated. AllConnected is not responsible for services above and beyond what can be performed within the labor hours allocated. AllConnected will provide services above and beyond the hours allocated at the express authorization of OPUSD. These additional services will be agreed to separately and will not be under eRate governance. Billing will occur monthly.
- AllConnected will not be responsible for work performed by other persons other than AllConnected personnel without AllConnected authorization or without AllConnected's supervision.
- AllConnected is not responsible for RMA and response services on products that are not covered by Cisco manufacturer warranty as outlined in this agreement.
- The Reactive Maintenance and Engineering portion of the services quoted are provided on an as needed basis. AllConnected will be proactive in scheduling proactive services however the District will be ultimately responsible for scheduling and directing the reactive work to be performed.

EXHIBIT C – Fees (E-rate view)

For purposes of the applying for E-rate funding, the following breakout is provided.

Services Description To be 100% E-rate eligible.	Charges	Qty	Extended Charges	2021-22 cost	2022-23 Cost	2023-24 Cost
"First Level": On-site or Remote Technician (Hourly coordination/management and pre-scripted problem identification and troubleshooting only)	\$141/ per hour	TBD	TBD	As scheduled*	As scheduled*	As scheduled*
"Second Level": On-site or Remote certified Engineer	\$174/ per hour	TBD	TBD	As scheduled*	As scheduled*	As scheduled*
"Third Level": On-site or Remote engineer (CCNP or equivalent)	\$210/ per hour max	TBD	TBD	As scheduled*	As scheduled*	As scheduled*
*Reactive Cisco Basic Maintenance or equivalent: including, but not limited to manufacturer technical support				*\$5868/year	*\$5868/year	*\$5868/year
Proactive AllConnected Basic Maintenance including but not limited to troubleshooting, software updates and patches **				\$22,572/year	\$22,572/year	\$22,572/year
TOTAL E-RATE COST				\$28,440/year	\$28,440/year	\$28,440/year

* Reactive Basic Maintenance will be scheduled/requested by OPUSD. \$5868/year is allocated based on projected needs. This can be adjusted as required.

** The cost per supported device is approximately \$342/year, based upon initial inventory of 66 devices.

EXHIBIT D – supportConnect Agreement

(attached on next page)

SupportConnect

CO-MANAGED IT SUPPORT SERVICES

allconnected
IT OPERATIONS AND CONTINUITY SERVICES

Oak Park Unified School District

Enoch Kwok

IT Director

5801 E Conifer Street

Oak Park, CA 91377

Alan McDonald | CEO

alanm@allconnected.com

905.475.5001

Richard Pressler | CTO

richardp@allconnected.com

905.475.5015

4514 Ish Drive

Simi Valley, CA 93063

805.526.1455 | www.allconnected.com

SUPPORTCONNECT SERVICE ADDENDUM, MARCH 22, 2021

STATEMENT OF WORK

Service Overview

AllConnected agrees to provide client with the services described in this Scope of Work. Our SupportConnect contract is designed to support your in house IT team, ensuring that key critical components of your network infrastructure are monitored, critical issues are escalated, and critical patches for supported Windows-based operating systems, network equipment, hypervisors, storage arrays, and UPS gear are kept current.

Scope of Work

Monitoring, Alerting and Remediation

AllConnected will perform 24x7 monitoring on each device protected. During their shift the NOC team will be alerted of trends affecting your network and assist with troubleshooting connectivity problems. Critical issues are escalated to our Network Operations team 24x7.

Electronic alerts are also sent to the designated IT contact for your company. Alerts can be sent to an email address or sent via text message. An alert Flowchart will be designed and approved by Moorpark Unified School District's IT contact.

Routine Maintenance and Support Contract Management

In addition to proactive maintenance, your monitoring and maintenance solution must be configured according to best practices. We have developed a comprehensive set of policies covering proper support and maintenance issues such as setting proper thresholds for monitoring CPU, disk space, RAID arrays, bandwidth, critical errors, temperature and more. We continually update our policies and processes to make our client's networks more stable and easier to manage. On a regular basis, our staff will review your network and make recommendations that help keep your organization's network more stable.

Our goal is to provide our clients with very stable networks with the highest possible uptime within an affordable budget. At times, doing so requires that additional expenditures be made. We may recommend that a critical item be replaced to mitigate a potentially high-risk vulnerability or unstable device in your network. In the event that such device is not replaced in a timely manner, AllConnected may opt to stop escalating alerts on such a device directly to our NOC team. Instead, we may inform you of the need to convert the notification profile to alert you via email, without alerting our NOC team directly. New upgrades, new hardware installations, or other changes to your network environment need to be coordinated with AllConnected's service desk to ensure that our team is aware of changes to your environment.

Technical Review, Reporting and Planning

This service provides your IT team with the data and analysis necessary to proactively operate the environment. We provide this Information during Technical Review Meetings. We use the data gathered through our monitoring tools, manufacturer alerts and reports, and our knowledge of the industry. The service helps IT teams to be aware of the state of their environment and make solid data-based operational decisions.

Recurring Maintenance Schedule

SupportConnect	ACI Service	Frequency
Systems (Servers/Workstations)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7
Antivirus licensing, monitoring, management	X	24x7
Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
Hardware Health	X	24x7
Microsoft Critical and Security Patching*	X	Weekly
Third Party Patching*	X	Weekly
Update Existing Systems Documentation	X	Quarterly
Network (Routers/Switches/Firewalls)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7
Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
Hardware Health	X	24x7
ISP Monitoring	X	24x7
Firmware Vulnerability Reporting	X	Quarterly
Capacity/Performance Reporting	X	Quarterly
Quarterly IDS/IPS Reporting/Recommendations**	X	Quarterly
Bandwidth Monitoring **	X	24x7
Firmware Update Management*	X	Quarterly
Firmware Update Management to Core Switch*	X	Quarterly
External Security Scan & Brief Analysis (up to 50 IPs)	X	Annual
Update Existing Network Documentation	X	Quarterly
Data Center (Hypervisor/Storage/Environment)		
Asset Inventory	X	Reviewed quarterly
Up/Down Status Monitoring	X	24x7
Basic Remediation Management (Device Failure)*	X	As needed
Hardware LifeCycle Planning	X	Quarterly
SAN - Capacity Monitoring/Reporting	X	Quarterly
SAN - Performance Monitoring/Reporting	X	Quarterly
SAN Fabric - Performance Monitoring/Reporting	X	Quarterly
Perform Storage and VMWare Healthchecks	X	Quarterly
Environmental Monitoring	X	24x7
UPS Monitoring	X	24x7
Update VMWare VCenter and ESXi Servers (clustered)*	X	Reviewed quarterly
Non-Clustered environment add-on	n/a	
Update Storage Infrastructure to Recommended Firmware*	X	Reviewed quarterly
Firmware Update Management*	X	Reviewed quarterly
Power Testing	X	Annually
Update Existing Data Center Documentation	X	Quarterly
*Manufacturer Support and/or Warranty contract required		
**Requires Meraki/Netflow as needed		
***Based on AllConnected Labor Rates. Rate varies based on role, response time required, and remote vs onsite. To be billed against monthly Engineer Block. If Block is exhausted, ACI will submit a purchase order for additional Engineering Blocks.		

Acknowledgement of Co-Managed Solution

AllConnected and Moorpark Unified School District have met to review the Systems, Network, and Datacenter needs of Moorpark Unified School District and have determined the assignments defined above for critical IT roles and responsibilities.

Onboarding Schedule

AllConnected will deliver the SupportConnect service to client according to the following schedule, providing weekly status reports and project updates:

Phase I

- Internal kick-off meeting with the Service Manager and deployment team
- Install probe(s) and ACI management tools in Client environment
- Run discovery, begin initial inventory
- Add services to the devices in NCentral
- Apply service templates with specific roles and specific hardware
- Create alert flowchart with Priority 0 and have signed off on by the client
 - Pro-rated billing begins

Phase II

- Collect all third party vendor information and add ACI as a contact where applicable
- Confirm asset information and finalize detailed inventory
- Discuss and set a tentative maintenance window for after hour upgrades
- Schedule any Firmware upgrades as necessary

Phase III

- Set and tune alerting thresholds
- Confirm that all devices are showing with no errors in NCentral
- Perform Firmware upgrades as necessary

Phase IV

- Complete first draft of Network documentation and site topology
- Create and deliver the first TBR (Technical Business Review) report

Solution Cost

This agreement covers:

Network: 66 Devices

Monthly Cost (Reactive)	\$489*
Monthly Cost (Proactive)	\$1881
Monthly Sub-Total	\$2370
Annual Cost	\$28,440
5 Year Cost	\$142,200

* Includes 1.5hrs L3 at \$210/hr, 1.0hrs L2 at \$174/month

Key Assumptions

The purpose of this agreement is to co-manage critical IT infrastructure to improve security, performance, recoverability, and end user support. AllConnected will be provided with the necessary administrative credentials. In the event that other 3rd party contractors require administrative access, admin accounts will be created specifically for 3rd party access. Client will provide primary helpdesk and end user support services. To ensure documentation, stability, recoverability, and security of the network, if new equipment is proposed or installed on Client network, or configuration changes are necessary, Client will notify AllConnected of such changes in advance via NOCsupport@allconnected.com.

Time for proactive tasks have been estimated based on each task being completed in a standard timeframe. Tasks or requests requiring additional engineering, planning, manufacturer support, roll backs, or other unforeseen troubleshooting will be billed against the monthly block of engineering hours.

The Scope of Work and pricing in this Proposal is based on the Systems Devices, Network Devices, and Data Center Devices referenced in Exhibit 1 - 'Client IT Device Inventory Worksheet'. Upon installation of IT Management Probe(s), any additional discovered inventory will be communicated to Client, and pricing on the first invoice will be adjusted.

If required, any customizations or alterations to the Scope of Work outlined in this Proposal will be defined in Exhibit 2.

Payment Terms

Services will be invoiced monthly in advanced for the month the services are rendered based upon the agreed contract. This is a 12-month contract, with the option to purchase 5 years. All invoices are due in Net 30 days.

Agreement and Notice to Proceed

This addendum and our MSA supplement each other and should be read together. I agree that I represent the organization below and am authorized to enter into this agreement.

Client: Oak Park Unified School District

Print Name: _____

By: _____

Date: _____

Adam Rauch[Signature]8/25/2021**AllConnected, Inc**

Print Name: _____

By: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.2.e. ADOPT RESOLUTION #2021-06, PARTICIPATION IN CSBA CALIFORNIA SCHOOL CASH RESERVE PROGRAM

ACTION

ISSUE: Shall the Board adopt Resolution #2021-06 authorizing the District's participation in the Cash Reserve Program sponsored by the California School Boards Association (CSBA) Finance Corporation?

BACKGROUND: School districts are often faced with the difficult situation of having to fund regular monthly expenditures with irregular receipt of state aid and property tax revenues. These imbalances are typically caused by the uneven or "lump sum" receipt of revenues and the deferral of state apportionment payments. The CSBA Cash Reserve Program, with more than 5,900 tax and revenue anticipation notes (TRANS) issued, is a leader in helping school districts supplement their general fund cash reserves in order to meet their cash flow needs.

With its participation in this program, the District will be able to address its 2021-22 cash flow needs through a TRAN. It is recommended that the Board adopt Resolution #2021-06, allowing administration to proceed to the next step in the process and take part in this beneficial cash program for schools. As a reminder, the District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation at the time of pricing when the interest cost and reinvestment rates are known.

An overview of the CSBA Cash Reserve Program follows for the Board's information and the Resolution #2021-06 may be accessed at the following link: <https://bit.ly/3rSAPAc>

FISCAL IMPACT: Depends on the interest rates and amount of cash needed at the time of financing. Based on past rates and amounts, OPUSD can expect to pay between \$76,000-\$119,000 in interest.

ALTERNATIVES:

1. Adopt Resolution #2021-06 authorizing borrowing of funds for fiscal year 2021-2022, the sale of one or two series of 2022-22 Tax and Revenue Anticipation Note(s), participation in the California School Cash Reserve Program; and requesting the Board of Supervisors to issue and sell said note(s).
2. Do not adopt Resolution #2021-06.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, APRIL 20 2021

Adopt Resolution #2021-06 authorizing the District's
participation in the Cash Reserve Program

Page 2

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

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

CALIFORNIA SCHOOL CASH RESERVE PROGRAM

Sponsored by CSBA Finance Corporation

By passing the resolution before the Board, the District will have the opportunity to participate in the California School Cash Reserve Program sponsored by California School Boards Association Finance Corporation. The Program consistently issues TRANS for more than half of all California school districts, community college districts, and county offices of education that issue TRANS.

Through participation in the Cash Reserve Program, the District will be able to issue a tax and revenue anticipation note as part of this cost-effective pooled structure. An overview of this cash management concept and the Program is provided below:

Tax and Revenue Anticipation Notes (TRANS): TRANS are short-term debt instruments issued by school districts throughout the State to create an additional reserve to the general fund. This reserve will act as a cushion to the general fund in the event that the District experiences temporary cash flow needs. These cash flow needs may occur as a result of the timing mismatch between the receipt of revenues (generally received in an uneven fashion) and the expenditure of general fund moneys (generally paid out in a more level fashion).

TRANS Economics: Through its participation in the Program, the District will issue a tax-exempt note. The proceeds from the sale of this note, while not needed for cash flow, are invested in a taxable investment. This may result in a positive spread between the borrowing rate and the investment return on the TRANS proceeds.

Cash Reserve Program Background: The first Cash Reserve Program was issued in June of 1988 for six districts with an aggregate issue amount of \$9.6 million. Since that time the Program has grown dramatically in size, servicing the majority of California school district TRANS issuers. Each year the Program has resulted in a significant benefit to the participants. The highlights of the Program are as follows:

- Participants benefit from a cost-effective and administratively simple method to issue their TRANS
- Documentation is streamlined for governing board approval
- Participants benefit from year-round administrative assistance

It is recommended that the Board adopt the resolution. This will allow administration to proceed to the next step in the process and take part in this beneficial Program for schools. Once again, the District is not obligated to participate as a result of resolution adoption. The Resolution simply delegates to the administration the right to decide on participation prior to the time of TRANS issuance.

CSBA works with Dale Scott & Company; Piper Sandler; and Orrick Herrington & Sutcliffe to provide the Cash Reserve Program for school districts, community colleges, and county offices of education.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: C.2.f. APPROVE ACCEPTANCE OF DONATIONS

ACTION

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

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

Site/Program	Gift/Donor	Gift
Oak Park High School Rocket Team	Aerojet Rocketdyne Foundation	\$1,000
Oak Park High School Rocket Team	The Boeing Company	\$6,000

RECOMMENDATION: Accept the donations with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
SUBJECT: APPROVE RESOLUTION #2021-07 TO NOT REEMPLOY CERTIFICATED EMPLOYEES DUE TO A REDUCTION OR ELIMINATION OF PARTICULAR KINDS OF SERVICE

ACTION

ISSUE: Should the Board of Education approve Resolution #2021-07 decreasing the equivalent of 3.1 full-time certificated employees because of a reduction or elimination of particular kinds of service?

BACKGROUND: Due to declining enrollment, reduced or elimination of certain funds, and District program needs, we ask the Board of Education to reduce or discontinue the services set forth in Resolution #2021-07 for the 2021-2022 school year. Following the Board's approval, the Superintendent or designee shall give final notice to the affected employees before May 15. Should we receive an increase in enrollment, the District and administration at affected school sites may increase the number of staff accordingly.

ALTERNATIVES:

1. Approve Resolution #2021-07 decreasing the equivalent of 3.1 full-time certificated employees because of a reduction or elimination of particular kinds of service.
2. Do not approve Resolution #2021-07 decreasing the equivalent of 3.1 full-time certificated employees because a reduction or elimination of particular kinds of service.

FISCAL IMPACT: Budget reductions needed to assist in addressing the District's declining enrollment, the elimination of certain funds and staffing needs.

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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

Resolution to Decrease the Number of Certificated Employees Due to a Reduction or Elimination of Particular Kinds of Services

Resolution No. 2021-07

WHEREAS, the Governing Board of the Oak Park Unified School District (“District”) adopted Resolution 2021-04 on February 16, 2021, authorizing and directing the Superintendent, or designee, to initiate and pursue procedures necessary to reduce or discontinue the equivalent of 3.1 full-time certificated employees of the District pursuant to Education Code sections 44949 and 44955 because of a reduction or discontinuance of particular kinds of services;

WHEREAS, on or before March 15, 2021, the District properly served notice on the employees listed on “Attachment A” that the District will reduce or discontinue their services for the 2021-2022 school year; and

WHEREAS, the employees listed on “Attachment A” did not request a hearing and, therefore, sufficient cause exists for not reemploying the certificated employees listed on “Attachment A.”

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Oak Park Unified School District as follows:

- A. That the following particular kinds of services be reduced or eliminated, as modified herein, commencing with the 2021-2022 school year:

<u>PARTICULAR KIND OF SERVICE</u>	<u>FTE's</u>
Middle School Technology	0.1FTE
Middle School Spanish	0.2 FTE
Middle School Social Studies	0.2 FTE
Middle School Math/Science	0.2 FTE
High School Math	0.2 FTE
High School Athletic Training	0.1 FTE
High School Theater/Video Production	0.6 FTE
Independent Study	1.5 FTE

Total Full-Time Equivalent Reduction: 3.1 FTE

- B. That the Superintendent of the Oak Park Unified School District, or designee, is authorized and directed to notify those certificated employees listed on "Attachment A," prior to May 15, 2021, that pursuant to Education Code sections 44949 and 44955, their services will not be required by this District for the ensuing 2021-2022 school year. Said Notice shall be given by serving upon the certificated employees a true copy of this Resolution.
- C. That the Superintendent, or designee, is authorized and directed to take any other action necessary to effectuate the intent of this resolution and finalize layoffs.

PASSED AND ADOPTED at the regular meeting of the Governing Board of the Oak Park Unified School District on April 20, 2021 by the following vote:

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

President, Board of Education
Oak Park Unified School District

I hereby certify that the foregoing is a true and correct copy of a Resolution of the Governing Board of the Oak Park Unified School District of Oak Park, California, adopted by said Governing Board at its meeting on April 20, 2021.

Secretary, Board of Education
Oak Park Unified School District

Attachment A to Resolution No. 2021-07

**LIST OF PERSON(S) WHOSE SERVICES WILL BE REDUCED
OR DISCONTINUED FOR THE 2021-2022 SCHOOL YEAR**

Attachment A to Resolution No. 2021-07

Middle School Technology	0.1FTE
Middle School Spanish	0.2 FTE
Middle School Social Studies	0.2 FTE
Middle School Math/Science	0.2 FTE
High School Math	0.2 FTE
High School Athletic Training	0.1 FTE
High School Theater/Video Production	0.6 FTE
Independent Study	1.5 FTE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
**SUBJECT: C.4.a. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 1312.3 – UNIFORM COMPLAINT
PROCEDURES**

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 reflect the relationship between the state uniform complaint procedures (UCP) and NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026) regarding Title IX complaints of sexual harassment. Policy also reflects NEW STATE REGULATIONS (Register 2020, No. 21) which limit the applicability of the UCP for complaints regarding special education and child nutrition programs. The list of programs subject to the UCP revised and reorganized to more directly reflect CDE's 2020-21 Federal Program Monitoring (FPM) instrument. Regulation updated to provide optional language stating that the compliance officer for purposes of the UCP will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment. Section on "Notifications" reflects CDE's 2020-21 FPM instrument which requires additional content for the annual notification to students, parents/guardians, employees, and others. Regulation also updated to reflect NEW STATE REGULATIONS (Register 2020, No. 21) which (1) clarify that for complaints related to the local control and accountability plan (LCAP) the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP, (2) designate the final written decision as the "investigation report" and specifies required components for that report, (3) change the timeline for filing an appeal to CDE from 15 calendar days to 30 calendar days, (4) expand the basis upon which an appeal may be filed, (5) require the district to submit specified documents to CDE within 10 days after the district has been notified that an appeal has been filed, (6) require the district to investigate and address any allegations that CDE determines were not addressed in the district's investigation, (7) require CDE to issue a written decision regarding an appeal within 60 days of CDE's receipt of the appeal unless extended by written agreement or documentation by CDE of exceptional circumstances, and (8) authorize either party to request reconsideration by the Superintendent of Public Instruction or designee within 30 days of the appeal decision. Section on "Health and Safety Complaints for License-Exempt Preschool Programs" reflects a requirement of new state regulations to include in the annual UCP notification a list of which district programs are licensed or exempt from licensing. 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 as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures as first reading.

BOARD OF EDUCATION MEETING, APRIL 20, 2021

Approve amendment to Board Policy and Administrative Regulation

1312.3 – Uniform Complaint Procedures

Page 2

3. 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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

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 complaints regarding the following ~~complaints~~ programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)

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

2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)

(cf. 6200 - Adult Education)

3. After School Education and Safety programs (Education Code 8482-8484.65)

(cf. 5148.2 - Before/After School Programs)

- ~~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; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; California State Preschool 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. 5148 - Child Care and Development)*~~

~~*(cf. 5148.2 - Before/After School Programs)*~~

~~*(cf. 5148.3 - Preschool/Early Childhood Education)*~~

~~*(cf. 6171 - Title I Programs)*~~

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

~~*(cf. 6175 - Migrant Education Program)*~~

4. Agricultural career technical education (Education Code 52460-52462)

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Community Relations

BP 1312.3(b)

5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

6. Child care and development programs (Education Code 8200-8498)

(cf. 5148 - Child Care and Development)

7. Compensatory education (Education Code 54400)

(cf. 6171 - Title I Programs)

~~*(cf. 6178.2 - Regional Occupational Center/Program)*~~

~~*(cf. 6200 - Adult Education)*~~

8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)

9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met (Education Code 51228.1-51228.3)

(cf. 6152 - Class Assignment)

~~2., Any complaint, by employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory~~

10. ~~Discrimination~~, 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)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Community Relations

BP 1312.3(c)

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

- ~~2. 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)*~~

~~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,~~

- ~~3. 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)~~

~~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)*~~

- ~~4. 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)~~

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(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)

12. Every Student Succeeds Act (Education Code 52059; 20 USC 6301 et seq.)

13. Local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

14. Migrant education (Education Code 54440-54445)

(cf. 6175 - Migrant Education Program)

~~*(cf. 3100 - Budget)*~~

~~Any complaint alleging noncompliance with requirements related to the development of a school~~

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BP 1312.3(d)

~~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)~~

- ~~5. 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)~~

~~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. 6173.1—Education for Foster Youth)~~

~~(cf. 6173.2—Education of Children of Military Families)~~

~~(cf. 6173.3—Education for Juvenile Court School Students)~~

- ~~6. 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)~~
- ~~7. 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)~~

- ~~8. Any complaint alleging district noncompliance with the physical education instructional minutes requirement (Education Code 51210, 51222, 51223)~~

~~(cf. 6142.7—Physical Education and Activity)~~

- ~~9. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code~~

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Community Relations

BP 1312.3(e)

~~1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)~~

~~10. 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~~

~~11. Any other complaint as specified in district policy~~

15. Physical education instructional minutes (Education Code 51210, 51222, 51223)

(cf. 6142.7 - Physical Education and Activity)

16. Student fees (Education Code 49010-49013)

(cf. 3260 - Fees and Charges)

17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)

(cf. 6178.2 - Regional Occupational Center/Program)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

(cf. 0420 - School Plans/Site Councils)

20. School safety plans (Education Code 32280-32289)

(cf. 0450 - Comprehensive Safety Plan)

21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

(cf. 0420 - School Plans/Site Councils)

22. State preschool programs (Education Code 8235-8239.1)

(cf. 5148.3 - Preschool/Early Childhood Education)

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BP 1312.3(f)

- 23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)
- 24. 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
- 25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a 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)
(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

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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~~ ~~investigated and resolved by~~ the specified agency: ~~(5 CCR 4611)~~ or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division ~~and~~or the appropriate law enforcement agency. (5 CCR 4611)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

- ~~1.~~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..~~ (5 CCR 4611)

- ~~1.~~ Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance-
Branch of the California Department of Education.

- ~~2.~~3. 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 Department of Fair Employment and Housing.

- Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

~~(cf. Department of Fair Employment and Housing-~~

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

- ~~3.~~4. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)

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BP 1312.3(h)

- 4.5. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
6. 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 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
35186 Williams uniform complaint procedures
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
[52059.5 Statewide system of support](#)
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52300-52462 Career technical education
52500-52616.24 Adult schools
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils

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BP 1312.3(i)

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

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

3200-3205 Special education compliance complaints

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

~~4900~~4690-4694 Complaints regarding health and safety issues in license-exempt preschool programs

900-4965 Nondiscrimination in elementary and secondary education programs

15580-15584 Child nutrition programs complaint procedures

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

11431-11435 McKinney-Vento Homeless Assistance Act

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

106.1-106.82 Nondiscrimination on the basis of sex in education programs, especially:

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

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Community Relations

BP 1312.3(j)

[U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS](#)

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~~ ~~Student Privacy~~ Policy ~~Compliance~~ Office:

<http://www2.ed.gov/policy/gen/guid/fpeo/about/offices/list/oepd/sppo>

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, [4-20-21](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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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~~);~~) and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment. 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)
(cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)

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

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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 a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the

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person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate

3. A statement that a UCP complaint must be filed no later than one year from the date the alleged violation occurred
4. A statement that, in the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
- ~~3-5.~~ 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
6. 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)

- ~~1. 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~~
- ~~2. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred~~
- ~~3-7.~~ 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)

- ~~4.1. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints~~

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~~4.8.~~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

~~5.9.~~A statement that the complainant has a right to appeal the district's ~~decision~~ investigation report to CDE for programs within the scope of the UCP 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

~~6.10.~~ 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

~~7.11.~~ 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:

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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, 52075; 5 CCR 4630)~~
3. A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by ~~persons~~a person who ~~allege that they have~~alleges having personally suffered unlawful discrimination ~~or, a person who believe~~believes that ~~an individual or~~ any specific class of individuals has been subjected to unlawful discrimination, ~~or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying.~~ 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)
- ~~1.5.~~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.
- ~~4.6.~~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

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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 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

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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~~Investigation Report

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "~~Final Written Decision~~Investigation Report" 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~~investigation report at the same time it is provided to the complainant.

Final Written Decision

- ~~1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:~~
 - ~~a. Statements made by any witnesses~~
 - ~~b. The relative credibility of the individuals involved~~

~~How the complaining individual reacted to the incident~~

- ~~c. Any documentary or other evidence relating to the alleged conduct~~
 - ~~d. Past instances of similar conduct by any alleged offenders~~
 - ~~e. Past false allegations made by the complainant~~
- ~~1. The conclusion(s) of law~~
 - ~~2. Disposition of the complaint~~
 - ~~3. 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 providing a clear determination for each allegation as to whether retaliation or unlawful discrimination has occurred. the district is in compliance with the relevant law~~

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

- ~~3.~~
 - ~~a. The manner in which the misconduct affected one or more students' education~~

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- ~~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~~
- ~~— Corrective action(s), including any actions that have been taken or will be taken to address) whenever the allegations district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and including, with respect to a, for a student fees complaint, a remedy that comportsecomplies 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~~

~~Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and proceduredistrict's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610~~

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
- ~~4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610~~

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~~2.5.~~Procedures to be followed for initiating ~~such~~-an appeal to CDE

The ~~decision~~investigation report 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~~an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the ~~decision~~investigation report 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~~investigation report 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~~investigation report 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~~investigation report 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. (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.

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AR 1312.3(j)

(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

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)

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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.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, [courses without educational content](#), 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~~ [district's investigation report](#) on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within ~~45~~[30](#) calendar days of receiving the district's ~~decision~~[investigation report](#). (5 CCR 4632)

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AR 1312.3(l)

~~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~~ investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including as least one of the following: (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.~~

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's ~~decision~~ investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE: within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the ~~written decision~~ district's investigation report
- ~~3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision~~
- ~~4.~~ 3. 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

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AR 1312.3(l)

~~2.4.~~A report of any action taken to resolve the complaint

~~3.5.~~A copy of the district's UCP

~~4.6.~~Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

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, 4-20-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
**SUBJECT: C.4.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 4119.25/4219.25/4319.25 –
POLITICAL ACTIVITIES OF EMPLOYEES**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 4119.25/4219.25/4319.25 – Political Activities of Employees?

BACKGROUND: Board Policy 4119.25/4219.25/4319.25 updated to recognize the importance of employee political activity, voting, and civic engagement, and reflect Pickering v. Board of Education Township High School District regarding the prohibition against dismissing or demoting an employee due to engagement in constitutionally protected political activity. Regulation updated to reflect law which makes it a misdemeanor to use any reproduction of the district's seal in any campaign literature or mass mailing with the intent to deceive voters, the prohibition against posting or distributing political campaign materials in classrooms or through distance learning platforms, and the court's decision in San Leandro Teachers Association v. Governing Board of San Leandro Unified School District regarding the district's ability to refuse to permit the use of school mailboxes for union communications involving candidate endorsements. Regulation also updated to delete material regarding employee organization communications which do not constitute political activity, now addressed in 4140/4240/4340 - Bargaining Units, and to delete material regarding employee activities during a concerted action or work stoppage. Board Policy 4119.25/4219.25/4319.25 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 4119.25/4219.25/4319.25 – Political Activities of Employees as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 4119.25/4219.25/4319.25 – Political Activities of Employees as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 4119.25/4219.25/4319.25 – Political Activities of Employees.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, APRIL 20, 2021

Approve amendment to Board Policy and Administrative Regulation

4119.25/4219.25/4319.25 – Political Activities of Employees

Page 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.25, 4219.25, 4319.25(a)

Political Activities Of Employees

The Governing Board recognizes the importance of political activity, voting, and civic engagement, and respects the right of ~~school district~~ employees to engage in political discussions and activities as individuals on their own time and at their own expense. ~~On~~ When engaging in such ~~occasions~~ activities, employees shall make it clear that they are acting as individuals on their own behalf and not as representatives of the district.

(cf. 1160 - Political Processes)

(cf. 6144 - Controversial Issues)

~~Like other community members,~~ District employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and district policy.

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 - Advertising and Promotion)

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

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

Legal Reference:

EDUCATION CODE

7050-~~7057~~7058 Political activities of school officers and employees

38130-38139 Civic Center Act

51520 Prohibited solicitations on school premises

ELECTIONS CODE

18304 Prohibition against use of district seal in campaign literature

GOVERNMENT CODE

3543.1 Rights of employee organizations

8314 Prohibition against use of public resources for campaign activity

82041.5 Definition of mass mailing

PENAL CODE

424 Punishment for misuse of public funds

COURT DECISIONS

Heffernan v. City of Paterson, (2016) 136 S. Ct. 1412

Diquisto v. County of Santa Clara, (2010) 181 Cal. App. 4th 236

San Leandro Teachers Association v. Governing Board of the San Leandro Unified School District, (2010) 46 Cal. 4th 822

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228 F.3d 1003

California Teachers Association v. Governing Board of San Diego Unified School District, (1996) 45 Cal.App. 4th ~~1333~~1383

L.A. Teachers Union v. L.A. City Board of Education, (1969) 71 Cal.2d 551

Pickering v. Board of Education Township High School District, (1968) 88 S. Ct. 1731

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 106 (2001)

84 Ops.Cal.Atty.Gen. 52 (2001)

77 Ops.Cal.Atty.Gen. 56 (1994)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.25, 4219.25, 4319.25(b)

~~PERB~~ PUBLIC EMPLOYMENT RELATIONS BOARD RULINGS

~~California Federation City of Teachers, Local 1931 v. Sacramento~~, (2019) PERB Dec. No. 2702m

Conejo Valley Unified School District, (2009) PERB Dec. No. 2054

East Whittier School District, (2004) PERB Dec. No. 1727

Turlock Joint Elementary School District, (2004) PERB Dec. No. 1490a

San Diego Community College District, (2001) PERB ~~Order #~~Dec. No. 1467 ~~(26 PERC 33014)~~

Management Resources:

~~CSBA PUBLICATIONS~~

~~Political Activities of School Districts: Legal Issues, 1998, revised 2001~~

WEB SITES

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

California Office of the Attorney General, ~~Dept. of Justice~~: <http://eaag.stateoag.ca.us/gov>

Public Employment Relations Board: <http://www.perb.ca.gov>

Adopted: 1-21-92

Amended: 9-17-02, 4-20-21

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4119.25, 4219.25, 4319.25(a)

Political Activities Of Employees

No employee shall be prohibited from soliciting or receiving political funds or contributions to promote the support or defeat of a ballot measure during nonworking time, including before and after school, the lunch period, or other scheduled work intermittency during the school day. (Education Code 7056)

District employees shall not:

1. Use district funds, services, supplies ~~or~~, equipment, work hours, or other public resources to urge the ~~passage~~ support or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board (Education Code 7054, 7056; Government Code 8314)
2. Use the district's seal in any campaign literature or mass mailing with the intent to deceive voters, including, but not limited to, the use of a reproduction or facsimile of the seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by the Board, a Board member, or the district (Elections Code 18304)

(cf. 1160 - Political Processes)

3. During working hours ~~and on district property~~, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)
4. During working hours ~~and on district property~~, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures
- ~~4. Use district time to urge the passage or defeat of any ballot measure or candidate~~
5. Use district equipment for the preparation or reproduction of political campaign materials, ~~even if the district is reimbursed~~

(cf. 3512 - Equipment)

6. Post or distribute political campaign materials in classrooms, through distance learning platforms, or on district property
7. Disseminate political campaign materials through the district's mail service, e-mail, or staff mailboxes

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4119.25, 4219.25, 4319.25(b)

(cf. 4040 - Employee Use of Technology)

8. Use students to write, address, or distribute political campaign materials
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of ~~opposing views~~all perspectives

(cf. 6144 - Controversial Issues)

10. Wear buttons, hats, or other articles of clothing that express political opinions on ballot measures or candidates during instructional time

~~However, teachers shall not be prohibited from wearing political buttons during non-instructional time, such as Back to School Night.~~

~~Nothing in Board policy or administrative regulation shall be construed to prevent employees from soliciting or receiving funds or contributions for political purposes during nonworking time, including before and after school, the lunch period or other scheduled work intermittency during the school day. (Education Code 7056)~~

Political Activities of Employee Organizations

~~Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use district facilities at reasonable times for the purpose of meetings. (Government Code 3543.1)~~

~~However,~~Employee organizations shall not use district funds, services, supplies, or equipment, such as staff mailboxes or the district mail system, to urge the ~~passage~~support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

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

~~Access to district communication channels shall be limited in cases where such access would be disruptive to district operations.~~

~~In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.~~

~~(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)~~

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4119.25, 4219.25, 4319.25(c)

No employee organization or its officers, agents, or representatives shall be prohibited from soliciting or receiving political funds or contributions to promote the passage or defeat of a ballot measure during nonworking time, including before and after school, the lunch period, or other scheduled work intermittency during the school day. (Education Code 7056)

Adopted: 1-21-92

Amended: 9-17-02, 4-20-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
**SUBJECT: C.4.c. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 5113.2 – WORK PERMITS**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5113.2– Work Permits?

BACKGROUND: Board Policy and Regulation 5113.2 updated to reflect NEW LAW (AB 908, 2020) which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency and provides flexibility in the work permit application process during such a closure. Regulation also updated to clarify that (1) students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" rather than a work permit to be employed; (2) a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students who are employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian; (3) a student applying for a full-time work permit needs to appear in person with the student's parent/guardian except during an extended school closure; (4) a work permit shall not be denied based on a student's grades, grade point average, or school attendance when a student will be participating in a government- administered employment and training program that will occur during a school vacation or recess; (5) work permits are required to be issued on forms provided by or authorized by CDE; and (6) impairment of a student's health can be the basis for revocation of a work permit. Board Policy 5113.2 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 5113.2– Work Permits as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 5113.2– Work Permits as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 5113.2– Work Permits.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, APRIL 20, 2021

Approve amendment to Board Policy and Administrative Regulation

5113.2– Work Permits

Page 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.2(a)

Work Permits

The Governing Board recognizes that part-time ~~job~~employment can provide students with income ~~as well as~~, job experience ~~that can help them develop appropriate workplace, and~~ valuable life skills and attitudes. ~~Upon obtaining an~~should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee ~~in accordance with law~~, regardless of whether the employment will occur when school is in session and/or not in session ~~, unless otherwise exempted by law.~~

(cf. 6178 - Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits ~~must~~shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance ~~, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation.~~ On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

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

Students with work permits may be exempted from attendance in a full-time day school ~~, provided they attend part-time classes. (Education Code 48230)-~~

(cf. 5112.1 - Exemptions from Attendance)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full-time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work-~~Experience-Education~~-Based Learning)

(cf. 6184 - Continuation Education)-

Legal Reference:

EDUCATION CODE

48230 Exemption from full-time school attendance for students with work permits

48231 Exemption from compulsory attendance for students entering attendance area near end of term

49100-49101 Compulsory attendance

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.2(b)

49110-49119 Permits to work
49130-49135 Permits to work full time
49140-49141 Exceptions
49160-49165 Employment of minors; duties of employers
49180-49183 Violations
49200 Permit to work during extended emergency school closure
51760-51769.5 Work experience education
52300-52499.66 Career technical education
LABOR CODE
1285-1312 Employment of minors
1391-1394 Working hours for minors
CODE OF REGULATIONS, TITLE 5
10120-10121 Work permits
16023-16027 District records, retention and destruction
CODE OF REGULATIONS, TITLE 8
11701-11707 Prohibited and dangerous occupations for minors
11750-11763 Work permits and conditions, minor employed in entertainment industry
CODE OF *FEDERAL* REGULATIONS, TITLE 29
570.1-570.129 Child labor regulations
ATTORNEY GENERAL OPINIONS
18 Ops. Cal. Atty. ~~Gen.~~ *Gen.* 114 (1951)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
~~Work Permit Handbook for California Schools: Laws to Employ and Regulations Governing the Employment~~ *Work, Form B1-4*
~~Statement of Minors, 2007~~ *Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, Form B1-1*
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
~~Child Labor Laws, 2000~~ *2013*
WEB SITES
California Department of Education, Work Experience Education: ~~<http://www.cde.ca.gov/ei/et/we>~~
<http://www.cde.ca.gov/ci/ct/we>
~~California Department of Education, Office of Regional Occupations Centers and Programs and Workforce Development: <http://www.cde.ca.gov/ei/et/wd>~~
California Department of Industrial Relations: ~~<http://www.dir.ca.gov>~~
<http://www.dir.ca.gov>

Adopted: 10-15-80

Amended: 6-23-92, 9-17-02, 2-15-05, 6-10-08, *4-20-21*

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.2(a)

Work Permits

Before accepting employment, a student under the age of 18 who is subject to the ~~state's~~state's compulsory attendance law, including ~~students~~a student who ~~have~~has not yet graduated from high school or ~~have~~has not received a certificate of proficiency, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a ~~minor~~student ~~between the ages~~14-17 years of ~~14 and 17~~age. The district ~~may~~also ~~may~~ issue a permit to any ~~minor age~~student 12-17 years of age to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because ~~he/she~~the student arrived from another state within 10 days before the end of the school term ~~pursuant to Education Code 48231~~. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work ~~Experience Education~~-Based Learning)

If a ~~minor~~student has obtained an offer of employment in the entertainment industry, ~~he/she~~the student shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)

In addition, a student shall not be required to obtain a work permit if ~~he/she~~the student is self-employed; is working at odd jobs such as yard work and ~~baby-sitting~~babysitting in private homes where ~~he/she~~the student is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; is employed ~~by his/her parent/guardian in domestic labor on~~in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

The following individuals are authorized to issue a work permit to a ~~minor~~student in the district: (Education Code 49110)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.2(b)

1. The Superintendent
2. An employee holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, when authorized by the Superintendent in writing-
3. A principal, or another school administrator designated by the principal, provided that ~~he/she~~the principal or designee:
 - a. Provides a self-certification that ~~he/she~~the principal or designee understands ~~that~~ the requirements of law for issuing a work permit
 - b. Does not issue a work permit to ~~his/her~~the principal's or designee's own child

If the person designated to issue work permits is not available and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may temporarily authorize another person to issue the permit. (Education Code 49110)

Application

The student's parent/guardian, foster parent, caregiver with whom the ~~parent~~student resides, or residential shelter services provider ~~has filed~~shall file a written request ~~with the district~~.for a work permit. (Education Code 49110)

The request for a work permit shall be submitted to the Superintendent or designee on a form approved by the California Department of Education (CDE).

If the student is applying for a full-time work permit, the student and the student's parent/guardian shall generally be required to appear before, and submit the application to, the Superintendent or designee. (Education Code 49132)

In the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency, the required documentation, including signatures, may be collected electronically. In addition, if the application is for a full-time work permit, the student and parent/guardian shall not be required to appear in person before the Superintendent or designee if the completed application has been successfully submitted electronically and the student and parent/guardian have attended a video conference with the person issuing the work permit. (Education Code 49132, 49200)

Approval Process

The Superintendent or designee shall have discretion to determine whether or not to issue the work permit.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.2(c)

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth ~~and~~, the type of work permit to be issued, and whether the student meets any other criteria established by the Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

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

However, a work permit shall not be denied based on a student's grades, grade point average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.
2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school.

~~Minors~~Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will ~~be~~occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students ~~between the ages~~14-17 years of ~~14 and 18-~~~~only~~age in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

All work permits shall be issued on ~~a form approved and~~forms provided by or authorized by ~~the~~CDE. (Education Code 49117)

Each permit shall ~~authorized~~authorize work for a specific employer. Whenever a student changes employers, ~~he/she~~the student shall request a new permit.

The student may be issued more than one work permit if ~~he/she~~the student works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.2(d)

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of each work permit ~~he/she issues~~issued, along with a copy of the application. (Education Code 49110)

The Superintendent or designee shall periodically inspect the ~~student's~~grades and attendance records of students granted work permits to ensure maintenance of academic progress and any additional criteria established in Board policy.

Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

Before the work permit expires, a student may apply for a renewed work permit in accordance with the procedures specified in the section "Approval Process" above.

Revocation of Work Permits

The Superintendent or designee shall revoke a student's work permit whenever ~~he/she~~the Superintendent or designee determines that the employment is ~~interfering with~~impairing the ~~student's health or education, that of the student,~~ any provision or condition of the permit is being violated, ~~or that~~the student is performing work in violation of law, or any condition for the issuance of the permit no longer exists or never existed. (Education Code 49116, 49164; Labor Code 1300)

The Superintendent may revoke a work permit issued by a principal of a public or private school located within the district if the Superintendent becomes aware of any grounds upon which the student may be deemed ineligible for a work permit under law. (Education Code 49110)

Retention of Records

The Superintendent or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Adopted: 6-23-92

Amended: 9-17-02, 11-04, 3-08, 11-09,4-20-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
**SUBJECT: C.4.d. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 6115– CEREMONIES AND
OBSERVANCES**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 6115– Ceremonies and Observances?

BACKGROUND: Board Policy 6115 updated to add the board's authority to designate any day as a holiday, in addition to those holidays designated by law, and to revise the date upon which schools close in observance of any holiday except Veterans Day. Policy also adds optional language stating that the board may adopt a resolution to authorize the display of symbolic flags or banners in support of specific awareness days or months. Regulation updated to reflect state law requiring schools to be closed on any day designated as a holiday by the President, Governor, or district board or negotiated with employee organizations. School closure on Cesar Chavez Day and Native American Day deleted from the body of the regulation since school closure on these holidays only applies to districts that have agreed to do so in a memorandum of understanding with employee bargaining units. Section on "Commemorative Exercises" expands Note to include additional days of significance on which schools are encouraged, but not required, to conduct commemorative exercises. Board Policy 6115 is being submitted with recommended language from CSBA and has been reviewed by the District's Diversity and Equity Task Force.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 6115– Ceremonies and Observances as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 6115– Ceremonies and Observances as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 6115– Ceremonies and Observances.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, APRIL 20, 2021

Approve amendment to Board Policy and Administrative Regulation

6115– Ceremonies and Observances Page 2

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6115(a)

Ceremonies and Observances

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural or historical significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, staff shall provide students with appropriate commemorative exercises so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

(cf. 6111 - School Calendar)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

~~(cf. 6141.6 - Multicultural Education)~~

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6142.3 - Civic Education)

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

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE

37220-~~37223~~ Saturdays and holidays 37222.20 Holidays and commemorative events

44015.1 Week of the ~~school administrator~~ School Administrator

45203 Paid holidays, *classified employees*

45460 Classified ~~employee week~~ School Employee Week

52720-~~Daily performance of patriotic exercises in public schools~~-52730 Patriotic exercises, ~~daily~~ and instruction

GOVERNMENT CODE

430-439 Display of flags

3540-3549.3 Meeting and negotiating

UNITED STATES CODE, TITLE 4

6 Time and occasion for display of flag

7 Position and manner of display of flag

UNITED STATES CODE, TITLE 36

106 ~~Note~~ Constitution Day and Citizenship Day

106 Note Educational program on the U.S. Constitution

COURT DECISIONS

Newdow v. Rio Linda Union School District, 597 F.3d 1007, 1012 (9th Cir. 2010)

West Virginia State Board of Education et al v. Barnette et al, (1943) 319 U.S. 624-~~(1943)~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6115(b)

Management Resources:

~~CSBA PUBLICATIONS~~

~~Constitution Day: New Mandate for Districts Receiving Federal Funds, CSBA Advisory, August 2005~~

~~FEDERAL REGISTER~~

~~70 Fed. Reg. 29727 Constitution Day and Citizenship Day (2005)~~

WEB SITES

~~CDE: <http://www.cde.ca.gov>~~

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

California Department of Education, History/Social Science Instructional Materials:

<http://www.cde.ca.gov/ci/hs/im>

Adopted: 4-26-78

Amended: 11-19-80, 6-19-84, 9-17-02, 4-21-09, [4-20-21](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6115(a)

Ceremonies and Observances

Holidays

District schools shall be closed ~~in observance of~~ on the following holidays: (Education Code 37220)

New Year's Day -	January 1
Dr. Martin Luther King Jr. Day -	Third Monday in January or the Monday or Friday of the week in which January 15 occurs
Lincoln Day -	The Monday or Friday of the week in which February 12 occurs
Washington Day -	Third Monday in February
Memorial Day -	Last Monday in May
Independence Day -	July 4
Labor Day -	First Monday in September
Veterans Day -	November 11
Thanksgiving Day -	The Thursday in November designated by the President
Christmas Day -	December 25

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

In addition, schools shall be closed on any day designated by the Governor or President for a holiday, any special or limited holiday on which the Governor provides that the schools shall close, and any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations. (Education Code 37220)

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occurs under federal law on a date different from that indicated above, the Governing Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

(cf. 6111 - School Calendar)

Commemorative Exercises

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)

U.S. Constitution Day and Citizenship Day -, including exercises And instruction in the purpose, Meaning and importance of the Constitution and Bill of Rights	On or near September 17
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OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6115(b)

Dr. Martin Luther King, Jr. Day -	The Friday before the day schools are closed for this holiday
Abraham Lincoln's Birthday -	The school day before the day schools are closed for this holiday
Susan B. Anthony Day -	February 15
George Washington's Birthday -	The Friday preceding the third Monday in February
Black American Day -	March 5
Conservation, Bird, and Arbor Day -	March 7
Earth Day	April 22
Classified Employee Week -	Third week in May
Staff Appreciation Week	First Full Week in May

Commemorative exercises shall be integrated into the regular educational program to the extent feasible.

(cf. 6142.94 - History-Social ~~Service~~Science Instruction)
(cf. 6142.3 - Civic Education)

District schools are encouraged but not required to conduct appropriate commemorative exercises for the following:

Holocaust Remembrance	Annually on January 27
Lunar New Year -	On the date corresponding with the second new moon following the winter solstice, or the third new moon following the winter solstice if an intercalary month intervenes
Black History Month -	Annually in February
Women's History Month -	Annually in March
Nowruz/Persian New Year -	Annually March 20
Abilities Awareness -	Annually in March
Cesar Chavez Day -	Annually March 31
Asian Heritage Month -	Annually in May
Deaf Awareness -	Annually in September
National Hispanic Heritage Month -	September 15-October 15
Indigenous People's Day -	Second Monday in October

Patriotic Exercises

Each school shall conduct patriotic exercises daily. ~~The patriotic exercises shall consist of the~~

OAK PARK UNIFIED SCHOOL DISTRICT

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AR 6115(c)

~~reciting of the~~, which may include the Pledge of Allegiance to the Flag of the United States and ~~may also include~~/or instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

At elementary schools, such exercises shall be conducted at the beginning of each school day. (Education Code 52720)

At secondary schools, such exercises shall be conducted during the homeroom period.

~~Individuals~~ A student may choose not to participate in the flag salute or Pledge of Allegiance for personal reasons.

Display of Flag

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, ~~and~~ the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty~~;~~
8. On other occasions by order of the President and in accordance with presidential instructions or orders

Adopted: 6-19-84

Amended: 7-21-87, 9-17-02, 11-08, 11-10, 4-20-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
**SUBJECT: C.4.e. APPROVE AMENDMENT TO BOARD POLICY 6170.1 –
TRANSITIONAL KINDERGARTEN**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 6170.1–
Transitional Kindergarten?

BACKGROUND: Board Policy 6170.1 updated to clarify that it is only districts with an extended day kindergarten program that are authorized to maintain transitional kindergarten (TK) and kindergarten programs for different lengths of time either at the same or different school sites and reflect NEW LAW (SB 98, 2020) which extends, until August 1, 2021, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications. Board Policy 6170.1 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 6170.1– Transitional Kindergarten as first and final reading.
2. Approve amendment to Board Policy 6170.1– Transitional Kindergarten as first reading.
3. Do not approve amendment to Board Policy 6170.1– Transitional Kindergarten.

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	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(a)

Transitional Kindergarten

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills ~~they~~
~~need~~needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

~~Upon~~On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, ~~the district may, on a case-by-case basis after~~if the Superintendent or designee determines that it is in the child's best interest, ~~admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.~~

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 6000

Instruction

BP 6170.1(b)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential **knowledge and** skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

The Board shall establish the length~~(s)~~ of the school day in the district's TK program~~-, which shall be at least three hours but no more than four hours long. If the district has adopted an extended-day kindergarten, the length of the school day for the TK~~ **programs** program may be ~~maintained for different lengths of time than the length of the school day for the kindergarten program either at the same or different school sites, as long as the school day is at least three hours but no more than four hours.~~ The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code **8973**, 37202, 46111, 46115, 46117, 48003)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2021, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

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Instruction

BP 6170.1(c)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten.
(Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. ~~He/she~~ The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation ~~and~~, the progress of students in meeting related academic standards, ~~and student preparedness for future education.~~

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program

~~8973-Extended~~ 8970-8974 Early primary programs; extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6170.1(d)

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Adopted: 5-15-12

Amended: 8-18-15, 11-14-17, 12-11-18, 4-20-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: APRIL 20, 2021
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 March 31st 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 2nd Interim Revision through March 2021

Base Year 2020-21; Actuals Through the Month of March

Fund 01

	Object Range	Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
A. BEGINNING CASH		242,718	242,718	3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	4,725,854
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,651,362	947,170	947,170	3,835,413	1,704,906	1,704,906	3,835,413	1,704,906	779,502
Property Taxes	8020-8079	12,211,160	82,488	254	26,105	—	459,604	6,615,044	215,978	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,343,641	—	17,523	1,010,241	—	—	92,200	10,775	(592)
Other State Revenue	8300-8599	1,575,471	—	114,355	567,713	(323,394)	188,485	230,881	30,582	—
Other Local Revenue	8600-8799	3,769,266	417,798	218,903	302,712	330,189	228,702	229,821	357,033	189,544
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,550,900	1,447,455	1,298,205	5,742,183	1,711,701	2,581,697	11,003,359	2,319,274	968,454
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,658,934	164,492	2,343,172	2,111,964	2,152,315	2,171,757	2,159,124	2,267,770	2,150,783
Classified Salaries	2000-2999	6,669,793	219,537	511,386	546,794	549,177	566,080	615,491	601,604	591,146
Employee Benefits	3000-3999	10,304,560	90,338	987,410	981,684	991,914	989,302	1,005,358	1,029,983	1,001,458
Books and Supplies	4000-4999	1,870,333	46,501	139,913	338,124	43,907	78,959	64,682	56,257	85,378
Services	5000-5999	3,709,844	176,592	72,093	474,909	222,915	256,072	148,740	474,379	152,707
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	567,038	2,395	2,395	18,828	4,310	22,774	37,628	80,420	72,478
Interfund Transfers Out	7600-7629	1,034,215	50,387	85,388	80,332	90,177	25,000	173,520	15,000	60,000
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		46,814,717	750,241	4,141,756	4,552,635	4,054,715	4,109,944	4,204,543	4,525,413	4,113,950
E. NET INCREASE/DECREASE (B - C + D)		598,563	3,610,462	2,251,474	1,539,732	(890,770)	(1,289,451)	7,059,666	(7,797,977)	(2,817,992)
F. ENDING CASH (A + E)			3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	4,725,854	1,907,862
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report
2020-21 2nd Interim Revision through March 2021
Base Year 2020-21; Actuals Through the Month of March

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		242,718	1,907,862	6,391,106	6,888,464	3,084,231	—	—	—	—
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,651,362	2,652,260	367,537	362,766	2,178,738	5,642,690	—	26,663,377	(12,015)
Property Taxes	8020-8079	12,211,160	42,236	4,328,103	116,027	325,321	—	—	12,211,160	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,343,641	21,778	—	—	209,556	982,161	—	2,343,641	—
Other State Revenue	8300-8599	1,575,471	234,698	18,750	—	322,087	191,316	—	1,575,471	—
Other Local Revenue	8600-8799	3,769,266	227,993	258,377	265,694	296,060	446,440	—	3,769,266	0
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,550,900	3,178,965	4,972,767	744,487	3,331,761	7,262,606	—	46,562,915	(12,015)
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,658,934	2,157,914	2,294,313	2,288,011	397,320	—	—	22,658,934	—
Classified Salaries	2000-2999	6,669,793	645,229	691,558	719,154	412,638	—	—	6,669,793	—
Employee Benefits	3000-3999	10,304,560	1,000,855	1,025,720	1,035,133	165,406	—	—	10,304,560	—
Books and Supplies	4000-4999	1,870,333	143,878	221,349	221,349	211,876	218,159	—	1,870,333	—
Services	5000-5999	3,709,844	343,825	476,891	476,891	433,830	—	—	3,709,844	—
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	567,038	56,827	1,047	34,712	46,355	186,870	—	567,038	0
Interfund Transfers Out	7600-7629	1,034,215	53,000	63,333	63,333	274,743	—	—	1,034,215	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		46,814,717	4,401,527	4,774,212	4,838,583	1,942,168	405,029	—	46,814,717	0
E. NET INCREASE/DECREASE (B - C + D)		598,563	4,483,244	497,358	(3,804,233)	(444,534)	(675,051)	—	1,721,928	
F. ENDING CASH (A + E)			6,391,106	6,888,464	3,084,231	2,639,697	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									1,964,645	

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Cashflow Report
2020-21 2nd Interim Revision through March 2021
Base Year 2020-21; Actuals Through the Month of March

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	2,000	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	7,186,634	5,574,400	36,979	64,505	1,248,599	1,288	3,773	9,119	11,414
Due From Other Funds	9310	3,468	—	3,468	—	—	—	—	—	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	15,899	5,953	—	—	—	—	—	—	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
SUBTOTAL		7,208,002	5,580,352	40,447	64,505	1,248,599	1,288	3,773	9,119	11,414
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,658	3,667,105	(209,578)	(285,679)	(203,644)	(237,509)	(257,078)	(244,044)	(316,089)
Due To Other Funds	9610	966,535	(1,000,000)	1,000,000	—	—	—	—	—	—
Current Loans	9640	0	—	(5,845,000)	—	—	—	—	5,845,000	—
Unearned Revenues	9650	115,429	—	—	—	—	—	—	—	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
SUBTOTAL		6,345,622	2,667,105	(5,054,578)	(285,679)	(203,644)	(237,509)	(257,078)	5,600,956	(316,089)
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		862,380	2,913,248	5,095,025	350,184	1,452,243	238,797	260,851	(5,591,838)	327,503
E. NET INCREASE/DECREASE (B - C + D)		598,563	3,610,462	2,251,474	1,539,732	(890,770)	(1,289,451)	7,059,666	(7,797,977)	(2,817,992)
F. ENDING CASH (A + E)			3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	4,725,854	1,907,862
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
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Cashflow Report
2020-21 2nd Interim Revision through March 2021
Base Year 2020-21; Actuals Through the Month of March

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	2,000	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	7,186,634	(18,730)	—	1,786	—	(7,149,332)	—	(216,200)	
Due From Other Funds	9310	3,468	—	—	—	—	—	—	3,468	
Stores	9320	0	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	15,899	9,946	—	—	—	—	—	15,899	
Other Current Assets	9340	0	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	
SUBTOTAL		7,208,002	(8,783)	—	1,786	—	(7,149,332)	—	(196,833)	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,658	211,100	(298,803)	(288,077)	1,727,481	383,297	—	3,648,483	
Due To Other Funds	9610	966,535	—	—	—	—	—	—	—	
Current Loans	9640	0	(5,910,000)	—	—	—	—	—	(5,910,000)	
Unearned Revenues	9650	115,429	(15,690)	—	—	106,645	—	—	90,955	
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	
SUBTOTAL		6,345,622	(5,714,590)	(298,803)	(288,077)	1,834,126	383,297	—	(2,170,562)	
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS		862,380	5,705,806	298,803	289,863	(1,834,126)	(7,532,629)	—	1,973,730	
E. NET INCREASE/DECREASE (B - C + D)										
		598,563	4,483,244	497,358	(3,804,233)	(444,534)	(675,051)	—	1,721,928	
F. ENDING CASH (A + E)										
			6,391,106	6,888,464	3,084,231	2,639,697	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
									1,964,645	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 20, 2021

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 April 9, 2021?

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 (1) (4)	251,000	50	-	251,050	210,996	40,054	210,392	604	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty	900,000	(425,437)	-	474,563	377,093	97,470	377,093	-	In Close-Out	IN PROGRESS
	2,396,981	(114,797)	-	2,282,184	1,949,213	332,972	1,694,032	255,180		
Brookside Elementary School					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,364	104,892	1,285,364	-	Future	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1 (1) (2) (3)	3,648,750	-	-	3,648,750	328,652	3,320,098	328,652	-	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	11,200	-	Complete	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
20-17S Remove and Replace Foundation on Portable C (1)	46,571	1,212	-	47,783	46,099	1,684	46,099	-	Future	
20-16S Innovation Lab BES (1)	47,200	-	-	47,200	47,200	-	47,200	-	Future	
	5,194,587	47,525	-	5,242,112	1,815,438	3,426,673	1,815,438	-		
District Office					-		-			
19-17S District Office Emergency Generator	65,625	-	-	65,625	22,640	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	78,041	-	-	78,041	35,056	42,985	25,806	9,250		
District Wide					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract (1) (3)	256,055	-	-	256,055	153,633	102,422	133,019	20,614	Future	IN PROGRESS
19-08S DW Arch Svcs for DSA Certific (1) (2)	195,035	-	(160,832)	34,203	34,203	-	34,203	-	In Close-Out	
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
20-04S Collaborative Furniture (1) (3)	102,376	-	-	102,376	102,376	0	66,573	35,803	Future	
20-10S Exterior Repairs to Portables at BES/MCMS	59,834	1,200	-	61,034	61,034	-	61,034	-	Complete	
20-21S Outdoor Furniture Purchases DW (1) (3)	107,636	-	-	107,636	104,759	2,877	104,759	0	Future	
20-23S HVAC Upgrades Districtwide (1) (3)	283,080	-	-	283,080	289,968	(6,889)	205,287	84,681	Future	
	8,953,244	47,919	(160,832)	8,840,331	8,737,963	102,368	8,596,530	141,433		
Medea Creek Middle School					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (3)	4,902,563	550,033	-	5,452,596	5,137,732	314,864	4,936,291	201,441	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED



Consolidated Budget Status Report
Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	20,707	-	20,707	-	Complete	
21-02S Entry Way Sign at Medea Creek Middle School (3)	14,900	-	-	14,900	14,900	-	7,450	7,450	Future	
	7,318,400	649,531	-	7,967,931	7,724,886	243,045	7,496,393	228,493		
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) (2)	65,731	-	(575)	65,156	65,156	-	65,156	-	In Construction	
	837,340	53,440	54,225	945,006	671,474	273,532	671,300	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)	229,538	-	-	229,538	223,923	5,615	222,505	1,419	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	20,052	-	Future	
20-22S Economizers OPHS F Bldg. HVAC's (1) (4)	25,756	-	-	25,756	25,756	-	25,756	-	Future	
21-01S Turf Replacement and Upgrades OPHS (3)	1,118,397	-	-	1,118,397	1,069,040	49,357	3,900	1,065,140	Future	
	2,625,167	(211,302)	-	2,413,864	2,284,211	129,654	1,217,652	1,066,559		
Oak View High School						-		-		
19-26S Reno Bldg Ext at OVHS	175,763	(763)	-	175,000	163,763	11,237	163,763	-	Future	
	175,763	(763)	-	175,000	163,763	11,237	163,763	-		
Red Oak Elementary School						-		-		
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (3)	6,588,570	84,400	-	6,672,970	594,563	6,078,406	503,104	91,459	Future	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	NOC APPROVED 10/15/2019
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	NOC APPROVED 10/15/2019
20-11S Restroom Upgrades at ROES (1) (3)	86,466	-	-	86,466	86,466	-	86,466	-	Complete	



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		
20-13S Paint Admin Interior	17,601	-	-	17,601	17,601	-	17,601	-	Complete	
20-14S Flooring for Admin + 7 Classrooms	49,125	-	-	49,125	49,125	-	49,125	-	In Close-Out	
20-15S Innovation Lab at ROES (1)	44,065	-	-	44,065	44,065	-	44,065	-	Planning	
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	105,853	-	-	105,853	89,073	16,780	39,148	49,925	Future	
	7,169,241	61,379	-	7,230,620	1,129,176	6,101,444	987,792	141,384		
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 (1)	285,524	-	-	285,524	285,524	-	285,524	-	Out for Bid	
20-19S Staff Laptop Refresh (1)	198,069	28,916	-	226,985	227,073	(88)	207,402	19,671	In Construction	
20-20S Chromebook 1:1 Program (1)	361,738	-	-	361,738	361,738	-	361,738	-	Future	
20-24S Oak Park High School Engineering Workstatio (1)	69,534	-	-	69,534	69,534	-	69,534	-	Future	
20-25S Apple iPad Air Refresh Wave 3 (1) (3)	33,030	-	-	33,030	33,030	-	795	32,235	Future	
20-26S MCMS Computer Lab Refresh (3)	95,000	-	-	95,000	95,000	-	79,214	15,786	Future	
	3,453,251	223,990	-	3,677,241	3,432,438	244,802	3,238,316	194,122		
Totals	38,202,015	756,921	(106,606)	38,852,330	27,943,617	10,908,713	25,907,023	2,036,594		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: APRIL 20, 2021

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 March 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 2020/21 Through March 2021					
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rec'd
REVENUE DETAIL							
LCFF Revenue Sources							
8011-8019	LCFF State Aid	26,930,635.00	26,651,362.00		18,111,646.00	8,539,716.00	67.96%
8020-8079	Property Taxes	11,933,223.00	12,211,160.00		7,441,709.50	4,769,450.50	60.94%
	Total LCFF Revenue Sources	38,863,858.00	38,862,522.00		25,553,355.50	13,309,166.50	65.75%
Federal Revenues							
8100-8299	Federal Revenues	1,006,772.00	2,343,641.00		1,151,925.00	1,191,716.00	49.15%
Other State Revenues							
8300-8599	Other State Revenues	1,259,020.00	1,575,471.00		1,043,318.84	532,152.16	66.22%
Other Local Revenue							
8600-8799	Other Local Revenues	4,387,714.00	3,769,266.00		2,502,695.04	1,266,570.96	66.40%
	Total Year To Date Revenues	45,517,364.00	46,550,900.00		30,251,294.38	16,299,605.62	64.99%
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	17,918,712.00	18,346,520.00	3,502,761.54	14,426,797.62	416,960.84	78.64%
1160	<i>Certificated Salaries Stipends</i>	356,389.00	377,523.00	85,390.61	203,758.73	88,373.66	53.97%
1200	Certificated Pupil Support Salaries	1,740,521.00	1,820,118.00	359,487.04	1,455,142.87	5,488.09	79.95%
1260	<i>Counselor Stipend</i>	10,085.00	11,200.00	3,360.00	7,840.00	.00	70.00%
1300	Certificated Supervisors' & Administrators' Salaries	1,994,959.00	2,103,573.00	500,423.31	1,585,750.54	17,399.15	75.38%
	Total Certificated Salaries	22,020,666.00	22,658,934.00	4,451,422.50	17,679,289.76	528,221.74	78.02%
Classified Salaries							
2100	Classified Instructional Salaries	2,488,921.00	2,475,758.00	495,102.30	1,859,626.89	121,028.81	75.11%
2200	Classified Support Salaries	1,723,532.00	1,816,619.00	428,567.56	1,327,530.12	60,521.32	73.08%
2300	Classified Supervisors' & Administrators' Salaries	343,547.00	346,983.00	86,745.69	260,237.13	.18	75.00%
2400	Clerical, Technical, & Office Staff Salaries	1,615,295.00	1,680,781.00	413,829.48	1,261,073.49	5,878.03	75.03%
2900	Other Classified Salaries	841,624.00	349,652.00	114,346.05	137,975.66	97,330.29	39.46%
	Total Classified Salaries	7,012,919.00	6,669,793.00	1,538,591.08	4,846,443.29	284,758.63	72.66%
Employee Benefits							
3100	State Teachers' Retirement System	3,492,795.00	3,597,903.00	718,436.69	2,794,197.73	85,268.58	77.66%
3200	Public Employees' Retirement System	960,514.00	989,108.00	233,190.97	754,592.06	1,324.97	76.29%
3400	Health & Welfare Benefits	4,436,712.00	4,508,735.00	902,311.16	3,618,424.15	12,000.31-	80.25%
3300-3900	All Other Statutory Costs	1,230,872.00	1,208,814.00	257,399.72	911,087.21	40,327.07	75.37%
	Total Employee Benefits	10,120,893.00	10,304,560.00	2,111,338.54	8,078,301.15	114,920.31	78.40%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	236,529.00	416,637.00	33,416.07	352,643.14	30,577.79	84.64%
4200	Other Books and Reference Material	32,073.00	157,462.00	17,868.92	51,770.59	87,822.49	32.88%
4300	Materials & Supplies	580,605.00	1,103,935.00	248,820.03	533,346.38	321,768.59	48.31%
4400	Noncapitalized Equipment	152,956.00	192,299.00	22,126.81	59,840.14	110,332.05	31.12%
	Total Books and Supplies	1,002,163.00	1,870,333.00	322,231.83	997,600.25	550,500.92	53.34%
Services and Other Operating Expenditures							
5200	Travel and Conference	61,542.00	86,699.00	4,595.00	42,341.88	39,762.12	48.84%

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Fund 01		Fiscal Year 2020/21 Through March 2021					
5300	Dues and Memberships	38,224.00	41,176.00	.00	38,013.23	3,162.77	92.32%
5400	Insurance	472,501.00	485,026.00	.00	472,501.00	12,525.00	97.42%
5500	Operations & Housekeeping Services	625,968.00	625,968.00	50,100.73	448,670.68	127,196.59	71.68%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	331,485.00	420,586.00	179,558.77	246,195.04	5,167.81-	58.54%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,532,722.00	1,688,305.00	598,993.82	939,306.52	150,004.66	55.64%
5899	Legal Fees	227,000.00	230,986.00	134,703.65	60,408.25	35,874.10	26.15%
5900	Telephone and Communications	110,006.00	131,098.00	34,109.43	74,794.62	22,193.95	57.05%
Total Services and Other Operating Expenditures		3,399,448.00	3,709,844.00	1,002,061.40	2,322,231.22	385,551.38	62.60%
Capital Outlay							
6000	Capital Outlay	.00	.00	.00	.00	.00	0.00%
Tuition							
7100	Tuition	446,703.00	508,967.00	206,412.00	254,501.00	48,054.00	50.00%
Debt Service							
7438	Debt Service - Interest	8,771.00	8,771.00	2,257.28	6,514.08	.36-	74.27%
7439	Debt Service - Principal	49,300.00	49,300.00	12,260.54	37,039.38	.08	75.13%
Total Debt Service		58,071.00	58,071.00	14,517.82	43,553.46	.28-	75.00%
Total Year To Date Expenditures		44,060,863.00	45,780,502.00	9,646,575.17	34,221,920.13	1,912,006.70	74.75%

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	0.00%
Total Other Financing Sources		.00	.00	.00	.00	.00	0.00%
Total Year To Date Other Financing Sources		.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	386,504.00	.00	301,740.55	84,763.45	78.07%
7612	Transfer General Fund to/from Special Reserve Fund	.00	200,000.00	.00	.00	200,000.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	447,711.00	.00	331,064.40	116,646.60	73.95%
Total Interfund Transfers Out		50,000.00	1,034,215.00	.00	632,804.95	401,410.05	61.19%
Total Year To Date Other Financing Uses		50,000.00	1,034,215.00	.00	632,804.95	401,410.05	61.19%

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Financial Statement

Fund 01				Fiscal Year 2020/21 Through March 2021			
Object	Description	Adopted	Budget	Actuals To Date			
			Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	45,517,364.00	46,550,900.00		30,251,294.38	16,299,605.62	64.99%
	B. Expenditures	44,060,863.00	45,780,502.00	9,646,575.17	34,221,920.13	1,912,006.70	74.75%
	C. Subtotal (Revenues LESS Expense)	1,456,501.00	770,398.00		3,970,625.75-	14,387,598.92	
	D. Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	50,000.00	1,034,215.00		632,804.95	401,410.05	61.19%
	E. Net Change in Fund Balance	1,406,501.00	263,817.00-		4,603,430.70-	13,986,188.87	
	F. Fund Balance						
	Beginning Balance (9791)	725,328.00	1,105,097.00		1,105,097.01		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	725,328.00	1,105,097.00		1,105,097.01		
	G. Calculated Ending Balance	2,131,829.00	841,280.00		3,498,333.69-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,131,829.00	841,280.00				
	Other				9,646,575.17		