



**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #1032**

**NOTICE OF SPECIAL BOARD MEETING - AGENDA #1032**

Written notice is hereby given in accordance with Education Code Section 35144 that a special Meeting of the Board of Education of Oak Park Unified School District will be held:

DATE: Thursday, April 29, 2021

TIME: 6:00 p.m. Open Session

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 in person for the Board and staff members. Members of the public will have the right to observe the meeting using this link: [www.opusd.org/livestream](http://www.opusd.org/livestream). Members of the public may offer public comment on items on the agenda as provided on page 2 and 3 of this agenda.

Call to Order \_\_\_\_\_

Roll Call

Flag Salute

Adoption of Agenda

Public Comments – Speakers on Agenda items

**OPEN SESSION**

**1. BUSINESS SESSION**

**ACTION**

**a. Approve Revised Job Description for Districtwide Head Custodian**

*Board established the position of a Districtwide Head Custodian at its March 16, 2021 meeting and approved the associated job description. Staff is requesting board approval of the revised job description*

**b. Review and Discuss the Expanded Learning Opportunities Grant Plan**

*At this meeting the staff will share the results of the stakeholder survey and the proposed Expanded Learning Opportunities Plan.*

Adjournment

Welcome to a special meeting of the Oak Park Unified School District Board of Education.

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

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:

Members of the Public can observe the Board of Education meeting at: [www.opusd.org/livestream](http://www.opusd.org/livestream)

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

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

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

Public Comments may be submitted via this link [www.opusd.org/PublicComments](http://www.opusd.org/PublicComments). If you wish to make a comment regarding a matter on the agenda, please submit your comment via the form accessed by the above link before 6:00 p.m. on April 29, 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. **Please note since this is a special meeting public comments are limited to items on the agenda.**

**This public comment form will be open to members of the public 2 hours (at 4:00 pm) prior to the meeting 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 special meeting agenda. Individual speakers will be allowed three minutes or 250 words to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, every effort will be made to read your comment into the record. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant and Communications Coordinator at [raggarwal@opusd.org](mailto:raggarwal@opusd.org) who will receive and submit the public comments in open session.

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

After the form has closed and the meeting has started members of the public have the opportunity to submit a comment on a specific item on the agenda before it is heard or as it is being heard. Please submit your comment, limited to 250 words or less, to Ragini Aggarwal, Executive Assistant to the Superintendent and Communications Coordinator at [raggarwal@opusd.org](mailto:raggarwal@opusd.org). Please include in the Subject Line of your e-mail both the Agenda item number (e.g., Item No. 1.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. 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)

Date: April 28, 2021

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: APRIL 29, 2021**  
**SUBJECT: 1.a. APPROVE REVISED JOB DESCRIPTION FOR DISTRICTWIDE HEAD CUSTODIAN**

ACTION

**ISSUE:** Shall the Board approve the revised job description for the Districtwide Head Custodian position?

**BACKGROUND:** At the March 16, 2021 meeting, the Board authorized the establishment of a new classified service position, Districtwide Head Custodian, and approved the associated job description and placement on the salary schedule. As part of the job description, the Full Time Equivalent (FTE) for the position was defined as *0.5 FTE*. After further consideration, staff would like to update the job description by removing the defined FTE amount and update the *Examples of Duties* to include *Custodial* responsibilities.

A copy of the proposed revised job description follows for the Board's review and approval.

**FISCAL IMPACT:** This is a new position. The expected annual salary, including statutory costs and health benefits for a 1.0 FTE is estimated at \$94,203.

**ALTERNATIVES:**

1. Approve the revised job description for the Districtwide Head Custodian position
2. Do not approve.

**RECOMMENDATION:** Alternative No. 1

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

## DISTRICTWIDE HEAD CUSTODIAN

### OAK PARK UNIFIED SCHOOL DISTRICT

#### DEFINITION

Under direction, to assist, spread best practices, and inspect all custodial operations pertaining to the cleaning and care of all buildings in the District and assure that the proper standards of cleanliness and efficiency are maintained. Perform custodial duties and to do other work as required.

#### CLASS CHARACTERISTICS

This is a classified position on Range 21 serving under the direction of the Director of Bond Programs, Sustainability, Maintenance, and Operations.

#### EXAMPLES OF DUTIES

##### *Training and Spreading Best Practices*

- Develops a training calendar with learning objectives and facilitate monthly group trainings with custodians
- Provides hands-on training to custodians in work methods
- Shadows custodians on the job and provide coaching and real-time feedback on areas of improvement

##### *Staffing Support*

- Schedules vacation of all custodial personnel
- Schedules substitute custodians as needed when custodians are absent
- Assists in the assignment of personnel to various work locations
- Assists in interviewing and recommending employment of personnel

##### *Codify Processes*

- Establishes and documents cleaning routes and cadences for each campus
- Standardizes processes for inventory management
- Standardizes organization in custodial closets across the District
- Establishes and oversees a cadence for the maintenance and replacement of custodial equipment

##### *Project Management*

- Assists in planning, organizing, scheduling and overseeing the Spring, Summer, and Winter Break cleaning program in all schools
- Coordinates the removal of unwanted furniture from campuses and determining if that furniture can be used at other campuses or needs to be discarded
- Oversees custodial supply ordering Districtwide and equipment needs
- Prepares reports and budget requests for custodial needs
- Provides guidance on the safe storage of chemicals and oversees the removal of chemical waste across all sites

## DISTRICTWIDE HEAD CUSTODIAN

### *Continuous Improvement*

- Identifies opportunities for improvement, establishes solutions, and spreads best practices
- Inspects buildings and grounds to assess safety conditions, needed repairs, and cleanliness
- Consults with school officials regarding the cleaning of facilities
- Confers with principals and administrators regarding the operations of school facilities and the performance of custodial employees

### *Custodial*

- Cleans campus site(s), ensuring facilities are properly maintained, including but not limited to vacuuming of floors, disposal of trash, sanitizing of surfaces, and restocking of restroom consumables

### LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- Methods, materials, and equipment used in the cleaning of school buildings;
- Principles of project management and training;
- Safety practices related to the cleaning of school buildings;
- Computer skills commensurate with job requirements.

#### Ability to:

- Plan, prioritize, select, train, and provide feedback;
- Spread best practices;
- Evaluate custodial needs and identify solutions for improvement;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Highly organized and strong pride in the value of custodial work for schools.

### TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position.

or

Experience at or equivalent to Head Custodian in the Oak Park Unified School District, whereby the incumbent has acquired the knowledge and abilities listed above.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

Ability to lift, carry and/or push 100 pounds with frequent lifting and/or carrying of objects

## DISTRICTWIDE HEAD CUSTODIAN

weighing up to 50 pounds, and ability to climb, bend, stoop, and kneel for prolonged periods of time.

Incumbent may be called to work during emergencies, may be required to work broken shifts, works with solvents and other possible irritating substances, and may be assigned to a five consecutive day work week to include Saturday and Sunday.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: APRIL 29, 2021**

**SUBJECT: 1.b. REVIEW AND DISCUSS THE EXPANDED LEARNING OPPORTUNITIES GRANT PLAN**

**INFORMATION/DISCUSSION**

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**ISSUE:** Shall the Board review and discuss the Expanded Learning Opportunities Grant Plan?

**BACKGROUND:** On March 5, 2021, Governor Newsom approved AB 86, which provides \$4.6 Billion to support Expanded Learning Opportunities (ELO) for California's K-12 schools. This grant requires no application. To be eligible for funding, LEA's need to provide "supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to specified student groups, as defined in Education Code Section 43522, who have faced adverse learning and social-emotional circumstances." ([CDE, 2021](#)) Based on these criteria, OPUSD qualifies to receive ELO funds. OPUSD's apportionment for the ELO grant is \$2,689,510. Funds must be spent by August 30, 2022 on any of the following 7 purposes/strategies:

1. Extending instructional learning time
2. Accelerating progress to close learning gaps
3. Integrated pupil supports
4. Community learning hubs
5. Supports for credit deficient pupils
6. Additional academic services
7. Training for school staff

The majority of OPUSD's ELO plan is focused on supporting students with bell-to-bell strategies. Based on feedback from parent, staff, and student surveys, many feel that due to Distance Learning, there may be impacts to the pace of student learning. Ongoing data analysis supports these claims. At the elementary level, universal screening and assessments indicate that our MTSS program must be enhanced to bring students up to pace. At the secondary levels, increased D/F lists indicate that many students have been impacted by the pandemic. The strategies outlined in the plan are focused on assessing these needs and intervening through targeted, research-supported methods. Supporting classroom instruction for younger students includes extensive aide support in classrooms and increased intervention support for students with identified learning gaps. AB 86 requires the school district to expend at least 10% of ELO funds (\$268,951) on paraprofessional (instructional aide) support. At the secondary level, ELO funds will be used to build a supportive MTSS program that addresses student learning needs. At all levels, there is a great focus on social-emotional supports for students, staff, and parents. Lastly, funds have been identified to support outdoor and hands-on learning, both of which contribute to academic success, social-emotional wellness, and school connectedness.

At this meeting staff will share the results of the stakeholder survey and the proposed ELO Plan.

**BOARD OF EDUCATION MEETING, APRIL 29, 2021**

Review and discuss the Expanded Learning Opportunities Grant Plan

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An important component of the ELO Plan is to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan. The District surveyed parents, staff, and students to gather input and the results of the survey are available at this link: <https://bit.ly/3u4uxzK>

The proposed District Supplemental Instruction and Support Strategies and costs related to the ELO Plan are in this document which can be accessed at this link: <https://bit.ly/3xs6TPz>. The expenses have been broken down into fiscal year 2021, 2022, and 2023.

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

Respectfully submitted,

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Anthony W. Knight Ed.D.,  
Superintendent