

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1020

DATE: February 16, 2021

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

TIME: 5:00 p.m. Closed Session
6:30 p.m. Open Session – **NOTE Late Start Time**

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

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

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

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

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

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

Public Comments may be submitted via this link <http://www.opusd.org/PublicComments>. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction please submit your comment via the form accessed by the above link by 6:30 p.m. on February 16, 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. Comments on a matter related to an item on the Agenda may be submitted prior to the meeting and during the meeting using the above link.

This public comment form will be open to members of the public 30 minutes (at 4:30 pm) prior to the closed session of the public meeting which begins at 5:00 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.

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

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

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

NEXT MEETING-Regular Meeting

Tuesday, March 16, 2021

Closed Session at 5:00 p.m.

Open Session at 6:00 p.m.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1020
February 16, 2021**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:30 p.m. NOTE Late Start Time

Pursuant to Governor Newsom's Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting. The meeting will be conducted via teleconference/video conference. Members of the public will have the right to observe the meeting using this link: www.opusd.org/livestream. Public Comments may be submitted via this link <http://www.opusd.org/PublicComments>

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Instructional Assistant II Special Education Sub, Instructional Assistant I – Reading, Instructional Assistant III - Behavior
- C. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- 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

IV. CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ p.m.

- A. ROLL CALL**
- B. FLAG SALUTE**
- C. REPORT OF CLOSED SESSION ACTIONS TAKEN**
- D. ADOPTION OF AGENDA**

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Partners in Education Award to Lauren Ross, Darcy Gilbert, Ty Avendano, and Helen Tesoro
2. Remarks from Board Members
3. Report from Student Board Member
4. Remarks from Superintendent
5. Report from Oak Park Education Foundation
6. Report from Municipal Advisory Council
7. Report on the Collective Equity Work by Dr. Walker, Collective Equity Consultant
8. Update on COVID-19 Impact on Oak Park USD Schools

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

a. [Approve Minutes of Regular Board Meeting January 19, 2021 and Special Closed Session Meeting held on January 27, 2021](#)

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. [Approve Public Employee/Employment Changes 01CL24882-01CL24892 & 01CE10659-01CE10690](#)

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

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

Board Policy 3300 requires Board approval of Purchase Orders

d. [Approve Notice of Completion Modular Manufacturing Services Contract for Project 20-11S, Restroom Upgrades at Red Oak Elementary School](#)

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

ACTION

2. BUSINESS SERVICES

a. [Approval of 2020-21 Safe School Plans](#)

Education Code Section 32280-89 requires all CA K-12 public schools to have school safety plans and BP 0450 requires Board annual approval of the plan at a regular meeting to be held before March 1

b. [Authorize Measure S Project 21-01S, Field Turf Replacement and Field Upgrades at Oak Park High School and Approve Associated Contract](#)

Board approval required for Projects funded by the Measure S Bond Fund and Board Policy 3312 requires Board approval for contracts for services

c. [Approve Integrated Asset Management and Help Desk Ticketing System Contract with IncidentIQ](#)

Board Policy 3312 requires Board approval for contracts for services

d. **Approve a 1-year Renewal Agreement with Christy White Associates for Auditing Services for Fiscal year 2020-2021**

Board policy 3312 requires Board approval for contract for services

e. **Approve Appointments to the Oak Park Citizens' Oversight Committee**

Board approval required for appointments to Citizens Oversight Committee

3. CURRICULUM AND INSTRUCTION

a. **Approve Resolution #2021-02 Oak Park Education Foundation to Offer Fee Based Summer School Program**

Board approval required to allow Oak Park Education Foundation to conduct Summer School

b. **Approve Agreement Between Ventura County Office of Education and Oak Park School District Library Support Services**

Board Policy 3312 requires Board approval for contracts for services

c. **Approve Addition of Academic Weighted GPA on Oak Park High School Transcripts**

Oak Park High School is proposing the addition of a weighted academic GPA to the transcript

4. HUMAN RESOURCES

a. **Approve Resolution #2021-03 Release Temporary Certificated Employees #1 Through #13**

Education Code 44954 requires Board approval before a notice to not reelect is given to temporary certificated employees

b. **Approve Resolution #2021-04 Reducing or Discontinuing Particular Kinds of Service for Certificated Employees**

Board Policy 4117.3 requires Board approval required to reduce or discontinue particular kinds of service in the 2021-22 school year

c. **Approve Resolution #2021-05 Determination of Seniority Among Employees with the Same Seniority Date ("Tie Breaker Resolution")**

Board Policy 4117,3 and Education Code 44955 requires Board approval for a Tie Breaker Resolution

d. **Approve the Revised Job Description and Salary Schedule Placement for the Position of Director of Student Support and School Safety**

Board approval required for revising a job description and placement on the salary schedule for an administrative position

e. **Re-designate the Position of the Current Executive Assistant as Executive Assistant and Communications Coordinator and Approve Revised Job Description and Salary Schedule Placement**

Board approval required for re-designation of a confidential position

5. BOARD

a. **Approve 2021 CSBA Delegate Assembly Election of Candidates**

Board is asked to vote on candidates running for Delegate Assembly election in our region

6. BOARD POLICIES

a. **Approve Amendment to Board Policy and Administrative Regulation 0430 Comprehensive Local Plan for Special Education– First Reading**

Board Policy updated to reflect the requirement that the Special Education Local Plan Area (SELPA) submit its local plan to the county office of education and/or Superintendent of Public Instruction and the requirement, beginning July 1, 2020, to review the plan every three years.

Policy also clarifies the different types of SELPA governance structures and adds an option for arrangements in which the district joins with other districts and the county office of education to form a SELPA. Policy deletes material related to the referral and eligibility of students for special education, which is addressed in AR 6164.4 - Identification and Evaluation of Individuals for Special Education. Policy adds requirement to adopt a procedure for the ongoing review of programs and a mechanism for correcting any identified problem. Regulation updated to reflect the new template for the SELPA plan developed by the California Department of Education (CDE). Section on "Definitions" revised to delete definitions for terms which are not used in this policy and regulation. Section on "Elements of the Plan" expanded to include further details regarding required components. Regulation updated to reflect NEW LAW (SB 98, 2020) which extends, from July 1, 2021 to July 1, 2023, the date by which the Special Education Local Plan Area (SELPA) must include in its local plan an annual assurances support plan demonstrating how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities. Regulation adds a requirement that each school post a notice of the public hearing that will be held by the SELPA to adopt the plan, and adds a new section on "Availability of the Plan" which includes a requirement to post the SELPA plan on the district's web site and make it available in the district office.

b. Approve Amendment to Board Policy and Administrative Regulation 6159 Individualized Education Program – First Reading

Board Policy updated to include the requirement, formerly in BP/AR 0430 - Comprehensive Local Plan for Special Education, to provide a free appropriate public education (FAPE) to students who have been suspended or expelled from school or who are placed by the district in a nonpublic, nonsectarian school. Policy adds the requirement to provide FAPE to individuals age 18-21 who are incarcerated in an adult correctional facility if they had been identified as students with disabilities or had an individualized education program (IEP) in their prior educational placement. Paragraph on the rights of foster parents moved to AR. Regulation updates the section on "Contents of the IEP" to consolidate lists of IEP requirements for clarity. Regulation reflects NEW LAW (SB 98, 2020) which requires the IEP to describe the means by which the IEP will be provided under emergency conditions in which instruction and/or services cannot be provided to the student at school or in person for more than 10 school days. Regulation also reflects NEW LAW (AB 947, 2019) which (1) authorizes districts to consider elements of the "expanded core curriculum," as defined, when developing an IEP for a student who is blind, has low vision, or is visually impaired, and (2) establishes requirements for orientation and mobility evaluations conducted for such students. Regulation also reflects NEW LAW (AB 605, 2019) which requires districts to provide assistive technology devices for use in a student's home or other setting when required by the student's IEP, and requires that such students be given continued access to assistive technology devices for up to two months after transferring out of the district. Section on "Parent/Guardian Consent for Provision of Special Education and Services" revised to more directly reflect law.

c. Approve Amendment to Board Policy and Administrative Regulation 6159.1 Procedural Safeguards for Special Education – First Reading

Board Policy updated to encourage early, informal resolution of any dispute regarding special education services. Policy also reflects NEW STATE REGULATIONS (Register 2020, No. 21) which establish a complaint process, separate from UCP, for complaints alleging noncompliance with federal or state laws related to the provision of FAPE to students with disabilities, such as the district's violation of the federal Individuals with Disabilities in Education Act or state law on special education, violation of a settlement agreement, failure to implement a due process hearing order, or physical safety concerns that interfere with the provision of FAPE. Regulation updated to clarify that due process complaints should be filed with the state Office of Administrative Hearings and that such complaints must generally be filed within two years of the date the parent/guardian or district knew or should have known about the alleged violation. Regulation also adds new section on "State Compliance Complaints"

reflecting NEW STATE REGULATIONS (Register 2020, No. 21) which establish a complaint process, separate from UCP, for complaints alleging noncompliance with federal or state laws related to the provision of FAPE to students with disabilities, such as the district's violation of the federal Individuals with Disabilities Education Act or state law on special education, violation of a settlement agreement, failure to implement a due process hearing order, or physical safety concerns that interfere with the provision of FAPE.

d. Approve Amendment to Board Policy and Administrative Regulation 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education – First Reading

Board Policy updated to include the provision of nonpublic, nonsectarian school and agency (NPS/A) services in the comprehensive local plan of the Special Education Local Plan Area. Policy reflects NEW LAW (AB 1172, 2019) which requires districts to verify that the NPS/A provides staff training in the use of practices and interventions specific to the unique behavioral needs of the student population at the NPS/A. Policy also reflects the requirement for the district to pay the full amount of the school's tuition or, as amended by AB 1172, the fees for the agency. Legal cite for Education Code 56366.3 deleted as it has been repealed. Regulation updated to include the maximum term of the master contract between the district and NPS/A, expand the components of the contract in accordance with state law and regulations, and include the ability to terminate the contract for cause with 20 days' notice. Regulation also provides more detail regarding the annual IEP review focused on NPS/A students. New section on "On-Site Visits" reflects NEW LAW (AB 1172, 2019) which (1) requires the district to conduct an on-site visit of an NPS/A the first time the district places a student at that NPS/A, and (2) requires the district to annually conduct an on-site monitoring visit to review the services provided to the student, the facilities, and the student's progress.

e. Approve Amendment to Board Bylaw 9012 Board Member Electronic Communications – First Reading

Board Bylaw updated to clarify that electronic communications should not be used as a means to restrict access to a public forum, that meeting locations include teleconference locations, and that the prohibition against serial meetings includes a series of communications directly or through intermediaries. Bylaw reflects NEW LAW (AB 992, 2020) which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also references court decisions which clarify that a public official's social media account which includes discussion of public business may be considered a public forum from which the official cannot exclude access or comments by members of the public based on viewpoint.

f. Approve Amendment to Board Bylaw 9320 Meetings and Notices – First Reading

Board Bylaw updated to clarify that meeting locations include teleconference locations and reflect NEW LAW (AB 992, 2020) which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also updated to clarify the vote requirements for holding a closed session during an emergency meeting and for adjourning or continuing a board meeting to a later time or location.

VII. INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

1. **Discussion on Legislative Action Week and OPUSD's Participation**

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 1-19-2021 #1018
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 4:31 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 observe the meeting and/or to address the governing board on agenda and non-agenda items.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference regular meeting on January 19th. 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 4:00 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

Mr. Allen Rosen, 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:** Health Services Technicians, Walk-on-Coach
- C. CONFERENCE WITH LABOR NEGOTIATOR** – Government Code 54957.6
Agency designated representative: Allen Rosen, Board President
Unrepresented employee: Dr. Anthony Knight, Superintendent
- D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- E. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6
Agency designated representatives: Adam Rauch and Stewart McGugan
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

The Board adjourned to Closed Session at 4:32 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:52 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, Holly Baxter, Coordinator Safety and Equity, Kevin Buchanan, OPHS Principal, and Mrs. Ragini Aggarwal, Executive Assistant.

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 January 13, 2021 as well.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

ADOPTION OF AGENDA

On motion of Drew Hazelton, 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.

PUBLIC SPEAKERS

There was 1 public speaker on agenda item VI.A.6. Update on COVID-19 Impact on Oak Park USD Schools. 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 comment when the agenda item was called.

OPEN COMMUNICATIONS/PRESENTATIONS

The Board recognized Brooke Finch for her outstanding volunteer contribution to the District and presented her with the Partners in Education Award.

REPORT FROM BOARD MEMBERS

Board Member Drew Hazelton wanted the community to know that the board has held a lot of meetings over the last month to talk about the Superintendent search. Drew thanked Board President Allen Rosen for sending out the communications keeping people informed on what's going on with the Superintendent's search. Drew stated that it was unfortunate that we couldn't start school earlier this month in the hybrid model due to the high COVID numbers in the community, but he is hopeful that with the adjusted state guidelines we can hopefully get the students back in the classroom at some point this year.

Board Member Derek Ross reported that it's been a busy month. We've had some very productive meetings in our search for finding Dr. Tony Knight's replacement, which are huge shoes to fill certainly, but we're taking this very seriously as a board. Derek reported that he and Tina attended several diversity and equity task force meetings and subcommittee meetings over the last month. Derek also attended the Oak Park Recreation and Park District Committee meetings on behalf of the school district. Derek shared

that Red Board Member Denise Helfstein thanked Brooke for her volunteer work and also for sharing her keen insights and experiences to help the students and parents. Denise reported that she attended the GATE DAC meeting and the Ventura County School Board (VCSBA) training session on Governance, Brown Act, Special Education, and Communications.

Board Member Tina Wang thanked Brooke for her service to our District and represents the best of the best of what represents our District. Brooke is a very trusted resource for students, parents, and the staff alike. Tina reported that she attended the VCSBA training session and the District's Curriculum Council meeting.

Board Member Allen Rosen reported that he attended the Oak Park Education Foundation meeting. Allen reminded everyone to take the Superintendent search survey, which will be open until February 2, 2021.

Student Board Member Charlotte Robertson submitted the following comments in writing, and the Board President Allen Rosen read them aloud:

ASB is currently working on a hoodie/crew neck fundraiser, as well as selling iFlurtz for Valentine's Day. Our wellness committee is currently discussing sending cards to health care workers at Los Robles, though this idea is still very young and needs much more planning. There's not too much to report since it is the beginning of the semester. I hope everyone had a lovely break, I'm sorry I can't be here tonight, but I'm looking forward to the semester!

Superintendent Tony Knight thanked Dr. Walker, Holly, Jay, and Stew for the Collective Equity parent night. Dr. Knight thanked all the students, parents, and staff for their hard work during these very challenging and difficult times during COVID. Dr. Knight also gave a shout to OPHS science teacher Winnie Sloan for her TikTok 120,000 followers and her science videos, which have garnered many views and interest.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Scott Star, Chair of Oak Park Education Foundation (OPEF) shared that the foundation is working on Friday Enrichment courses for the upcoming months and is beginning to plan for the summer school offerings at elementary, middle, and high this year. Scott shared that OPEF will be hosting their second annual golf tournament on March 19, and information will be going out in the coming weeks. OPEF is also looking to recruit new Board members, and if anyone is interested to please reach out to him.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

There was one public speaker on this agenda item who submitted a comment via an online form related to grade and assignment reporting in Q during Distance Learning. Board President, Allen Rosen, read the comment aloud. Staff shared the COVID-19 dashboard stats for the District and an update related to actions taken in response to the Distance Learning Survey specifically regarding student connectedness and social-emotional issues. Dr. Knight provided an overview of the recent guidance received from the Governor and California Department of Public Health with respect to school reopening protocols, including the Safe Schools for All Plan. Board Member Tina Wang asked if the Board would be interested in bringing back a discussion item where staff can provide update as it relates to grades being posted on Q. Board member Denise Helfstein also requested that if this could be added as a discussion item at an upcoming meeting to bring clarity on the expectations from students and parents and teachers. Dr. Knight said he would discuss with staff and report back on when an item can be brought to the board.

B.1. CONSENT AGENDA

On motion of Denise Helfstein, 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 Organizational Board Meeting December 15, 2020, Special Board Meetings held on December 16, 2020, December 21, 2020, January 7, 2021, January 12, 2021, and Special Closed Session Meeting held on January 13, 2021](#)
- b. [Approve Public Employee/Employment Changes 01CL24805-01CL24881 & 01CE10634-01CE10658](#)
- c. [Ratify Purchase Orders - December 1 – December 31, 2021](#)
- d. [Approve Quarterly Report on Williams Uniform Complaints – January 2021](#)
- e. [Approve Change Order #1 Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School, Agreement with SBS Construction Inc.](#)
- f. [Approve Notice of Completion Modular Manufacturing Services Contract for Project 18-21S, Classroom Replacement at Medea Creek Middle School, Contracted with Crate Modular, Inc](#)
- g. [Approve Contract for Non-Public School and Residential Placement and Services for Special Education Student #2-20/21](#)

B2. BUSINESS SERVICES

- a. [Approve Revised Agreement with Ventura County Office of Education Mental Health Services to Fund the Diversity and Equity Grant](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the revised Agreement with Ventura County Office of Education Mental Health Services to Fund the Diversity and Equity Grant. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

- b. [Approve Resolution #2021-01 Pupil Attendance Alternatives AB 99 – District of Choice \(DOC\) Space Availability for 2021-2022](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the Resolution #2021-01 Pupil Attendance Alternatives AB 99 – District of Choice (DOC) Space Availability for 2021-2022. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0. The Board accepted all eligible student transfers under the District of Choice Program for the 2020-2021 school year.

- c. [Discussion on Governor’s January Budget Proposal for 2021-22 and LCAP Timeline](#)

The Board held a discussion based on the information shared by Mr. Adam Rauch, Assistant Superintendent of Business Services as it relates to the Governor’s budget proposal and its impact on the District’s budget 2021-2022 budget. Dr. Jay Greenlinger, Director of Curriculum and Instruction shared the LCAP timeline.

- d. [Discussion on Reopening of the Club Oak Park Extended Care Program](#)

The Board held a discussion based on the information shared by Mr. Adam Rauch, Assistant Superintendent of Business Services, on the financials of the Club Oak Park Program. Dr. Knight recommended not operating the extended care program for this school year due to the high COVID numbers and the fiscal impact of operating the program with few students.

B3. CURRICULUM AND INSTRUCTION

- a. [Approve 2019-2020 School Accountability Report Cards \(SARCs\)](#)

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the 2019-2020 School Accountability Report Cards (SARCs). Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B4. HUMAN RESOURCES

a. Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Teachers Association

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education approved the Collective Bargaining Agreement Between the District and Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0. The approved agreement includes a 1% increase to the salary schedules for all certificated bargaining unit members, retroactive to July 1, 2020.

b. Public Disclosure and Approval of Collective Bargaining Agreement Between the District and Oak Park Classified Association

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Collective Bargaining Agreement Between the District and Oak Park Classified Association. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

Board Member Allen Rosen recused himself on account of his spouse being a classified employee at the District. The approved agreement includes a 1% increase to the salary schedules for all certificated bargaining unit members, retroactive to July 1, 2020.

c. Public Disclosure and Approval of Compensation Adjustment for Administrative, Confidential, and Specified Unrepresented Employees

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education approved the Compensation Adjustment for Administrative, Confidential, and Specified Unrepresented Employees. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0. The approval includes a 1% increase to the salary schedules for eligible confidential and administrative employees, retroactive to July 1, 2020. These specified unrepresented employees include the staff of the Oak Park Neighborhood School.

d. Review and Discuss COVID-19 Testing Plan

At the December 15, 2020 board meeting, the Board requested an opportunity to further discuss the COVID testing plans and the potential fiscal impact of doing so. Staff shared information on the current testing plan of mandatory testing of all staff every who are working on campus. Staff also discussed the Valencia Laboratory testing program set up by the state. Staff shared that they are still researching the plans for student testing as would be required by the new reopening plan proposed by the Governor. Currently, all staff working on campus are required by OPUSD to be tested every other week. Over 309 tests have been conducted resulting in two positive cases detected from these on-site testing.

B5. BOARD POLICIES

a. Approve Amendment to Board Policy 3280 Sale or Lease of District-Owned Real Property – First Reading

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Amendment to Board Policy 3280 Sale or Lease of District-Owned Real Property as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Approve Amendment to Board Policy and Administrative Regulation 3530 Risk Management/Insurance – First Reading

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Amendment to Board Policy and Administrative Regulation 3530 Risk Management/Insurance as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. Approve Amendment to Board Policy and Administrative Regulation 5113.1 Chronic Absence and Truancy – First Reading

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved

Amendment to Board Policy and Administrative Regulation 5113.1 Chronic Absence and Truancy as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. Approve Amendment to Administrative Regulation 5113.11 Attendance Supervision – First Reading

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Amendment to Administrative Regulation 5113.11 Attendance Supervision as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. Approve Amendment to Board Policy and Administrative Regulation 6143 Courses of Study – First Reading

On motion of Allen Rosen, seconded by Tina Wang, the Board of Education approved Board Policy and Administrative Regulation 6143 Courses of Study as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

f. Approve Amendment to Board Policy 6154 Homework/Makeup Work– First Reading

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved Board Policy 6154 Homework/Makeup Work as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

g. Approve Amendment to Board Policy, Administrative Regulation, and Exhibit 6161.1 43 Selection and Evaluation of Instructional Materials – First Reading

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Board Policy, Administrative Regulation, and Exhibit 6161.1 43 Selection and Evaluation of Instructional Materials as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

On motion of Denise Helfstein, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting is declared adjourned at 8:57 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

1-27-2021 #1119

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 5:02 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide 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 January 27th. 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

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent of Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Mrs. Ragini Aggarwal, Executive Assistant and Mr. Jay Fernow, District's Legal Counsel.

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:

1. **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
2. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957

3. **CONFERENCE WITH LABOR NEGOTIATOR** – Government Code 54957.6

Agency designated representative: Allen Rosen, Board President

Unrepresented employee: Dr. Anthony Knight, Superintendent

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

There being no further business before this Board, the special meeting is declared adjourned at 8:17 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: FEBRUARY 16, 2021
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24882	Amanda Chin	Instructional Assistant II SpEd SUB	1/18/2021	Special Ed	\$17.69	ROES
CL24883	Amy Bouchez	Instructional Assistant I - Reading	2/1/2021	General	\$20.57	BES
CL24884	Fernando Franco	Instructional Assisant III - Behavior	3/1/2021	Special Education	\$21.26	ROES

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24885	Carl Joyce	Girls Tennis Varsity Head Coach	1/12/2021	Coaches, Athletics	\$2,250	OPHS
CL24886	Carl Joyce	Boys Tennis Varsity Head Coavch	1/12/2021	Coaches, Athletics	\$2,250	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24887	Robert Violette	Custodian - Site Change From MCMS to DO	2/10/2021	General	\$23.89	DO
CL24888	Christian Jimenez	Custodian - Site Change From DO to MCMS	2/10/2021	General	\$23.89	MCMS
CL24889	Heidi Monroe	Instructional Assistant II SpEd - LOA	2/1/2021	Special Ed	\$24.98	MCMS
CL24890	Susan Shiney	Instructional Assistant II SpEd - LOA	2/1/2021	Special Ed	\$21.26	OPHS

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24891	Ayesah Saxena	Instructional Assistant I - Reading	1/22/2021	Resignation	\$20.37	MCMS
CL24892	Brittany Gonzalez	Food Service Assistant I	1/12/2021	Resignation	\$18.60	BES

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: FEBRUARY 16, 2021
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10659	Tim Chevalier	Class Size Overages January	1/19/2021	General	\$12.00	OPHS
01CE10660	Jen Hankins	Class Size Overages January	1/19/2021	General	\$14.00	OPHS
01CE10661	Kim Annino	Class Size Overages January	1/5/2021	General	\$45.00	BES
01CE10662	Barbie Lee	Class Size Overages January	1/5/2021	General	\$45.00	BES
01CE10663	Kellie Milbourn	Class Size Overages January	1/5/2021	General	\$180.00	BES
01CE10664	Allison Gerin	Class Size Overages January	12/30/2020	General	\$120.00	BES
01CE10665	Tawnya Watson	Class Size Overages January	12/30/2020	General	\$180.00	BES
01CE10666	Michelle Varju	Class Size Overages January	12/30/2020	General	\$270.00	BES
01CE10667	Denise Wall	Class Size Overages January	12/30/2020	General	\$180.00	OHES
01CE10668	Michelle Williams	Class Size Overages January	12/30/2020	General	\$180.00	OHES
01CE10669	Lianne Arnold	Class Size Overages January	12/30/2020	General	\$180.00	OHES
01CE10670	Joy Reints	Class Size Overages January	12/30/2020	General	\$270.00	OHES
01CE10671	Amy Buccino	Class Size Overages January	12/30/2020	General	\$90.00	ROES
01CE10672	Nicole Lo Bianco	Class Size Overages January	12/30/2020	General	\$90.00	ROES
01CE10673	Robbin Lund	Class Size Overages January	12/30/2020	General	\$35.00	ROES
01CE10674	Sheri Merfeld	Class Size Overages January	12/30/2020	General	\$360.00	ROES
01CE10675	Maureen McDowell	Class Size Overages January	12/30/2020	General	\$270.00	ROES
01CE10676	Kari Share	Class Size Overages January	12/30/2020	General	\$170.00	ROES
01CE10677	Jamie Brown	Class Size Overages January	12/30/2020	General	\$270.00	ROES
01CE10678	Nina Johnson	Class Size Overages January	12/30/2020	General	\$270.00	ROES
01CE10679	Kathy Strong	Class Size Overages January	12/30/2020	General	\$90.00	ROES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE10680	Danielle Stomel	Maternity Leave	2/2/2021	General	OHES	
01CE10681	Carly Serota	Maternity Leave	1/27/2021	General	OHES	

SEPARATION

Number	Name	Position	Effective Date	Separation	Site	
01CE10682	Tony Knight	Superintendent	6/30/2021	Retirement	DO	
01CE10683	Patti Holland	Teacher	5/27/2021	Retirement	ROES	
01CE10684	Sheri Merfeld	Teacher	5/27/2021	Retirement	ROES	
01CE10685	Nina Johnson	Teacher	5/27/2021	Retirement	ROES	
01CE10686	Sherry Hung	Teacher	5/27/2021	Retirement	OPHS	
01CE10687	Sharon Stutz	Teacher	5/27/2021	Retirement	OPHS	
01CE10688	Jon Duim	Teacher	5/27/2021	Retirement	OPIS	
01CE10689	Randi Liepman	Teacher	5/27/2021	Retirement	OVHS	
01CE10690	Robert Sitomer	Counselor	5/27/2021	Resignation	MCMS	

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: FEBRUARY 16, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – JANUARY 1 THROUGH ANUARY 31, 2021

CONSENT

ISSUE: Shall the Board ratify the following purchase orders issued for the period January 1 through January 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 January 1 through January 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 01/01/2021 - 01/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4330 Other Materials and Supplies N					
B21-00122	Office Depot Customer Service Center	004	2020/2021 M & O Supplies	010-4330	1,805.00
B21-00152	Southwest School Supply	004	2020/21 PO for COVID Supplies	010-4330	9,100.00
B21-00206	Ryan Communications	004	2020-2021 District-wide Radio Repair/Supplies	010-4330	4,000.00
P21-00305	iDesign Solutions	013	Vex Robotics/Oth/Supply/Architect	010-4330	8,676.10
P21-00321	Southwest School Supply	005	Proj 20-04S Collaborative Furniture@BES-Southwest	010-4330	3,047.67
P21-00327	Herff Jones	024	Cap & Gowns	010-4330	772.31
P21-00335	Riverside Insights	000	SpEd Protocols Order - MCMS	010-4330	350.91
Total:010-4330 Other Materials and Supplies N					27,751.99
010-5600 Rents, Leases, and Repairs					
B21-00207	Riddell/All American Sports Cp	004	Aththletic Helmets Reconditioning Svs	010-5600	300.00
B21-00208	AED Authority	004	Open PO for AED Batteries - Safety Credits	010-5600	300.00
P21-00317	REC Solar Commercial Corp	004	Replace Modules at Medea Creek Middle School	010-5600	2,151.19
P21-00318	Thousand Oaks Electric dba Tho usand Oaks Electric	004	Supply and install 20 amp 120 v circuit	010-5600	2,385.00
P21-00326	Sports Facilities Group	004	Replace damaged backboard padding/breakaway OPHS	010-5600	2,755.00
P21-00333	Coast Cart Inc.	004	Repair of Vandalized Golf Cart	010-5600	2,234.68
P21-00334	Reliable Cabling Solutions	004	Install Data Cable Drops DO Warehouse IT Cage	010-5600	1,713.93
Total:010-5600 Rents, Leases, and Repairs					11,839.80
010-5820 Other Operating Expense					
B21-00040	California Pest Management	004	2020/2021 School Pest Monthly Management Svcs	010-5820	14,086.29
B21-00195	Linda Spooner	013	Indep. Band Coach/ASB/Opima	010-5820	1,800.00
P21-00311	Challenge Success	005	2020 OPHS Survey	010-5820	4,000.00
P21-00312	Rosetta Stone Language Learnin	005	2020-21 Rosetta Stone for K-5 EL Teachers	010-5820	4,650.00
P21-00313	Safety Unlimited, Inc	000	20/21 District Nurse - First Aid/CPR online access	010-5820	2,500.00
P21-00314	DEPARTMENT OF SOCIAL SERVICES	023	To pay for child care licensing	010-5820	726.00
P21-00319	Safeguard, Inc.	000	SpEd student transport to NPS Residential School	010-5820	7,125.19
P21-00320	Playscripts Inc DBA Broadway L icensing LLC	013	License Fee/Oth Exp/Prod/Mngr Arts	010-5820	1,099.00
P21-00328	Green Schools Natl Network Inc	005	Renewal of GSNN Sustainability Agreement	010-5820	5,000.00
P21-00332	Shred-It USA	005	Removal of Obsolete Textbooks from BES	010-5820	246.03

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 01/01/2021 - 01/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P21-00336	Document Tracking Service, LLC	005	2021 DTS Contract	010-5820	695.00
Total:010-5820 Other Operating Expense					41,927.51
120-5820	Other Operating Expense				
B21-00209	Ed. Learning Opportunities DBA Developing Outdoors	028	Open PO-Payroll for EC Mentors	120-5820	14,000.00
Total:120-5820 Other Operating Expense					14,000.00
211-4410	Equipment New Non-Capitalized				
P21-00316	Carlson's Building Materials	004	Proj 20-21S Supplies for Outdoor Area ROES	211-4410	702.73
P21-00321	Southwest School Supply	005	Proj 20-04S Collaborative Furniture@BES-Southwest	211-4410	6,769.07
P21-00324	Russell Sigler Inc DBA Sigler Wholesale Distrib.	004	Proj 20-23S Economizers OPHS Bldg. B	211-4410	11,279.70
P21-00325	Bragg Investment Co.,Inc. DBA Bragg Crane Service	000	Proj 20-23S HVAC Upgrade Crane Service OHES	211-4410	6,688.50
P21-00329	Johnstone Supply	004	Proj 20-23S TStats for HVAC DW	211-4410	105,038.15
Total:211-4410 Equipment New Non-Capitalized					130,478.15
211-6209	Main Construction-Buildings				
P21-00331	Reliable Cabling Solutions	004	Proj 19-26S Install PA Speakers OVHS	211-6209	750.75
Total:211-6209 Main Construction-Buildings					750.75
211-6250	Architect/Engineering Services				
P21-00330	Oby A. Boyd Jr. DBA Desert Con sulting Services	004	Proj 19-08S DSA Reports Portable Buildings DW	211-6250	3,750.00
Total:211-6250 Architect/Engineering Services					3,750.00
211-6272	Construction Management Fees				
P21-00315	Balfour Beatty Construction	004	Const Mgmt Services 11/1-11/30/2020 INV 33000	211-6272	4,370.00
Total:211-6272 Construction Management Fees					4,370.00
211-6500	Equipment Replacement \$5000+				
P21-00322	Lennox Industries, Inc	004	Proj 20-23S HVAC Units for OHES/DO	211-6500	69,578.65
P21-00323	Geary Pacific Supply	004	Proj 20-23S HVAC Upgrade OHES	211-6500	18,289.79
P21-00337	M.W. Sausse & Co. Inc	004	Proj 20-23S HVAC Upgrade DW OHES MPR	211-6500	5,351.78
Total:211-6500 Equipment Replacement \$5000+					93,220.22
Total Number of POs			36	Total	328,088.42

Fund Recap

Fund	Description	PO Count	Amount
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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 01/01/2021 - 01/31/2021

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	25	81,519.30
	Total Fiscal Year 2021		81,519.30
120	Child Development Fund	1	14,000.00
	Total Fiscal Year 2021		14,000.00
211	Measure S Facilities & Tech	11	232,569.12
	Total Fiscal Year 2021		232,569.12
	Total		328,088.42

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 01/01/2021 - 01/31/2021

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4200	Other Books and Reference Mate			
P21-00135	1,697.27	010-4200	General Fund/Other Books and Reference Mate	192.73
Total:010-4200 Other Books and Reference Mate				192.73
130-5820	Other Operating Expense			
FS21-00010	800.00	130-5820	Cafeteria Fund/Other Operating Expense	440.60
Total:130-5820 Other Operating Expense				440.60
Total PO Changes				633.33

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

ESCAPE ONLINE

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TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 16, 2021

**SUBJECT: B.1.d. APPROVE NOTICE OF COMPLETION FOR MEASURE S PROJECT 20-11S
RESTROOM UPGRADES AT RED OAK ELEMENTARY SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion Project 20-11S, Restroom Upgrades at Red Oak Elementary School?

BACKGROUND: On April 21, 2020, the Board of Education authorized Project 20-11S, Restroom Upgrades at Red Oak Elementary School, contracted with Reliable Floor Covering, Inc. of Westlake Village, California.

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

ALTERNATIVES:

1. Approve the Notice of Completion for Project 20-11S, Restroom Upgrades at Red Oak Elementary School, contracted with Reliable Floor Covering, Inc., of Westlake Village, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

Notice of Completion

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

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

That on or about April 21, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Reliable Floor Covering, Inc., of Westlake Village, California, for Project 20-11S, Restroom Upgrades at Red Oak Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on February 16, 2021; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

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

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

Anthony W. Knight, Ed.D., Superintendent

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

STATE OF CALIFORNIA
COUNTY OF VENTURA

Oak Park Unified School District

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

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

WITNESS my hand and official seal.

Signature _____ (SEAL)



Project Status

Budget, Commitments, Expenditures, Construction, Funding

Red Oak Elementary School - 20-11S Restroom Upgrades at ROES (ROES - 20-11S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	86	86
Hard Cost	86,466	86,380	86,380
Contingency	-	-	-
Total	86,466	86,466	86,466
Budgeted Hard Cost			100.0%

Budget Status

Initial Amount	86,466
Approved Changes	-
Pending Changes	-
Total	86,466
Budgeted Contingency	0.0%

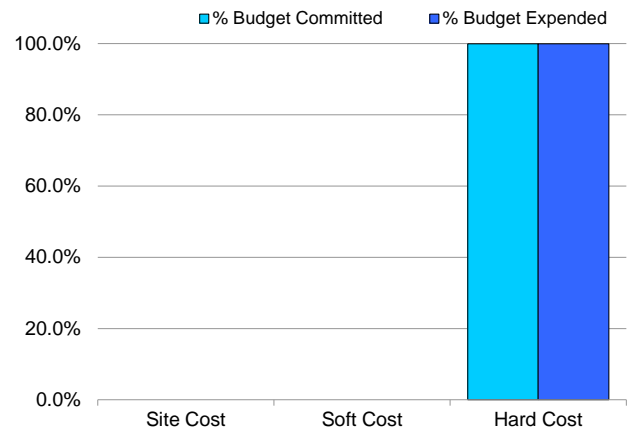
Committed Status

Initial Contracted AMT	24,792	
Contract Changes	61,674	71.3%
Total	86,466	
Budget Committed		100.0%

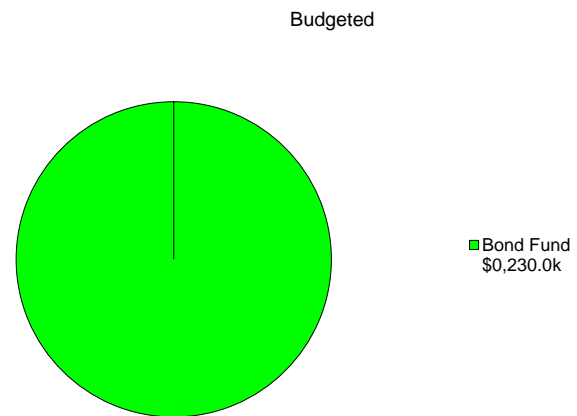
Expenditure Status

Paid	86,466
Total	86,466
Budget Expended	100.0%

Progress



Funding Sources



Construction Contract Status

No Construction to report.
Construction
is budgeted
to start in FY
19-20
Jan-Feb-Mar.



Budget Status Report

Budget versus Commitments and Expenditures

Red Oak Elementary School - 20-11S Restroom Upgrades at ROES

Expense Category/Object Code	Budget	Commitments				Expenditures		
	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	Total Expenditures	% Budget Spent
B - Planning								
6259 - Other Costs - Planning	-	86	-	86		86	86	
	-	86	-	86		86	86	
C - Construction								
6209 - Main Construction Contractor	74,767	13,715	61,052	74,767	100.0%	74,767	74,767	100.0%
6274 - Other Costs - Construction	11,613	10,992	622	11,613	100.0%	11,613	11,613	100.0%
	86,380	24,707	61,674	86,380	100.0%	86,380	86,380	100.0%
F - Furniture & Equipment								
4300 - Materials & Supplies	86	-	-	-	0.0%	-	-	0.0%
	86	-	-	-	0.0%	-	-	0.0%
Totals	86,466	24,792	61,674	86,466	100.0%	86,466	86,466	100.0%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.2.a. APPROVAL OF 2020-2021 SAFE SCHOOL PLANS

ACTION

ISSUE: Shall the Board review and approve the 2020-2021 Safe School Plan for each District school as required by Education Code 35294.2?

BACKGROUND: The Oak Park Unified School District must annually review and update its Safe School Plans in order to remain in compliance with EC 35294.2. This year each of the District's schools has updated its plan, providing specific site information to update the District master copy. These updates include staff responsibilities, and procedures to be followed by students and staff in the event of disaster or emergency. EC 35294.2 requires that the revised plans be approved by the Board of Education and be made available for public display each school year, the plans were reviewed by the District Safety and Security Task Force. As per Board Policy 0450 and California Education Code, School Comprehensive Safety Plans shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. Each administrator, along with their respective School Site Council, has reviewed, updated, and signed off on each plan. The final plans are available upon request for inspection at the District Office however, due to the sensitivity of the information contained and security precautions, they are not made available in a digital format.

FISCAL IMPACT: None; approval of the 2020-2021 Safe School Plans satisfies the statutory requirements of Education Code 35294.2.

ALTERNATIVES:

1. Approve the updated Safe School Plans as presented.
2. Do not approve the amended Safe School Plans.

RECOMMENDATION: Alternative No. 1

Prepared by: Jason Meskis, Assistant Principal, OPHS and Chair of Safety and Security Task Force
Stew McGugan, Assistant Superintendent of 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.2.b. AUTHORIZE MEASURE S PROJECT 21-01S, FIELD TURF REPLACEMENT AND FIELD UPGRADES AT OAK PARK HIGH SCHOOL AND APPROVE ASSOCIATED CONTRACT

ACTION

ISSUE: Shall the Board authorize Measure S Project 21-01S, Field Turf Replacement and Field Upgrades at Oak Park High School and approve Associated Contract, to be funded from the Measure S bond fund?

BACKGROUND: The turf field at Oak Park High School is now 10 years old and is in need to be replaced. At its meeting on October 15, 2019, the Board approved the updated 2019 Measure S Master Plan. Included in the plan is the turf replacement project at the Oak Park High School stadium.

Hellas Construction completed this work 10 years ago and is again our recommended vendor for this project. Hellas Construction holds California Multiple Award Schedules (CMAS) designation, attached for reference. The District can proceed with the attached contract without conducting a formal bidding process and the need to go through the DSA process.

A rendering is included that shows how the new field will look as well as the landscape turf areas around the perimeter of the track.

The contract includes a base scope of work totaling \$649,591 that includes removal of the existing turf, grading, and installation of new synthetic turf.

The contract also calls for \$415,549 in add alternates, which we believe are important investments to upgrade the field:

1. Add for 19mm paved in place cush drain pad (this is a shock pad that will increase safety) - \$220,418
2. Add for lacrosse goal uprights and nets (these were requested by the school's Athletic Director, coaches, and Assistant Principal) - \$3,581
3. Add for track striping (restriping the track will make the field and track look new again) - \$14,800
4. Add for 80oz turf at end zone in lieu of 46oz (this will help alleviate the additional wear and tear we have seen in the end zones) - \$9,991
5. Add for landscaping turf at areas shown in rendering (these were requested by the school's Athletic Director, coaches, and Assistant Principal; the area will be ideal for students to warm up and stretch) - \$166,759

The Board is respectfully requested to authorize Measure S Project 21-01S, Field Turf Replacement and Field Upgrades at Oak Park High School and approve associated contract, to be funded from Measure S bond funds in the amount of \$1,065,140, plus a 5% contingency of \$53,257, for a total of \$1,118,397.

FEBRUARY 16, 2021 BOARD OF EDUCATION MEETING
Authorize Measure S Project 21-01S, Field Turf Replacement and Field
Upgrades at Oak Park High School and approve Associated Contract
Page 2

FISCAL IMPACT: The proposed project will be funded from the Measure S bond fund and has been projected in the bond fund's multi-year plan.

ALTERNATIVES:

1. Authorize the Measure S Project 20-01S, Field Turf Replacement and Field Upgrades at Oak Park High School to be funded from the Measure S bond fund in the amount of \$1,118,397.
2. Do not authorize this project..

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



February 2, 2021

Brendan Callahan, MBA, M.Ed.
Director of Bond Programs, Sustainability, Maintenance, and Operations
Oak Park Unified School District
5801 Conifer Street, Oak Park, CA 91377
BCallahan@opusd.org

RE: Oak Park High School, Oak Park, California
Proposal Synthetic Turf Field Rev.5

Hellas Construction, Inc. is pleased to provide this Scope of Work and Proposal for the above referenced project. Pricing is based on Hellas' CMAS cooperative contract 4-10-78-00A, Supplement No.2 12/22/15 through 12/31/20; GSA schedule: GS-03F0227W.

General Conditions

Hellas will:

1. Provide project Insurance, Supervision and Mobilization.
2. Provide performance and payment bonds if required; see exclusions.
3. Provide, prior to construction, all required submittals.
4. Provide, prior to construction, track lane and event marking drawings.
5. Provide, prior to construction, synthetic turf shop drawings.
6. Provide final punch-out and clean-up of the completed project.

BASE PROPOSAL #1 – SYNTHETIC TURF REPLACEMENT

Synthetic Turf Field

Hellas scope of work:

1. ***Removal*** - Remove existing turf and dispose off site. *Hellas will conduct tests in several locations of the existing aggregate stone base material to determine if the existing base meets permeability requirements. If the tests show that the existing aggregate stone base material does not drain adequately Hellas will notify the owner and provide additional scope of work and proposal pricing to correct the identified deficiencies of the existing aggregate and/or existing drainage piping system (no purchase of stone drainage material or any grade changes is included in this proposal).*





2. Grading – Regrade existing aggregate stone base material to correct minor planarity issues. *No additional stone aggregate material is included in this proposal.*
3. Synthetic Turf - Provide and install approximately 88,200 square feet of **Matrix™ Helix 46 oz.** 100% Polyethylene Extruded Monofilament synthetic turf system with the noted installation options listed below.
 - Football lines and markings per attached rendering
 - Soccer lines and markings per attached rendering.
 - LOGO per attached rendering
 - Colored End Zones per attached rendering.
 - Natural Fill infill- Blend of Virgin rubber and cork
 - Furnish 1 EA Tow behind Groomer.
 - Provide 8-year manufacturer warranty

After synthetic turf installation is complete, Hellas will provide an operation and maintenance orientation for care of the turf field, and all supplied equipment quoted above.

Synthetic Turf Proposal Price	\$ 636,988.00
Sales tax(7.25%) on Materials only	\$ 12,603.00
<u>GRAND Total</u>	<u>\$ 649,591.00</u>

Turf Perimeter Nailer

If the existing perimeter nailer material is rotted or otherwise requires replacement the cost will be \$17.50 per lineal foot. This amount is not included in the proposal pricing.

ADD ALTERNATES (includes sales tax on materials)

Alternate-1	ADD for 19mm paved in place Cush drain Pad	\$ 220,418.00
Alternate-2	ADD for Lacrosse Goal Official Size 6'H x 6'W x 7'L, Steel Construction, Net Attachment Tie-Bars (Uprights, Crossbar and Ground Bars), Includes 5mm Braided, Knotless White High Tenacity Polypropylene(HTPP) Net with a Rope Bound Perimeter for Easy Hanging and 1-3/4" Square Mesh, White Lacing Twine and Hardware Kit, Powder Coated Orange	\$ 3,581.00



Alternate-3	ADD for Track Striping	\$	14,800.00
	Includes basic striping, 36 letters and border at 4 runways		
Alternate-4	ADD for 80oz turf at End Zone in lieu of 46oz	\$	9,991.00
Alternate-5	ADD for Landscaping turf at areas shown in attached rendering		
	Base construction		\$85,633.00
	Synthetic turf		\$81,126.00
	TOTAL	\$	166,759.00
	Inclusions-:		
	1. Strip vegetation at landscape turf area, all stripped material to be legally disposed off site.		
	2. Provide and install 2" road base, grade and compact to proper density. Turf will be sheet drained.		
	3. Provide and install 14,281 square feet of Grasso 60 oz synthetic turf system		
	4. Provide 8-year manufacturer warranty.		
	5. Excludes subgrade stabilization, liner, and geo tech report.		

Pricing is valid for 60 days only

EXCLUSIONS

1. Any item of work not specifically listed above.
2. Geotechnical Investigation.
3. Rock excavation or haul off.
4. Any embankment or processing of imported soils.
5. SWPPP/Erosion control.
6. Any concrete work.
7. Any asphalt paving
8. Any electrical work.
9. Any fence work.
10. Engineering.
11. Supply or installation of perimeter safety fencing
12. Site security
13. Any Allowances or Contingencies.
14. Demolition and removal of existing pad, if any.
15. Any permits or fees, including any utility impact fees generated by construction improvements.



16. Owner shall provide ingress/egress for ALL personnel, equipment and materials; typical construction traffic shall be expected for the duration of this contract. Contractor NOT responsible for damage due to typical construction traffic ingress/egress to the construction site.

Notwithstanding anything to the contrary in any of the Contract documents, under no circumstances shall the Performance bonds, maintenance bonds or the obligations of the Surety be liable for any warranty obligations that exceed 1 year from the date of substantial completion as defined in the Contract documents.

Please contact this office should you have any questions regarding this quotation. **Hellas Construction, Inc.** looks forward to the award of this project, and is eager to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Anoop Bains", written over a horizontal line.

Anoop Bains
Project Estimator
Hellas Construction Inc.
#512-541-7691
abains@hellasconstruction.com



Hellas Construction, Inc. (P) (512) 250-2910
12710 Research Boulevard (F) (512) 250-1960
Suite 240 Austin, TX 78759 hellasconstruction.com

OWNER:
Oak Park High School
899 Kanan Rd, Oak Park, CA 91377
(818) 735-3300

PROJECT:
SYNTHETIC TURF FOOTBALL FIELD

PROJECT LOCATION:
OAK PARK, CALIFORNIA

matrixTURF



COMMENTS:
Drawing scale accurate ONLY when printed on 11x17 paper.

DRAWN BY: SDL

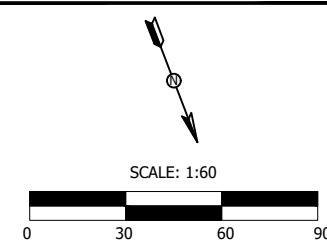
All drawings and written material appearing herein constitute original unpublished work, and may not be duplicated, used or disclosed without the written consent of Hellas Construction, Inc.

DATE:
FEBRUARY 3, 2021

REVISION:
1.3

SHEET TITLE:
COLOR RENDERING

SHEET NUMBER:
1.0



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.2.c. APPROVE INTEGRATED ASSET MANAGEMENT AND HELP DESK TICKETING SYSTEM CONTRACT WITH INCIDENTIQ

ACTION

ISSUE: Shall the Board approve an annual contract with IncidentIQ to provide an integrated asset management and help desk ticketing system with payment processing integration?

BACKGROUND: Oak Park Unified School District currently does not utilize a singular integrated asset management system to manage all of the technology devices and peripherals. Different management systems and collections of spreadsheets have been used to keep track of Chromebooks, iPads, desktop computers, and laptops. Our student information system (Q-SIS), which is currently being used to track student devices lacks the functionality to add additional detail necessary to accurately identify the different devices a student may have at any given time. Additionally, the district's Chromebook lease-to-own program does not have a payment system that can track multi-year billing and payments over time.

After researching several vendors, the tech department has determined that IncidentIQ, a K-12 specific vendor, offers the best solution, at an affordable price, to handle asset/device management, help desk ticketing, and managing lease to own payment tracking and invoicing. Additionally, it will also allow users to obtain help from the technology department more quickly and efficiently by using an improved help desk ticket generation process.

FISCAL IMPACT: IncidentIQ has an initial \$1200 setup fee followed by an annual subscription cost of \$12,500 to be fund by the General Fund.

ALTERNATIVES:

1. Approve 1-year contract with IncidentIQ to provide an integrated asset management and help desk ticketing system.
2. Do not approve the contract.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

FEBRUARY 16, 2021 BOARD OF EDUCATION MEETING
Approve contract with IncidentIQ to provide an integrated asset
management and help desk ticketing system
Page 2

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

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



SOLUTION PROPOSAL

Incident IQ Platform for:

Oak Park Unified

01/20/2021



Table of contents

Solution Details	Executive Summary	2
	Solution Specifications	3
	Onboarding & Support	4
Investment Analysis	Pricing & Savings	5
	Proven results.....	6

Executive Summary

Transform Support to Recapture Instructional Time & Save Money

Perhaps the most valuable resource in any school district is instructional time, and maximizing its effective use is among the best ways to drive student achievement. Inefficiencies in the way students and teachers access and receive support for technology, facilities, and other operational issues threaten instructional time. By attacking these inefficiencies, technology and operations leaders can help teachers recapture this lost instructional time and deliver huge savings to their districts.

The High Price of Inefficient Support

- **The Cost of Slower Access:** Using legacy methods¹ the average technology support issue takes 20 minutes of teacher time to simply request support². This adds up over 20 hours of instructional time per thousand students annually.³ So for a 4,500 student district, 90 hours of teacher time a year is wasted on accessing support. This equates to an annual cost to the district of more than \$35,000.⁴
- **The Cost of Slower Resolution:** In delivering support, more than six and a half hours of technician time per thousand students annually is lost due to inefficiencies of legacy tools. For a 4,450 student district, this translates to annual costs of more than \$30,000 wasted due to lost technician time⁵ and almost 15,000 in lost teacher productivity⁶.
- **Other Cost Centers:** For districts with significant technology asset footprints, another \$13,000 and \$18,000 annually is subject to waste due to inefficient device deployment methods and inefficient auditing/inventory management, respectively.⁷

As districts grow in size, these same cost centers only compound as the challenge expands.

¹ The “legacy support request” timing profile is based on request time outcomes for districts using either email-based support methodologies or help ticketing systems that were designed for corporate or other non-K-12 environments (“industry-neutral ticketing”).

² This timing assumes 4 and 5 minute base transaction times for email and industry-neutral ticketing, respectively. Averages by method are derived by further applying dilation-factors based on: 1) follow-up/reminder request likelihood, 2) need for additional information likelihood, and 3) request resubmission likelihood.

³ Incident IQ user community data indicate an average of 65 tickets submitted per 1000 students, annually.

⁴ Costs associated with lost teacher time is calculated based on the reported average salary for teachers of \$58,950 for 2016/17 from the National Center for Education Statistics (available at, https://nces.ed.gov/programs/digest/d17/tables/dt17_211.60.asp) plus an additional 20% for cost of benefits; this hourly figure representation assumes a 185 day contract and 8 hours per day.

⁵ Based on a 20% resolution improvement factor resulting in 1300 technicians hours saved annually at a \$30.00 average hourly wage rate.

⁶ Teacher productivity cost assumes an average 1% productivity diminishment during open support requests.

⁷ Savings calculation is based on technician time savings, again at \$30.00 average hourly wage rate, derived from a 60% service delivery improvement factor in auditing and a 90% reduction in inventory shrinkage over legacy methods, assuming an average device cost of \$200 and a 2% legacy inventory shrinkage rate.

How Incident IQ Helps

Fast, Teacher-Friendly Request Submission

Incident IQ helps district leaders attack these inefficiencies at their root cause, namely request generation.

- **Quick Tickets** allows teachers to quickly and accurately submit a help request for assigned devices or technology deployed in their classroom. [Learn more >](#)
- **My Classes** makes it easy for faculty to submit requests on behalf of students with one click visibility over student rosters and their assigned devices. [Learn more >](#)
- **SIS integrations** with popular systems (PowerSchool, Infinite Campus, Skyward, Aspen, Synergy, and more) empower these K-12 specific features and other speciality support use-cases that save faculty and staff time and frustration. [Learn more >](#)

Productivity Tools Built for K-12 to Drive Faster Issue Resolution, Better Support

Teams using incident IQ for IT support create more savings by speeding time-to-resolution with tools built specifically for the K-12 challenge.

- **Rules Engine** allows for powerful automations to expedite routing, prioritization, escalation, and resolution. [Learn more >](#)
- **Integrated asset data** with help desk ticketing allows support teams to receive richer help requests and leaders gain insights into the performance of educational technology. [Learn more >](#)
- **Ticket analytics** assists leadership in identifying help request trends, and ensuring that resources are properly allocated to address support needs. [Learn more >](#)

Manage District Assets with Confidence

Enterprise-level asset management tools, built for the scale of today's K-12 technology.

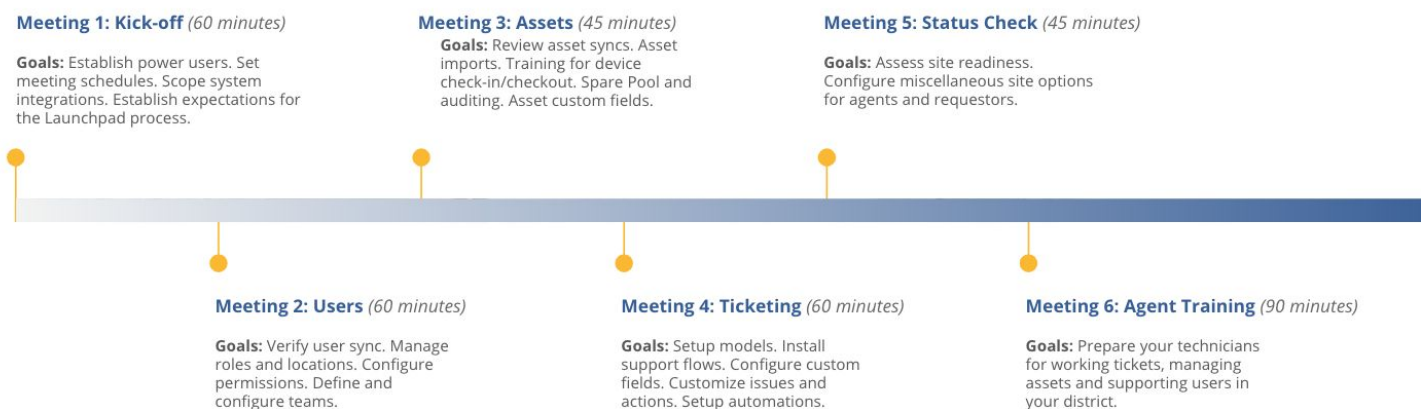
- **Deployment tools** built specifically with 1:1 challenge in mind allow districts to get learning devices into student hands quickly. Easily check devices in and out. Track previous ownership, storage location, and more. [Learn more >](#)
- **Smart Audits** helps ensure accountability by allowing IT teams to conduct technology asset audits with an intelligent approach that produces better inventory fidelity with less effort. [Learn more >](#)
- **Powerful asset reporting** embedded in iiQ Assets enables users to quickly generate reports built around dozens of standard data points or unlimited district-defined custom attributes. [Learn more >](#)
- **MDM Integrations** allow your district to actively track your Google Chrome Console Devices remotely from each individual asset profile. [Learn more >](#)

Onboarding & Support

Onboarding is easy with Incident IQ Launchpad

Six hours of your team's time from start to finish

Incident IQ's Launchpad onboarding process combines training with the actual configuration of your live site to assist districts in completing all necessary steps to launch their sites as soon as possible. The Incident IQ support team is available via phone, emails and in-product support tickets to assist and answer any questions along the way.



Ongoing Support in Three Layers

- **In-App support for all:** All users in the District may access first-line assistance with Incident IQ by simply submitting a help request within their Incident IQ site. Product help requests can be produced just as quickly and easily as any other iiQ Ticket.
- **App, phone, or email support on demand:** For Administrator accounts within a district, these users can escalate user help requests within the App to the Incident IQ support team or make such requests directly. Administrators also have access to direct phone and email support with issues during ordinary business hours.

Connect & collaborate on Incident IQ Idea Exchange

Incident IQ is the leading IT support and asset management platform for K-12 districts because the iiQ community has made it great. Idea Exchange is where the community can provide input on the new features and products to make Incident IQ even better for districts.

Pricing & Savings

Pricing Model

Incident IQ is priced to be accessible for small districts, while providing larger districts discounted per-person pricing as student populations increase. For public institutions, the annual license fee formula is applied to the most recently available public data reported to the National Center for Education Statistics. A variable one-time implementation fee is based on the time and effort required to execute necessary district systems integrations and provide initial user training.

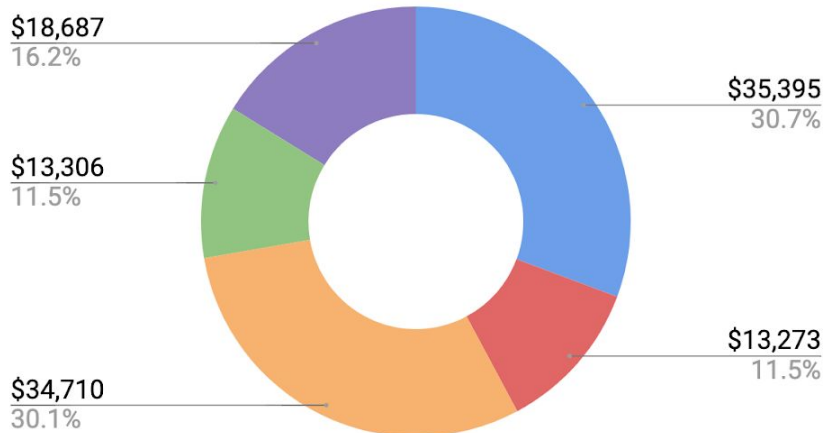
For Oak Park Unified, the relevant student population figure is: 4,450

One-Year Pricing for Oak Park Unified	
Incident IQ Platform with iiQ Ticketing	\$8,333.28
iiQ Assets Add-on	\$3,333.31
iiQ Password Assistant	\$833.33
Launchpad Onboarding	\$1,195.00
Total for 1 Year:	\$13,694.92

Investment Analysis

Calculation of annual return on investment potential for Oak Park Unified. Please see the Executive Summary above for detailed discussion of the cost savings analysis.

Annual Savings Breakdown



Total Potential Annual Value

\$115,371

31%

from **faster ticket submission**

12%

from **faster ticket resolution**

30%

from **greater agent productivity**

12%

from **faster device distribution**

16%

from **reduced inventory costs**



Proven Results



[Incident IQ Success Story: Henry County Schools - Incident IQ](#)

*Watch one district's story of how Incident IQ transformed IT support
and asset management in their 40,000+ student 1:1 district.*

Who else uses Incident IQ in California?

Hemet Unified, Moreno Valley USD, Covina-Valley USD, Antioch Unified, Paradise Valley USD, Saugus Union SD, Rowland Unified, Panama-Buena Vista USD, Davis Joint Unified, and dozens more.



Quote Name Incident IQ for Oak Park Unified (V2)
Company Address 519 Memorial Dr SE
Suite B-12
Atlanta, GA 30312
US

Created Date 1/20/2021
Expiration Date 2/28/2021
Quote Number 24384

Prepared By Rob Winborne
Phone (877) 747-3073
Email rwinborne@incidentiq.com

Contact Name Enoch Kwok
Phone (818) 735-3200
Email ekwok@opusd.org

Bill To Name Oak Park Unified
Bill To 5801 E. Conifer St.
Oak Park, CA 91377

Ship To Name Oak Park Unified

Product Code	Product	Product Description	Sales Price
IIQ-6200	iiQ Assets	Incident IQ Assets product (add-on), annual subscription	\$3,333.31
IIQ-9000	iiQ Launchpad On-boarding Services	Implementation of Incident IQ Cloud Services, one-time fee	\$1,195.00
IIQ-8200	iiQ Password Assistant	Password Assistant premium App, annual subscription	\$833.33
IIQ-1000	iiQ Platform with Ticketing	Incident IQ Platform with iiQ Ticketing core product, annual subscription	\$8,333.28

Total Price \$13,694.92

Notes

This quote includes the Password Assistant Premium App as discussed with Enoch and Team.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.2.d. APPROVE 1- YEAR RENEWAL AGREEMENT WITH CHRISTY WHITE FOR AUDITING SERVICES FOR FISCAL YEAR 2020-2021

ACTION

ISSUE: Shall the Board approve a 1-year renewal agreement with Christy White Associates for auditing services for fiscal years 2020-21?

BACKGROUND: Pursuant to Education Code Section 41020, the governing board of each local educational agency (LEA) shall provide for an annual audit of the books and records of the agency. Every LEA shall contract with an independent auditor or auditing firm of its choice by April 1 to audit the District's current fiscal year financial records in the subsequent year.

The current contract for audit services with Christy White Associates (CWA) will expire with the completion and submittal of the 2019-20 District audit and each of the bond audits (Measure C6, R, and S). CWA has submitted a proposal for a new 1-year agreement for fiscal year 2020-21. Bond Measures funds from C6 and R were exhausted in 2019-20 and therefore, will not be included in the audit services for fiscal year 2020-21. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

District Audit Fees:	\$29,870
Measure S Audit Fees:	\$6,000
Total Annual Fees:	\$35,870

FISCAL IMPACT: The cost for these services are not to exceed \$35,870. This will be included in the 2021-22 Operating Budget.

ALTERNATIVES:

1. Approve the 1-year renewal agreement with Christy White Associates for auditing services for fiscal years 2020-21.
2. Do not approve the renewal agreement with Christy White Associates.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

FEBRUARY 16, 2021 BOARD OF EDUCATON MEETING
Approve the 1-year renewal agreement with Christy White Associates
for auditing services for fiscal years 2020-21
Page 2

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

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



Certified Public Accountants serving
K-12 School Districts and Charter
Schools throughout California

February 1, 2021

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

We are pleased to confirm our understanding of the services we are to provide Oak Park Unified School District for the fiscal year ending June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of Oak Park Unified School District as of and for the fiscal year ending June 30, 2021. In addition, we will also conduct a financial statement and performance audit to include the balance sheet of Measure S Bond as of June 30, 2021 and the related statement of revenues, expenditures and changes in fund balance for the fiscal years ending June 30, 2021. The audit will be conducted in accordance with Article 13A of the California Constitution.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Oak Park Unified School District's basic financial statements. As part of our engagement, we will apply certain limited procedures to Oak Park Unified School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis.
2. Budgetary Comparison Schedule.
3. Schedule of Changes in OPEB Liability and Related Ratios.
4. Schedules of District's Proportionate Share of Net Pension Liability
5. Schedules of District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Oak Park Unified School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.
2. Other schedules and/or information as required by the State Controller's Office.

348 Olive Street
San Diego, CA
92103

O: 619-270-8222
F: 619-260-9085
christywhite.com

Audit Objectives

The objective of our audits is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- The objective also includes reporting on Internal control related to the Agencies' financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance, and *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, published by the Education Audit Appeals Panel, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions.

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of Oak Park Unified School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the Oak Park Unified School District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of the controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Oak Park Unified School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Uniform Guidance Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Oak Park Unified School District's major programs. The purpose of those procedures will be to express an opinion on Oak Park Unified School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Oak Park Unified School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.

You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the organization's website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate section of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through and/or granting entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the audit period.

The audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Comptroller General of the United States or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than December 15. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

	<u>2020-21</u>
District Audit Fees	\$ 29,870
Measure S Audit Fees	<u>6,000</u>
Total Annual Fees	<u>\$ 35,870</u>

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in *Government Auditing Standards* or the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds or accounts maintained by the Oak Park Unified School District during the period under this agreement, shall be in addition to the above maximum fee

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 25% of contract upon completion of site testing and/or planning, 25% of contract upon completion of interim testing and 50% of contract upon completion of year end fieldwork and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. Fees for the bond audit will be invoiced upon issuance of the final report.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2021. Additional extensions beyond 2021 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the Oak Park Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Christy White, CPA
President
Christy White, Inc

RESPONSE:

This letter correctly sets forth the understanding of Oak Park Unified School District.

Signature

Title

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.2.e. APPROVE APPOINTMENTS TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE

ACTION

ISSUE: Shall the Board approve membership appointments to the Oak Park Citizens' Oversight Committee?

BACKGROUND: At its meeting on November 17, 2020, the Board of Education approved the reappointment of Ty Avendano as an OPCOC member for a third and final term from 07/01/20 to 06/30/22 and authorized the recruitment process to fill one vacancy on the 7-member OPCOC. Since then, an additional vacancy has been created as a result of a member resigning their duties. Five applications were received. A subcommittee of the Board comprising of Board Members Denise Helfstein and Drew Hazelton met and interviewed the applicants. It is the recommendation of the Board subcommittee that the board approve the appointment of Aprylle Beck and Christopher (CJ) O'Keeffe. The two candidates if approved will serve a two-year term (07/01/20-06/30/22) as members of the OPCOC.

FISCAL IMPACT: No immediate fiscal impact.

ALTERNATIVES:

1. As recommended, Aprylle Beck and Christopher (CJ) O'Keeffe. vacant seats on the Oak Park Citizens' Oversight Committee.
2. Do not appoint candidates and re-advertise candidates for all vacancies.

RECOMMENDATION: Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 16, 2021

SUBJECT: B.3.a. APPROVE RESOLUTION #2021-02 OAK PARK EDUCATION FOUNDATION TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM FOR 2021

ACTION

ISSUE: To review and approve Resolution #2021-02 approving the continuation of a fee-based summer school program through Oak Park Education Foundation and to accept credits for high school courses taken by students.

BACKGROUND: Prior to 2014 funding for summer school programs was a part of the Tier III flexibility funding category. Under the new Local Control Funding Formula (LCFF) plan, the Tier III and categorical hourly programs have been eliminated and replaced with new funding mechanisms. However, the result is the same in that there are no separate funds available for summer programs. In the past, the District has been required to provide programs beyond the normal school year for 1) students who are not meeting standards and are at risk of retention; 2) students who are going to be retained; 3) seniors in need of credits for graduation; 4) students who need to repeat courses required for graduation; 5) eligible special education students in an extended school year setting. For the 2021 Summer, any OPHS student who qualifies for the Free/Reduced Lunch Program will have access to Summer School at no cost to them.

Oak Park Education Foundation is preparing to move forward with this year's program again and seeks the board's approval to offer this program. Since Oak Park Education Foundation is not an accredited educational entity it is necessary for the governing board of the Oak Park Unified School District to approve a resolution that states OPUSD will accept the credits for the courses taught in the high school summer program administered by the Oak Park Education Foundation.

This resolution was first approved in March 2011 and staff endorses the renewal of the resolution at tonight's board meeting.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Resolution #2021-02 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.
2. Do not approve Resolution #2021-02 Oak Park Education Foundation to Offer a Fee-Based Summer School Program.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

FEBRUARY 16, 2021 BOARD OF EDUCATION MEETING
Approve Resolution #2021-02 approving the continuation
of a fee-based summer school program through OPEF
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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION #2021-02

**OAK PARK EDUCATION FOUNDATION
TO OFFER A FEE-BASED SUMMER SCHOOL PROGRAM**

Whereas, the Oak Park Unified School District has determined that a district-operated summer school program is not fiscally viable under current state funding levels, and;

Whereas, the Oak Park Education Foundation, a non-accredited institution, has offered to provide summer school services for Oak Park Unified School District students which would benefit the students and the Foundation, and;

Whereas, the Oak Park Unified School District believes that having the Oak Park Education Foundation offer a local summer school program provides another option to help facilitate alternative means for students to complete their prescribed course of study required for high school graduation, and;

Whereas, the Board of Education policy 6146.1 High School Graduation Requirements requires that the board provide alternative means for the completion of prescribed courses in accordance with law;

NOW, THEREFORE, BE IT RESOLVED that the Oak Park Unified School District Board of Education shall accept academic course work offered by the Oak Park Education Foundation as a course for credit toward the Oak Park High School diploma provided the Foundation follows district approved curriculum and utilizes qualified certificated personnel in the delivery of such programs.

PASSED and APPROVED this 16th day of February 2021

AYES:	_____
NOES:	_____
ABSENT:	_____
ABSTENTIONS:	_____

President, Oak Park Unified School District
Board of Education

Attest:

Clerk/Secretary, Oak Park Unified School District
Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.3.b. APPROVE RENEWAL AGREEMENT BETWEEN VENTURA COUNTY OFFICE OF EDUCATION AND OAK PARK SCHOOL DISTRICT LIBRARY SUPPORT SERVICES

ACTION

ISSUE: Shall the Board of Education approve the renewal agreement between Ventura County Office of Education and Oak Park School District Library Support Services?

BACKGROUND: California Education Code 18100 requires that *“the governing board of each school district shall provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency.”* Section 18120 further instructs districts on the credentialing requirements for the staffing of school libraries. While OPUSD currently has an arrangement with the Oak Park Public Library on the Oak Park High School campus, OPUSD must continue to arrange for credentialed librarian services for the other school sites in order to be fully compliant with Section 18120. The Ventura County Office of Education maintains credentialed librarians who can be contracted to provide support and training to school libraries and district staff. This agreement would ensure that OPUSD is in full compliance with the Education Code Sections pertaining to school libraries.

FISCAL IMPACT: The estimated cost of these services is \$880. Funding Source is the General Fund and is included in the 2020-2021 adopted budget.

ALTERNATIVES:

1. Approve the renewal agreement between Ventura County Office of Education and Oak Park School District Library Support Services?
2. Do not approve the renewal agreement between Ventura County Office of Education and Oak Park School District Library Support Services?

RECOMMENDATION: Alternative #1

Prepared by:

Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

**AGREEMENT BETWEEN
VENTURA COUNTY OFFICE OF EDUCATION, CURRICULUM AND INSTRUCTION
AND
OAK PARK UNIFIED SCHOOL DISTRICT FOR
LIBRARY SUPPORT SERVICES**

The scope of this document is to define the roles and responsibilities of Ventura County Office of Education Department of Curriculum and Instruction staff in providing **Oak Park Unified School District**, hereafter called “**the District.**” The purpose is to support staff and students by providing regular and effective library support services as follows:

1. Provide library support services pursuant to Section 18100 of the California Education Code to the school sites of Oak Park Unified School District.
2. Provide support in implementing State Standards and aligning individual school site library services with the California Model School Library Standards to include the following:
 - a. Provide direct support in the selection and cataloging of library materials to correlate with site needs and support standards-based curriculum
 - b. Provide professional development and training for library staff regarding library materials use, organization, programming, collection development, and standard library procedure and use
 - c. Provide professional development training for library staff to support efforts to integrate information literacy and technology skills into all areas of learning
 - d. Assist in site-specific inventory and assessment of library materials, programming and student/teacher needs
 - e. Provide professional development training for library staff on repair, weeding, and disposal of obsolete materials that conform to approved district policies and procedures to maintain a healthy library collection
 - f. Provide distance-based support on an as-needed basis (via telephone or e-mail)
3. Assist in the completion of the annual CDE Library Survey pursuant to Section 18122 of the California Education Code.
4. Perform any or all of the following duties as authorized:
 - a. Instruct students in accessing, evaluating, using and integrating information and resources in the library program
 - b. Plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers
 - c. Select materials for school and district libraries
 - d. Develop programs for and deliver staff development for school library services
 - e. Coordinate or supervise library programs at the school, district or county level

This serves as a Memorandum of Understanding and Responsibility Agreement that “the District” and the **Ventura County Office of Education** will work together toward promoting effective library services. Each agency, according to its defined role, agrees to participate in coordinating, providing and financing these services for the purpose of this agreement.

1. Ventura County Office of Education, Curriculum and Instruction, agrees to:

- a. Provide library support services between January 1, 2021, through June 30, 2021. Library support services to be provided by VCOE Library Services Specialist at a rate of \$880.00 per day. Total cost for library services not to exceed \$1,000.00.

2. The District agrees to:

- a. Pay Ventura County Office of Education for Library Services Specialist for services, not to exceed \$1,000.00. The Ventura County Office of Education shall monitor this Agreement to oversee implementation of project activity. This Memorandum of Understanding and Responsibility Agreement shall be effective upon signature and implemented January 1, 2021, through June 30, 2021.

For Oak Park Unified School District

Adam Rauch, Assistant Superintendent of Business Services

Date

For the Ventura County Office of Education, Curriculum and Instruction

Dr. Antonio Castro, Associate Superintendent, Educational Services

Date

Lisa Cline, Internal Business Services, Executive Director,

Date

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 16, 2021

SUBJECT: B.3.c. APPROVE ADDITION OF WEIGHTED ACADEMIC GPA ON OAK PARK HIGH SCHOOL TRANSCRIPTS

ACTION

ISSUE: Shall the Board of Education approve the addition weighted academic Grade Point Average (GPA) on High School transcripts?

BACKGROUND: Oak Park High School has recently made changes to the reporting of GPA on transcripts used in college applications. Last school year, OPUSD revived the weighted cumulative GPA on its transcripts in response to merit scholarship distribution at large public colleges, resulting in both an unweighted cumulative GPA and weighted cumulative GPA on the OPHS transcript. The Board had requested that staff and administration research current practices of similar districts to determine if any recommendations should be made to alter the reporting of GPA on transcripts. The proposal for a Weighted Academic GPA for grades 10-12 will assist students as they seek academic merit scholarships, certain programs, jobs, and internships that use the highest GPA reported on the transcript. This proposal has been approved by OPHS groups including Site Council and School Leadership.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve adding weighted grade point average on High School transcripts?
2. Do not approve adding weighted grade point average on High School transcripts?

RECOMMENDATION: Alternative

Prepared by: Kevin Buchanan, Principal, Oak Park High School
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OPUSD Board Meeting February 16, 2021

Site Council Proposal for a Weighted Academic GPA at OPHS

As a continuation of the discussion we began around how GPAs are recorded on the OPHS transcript, OPHS Leadership Team supports a Site Council recommendation that the UC/CSU calculation is replaced with a comparable weighted academic GPA. This new weighted academic GPA includes all courses taken in grades 10-12, excluding PE, TA, MHS, and Office Aide. This additional GPA would not impact the OPHS Cum Laude with Honors program that will continue to use the cumulative unweighted GPA.

It is a common practice to include an academic GPA on the transcript that is close to what colleges use to determine admission, and what some programs consider when determining academic merit scholarships, certain programs, jobs, and internships that use the highest GPA reported on the transcript. In many cases it would reflect a higher GPA than the Cumulative Weighted 9-12 and Cumulative Unweighted 9-12 that are currently on the transcript. This is similar to the former UC/CSU GPA that we recently removed, without the UC/CSU parameters, in order to recognize that many of our students are applying to schools outside of CA. Many colleges will recalculate the GPA used for admission based on their own formula and other admission criteria but adding an academic GPA can benefit our students.

Additional Rationale for Adding an Academic GPA

- Provides students with a GPA similar to what colleges use when recalculating GPAs for admissions consideration.
- Creates equity among athletics, P.E. and sports classes. Currently, athlete's P/F grades are not calculated into the GPA, but sports classes and P.E. grades are calculated into the GPA and impact the weighted GPA of non-athletes.
- Encourages students to take P.E. courses and sign up for T.A. and Office Aide without it impacting this academic GPA
- Places students in the best possible position to receive academic merit aid from those colleges that consider the highest GPA reported on the transcript.
- Allows OPHS students to compete for jobs or internships with students from schools that do report an academic GPA.

Implementation Timeline - Upon Board Approval

Spring 2021

VCOE creates the GPA to appear on the OPHS Transcript
Revise the 2021-2022 Student Handbook

Summer 2021

Tag included courses in course history since 2018-19
Recalculate GPAs for all students.

Fall 2021

Post GPA revisions on the OPHS 2022 School Profile

Fall/Spring 2021-22

Weighted Academic GPA appears on OPHS Transcript

Examples of High Schools with Weighted Academic GPAs

School	Weighted Academic GPA
Mira Costa High School, Manhattan Beach Unified	<p>THE WEIGHTED GPA IS AVERAGED IN THREE WAYS:</p> <ol style="list-style-type: none"> 1. CUMULATIVE GPA for all classes Grades 9-12 (including PE/Athletics) 2. ACADEMIC GPA 9-12 (no PE/Athletics) 3. ACADEMIC GPA 10-12 (no PE/Athletics)
La Canada High School	<p>GPA is CALCULATED IN THREE WAYS, weighted & non-weighted:</p> <ol style="list-style-type: none"> 1. ACADEMIC GPA (9-12) <i>Excluding all non-academic courses</i> 2. ACADEMIC GPA (10-12) <i>Excluding all non-academic courses</i> 3. Total GPA (9-12) <i>Including all courses</i>
San Marino High School	<p>GPA (Academic, Cumulative, and Weighted)</p> <ul style="list-style-type: none"> • Excludes: Physical Education, Teacher's Assistant, and Peer Mentoring • GPA is cumulative, reflecting an average of academic courses from grade 9.
Agoura High School	<p><u>SIX TOTAL GPA CALCULATIONS (2 Weighted Academic GPAs)</u> (each weighted/unweighted):</p> <ul style="list-style-type: none"> • ACADEMIC GPA 9-12 <u>Excludes PE/Sports</u> • ACADEMIC GPA 10-12 <u>Excludes PE/Sports</u> • Total GPA 9-12
Westlake High School Conejo Valley Unified	<ul style="list-style-type: none"> • <u>SCHOLASTIC GPA (a.k.a ACADEMIC)</u> Computed using grades in all coursework <u>excluding Physical Education classes</u>, earned by students in grades 9 through 12. • <u>Weighted</u> Based on Scholastic GPA (<u>excluding Physical Education classes</u>), all Honors and AP courses use a GPA calculation of 5.0 and 4.0 for grades of A or B.
Mountain View High (Los Altos Unified, Silicon Valley)	<p><u>2 Weighted ACADEMIC GPAs</u> (AGPA 9-12 and AGPA, 10-12):</p> <ul style="list-style-type: none"> • Based on all courses taken in grades 9-12 and 10-12 • Excludes PE/Sports and other non-academic courses (e.g., teaching assistants, peer tutors)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.4.a. APPROVE RESOLUTION #2021-03 RELEASE TEMPORARY CERTIFICATED EMPLOYEES

ACTION

ISSUE: Should the Board of Education approve Resolution #2021-03 to Release Temporary Certificated Employees?

BACKGROUND: In considering needs for the 2021-2022 school year, it has been determined that, at this time, staffing must be reduced. In order to comply with Education Code Section 44955 temporary employees must be released pursuant to Education Code Section 44954. The Resolution authorizes staff to proceed with the release process for employees on temporary contracts.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44954.

ALTERNATIVES:

1. Approve Resolution #2021-03 Release Temporary Certificated Employees
2. Do not approve Resolution #2021-03 Release Temporary Certificated Employees

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**BEFORE THE BOARD OF EDUCATION OF THE
OAK PARK UNIFIED SCHOOL DISTRICT
COUNTY OF VENTURA, STATE OF CALIFORNIA**

RESOLUTION NO. #2021-03

**RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM
EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

WHEREAS, Education Code section 44954 authorizes the Governing Board to give notice before the end of the school year to any temporary certificated employee who will serve at least 75 percent of the number of days the regular schools of the district are maintained of the Governing Board's decision not to reelect the employee for the next succeeding school year; and

WHEREAS, the employees whose names are listed on the attached Exhibit A are temporary certificated employees who have been employed during the 2020-2021 school year; and

WHEREAS, the Board has received a recommendation from the District Superintendent or the Superintendent's designee not to reelect the employees whose names are listed on Exhibit A; and

WHEREAS, the Board has discussed the recommendation made by the District Superintendent and concurs in that recommendation;

THEREFORE, BE IT RESOLVED that the Governing Board of the Oak Park Unified School District hereby authorizes the District Superintendent or the Superintendent's designee to notify the employees named on Exhibit A of this Board's decision not to reelect them for the 2021-22 school year in accordance with the requirements of Education Code section 44954. The District Superintendent or the Superintendent's designee is further authorized to take any other actions necessary to consummate the intent of this Resolution.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the
Governing Board of the Oak Park Unified School District held this 16th day of February, 2021,
by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President Board of Education of the
Oak Park Unified School District

I, Derek Ross, Clerk of the Board of Education of the Oak Park Unified School District, do
certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board
of Education at its regular meeting held on February 16, 2021.

Clerk, Board of Education of the
Oak Park Unified School District

ATTACHMENT A

**RESOLUTION #2021-03 REGARDING NON-REELECTION AND RELEASE
FROM EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

#1-13

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.4.b. APPROVE RESOLUTION # 2021-04 REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICE

ACTION

ISSUE: Should the Board of Education approve Resolution #2021-04 Reducing or Discontinuing Particular Kinds of Service?

BACKGROUND: In considering needs for the 2021-2022 school year, it has been determined that, at this time, staffing must be reduced.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

ALTERNATIVES: 1. Approve Resolution #2021-04 Reducing or Discontinuing Particular Kinds of Service?
2. Do not approve Resolution #2021-04 Reducing or Discontinuing Particular Kinds of Service?

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION OF INTENTION TO REDUCE PARTICULAR KINDS OF SERVICES AND
RELEASE CERTIFICATED EMPLOYEES

Resolution Number: #2021-04

WHEREAS, the Governing Board of the Oak Park Unified School District ("District") has determined that it shall be necessary to reduce or discontinue the particular kinds of services of the District as itemized in Exhibit "A" at the close of the current school year; and

WHEREAS, it shall be necessary at the end of the 2020-2021 school year to terminate the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of services;

THEREFORE, BE IT RESOLVED that the Superintendent is directed to send appropriate notices to all employees whose services shall be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon temporary or categorically funded project certificated employees in addition to those specifically granted to them by statute;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach under single subject credentials. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving under a single subject credential, the certificated employee must have served the District for one complete school year in the last five school years teaching under a single subject credential in the same subject area taught by the less senior certificated employee. Service during the 2020-2021 school year shall constitute one year of service to this criteria; and

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach elementary education. Thus, in order for a certificated employee to displace a less senior employee currently serving as an elementary teacher, the certificated employee must have served the District for one complete school year in the last five school years as an elementary teacher responsible for developing and delivering instruction to elementary aged students in English-language arts, mathematics, science, social studies, and physical education. Service during the 2020-2021 school year shall constitute one year of service relative to this criteria;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach in a traditional classroom. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving in a traditional classroom setting, the certificated employee must have served the District for one complete school year in the last five school years in a traditional classroom position. Service during the 2020-2021 school year shall constitute one year of service to this criteria.

Adopted by the Governing Board of the Oak Park Unified School District this 16th day of February, 2021.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President, Governing Board of the
Oak Park Unified School District

I, Derek Ross, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 16, 2021.

Clerk, Governing Board of the
Oak Park Unified School District

EXHIBIT A

Recommended Reductions in 2021-2022 programs/services

The Superintendent recommends that the governing Board adopt a resolution to reduce the programs and services for 2021-2022 school year as follows:

<u>Services</u>	<u>Number of FTE Positions</u>
Middle School Technology	0.1
Middle School Social Studies	0.2
Middle School Math/Science	0.2
Middle School Spanish	0.6
High School Math	0.2
High School Athletic Training	0.1
High School Theater/Video Production	0.6
Independent Study	1.5
Full Time Equivalent Reductions:	3.5 FTE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.4.c. APPROVE RESOLUTION #2021-05 - DETERMINATION OF SENIORITY AMOUNG EMPLOYEES WITH THE SAME SENIORITY DATE ("TIE BREAKER RESOLUTION")

ACTION

ISSUE: Should the Board of Education approve Resolution #2021-05 Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution")?

BACKGROUND: In order to determine seniority among employees with the same first day of paid service in a probationary position, the attached resolution has been prepared by staff and legal counsel to determine the seniority of certificated staff having the same first day of paid service in a probationary position with the district.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

ALTERNATIVES: 1. Approve Resolution #2021-05 - Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution").
2. Do not approve Resolution #2021-05 - Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution").

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**BEFORE THE GOVERNING BOARD OF THE
OAK PARK UNIFIED SCHOOL DISTRICT
COUNTY OF VENTURA, STATE OF CALIFORNIA**

RESOLUTION NO. 2021-05

**DETERMINATION OF SENIORITY AMONG CERTIFICATED EMPLOYEES WITH THE SAME
SENIORITY DATE (“Tie-Breaker Resolution”)**

WHEREAS, pursuant to Education Code Section 44955, the Board is required, as between employees who first rendered paid service to the District on the same date, to determine the order of termination solely on the basis of the needs of the District and its students; and

WHEREAS, Education Code Section 44955 requires that upon the request of any employee whose order of termination is determined as stated above, the governing board shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees in the group.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That this Board determines that the needs of the District and the students of this District are best served by resolving seniority ties within the meaning of Education Code Sections 44955, subdivision (b) (third paragraph) and Section 44846, by applying the criteria set forth in paragraphs 4 through 20 below;
2. That as between employees who first rendered paid service to the district in a probationary position on the same date, the order of termination of said employees shall be determined by reference to the criteria which follow and the application thereof to each employee;
3. That the criteria set forth in paragraphs 4 through 20 below are listed in priority order and each criterion shall be used only if the preceding criteria do not delineate the order of termination;
4. As between certificated employees possessing the same seniority date as defined in Education Code Section 44845, and who possess a clear professional, standard, or general teaching credential, as opposed to employee's possessing only a preliminary credential, intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential, the employees possessing a clear professional, standard, or general teaching credential, will be regarded as having greater seniority for purposes of determining seniority order;
5. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees only possessing a preliminary credential will be regarded as having greater seniority for purposes of determining seniority order than employees possessing only an intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
6. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only an intern credential, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
7. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a short-term staff permit (STSP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;

8. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a Provisional Intern Permit (PIP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a waiver, or a designated subject career technical education credential;
9. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a waiver, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a designated subject career technical education credential;
10. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing a designated subject career technical education credential, will be ranked lower than employees possessing the credential documents set forth in paragraphs 4 through 9;
11. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing the appropriate English Language (EL) authorization to teach English Language Learners will be regarded as having greater seniority for purposes of determining seniority order than certificated employees not having certification/authorization to teach English Language Learners;
12. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing multiple subject matter authorizations and supplemental authorization on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only multiple subject matter authorizations (ranked by number of subject matter authorizations). Similarly, certificated employees possessing multiple authorizations on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only single authorization credentials and multiple supplemental authorizations. Similarly, certificated employees possessing single authorization credentials and multiple supplemental authorizations will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorizations. Similarly, certificated employees possessing a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization on credentials.
13. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with the following subject matter authorizations, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
 - (a) Speech and Language
 - (b) Special Education with mild to moderate and moderate to severe authorizations
 - (c) Special Education with mild to moderate authorization
 - (d) Special Education with moderate to severe authorization
 - (e) Mathematics
 - (f) Chemistry
 - (g) Physics
 - (h) Geosciences
 - (i) Biological sciences
 - (j) Foreign Languages
 - (k) Fine Arts
 - (l) English
 - (m) Social Sciences/Social Studies
 - (n) History
 - (o) Business/Computer Education
 - (p) Multiple Subjects
 - (q) Physical Education
 - (r) Designated Subjects Vocational Education
 - (s) Pupil Personnel Services - Counseling

- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

14. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date, then certificated employees will be ranked by verified years of certificated employee experience as determined by actual step placement on the District Certificated Salary Schedule(s) starting with the greatest number of years to the least number of years.
15. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with a Ph.D. /Ed.D. from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a master's degree from an accredited institution of higher education. Similarly, employees with a master's degree from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing two bachelor's degrees. Similarly, employees with two bachelor's degrees from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority than employees possessing a single bachelor's degree from an accredited institution of higher education.
16. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with double majors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and two minors on their transcripts from accredited institutions of higher education. Similarly, employees with a single major and two minors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and single minor on their transcripts from an accredited institution of higher education. Similarly, employees with a single major and single minor on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major on their transcripts from an accredited institution of higher education.
17. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education starting with the greatest number of credits to the least number of credits.
18. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education after earning a bachelor's degree starting with the greatest number of credits to the least number of credits.
19. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with demonstrated experience supervising or being responsible for school sponsored extracurricular activities will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having no experience supervising school sponsored extracurricular activities.
20. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then certificated employees with undergraduate majors in the following subject matter areas, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
 - (a) Speech and Language
 - (b) Special Education with mild to moderate and moderate to severe authorizations
 - (c) Special Education with mild to moderate authorization
 - (d) Special Education with moderate to severe authorization
 - (e) Mathematics
 - (f) Chemistry

- (g) Physics
- (h) Geosciences
- (i) Biological sciences
- (j) Foreign Languages
- (k) Fine Arts
- (l) English
- (m) Social Sciences/Social Studies
- (n) History
- (o) Business/Computer Education
- (p) Multiple Subjects
- (q) Physical Education
- (r) Designated Subjects Vocational Education
- (s) Pupil Personnel Services - Counseling
- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 16th day of February, 2021 by the following vote:

AYES: _____

NOES: _____

ABSTAIN _____

ABSENT: _____

President, Governing Board of the
Oak Park Unified School District

I, Derek Ross, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on February 16, 2021.

Clerk, Governing Board of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.4.d. APPROVE THE REVISED THE JOB DESCRIPTION AND SALARY SCHEDULE PLACEMENT FOR THE POSITION OF DIRECTOR OF STUDENT SUPPORT AND SCHOOL SAFETY

ACTION

ISSUE: Shall the Board approve the revised job description and salary schedule placement for the administrative position of Director of Student Support and School Safety?

BACKGROUND: Staff is recommending that the Board approve the revision of the job description and salary schedule placement for the Director of Student Support and School Safety. The revised job description includes the responsibilities related to COVID-19 safety and social emotional support. The revised salary schedule reflects these additional responsibilities and extended work year. A copy of the proposed job description and revised salary schedule is attached for the Board's review.

ALTERNATIVES:

1. Approve the revised job description and salary schedule placement for the Director of Student Support and School Safety.
2. Do not approve the revised job description and salary schedule placement for the Director of Student Support and School Safety.

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

Director of Student Support and School Safety (DSSS)

Brief Description: Under the general supervision of the Superintendent, the DSSS will collaborate with the Curriculum and Instruction department, direct, manage and evaluate all safety programs; student well-being programs; attendance programs; Title IX compliance and school athletics; manage oversight of the District of Choice (DOC) program and enrollment; Challenge Success; COVID-19; and student transportation. Assist in planning, developing, and communicating information.

Contracted Days: 215

Essential Functions: Duties may include, but are not limited to, the following:

- Coordinate and manage a comprehensive security/school safety program;
- Coordinate train and implement plans to manage District operations during all emergencies;
- Provide training and assistance to site-based administrators in matters of safety, security, and student well-being;
- Coordinate crisis management information and serve as the lead contact for such activities;
- Coordinate the preparation of local, state, and federal reports, plans, and surveys relative to areas of responsibility;
- Serve as a liaison to local law enforcement agencies and public safety agencies;
- Responsible for planning and implementing professional development activities related to safety and student well-being;
- Prepare appropriate reports and presentations related to areas of responsibility for presentation to the Board of Education, local school sites, and community members;
- Responsible for all matters pertaining to compulsory attendance;
- Establish local reporting procedures and promote the DOC program and Intradistrict and Interdistrict Permits;
- Chair district committees including Safety and Security Committee, Safe Kids Task Force, Student Attendance Review Team (SART) and Student Attendance Review Board (SARB), Diversity and Equity Task Force (DETF), District Counselors, Title IX Leadership Committee;
- Collaborate with the Director of Curriculum and Instruction on various interventions and supports for students and staff;
- Attend appropriate conferences, workshops, and meetings to stay informed of recent research, development, and trends;
- COVID-19 Employee and staff support;
- COVID-19 Family education and support;
- Assist district nurse with COVID-19 screening and follow up procedures for staff, students, and visitors;
- Assist in the implementation of re-entry COVID-19 plans and monitor throughout the year;
- Assists with integrating SEL practices into instructional intervention and equity planning;
- Meet, confer, and counsel with parents, school personnel, and members of various youth service agencies in developing alternative solutions to student educational, social, and emotional problems and concerns;
- Maintain a liaison with social service and youth service agencies in pursuing referral follow-up activities;
- Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters;
- Plan, develop, and present, as requested, a variety of management-related reports pertaining to

- student and staff health and emotional well-being;
- Chair the Diversity and Equity Task Force (DETF) and conduct all meetings of DETF;
- Act as primary contact with VCOE in regard to Mental Health Grant and attends all meetings required under terms of grant;
- Aggregate and provide data to VCOE as required under terms of Mental Health Grant;
- Work with District staff and administration to address equity and diversity issues including tasks such as the implementation of identified curriculum, addressing school climate and culture, and responding to direct needs in the areas of diversity and inclusion;
- Liaison and communicate with community stakeholders regarding diversity and equity concerns or needs;
- Oversee the Oak Park Connects Webpage;
- Perform other duties as assigned by the Superintendent/Designee

Ability and Knowledge of:

- Provide leadership and evaluation for those areas of the district's moral imperatives related to safety and well-being
- Communicate effectively, both orally and in writing
- Demonstrate strong organizational skills
- Work independently and in concert with other District personnel to lead teams and serve as a member of teams
- Maintain current knowledge of program regulations, requirements, and restrictions
- Knowledge of Child Welfare and Attendance procedures and programs and related California Education Codes and CIF Bluebook Rules and procedures
- Use technology-related tools to prepare reports and deliver oral presentations in a user-friendly manner
- Organize and deliver meaningful staff development and training within the district
- Ability to relate well to students, staff, parents, and community members

Education, Experience, and Other Requirements:

- Master's Degree in Education or related field
- Valid California Teaching Credential and California Administrative Services Credential.
- Five (5) years' experience in a public school setting
- Three (3) years of successful management/supervisory experience in an educational environment
- Recent site or district level administrative experience in a California public school/district is required

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE
2020-21 SCHOOL YEAR**

Proposed Date of Board Approval: February 16, 2021

Effective: July 1, 2020

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
CONFIDENTIAL-Rates listed as Monthly and Annually							
Administrative Secretary	A	4,596.39 55,156.67	4,872.18 58,466.15	5,164.50 61,974.04	5,474.38 65,692.58	5,802.84 69,634.13	12 Month
Executive Assistant	B.1	5,289.35 63,472.20	5,608.40 67,300.78	5,944.56 71,334.68	6,301.50 75,618.01	6,681.66 80,179.86	12 Month
Executive Assistant and Communications Coordinator	B.2	7,003.21 84,038.54	7,425.64 89,107.69	7,870.72 94,448.69	8,343.32 100,119.84	8,846.66 106,159.92	12 Month
ADMINISTRATION - Rates listed as Daily and Annually							
Director Child Nutrition Services	C	378.11 83,941.24	389.46 86,459.23	401.15 89,055.70	413.20 91,730.64	425.59 94,481.82	222
Director Fiscal Services	E	514.72 114,267.00	530.17 117,697.56	546.07 121,226.79	562.46 124,865.88	579.33 128,610.35	222
Middle School Dean	F	467.13 91,089.38	485.26 94,626.60	502.21 97,931.42	519.06 101,216.54	536.06 104,531.21	222
Program Specialist	G.1	497.66 99,531.46	512.76 102,551.36	527.76 105,551.06	543.22 108,643.68	559.11 111,821.14	200
Middle School Assistant Principal	G.2	504.28 100,856.58	519.41 103,882.54	535.00 106,999.40	551.05 110,209.18	567.59 113,517.94	200
High School Assistant Principal Principal OVHS/OPIS	H	531.98 109,055.31	547.91 112,322.55	564.32 115,685.05	581.27 119,159.35	598.73 122,739.24	205
Director Extended Care	I	521.37 114,701.86	536.35 117,997.09	551.73 121,381.19	567.62 124,876.40	583.96 128,471.60	220
Elementary School Principal	J	546.20 114,701.56	561.88 117,995.47	578.01 121,382.71	594.65 124,876.00	611.77 128,471.09	210
Middle School Principal	K	554.86 116,521.38	570.80 119,868.32	587.19 123,310.70	604.05 126,850.65	621.46 130,507.25	210
Director Student Support & School Safety	K	554.86 119,294.90	570.80 122,722.00	587.19 126,245.85	604.05 129,820.75	621.46 133,613.90	215
Director Pupil Services	L	596.08 125,177.18	613.96 128,931.35	632.39 132,802.17	651.35 136,783.29	670.89 140,887.43	210
Director Curriculum and Instruction	L	596.08 125,177.18	613.96 128,931.35	632.39 132,802.17	651.35 136,783.29	670.89 140,887.43	210
Director Bond Programs, Sustainability, Maintenance, and Operations	L	596.08 132,330.16	613.96 136,298.85	632.39 140,390.87	651.35 144,599.48	670.89 148,938.14	222
Director Educational Technology and Information Systems	L	596.08 132,330.16	613.96 136,298.85	632.39 140,390.87	651.35 144,599.48	670.89 148,938.14	222
High School Principal	M	618.75 137,361.66	636.20 141,236.18	653.62 145,103.97	671.19 149,003.16	688.60 152,868.71	222
Assistant Superintendent, Human Resources	O	686.55 152,413.55	707.14 156,985.39	728.35 161,694.01	750.20 166,543.89	772.71 171,541.75	222
Assistant Superintendent, Business Services	O	686.55 152,413.55	707.14 156,985.39	728.35 161,694.01	750.20 166,543.89	772.71 171,541.75	222

Annual stipend of \$1,000.00 for Doctorate.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.4.e. REDESIGNATE THE POSITION OF THE CURRENT EXECUTIVE ASSISTANT AS EXECUTIVE ASSISTANT AND COMMUNICATIONS COORDINATOR AND APPROVE REVISED JOB DESCRIPTION AND SALARY SCHEDULE PLACEMENT

ACTION

ISSUE: Shall the Board redesignate the position of Executive Assistant as Executive Assistant and Communications Coordinator and approve the revised job description and placement on salary schedule?

BACKGROUND: Strong communication with parents, staff, and the community is a priority and it is a District goal engage staff more deeply in shared-decision making and improve communication with staff, parents, students, and the community and to develop regular communication pieces from the District for parents and the community using a variety of platforms. The current Executive Assistant works closely with the Superintendent, District and site administrators and the Board and has knowledge of and understands the District's goals and objectives. District staff recommend the redesignation of the current Executive Assistant position to include the duties of a communications coordinator. As the Communications Coordinator she would be responsible for developing and implementing communication strategies to effectively engage, understand, and inform internal and external stakeholders. A copy of the revised job description follows for the Board's review.

ALTERNATIVES:

1. Redesignate the position of Executive Assistant as Executive Assistant and Communications Coordinator and approve the revised job description and placement on salary schedule.
2. Do not redesignate the position and approve the revised job description.

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

CLASS TITLE: EXECUTIVE ASSISTANT AND COMMUNICATIONS COORDINATOR

DEFINITION

This is a full time, twelve (12) month position

SALARY SCHEDULE: ADMINISTRATIVE & CONFIDENTIAL RANGE B2

Under direction of the Superintendent, perform complex and confidential secretarial and administrative duties in support of the Superintendent and the Board of Education; attend to routine administrative detail; plan, organize and control the internal and external communications of the District; promote understanding and support of the District through public awareness; serve as a spokesperson for the District in media relations; perform complex technology related functions for the District, deliver key information to the public, and coordinate District office activities and communications.

This is a single position classification responsible for overseeing the District's public relations and communications to ensure understanding and support for the District and its goals and objectives.

REPRESENTATIVE DUTIES:

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND THE BOARD

- Perform a wide variety of confidential, highly responsible and complex secretarial duties in support of the Superintendent and Board of Education;
- Attend to routine administrative matters not requiring the immediate attention of the Superintendent;
- Assure proper preparation for Board of Education meetings by preparing agendas and required background materials and follow-up questions;
- Attend meetings, take and transcribe minutes and attend to follow-up details and write a summary of Board meetings for public distribution;
- Prepare weekly Friday report to Board by gathering information from various individuals;
- Coordinate the recruitment and interviews for Citizens Oversight Committee as needed;
- Facilitate development of Instructional Calendar and present at Calendar Committee for Board approval and create an important events calendar for the district and publish on district website;
- Update internal District and school site personnel directory and share with schools and district personnel;
- Plan, organize and coordinate communications in the Superintendent's office; open, screen and route mail;
- Respond to callers by providing specialized or sensitive information, transmit messages and requests from the Superintendent, refer callers to other District departments and personnel as appropriate and maintain the Superintendent's calendar and schedule appointments;
- Monitor and adjust clerical workflow to assure the timely completion of clerical and secretarial duties in accordance with established standards of quality;
- Update and maintain the official copy of District Policies and Administrative Rules and Regulations and revise as needed and take to the Board of Education for approval;
- Assist in budget planning and expenditure control; maintain complex records and filing systems containing confidential and sensitive information;
- Coordinate the ordering and issue supplies and equipment;
- Prepares and directs the creation and maintenance of a variety of reports, records, and files related to assigned activities;
- Handle parcel tax exemptions and county filing and submission requirements;
- Serve as the staff liaison for district superintendent recruitment and work with the Board and search consultants;
- Coordinate, facilitate and handle all communications related to the annual flu shot clinic;
- Prepares presentations/surveys using a variety of technologies and tools;
- Update the Conflict of Interest Code biannually and act as the local conflict of interest filer for District;
- Handle paperwork and filing for Governing Board elections and submission to the county;
- Coordinate annual enrollment and student registration with the technology department and the school sites and parent teacher organizations;
- Assists with requests from the media and the public for public records information, court orders and complaints;
- Train staff and review fundraising and donation request documents to ensure compliance with pupil fees;
- Perform related duties as assigned;

COORDINATOR OF COMMUNICATIONS

- Prepare a wide variety of materials including correspondence, reports, bulletins, memoranda, and other items as requested;
- Create and publish the annual Notice of Rights and Responsibilities;
- Organize distribution and ordering of annual seniority awards and retirement reception;
- Coordinate community and employee recognition programs;
- Collect, collate and distribute media mentions and articles of interest about education and the District to leadership and the School Board on a weekly basis;
- Composes written and oral communications such as speeches, press releases, news conference materials, newsletters, and website content to convey information in accordance with District policies and procedures;
- Creates, updates, and manages the District's social media presence;
- Responds to news stories regarding the District by providing timely and accurate information without disruption of school or District site operations and anticipate issues of potential volatility or debate and work with administration to defuse controversy;
- Encourages media stories and provides responses to requests for information that provide effective public understanding of District issues, objectives and accomplishments;
- Supports individual schools, the Board of Trustees, and the Superintendent in actively communicating Board actions, education policies and procedures, District programs, and information campaigns;
- Plans and coordinates District and community events;
- Work with graphic designer to update and keep the District Brochure updated;
- Collect information related to District programs, student achievement and District highlights and work with the design company to create and coordinate the publication of the District's newsletters and publications.
- Collaborate with administrators in the development and implementation of promotional and public information goals, objectives, strategies, timelines and priorities;
- Collaborate with departments to ensure that departmental websites are up to date with relevant content;
- Serve on a variety of committees, which may include, Superintendent's Cabinet, District Leadership, and Principals planning committee meetings.

EMPLOYMENT STANDARDS

Knowledge of: Public information channels and methods of distributing news; Newspaper, radio, television, and other communications media sources; Procedures for crisis communications; District organization, operations, policies, and objectives; Modern office practices, procedures, and equipment; Social media management techniques; Good public relations and public speaking techniques; Correct English usage, grammar, spelling, punctuation and vocabulary; Pertinent Federal, State and local laws, codes and regulations. Pertinent computer software programs including but not limited to: Google workspace, Word, Excel, Power Point, and other graphic programs.

Ability to: Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities; perform confidential secretarial support duties for the Superintendent and Board of Education and work confidentially and use appropriate discretion in disseminating information; organize and coordinate clerical duties and office communications; train and provide work direction to clerical personnel as assigned; interpret, provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner; interpret, apply and explain District and Board policies and applicable laws including the Brown Act; work effectively with officials and employees of the District, other public agencies, and the public; compose clear and comprehensive correspondence, memoranda, reports, and other materials independently; maintain records and prepare reports; communicate effectively orally and in writing; operate office equipment; establish and maintain effective working relationships with others; work independently with minimal direct supervision.

Education and Experience: A Bachelor's degree or equivalent from an accredited college or university. With experience in communications and public relations and five years of increasingly responsible secretarial and administrative experience including two years in a school or school district administrative office.

WORKING CONDITIONS

Superintendent's office environment; schools; required to organize and attend evening meetings of the Board of Education, work with staff, students, parents, and community members.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.5.a. APPROVE 2021 CSBA DELEGATE ASSEMBLY ELECTION OF CANDIDATES

ACTION

ISSUE: Shall the Board of Education elect two representatives to CSBA's Delegate Assembly?

STATEMENT: There are two vacancies for the 2021 Delegate Assembly Ballot Region/Subregion 11B and there are two candidates as follows. OPUSD may vote for no more than two candidates on one ballot and the ballot must be returned to CSBA postmarked on or before March 15, 2021. Voting instructions, ballot, and biographical sketches for each of the candidates are included.

Jerri Mead (Santa Paula USD)
Matthew Almaraz (Ventura USD)

The names of newly elected delegates will be published and disseminated to the membership by April 1.

ACTION: Move to cast our vote for _____ and _____,
as representatives to the CSBA Delegate Assembly for Region/Subregion 11B.

FISCAL IMPACT: None

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	_____	_____	_____	_____



REQUIRES BOARD ACTION

Due: Mon. March 15—return ballot in enclosed envelope

January 29, 2021

MEMORANDUM

To: All Board Presidents and Superintendents — CSBA Member Boards
From: Suzanne Kitchens, CSBA President
Re: 2021 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 15**

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 15, 2021.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2021 – March 31, 2023. Following the election, an updated list of all Delegates will be available on CSBA's website no later than April 1, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 15 and Sunday, May 16, 2021. Please do not hesitate to contact Jamille Peters at jpeters@csba.org should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot
Candidate(s)' required Biographical Sketch Forms and optional resumes
CSBA-addressed envelope to send back ballots

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT
SUBREGION 11-B
(Ventura County)

Number of vacancies: 2 (Vote for no more than 2 candidates)

Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023

**denotes incumbent*

☐

Jeri Mead (Santa Paula USD)

☐

Matthew Almaraz (Ventura USD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 11 – 9 Delegates (9 elected)

Director: Vacant

Below is a list of all elected or appointed Delegates from this Region.

Subregion 11-A (Santa Barbara)

Wendy Sims-Moten (Santa Barbara USD), term expires 2022

Luz Reyes-Martin (Goleta Union SD), term expires 2021

Subregion 11-B (Ventura County and Las Virgenes USD)

Darlene Bruno (Hueneme SD), term expires 2022

Efrain Cazares (Oceanview SD), term expires 2022

Debra Cordes (Oxnard SD), term expires 2022

Jenny Fitzgerald (Conejo Valley USD), term expires 2022

Sabrena Rodriguez (Ventura USD), term expires 2021

Christina Urias (Santa Paula USD), term expires 2021

County Delegate:

Rachel Ulrich (Ventura COE), term expires 2021

Counties

Santa Barbara (Subregion A)

Ventura (Subregion B)

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org by no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Matthew Paul Almaraz Date: 01/27/2021

Name: Matthew Paul Almaraz CSBA Region & subregion #: 11-B

District or COE: Ventura Unified School District Years on board: 3

Profession: Executive Management Contact Number (X Cell X Home X Bus.): 805-340-0219

Primary E-mail: matt.almaraz@venturausd.org

Are you an incumbent Delegate? ☐ Yes ☒ No If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am committed to expanding my efforts to advocate for students in public schools. I am committed and interested to work with our districts, county office of education, Board of Directors and Executive Committee, to make sure that the association reflects the interests of school districts and all county offices of education in the state. I want to promote communication between all colleagues across the state to bring collaboration, resources, and full fair funding to all our schools and students. In addition to the skills and knowledge I have gained as a Board Member Trustee, I will also provide my expertise in Management, teaching, coaching, and professional skills. I bring the perspective of a parent/Uncle of 15 family members in K-12 in two districts. I am a community volunteer that see tremendous opportunities and successes when voices are heard and road blocks are removed.

Please describe your activities and involvement on your local board, community, and/or CSBA.

In my first 2 years on the board I have completed the Masters in Governance program, as well as attending yearly Board New Beginning Workshops with Luan Rivera and the entire VUSD Board and Superintendent. I have also attended 3 of CSBA's Annual Educational Conferences. Currently I am serving as the Vice President of the board. I have also participated in Legislative Action Day to advocate for bills and resolutions that support our public educational system. I represent my colleagues on our District English Learner Advisory Committee, Mental Health Committee, Community Leadership Committee, County Committee on School District Organization, Career Technical Education Advisory Committee and Ventura County Regional Energy Alliance. I became extremely involved 16 years ago as a PTO member and President thru elementary and middle school and worked on committees on the high school level. I have been a volunteer AYSO board member for 24 years and a soccer referee since I was 12 and entering my 32 year of being a referee.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

I think the biggest challenge facing governing boards at this time is the impact of Covid-19. We need all the education stakeholders to collaborate as a team to get all of our students back on track. This should include district employees, administration teams, board members, community members, parents and students with meaningful input. How do we recover from Covid-19? Governing Boards and districts will need to determine the negative impacts and try to ensure equitable environments by closing opportunity and achievement gaps. We will also need to evaluate the social and emotional needs of all students. This will just barely scratch the surface. The many training, seminars and zooms, offered by CSBA during this pandemic have been beneficial. The recovery will take a village.

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Jeri Mead Date: January 5, 2021
Digitally signed by Jeri Mead
Date: 2021.01.05 11:27:21 -08'00'

Name: Jeri Mead CSBA Region & subregion #: 11-B
District or COE: Santa Paula Unified Years on board: 2
Profession: Retired Educator Contact Number (☒ Cell ☐ Home ☐ Bus.): 805-275-9312
Primary E-mail: jmead@santapaulaunified.org
Are you an incumbent Delegate? ☐ Yes ☒ No If yes, year you became Delegate: _____

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

Since the beginning of the Covid-19 pandemic, I have become very interested in the impact state and federal guidelines have on school districts. I would love to have the opportunity to represent my small school district and work with delegates in my region and in the state to improve educational opportunities for all California students. My life's work has been in education, both in the classroom and administration, and I would enjoy the opportunity to work with other delegates on educational issues that arise in the state.

Please describe your activities and involvement on your local board, community, and/or CSBA.

Since being elected to our local school board two years ago, I have served as clerk and vice-president. This year I am serving as President. My major committee service has been on our local LCAP committee. I started serving on this committee, representing the community, before being elected as a board member. During those first years, I began working at our local community library as their volunteer coordinator. After I was elected to our school board, I continued to work as a liaison between the library and the school district to support the district with a great local resource for tutoring.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenge I feel governing boards will be facing in 2021 is the continuing Covid-19 pandemic and how it is affecting our students. I believe CSBA can absolutely address funding opportunities, technology problems, safety issues, local budget struggles, and how to support districts which are experiencing student academic loss due to distance learning. I look forward to working with other delegates across the state to improve public education during these trying times.

Jeri Brandt Mead

650 Monte Vista Drive • Santa Paula, CA 93060 • (805) 525-0526 home

EDUCATION

Administrative Services Credential - California State University, Northridge
Master of Arts Degree in Educational Administration - (graduated with honors)
California State University, Northridge
Clear Multiple Subject Teaching Credential
Clear Crosscultural, Language and Academic Development Certificate
Standard Secondary Teaching Credential - Life Major: Home Economics Minors: Psychology &
Social Science; Cal Poly, San Luis Obispo
BS - Home Economics - Cal Poly, San Luis Obispo

POSITIONS HELD

K-8 Principal Lindsay, CA	2011 - 2013
Reading Administrator Santa Paula Elementary School District	2006 – 2011
Reading First Coach Santa Paula Elementary School District	2004-2006
Taught beginning ESL classes to parents enrolled in the Toyota Literacy Grant Program	2007-2008
Classroom Teacher Kindergarten, Third, and Fourth Grades	1993-2004
Unit Coordinator Families For Literacy (FFL) Blanchard Community Library	1989-1991
Library Aide Santa Paula Elementary School District	1989-1991
Preschool Director & Teacher Santa Paula Co-operative Preschool	1978-1989
High School Home Economics Teacher Lemoore, CA	1974-1978

PAST SERVICE ORGANIZATIONS

Kiwanis – Santa Paula Club – Secretary
Santa Paula Foundation for Youth – Treasurer

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
**SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 0430 COMPREHENSIVE LOCAL
PLAN FOR SPECIAL EDUCATION – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 0430 Comprehensive Local Plan for Special Education?

BACKGROUND: Board Policy updated to reflect the requirement that the Special Education Local Plan Area (SELPA) submit its local plan to the county office of education and/or Superintendent of Public Instruction and the requirement, beginning July 1, 2020, to review the plan every three years. Policy also clarifies the different types of SELPA governance structures and adds an option for arrangements in which the district joins with other districts and the county office of education to form a SELPA. Policy deletes material related to the referral and eligibility of students for special education, which is addressed in AR 6164.4 - Identification and Evaluation of Individuals for Special Education. Policy adds requirement to adopt a procedure for the ongoing review of programs and a mechanism for correcting any identified problem. Regulation updated to reflect the new template for the SELPA plan developed by the California Department of Education (CDE). Section on "Definitions" revised to delete definitions for terms which are not used in this policy and regulation. Section on "Elements of the Plan" expanded to include further details regarding required components. Regulation updated to reflect NEW LAW (SB 98, 2020) which extends, from July 1, 2021 to July 1, 2023, the date by which the Special Education Local Plan Area (SELPA) must include in its local plan an annual assurances support plan demonstrating how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities. Regulation adds a requirement that each school post a notice of the public hearing that will be held by the SELPA to adopt the plan, and adds a new section on "Availability of the Plan" which includes a requirement to post the SELPA plan on the district's web site and make it available in the district office. Board Policy 0430 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 0430 Comprehensive Local Plan for Special Education.
2. Do not approve amendment to Board Policy and Administrative Regulation 0430 Comprehensive Local Plan for Special Education.

RECOMMENDATION: Approval of Alternative #1.

FEBRUARY 16, 2021, BOARD OF EDUCATION MEETING

Approve Board Policy and Administrative Regulation 0430

Comprehensive Local Plan for Special Education

Page 2

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 BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0430(a)

Comprehensive Local Plan For Special Education

The Governing Board ~~desires~~ recognizes its obligation to provide a free ~~and~~ appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district, ~~including children who have been suspended or expelled or placed by the district in a nonpublic school or agency services.~~

~~Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized.
(Education Code 56303)~~

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

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

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

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

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

In order to meet the needs of individuals with disabilities, ~~and employ staff with adequate expertise for this purpose,~~ the district shall participate as a member of ~~the~~ a Special Education Local Plan Area (SELPA) ~~with other districts and the county office of education pursuant to Education Code 56195.1.~~

~~The Superintendent or designee shall extend the district's full cooperation to the SELPA. The policies and procedures of the SELPA shall be applied as policies and regulations of this district, with the exception of those that apply to complaints, unless the local plan specifically authorizes the district to operate under its own policies and regulations.~~

~~*(cf. 1312.3 - Uniform Complaint Procedures)*~~

~~The special education local plan area shall administer a local plan and administer the allocation of funds. (Education Code 56195)~~

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Philosophy, Goals, Objectives & Comprehensive Plans

BP 0430(b)

Board and the other members of the SELPA, and shall be submitted to the Superintendent of Public Instruction. (Education Code 56195.1)

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

Legal Reference:

EDUCATION CODE

56000-56001 Education for individuals with exceptional needs

56020-56035 Definitions

56040-56046 General provisions

56048-56050 Surrogate parents

56055 Foster parents

56060-56063 Substitute teachers

56170-56177 Children enrolled in private schools

56190-56194 Community advisory committees

56195-56195.10 Local plans

56205-56208 Local plan requirements

56213 Special education local plan areas with small or sparse populations

56240-56245 Staff development

56300-56385 Identification and referral, assessment, instructional planning, ~~implementation, and review~~

56440-~~56449~~56447.1 Programs for individuals between the ages of three and five years

56500-56508 Procedural safeguards, including due process rights-

56520-56524 Behavioral interventions

56600-56606 Evaluation, audits and information

56836-56836.05 Administration of local plan

GOVERNMENT CODE

7579.5 Surrogate parent, appointment, qualifications, liability

95000-95029 California Early Intervention Services Act

WELFARE AND INSTITUTIONS CODE

361 Limitations on parental control

726 Limitations on parental control

CODE OF REGULATIONS, TITLE 5

3000-3089 Regulations governing special education

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 0430(c)

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 Inspection, review and procedures for amending education records

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

300.1-300.818 Assistance to states for the education of children with disabilities, including:

300.500-300.514 Due process procedures for parents and children

303.1-303.654 Early intervention program for infants and toddlers with disabilities

Management Resources:

WEB SITES

~~CDE~~, California Department of Education, Special Education ~~Division~~:

<http://www.cde.ca.gov/sp/branch/sed/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/OSERS/OSEPlist/osers/osep>

Adopted: 12-40-01

Amended: 9-17-02, 2-16-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0430(a)

Comprehensive Local Plan For Special Education

Definitions

Free ~~and~~-appropriate *public* education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (Education Code 56040; 34 CFR 300.17, 300.101, 300.104)

~~FAPE applies to students who are suspended or expelled or placed by the district in a nonpublic, nonsectarian school. (34 CFR 300.17, 300.101, 300.104)~~

~~(cf. 6159—Individualized Education Program)~~

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including ~~children~~*individuals* in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (Education Code 56040.1; 34 CFR 300.107, 300.114, 300.117)

~~Special education means specially designed instruction, provided at no cost to the parent/guardian, to meet the unique needs of individuals with disabilities including a full continuum of program options including instruction conducted in the classroom, in the home, in hospitals and institutions, and other settings, and instruction in physical education to meet the educational and service needs in the least restrictive environment. (Education Code 56300, 56031)~~

~~Special education may include each of the following if the services otherwise meet the definition in the above paragraph: (Education Code 56031)~~

~~1. Speech language pathology services, or any other designated instruction and service or related service, pursuant to Education Code 56363, if the service is considered special education rather than designated instruction and service or related service under state standards~~

~~2. Travel training~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Philosophy, Goals, Objectives & Comprehensive Plans

AR 0430(b)

~~3. Career technical education~~

~~4. Transition services for students with disabilities in accordance with 34 CFR 300.43 if provided as specially designed instruction, or a related service, if required to assist a student with disabilities to benefit from special education~~

~~Specially designed instruction means adapting the content, methodology or delivery of instruction to address the unique needs of the student that result from the student's disability and to ensure access of student to the general curriculum, so that the student can meet the educational standards that apply to all students in the district. (34 CFR 300.39)~~

~~Surrogate parent means an individual assigned to act as a surrogate for the parent/guardian. The surrogate may represent an individual with disabilities in matters relating to identification, assessment, instructional planning and development, educational placement, reviewing and revising the IEP, and in other matters relating to the provision of FAPE to the individual with disability. (34 CFR 300.519; Education Code 56050)~~

~~(cf. 6159.4—Appointment of Surrogate Parent for Special Education)~~

Elements of the Local Plan

The local plan developed by the *Special Education Local Plan Area (SELPA)* shall include, but not be limited to, ~~the following~~: (Education Code [56122](#), 56205, 56206)

~~1. Assurances that policies, procedures and programs, consistent with state law, regulation, and policy, are in effect as specified in Education Code 56205(a)(1-22) and in conformity with 20 USC 1412(a) and 20 USC 1413(a)(1) and 34 CFR 300.201~~

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
 - a. Free appropriate public education
 - b. Full educational opportunity
 - c. Child find and referral
 - d. Individualized education programs, including development, implementation, review, and revision
 - e. Least restrictive environment

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Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0430(c)

- f. Procedural safeguards
- g. Annual and triennial assessments
- h. Confidentiality
- i. Transition from the Infants and Toddlers with Disabilities programs pursuant to 20 USC 1431 to the preschool program
- j. Children in private schools
- k. Compliance assurances, including general compliance with the federal Individuals with Disabilities Education Act (20 USC 1400-1482), Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), the federal Americans with Disabilities Act of 1990 (42 USC 12101-12213), related federal regulations, and Education Code 56000-56865
- l. A description of the governance and administration of the local plan in accordance with Education Code 56205(a)(12)
- m. Personnel qualification to ensure that personnel, including special education teachers and personnel and paraprofessionals are appropriately and adequately prepared and trained in accordance with Education Code 56058 and 56070 and 20 USC 1412(a)(14) and 1413(a)(3)
- n. Performance goals and indicators
- o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
- p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
- q. Maintenance of financial effort
- r. Opportunities for public participation before adoption of policies and procedures
- s. Suspension and expulsion rates
- t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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AR 0430(d)

- u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)
- v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)

~~2. An annual budget plan and annual service plan adopted at a public hearing held by the SELPA~~

2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
4. Beginning July 1, 2023, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. How the governing board of the SELPA will support participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans
 - b. How the governing board of the SELPA will connect any participating agencies in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the governing board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
- ~~4.5.~~ A description of programs for early childhood special education from birth through five years of age

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Philosophy, Goals, Objectives & Comprehensive Plans

AR 0430(e)

6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan
8. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205 and that the committee had at least 30 days to conduct this review before submission of the local plan to CDE
9. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
10. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools and, the method for ensuring that all requirements of each student's IEP are being met, and a method for evaluating whether the student is making appropriate educational progress
11. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan and, annual service plan, and annual assurances support plan shall be written in language that is understandable to the general public. They shall be adopted at a public hearing of the SELPA, for which notice of the hearing shall be posted in each school in the SELPA at least 15 days before the hearing. (Education Code 56205)

~~Each entity providing special education shall adopt policies for the programs and services it operates, consistent with agreements adopted pursuant to Education Code 56195.1 and 56195.7. (Education Code 56195.8)~~

~~(cf. 3541.2—Transportation for Students with Disabilities)~~

~~(cf. 4112.23—Special Education Staff)~~

~~(cf. 5144.2—Suspension and Expulsion (Students with Disabilities))~~

~~(cf. 6159—Individualized Education Program)~~

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

~~(cf. 6159.2—Nonpublic, Nonsectarian School and Agency Services for Special Education)~~

~~(cf. 6164.4—Identification and Evaluation of Individuals for Special Education)~~

~~(cf. 6164.41—Children with Disabilities Enrolled by Their Parents in Private School)~~

~~(cf. 6164.6—Identification and Education Under Section 504)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

AR 0430(f)

Availability of the Plan

The Superintendent or designee shall post on the district's web site the approved local plan, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the district office and shall be accessible to any interested party. (Education Code 56205.5)

Adopted: 9-17-02

Amended: 3-08, 2-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 6159 INDIVIDUALIZED
EDUCATION PROGRAM – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative 6159 Individualized Education Program?

BACKGROUND: Board Policy updated to include the requirement, formerly in BP/AR 0430 - Comprehensive Local Plan for Special Education, to provide a free appropriate public education (FAPE) to students who have been suspended or expelled from school or who are placed by the district in a nonpublic, nonsectarian school. Policy adds the requirement to provide FAPE to individuals age 18-21 who are incarcerated in an adult correctional facility if they had been identified as students with disabilities or had an individualized education program (IEP) in their prior educational placement. Paragraph on the rights of foster parents moved to AR. Regulation updates the section on "Contents of the IEP" to consolidate lists of IEP requirements for clarity. Regulation reflects NEW LAW (SB 98, 2020) which requires the IEP to describe the means by which the IEP will be provided under emergency conditions in which instruction and/or services cannot be provided to the student at school or in person for more than 10 school days. Regulation also reflects NEW LAW (AB 947, 2019) which (1) authorizes districts to consider elements of the "expanded core curriculum," as defined, when developing an IEP for a student who is blind, has low vision, or is visually impaired, and (2) establishes requirements for orientation and mobility evaluations conducted for such students. Regulation also reflects NEW LAW (AB 605, 2019) which requires districts to provide assistive technology devices for use in a student's home or other setting when required by the student's IEP, and requires that such students be given continued access to assistive technology devices for up to two months after transferring out of the district. Section on "Parent/Guardian Consent for Provision of Special Education and Services" revised to more directly reflect law. Board Policy 6159 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 6159 Individualized Education Program.
2. Do not approve amendment to Board Policy and Administrative Regulation 6159 Individualized Education Program.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

FEBRUARY 16, 2021, BOARD OF EDUCATION MEETING

Approve Board Policy and Administrative Regulation 6159

Individualized Education Program

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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 BOARD POLICY

Series 6000

Instruction

BP 6159(a)

Individualized Education Program

The Governing Board desires to provide ~~educational alternatives that afford students with disabilities~~ full educational opportunities ~~to all students with disabilities~~. Students with disabilities shall receive a free, appropriate public education (FAPE) and, ~~to the maximum extent possible, shall be placed~~ ~~educated~~ in the least restrictive environment ~~which meets their needs to the extent provided by law~~ ~~with nondisabled students~~.

(cf. 0430 - Comprehensive Local Plan for Special Education)

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

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

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

(cf. 6164.4 - Identification ~~and Evaluation~~ of Individuals for Special Education)

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

~~The Superintendent or designee shall develop administrative regulations regarding the appointment of the individualized education program team (IEP), the contents of the IEP and the development, review and revision of the IEP.~~

~~To the extent permitted by federal law, a foster parent shall have the same rights relative to his/her foster child's IEP as a parent/guardian. (Education Code 56055)~~

For each student with disabilities, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The Superintendent or designee shall develop administrative regulations regarding the membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

The district shall make FAPE available to individuals with disabilities ages 3-21 who reside in the district, including: (Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
2. Students who are placed by the district in a nonpublic, nonsectarian school
3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6159(b)

Legal Reference:

EDUCATION CODE

46392 Emergencies

51225.3 Requirements for high school graduation and diploma

56040.3 Assistive technology

56055 Rights of foster parents pertaining to foster child's education

56136 Guidelines for low incidence disabilities areas

56195.8 Adoption of policies

56321 Development or revision of IEP

56321.5 Notice to include right to electronically record

56340.1-56347 Instructional planning and individualized education program

56350-~~56352~~56354 IEP for visually impaired students

56380 IEP reviews; notice of right to request

56390-56392 Certificate of completion, special education

56500-56509 Procedural safeguards

60640-60649 ~~Standardized Testing and Reporting Program~~ *California Assessment of Student Performance and Progress*

~~60850—High school exit examination, students with disabilities~~

~~60852.3 High school exit examination, exemption for the class of 2006~~

FAMILY CODE

6500-6502 Age of majority

GOVERNMENT CODE

7572.5 Seriously emotionally disturbed child, expanded IEP team

~~7572.6~~ WELFARE AND INSTITUTIONS CODE

300 Children subject to jurisdiction

601 Minors habitually disobedient

602 Minors violating law defined as crime

CODE OF REGULATIONS, TITLE 5

~~852853-853.5~~ ~~Standardized Testing and Reporting Program~~ *State assessments, accommodations for students with disabilities*

~~1216-1218—High School Exit Examination, accommodations for students with disabilities~~

3021-3029 Identification, referral and assessment

3040-3043 Instructional planning and the individualized education program

3051-3053 Implementation of the individualized education program

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.~~756~~818 Individuals with Disabilities Education Act

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 157 (2002)

COURT DECISIONS

Marshall v. Monrovia Unified School District, (9th Circuit, 2010) 627 F.3d 773

Schaffer v. Weast (2005) 125 S. Ct. 528

Shapiro v. Paradise Valley Unified School District, No. 69 (9th Circuit, 2003) 317 F.3d -1072

Sacramento City School District v. Rachel H., (9th Cir. 1994) 14 F.3d 1398-

Endrew F. v. Douglas County School District Re-I, 137 S. Ct. 988

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 157 (2002)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6159(c)

Management Resources:

~~FEDERAL REGISTER~~

~~34 CFR 300.a Appendix A to Part 300~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Frequently Asked Questions: Promotion, Retention, and ~~Answers~~ Grading (Students with Disabilities)

~~34 CFR 300.a1 Attachment 1: Analysis of Comments and Changes~~

California Practitioners' Guide for Educating English Learners with Disabilities, July 2019

WEB SITES

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

~~US~~ U.S. Department of Education, Office of Special Education and Rehabilitative Services:

<http://www.ed.gov/about/offices/OSERSlist/osers/osep>

Adopted: 11-19-80

Amended: 9-17-02, 6-17-03, 3-06, 2-16-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6159(a)

Individualized Education Program

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with a disability within district jurisdiction. The IEP shall be a written statement ~~designed~~that is developed, reviewed, and revised by the IEP team to meet the unique educational needs of a student with a disability. (Education Code 56344, 56345; 34 CFR 300.320, 300.323)

Members of the IEP Team

~~The~~Unless excused by written agreement in accordance with Education Code 56341, the IEP team for any student with a disability shall include the following members: (Education Code 56341, 56341.2, ~~56341.5~~; 20 USC 1414(d)(1); 34 CFR 300.321)

1. One or both of the student's parents/guardians and/or a representative selected by them

To the extent permitted by federal law, a foster parent shall have the same rights relative to a foster child's IEP as a parent/guardian. (Education Code 56055)

2. If the student is or may be participating in the ~~regular~~general education program, at least one of the student's ~~regular~~ general education teachers designated by the Superintendent or designee to represent the student's general education teachers

The ~~regular~~general education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. (Education Code 56341; 20 USC 1414(d)(3)(C); 34 CFR 300.324)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

3. At least one of the student's special education teachers or, where appropriate, special education providers
4. A representative of the district who is:
 - a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities
 - b. Knowledgeable about the general education curriculum
 - c. Knowledgeable about the availability of district ~~and/or Special Education Local Plan-Area (SELPA)~~resources

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6159(b)

(cf. 0430 - Comprehensive Local Plan for Special Education)

5. An individual who can interpret the instructional implications of assessment results

This individual may already be a member of the team as described in items #2-4 above or in item #6 below.

6. At the discretion of the parent/guardian or the Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate

The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the student with ~~the~~a disability

In the development, review, or revision of ~~his/her~~the IEP, the student shall be allowed to provide confidential input to any representative of ~~his/her~~the IEP team. (Education Code 56341.5)

8. When ~~a~~the student is suspected of having a specific learning disability, at least one individual who is qualified to conduct individual diagnostic examinations of the student, such as a school psychologist, speech language pathologist, or remedial reading teacher,

In accordance with 34 CFR 300.310, at least one team member other than the student's ~~regular~~general education teacher shall observe the student's academic performance and behavior in the areas of difficulty in ~~his/her~~the student's learning environment, including in the regular classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. When ~~a~~the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend IEP team meetings. (Education Code 56341.2)
2. Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services ~~needed~~needed to assist ~~him/her~~the student in reaching the goals ~~as stated in Education Code 56345(a)(8)~~, the following individuals shall be invited to attend: (34 CFR 300.321)

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- a. The student, ~~regarding~~ regardless of ~~his/her~~ the student's age
If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.
 - b. To the extent appropriate, and with the consent of the parent/guardian or adult student, a representative of any other agency that is likely to be responsible for providing or paying for the transition services
3. If the student was previously served under the Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services. (Education Code 56341; 20 USC 1414(d)(1)(D); 34 CFR 300.321)

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the ~~attending~~ attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (Education Code 56341; 20 USC 1414(d)(1)(C); 34 CFR 300.321)

Contents of the IEP

The IEP shall include, but not be limited to, all of the following: (Education Code ~~56043~~, 56345, 56345.1; 20 USC 1414(d)(1)(A); 34 CFR 300.320)

1. A statement of the present levels of the student's academic achievement and functional performance, including:
 - a. The manner in which the ~~student's~~ disability affects ~~his/her~~ the student's involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled students)
 - b. For a preschool ~~child~~ student, as appropriate, the manner in which the ~~-~~disability affects ~~his/her~~ the student's participation in appropriate activities
 - c. For a student with a disability who takes alternate assessments aligned to alternate

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achievement standards, a description of benchmarks or short-term objectives

2. A statement of measurable annual goals, including academic and functional goals, designed to:
 - a. Meet the student's needs that result from ~~his/her~~the disability in order to enable the student to be involved in and ~~make~~ progress in the general ~~education~~ curriculum
 - b. Meet each of the student's other educational needs that result from ~~his/her~~the disability
3. A description of the manner in which the student's progress toward meeting the annual goals described in item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards
4. A statement of ~~the~~ special education instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student~~;~~ or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided ~~for~~to enable the student to:
 - a. Advance appropriately toward attaining the annual goals
 - b. Be involved and make progress in the general ~~education~~ curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities
 - c. Be educated and participate with other students with disabilities and nondisabled students in the activities described in ~~Education Code 56345(a)~~the IEP

(cf. 3541.2 - Transportation for Students with Disabilities)

5. An explanation of the extent, if any, to which the student will not participate with nondisabled students in the regular class and in ~~the~~ extracurricular and other nonacademic activities described in the IEP
6. A statement of any ~~appropriate~~ individual accommodations necessary to measure the academic achievement and functional performance of the student on state and districtwide assessments

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If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or districtwide assessment, the student's IEP also shall include a statement of the reason that ~~he/she~~the student cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate ~~for him/her~~.

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6162.51 - ~~Standardized Testing and Reporting Program~~State Academic Achievement Tests)

(cf. 6162.52 - ~~High School Exit Examination~~)

7. The projected date for the beginning of the services and modifications described in item #4 above and the anticipated frequency, location, and duration of those services and modifications
8. Beginning not later than the first IEP to be in effect when the student is 16 years of age, or younger if determined appropriate by the IEP team, and updated annually thereafter, the following:
 - a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills
 - b. The transition services, including courses of study, needed to assist the student in reaching those goals
9. A description of the means by which the IEP will be provided under emergency conditions, as described in Education Code 46392, in which instruction and/or services cannot be provided to the student either at the school or in person for more than 10 school days. The description shall take into account public health orders and shall include special education and related services, supplementary aids and services, transition services, and extended school year services.
10. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of ~~his/her~~the rights, if any, that will transfer to ~~him/her~~the student upon reaching age 18, pursuant to Education Code 56041.5

~~Where appropriate, the IEP shall also include: (Education Code 56345)~~

11. For a student in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

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12. ~~Linguistically~~ For a student whose native language is not English, linguistically appropriate goals, objectives, programs, and services ~~for students whose native language is not English~~

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

13. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of ~~FAPE~~ a free appropriate public education (FAPE)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer ~~School~~ Learning Programs)

14. ~~Provision for transition into the regular education program if~~ If the student is to be transferred from a special class or ~~center, or~~ nonpublic, nonsectarian school, into a ~~regular~~ general education program in a public school for any part of the school day, ~~provision for transition into the general education program~~ including descriptions of activities intended to:

- a. Integrate the student into the ~~regular~~ general education program, including ~~indications of~~ the nature of each activity and the time spent on the activity each day or week
- b. Support the transition of the student from the special education program into the ~~regular~~ general education program

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6178 - Career Technical Education)

(cf. 6181 - Alternative Schools/Programs of Choice)

15. ~~Specialized~~ For a student with low incidence disabilities, specialized services, materials, and equipment ~~for students with low incidence disabilities,~~ consistent with the guidelines ~~of~~ pursuant to Education Code 56136

To assist a student who is blind, has low vision, or is visually impaired to achieve the student's maximum potential, the IEP team may consider instruction in the expanded core curriculum, including compensatory skills such as Braille, concept development, or other skills needed to access the core curriculum; orientation and mobility; social interaction skills; career technical education; assistive technology, including optical devices; independent living skills; recreation and leisure; self-determination; and sensory efficiency. When appropriate, such services may be offered before or after school. (Education Code 56353)

Development of the IEP

Within 30 days of a determination that a student needs special education and related services, the

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Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted. (Education Code 56043; 34 CFR 300.323)

Any IEP required as a result of an assessment of a student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code 56043, 56344)

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, the IEP shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56344)

In developing the IEP, the IEP team shall consider all of the following: (Education Code 56341.1, 56345; 20 USC 1414(d)(3)(A); 34 CFR 300.324)

1. The strengths of the student
2. The concerns of the parents/guardians for enhancing the education of their child
3. The results of the initial or most recent assessment of the student
4. The academic, developmental, and functional needs of the student
5. In the case of a student whose behavior impedes ~~his/her~~ the student's learning or that of others, the use of positive behavioral interventions and supports and other strategies to address that behavior
6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP
7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille.

However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment of the student's reading and writing skills, ~~his/her~~ needs, and appropriate reading and writing media, including an assessment of future needs for instruction in Braille or the use of Braille, ~~and other appropriate reading and writing media.~~

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8. The communication needs of the student and, in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode

The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345:—.

9. Whether the student ~~required~~requires assistive technology devices and services

If, in considering the special factors in items #1-9 above, the IEP team determines that ~~at~~the student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive FAPE, the ~~IEP~~team shall include a statement to that effect in the student's IEP. (Education Code 56341.1)

Provision of Special Education and Related Services

The district shall ensure that, as soon as possible following development of the IEP, special education services and related services are made available to the student in accordance with ~~his/her~~the IEP. (Education Code 56344; 34 CFR 300.323)

The Superintendent or designee shall ensure that the student's IEP is accessible to each ~~regular~~general education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The Superintendent or designee also shall ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

If an orientation and mobility evaluation is determined to be needed for a student who is blind, has low vision, or is visually impaired, the evaluation shall be conducted by a person who is appropriately certified as an orientation and mobility specialist and shall occur in familiar and unfamiliar environments, in varying lighting conditions, and in the home, school, and community, as appropriate. The Superintendent or designee may require annual written parent/guardian consent to provide orientation and mobility services when such services are provided before or after school and when they are provided away from the school site. (Education Code 56354; 5 CCR 3051.3)

If a student's IEP requires the provision of assistive technology devices or services, the district shall provide such devices or services and shall, on a case-by-case basis, provide for the use of school-purchased devices in the student's home or other settings if the IEP team determines that

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the student needs access to those devices in order to receive FAPE. If a student who requires the use of an assistive technology device transfers to another local educational agency, the district shall provide the student with continued access to that device or a comparable device for two months from the date the student ceased to be enrolled in the district or until alternative arrangements can be made to provide access to the device, whichever occurs first. (Education Code 56040.3; 34 CFR 300.105)

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually, in order to: (Education Code 56043, 56341.1, 56380; 20 USC 1414~~(d)(4)~~; 34 CFR 300.324)

1. Determine whether the annual goals for the student are being achieved-
2. Revise the IEP, as appropriate, to address:
 - a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381
 - c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305~~(a)(2)~~ and Education Code 56381~~(b)~~
 - d. The student's anticipated needs
 - e. Any other relevant matter
3. Consider the special factors listed in items #5-9 above under "Development of the IEP" when reviewing the IEP of ~~a~~any student with a disability to whom one of those factors may apply

The IEP team shall also meet at any other time upon request by the student's parent/guardian or teacher to review or revise the IEP. (Education Code 56343)

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

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A regular education or special education teacher may request a review of the classroom assignment of a student with a disability by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (Education Code 56345.1; 20 USC 1414(d); 34 CFR 300.324)

If a student with a disability ~~is~~ residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6173.1 - Education for Foster Youth)

~~When an IEP calls for a residential placement as a result of a review by an expanded IEP team, the IEP shall include a provision for a review, at least every six months, by the full IEP team of the case progress, the continuing need for out-of-home placement, the extent of compliance with the IEP, and progress toward alleviating the need for out-of-home care. (Education Code 56043)~~

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414(d)(3)(A); 34 CFR 300.324)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the ~~district~~ Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (Education Code 56380.1; 20 USC 1414(d)(3)(D); 34 CFR 300.324)

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the

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proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours ~~before~~ the meeting. If the Superintendent or designee gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would

be audio recorded, the meeting shall not be audio recorded. Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings
2. Request that ~~the~~ audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights
3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present ~~to~~ at each IEP team meeting ~~and~~ or are afforded the opportunity to participate. -These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of ~~the~~ IEP team meetings that: (Education Code 56341.~~534~~; ~~5~~; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341(~~b~~)(~~6~~)
 - b. The provision of Education Code 56341(~~+~~) relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

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In addition, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with a disability who is 16 years of age **or older**, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that ~~the~~**a** purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education **Code** 56345.1 ~~and~~, 20 USC 1414~~(d)(1)(A)(i)(VIII)~~, and 34 CFR 300.320~~(b)~~
2. An indication that the student is invited to the IEP team meeting

~~3. Identification of any other agency that will be invited to send a representative~~

(cf. 5145.6 - Parental Notifications)

At each IEP **team** meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

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

The parent/guardian shall have the right and opportunity to examine all of ~~his/her child's~~**the student's** school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting ~~his/her child~~**the student**, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days. (Education Code 56043, **56504**)

(cf. 5125 - Student Records)

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including ~~individual~~ video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414~~(f)~~; 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Superintendent or designee is unable to convince the parent/guardian ~~that he/she should~~**to** attend. In ~~this~~**such a** case, the Superintendent or designee shall maintain a record of ~~its~~**the** attempts to

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arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall give the parents/guardians of a student with ~~disabilities~~ ~~disability~~ a copy of ~~his/her child's~~ ~~the~~ IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services to any student pursuant to 20 USC 1414, the Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian. (Education Code 56346) ~~pursuant to 20 USC 1414(a)(1).~~

~~The~~ If the parent/guardian fails to respond or refuses to consent to the initiation of services, the district shall not ~~provide services by utilizing~~ ~~use~~ the due process hearing procedures pursuant to 20 USC 1415 ~~(f) if to obtain agreement or a ruling that the parent/guardian refuses to consent~~ services may be provided to the ~~initiation of services~~ student. In such circumstances, the district shall not be required to convene an IEP team or develop an IEP for the student. (Education Code 56346)

If the parent/guardian consents in writing to the receipt of special education and related services for the student but does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. (Education Code 56346)

If the Superintendent or designee determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with ~~a~~ FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415 ~~(f)~~. While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the ~~district~~ Superintendent or designee agree otherwise. (Education Code 56346)

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If at **any** time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services.

~~In addition, the Superintendent or designee shall send a letter to the parent/guardian confirming the parent/guardian's decision to discontinue all services.~~

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

Transfer Students

To facilitate the transition of a student with a disability who is transferring into the district, the Superintendent or designee shall take reasonable steps to promptly obtain the **student's** records, including ~~his/her~~**the** IEP and the supporting documents related to the provision of special education services. (Education Code 56325; 34 CFR 300.323)

If ~~a~~**the** student transfers into the district from another school district within the same **Special Education Local Plan Area (SELPA)** during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless ~~his/her~~**the student's** parent/guardian and **the** district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If ~~a~~**the** student transfers ~~to this~~**into the** district from ~~a~~**a** school district outside of ~~this district's~~**the district's** SELPA during the school year, the district shall provide the student with ~~a~~**FAPE**, including services comparable to those described in the previous ~~district's~~**district's** IEP. ~~Within in consultation with the student's parent/guardian, for a period not to exceed 30 days. By the end of that period,~~ the district shall, ~~in consultation with the student's parents/guardians,~~ **either** adopt the previous ~~district's~~**district's** IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If ~~a~~**the** student transfers into the district from an out-~~of~~**-of**-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as the

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~~district~~ Superintendent or designee conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (Education Code 56325; 34 CFR 300.323)

Adopted: 9-17-02

Amended: 3-05, 3-06, 11-10, 3-12, 2-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
**SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 6159.1 PROCEDURAL
SAFEGUARDS FOR SPECIAL EDUCATION – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative 6159.1 Procedural Safeguards for Special Education?

BACKGROUND: Board Policy updated to encourage early, informal resolution of any dispute regarding special education services. Policy also reflects NEW STATE REGULATIONS (Register 2020, No. 21) which establish a complaint process, separate from UCP, for complaints alleging noncompliance with federal or state laws related to the provision of FAPE to students with disabilities, such as the district's violation of the federal Individuals with Disabilities in Education Act or state law on special education, violation of a settlement agreement, failure to implement a due process hearing order, or physical safety concerns that interfere with the provision of FAPE. Regulation updated to clarify that due process complaints should be filed with the state Office of Administrative Hearings and that such complaints must generally be filed within two years of the date the parent/guardian or district knew or should have known about the alleged violation. Regulation also adds new section on "State Compliance Complaints" reflecting NEW STATE REGULATIONS (Register 2020, No. 21) which establish a complaint process, separate from UCP, for complaints alleging noncompliance with federal or state laws related to the provision of FAPE to students with disabilities, such as the district's violation of the federal Individuals with Disabilities Education Act or state law on special education, violation of a settlement agreement, failure to implement a due process hearing order, or physical safety concerns that interfere with the provision of FAPE. Board Policy 6159.1 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 6159.1 Procedural Safeguards for Special Education.
2. Do not approve amendment to Board Policy and Administrative Regulation 6159.1 Procedural Safeguards for Special Education.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

FEBRUARY 16, 2021, BOARD OF EDUCATION MEETING

Approve Board Policy and Administrative Regulation

6159.1 Procedural Safeguards for Special Education

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.	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6159.1(a)

Procedural Safeguards And Complaints For Special Education

The Governing Board ~~desires~~ recognizes its obligation to ~~protect the rights of~~ provide a free appropriate public education (FAPE) to students with disabilities ~~in accordance with the procedural safeguards set forth in state and federal law to~~ uphold the rights of parents/guardians to be involved in educational decisions regarding their child. Parents/guardians of students with disabilities shall receive written notice of their rights ~~in accordance~~ under the federal Individuals with ~~law, Board policy, and administrative regulation.~~ Disabilities Education Act.

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.6 - Parental Notifications)

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education ~~Students~~)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Whenever there is a dispute between the district and the parent/guardian of a student with disabilities regarding the identification, assessment, or educational placement of the student or the provision of FAPE to the student, the Superintendent or designee shall encourage the early, informal resolution of the dispute at the school level to the extent possible. The district or parent/guardian may also request mediation and/or a due process hearing in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall represent the district in any due process hearing conducted with regard to district students and shall inform the ~~Governing~~ Board about the result of the hearing.

~~The Superintendent or designee shall address~~ Any complaint ~~concerning compliance~~ alleging the district's noncompliance with federal or state laws or ~~federal law regarding special~~ regulations related to the provision of a free appropriate public education to students with disabilities shall be filed in accordance with ~~the district's uniform complaint procedures~~ 5 CCR 3200-3205.

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

Legal Reference:

EDUCATION CODE

56000 Education for individuals with ~~exceptional needs~~ disabilities

56001 Provision of the special education programs

56020-56035 Definitions

56195.7 Written agreements

56195.8 Adoption of policies for programs and services

56300-~~56381~~56385 Identification and referral, assessment, ~~instructional planning, implementation, and review~~

56440-56447.1 Programs for individuals between the ages of three and five years

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6159.1(b)

56500-~~56507~~56509 Procedural safeguards, including due process rights-

56600-56606 Evaluation, audits and information

CODE OF REGULATIONS, TITLE 5

3000-~~3089~~3100 Regulations governing special education, especially:

~~4600-4671 Uniform complaint procedures~~

3080-3089 Procedural safeguards

3200-3205 Special education compliance complaints

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

14001482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

UNITED STATES CODE, TITLE 42

11434 Homeless assistance

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 Inspection, review and procedures for amending education records

104.36 Procedural safeguards

300.1-300.818 Assistance to states for the education of students with disabilities, especially:

300.150-300.153 State compliance complaints

300.500-~~300.517~~ ~~Due~~ 300.520 Procedural safeguards and due process ~~procedures~~ for parents and ~~children~~ students

COURT DECISIONS

Winkelman v. Parma City School District, (2007) 550 U.S. 516

Management Resources:

WEB SITES

~~CDE~~ California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

Office of Administrative Hearings, Special Education Division:

<http://www.dgs.ca.gov/OAH/Case-Types/Special-Education>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osep>

Adopted: 9-17-02

Amended: 3-09, 2-16-21

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6159.1(a)

Procedural Safeguards And Complaints For Special Education

Prior Written Notice

The Superintendent or designee shall send to ~~the~~ parents/guardians of ~~a~~any student with ~~a~~ disabilities a prior written notice ~~within a reasonable time before:~~ (Education Code 56346, 56500.4, 56500.5; 20 USC 1415~~(e)~~; 34 CFR 300.102, 300.300, 300.503)

1. Before the district initially refers the student for assessment
2. ~~Before~~Within a reasonable time before the district proposes to initiate or change the student's identification, assessment, ~~or~~ educational placement, or the provision of a free, appropriate public education (FAPE) to the student
3. ~~Before~~Within a reasonable time before the district refuses to initiate or change the ~~student's~~student's identification, assessment, or educational placement or the provision of FAPE to the student
4. ~~Before~~Within a reasonable time before the student graduates from high school with a regular diploma thus resulting in a change in placement
5. Upon receipt of the parent/guardian's written revocation of consent for the continued provision of special education and related services to ~~his/her child~~the student

This ~~prior written~~ notice shall include: (Education Code 56500.4; 20 USC 1415~~(e)~~; 34 CFR 300.503; ~~Education Code 56400.4~~)

1. A description of the action proposed or refused by the district
2. An explanation as to why the district proposes or refuses to take the action
3. A description of each ~~evaluation~~assessment procedure, ~~test~~assessment, record, or report the district used as a basis for the proposed or refused action
4. A statement that the parents/guardians of the student have protection under procedural safeguards and, if this notice is not an initial referral for assessment, the means by which a copy of the description of procedural safeguards can be obtained
5. Sources for parents/guardians to obtain assistance in understanding these provisions
6. A description of any other options that the individualized education program (IEP) team considered and why those options were rejected

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Series 6000

Instruction

AR 6159.1(b)

(cf. 6159 - Individualized Education Program)

7. A description of any other factors relevant to the district's proposal or refusal

(cf. 5145.6 - Parental Notifications)

Procedural Safeguards Notice

A procedural safeguards notice shall be made available to parents/guardians of students with disabilities once each school year and: (Education Code 56301; 20 USC 1415~~(d)(1)~~; 34 CFR 300.504)

1. Upon initial referral or parent/guardian request for assessment
2. Upon receipt of the first state compliance complaint in a school year, [filed in accordance with the section "State Compliance Complaints" below](#)

~~(cf. 1312.3—Uniform Complaint Procedures)~~

3. Upon receipt of the first due process hearing request in a school year
4. In accordance with the discipline procedures pursuant to 34 CFR 300.530(h), when ~~a decision is made to remove a~~ [removal](#) of a student because of a violation of a code of conduct ~~constituting~~ [constitutes](#) a change of placement

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

5. Upon request by a parent/guardian

The procedural safeguards notice shall include a full explanation of all of the procedural safeguards available under 34 CFR 300.148, ~~300.151~~ [300.151](#)-300.153, 300.300, 300.502-300.503, 300.505-300.518, 300.520, 300.530-300.536, and 300.610-300.625 relating to: ([Education Code 56301](#); 20 USC 1415~~(d)(2)~~; 34 CFR 300.504; ~~Education Code 56301~~)

1. Independent educational evaluation

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

2. Prior written notice
3. Parental consent, including a parent/guardian's right to revoke consent, in writing, to ~~his/her child's~~ [the student's](#) continued receipt of special education and related services
4. Access to educational records

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AR 6159.1(c)

(cf. 5125 - Student Records)

5. Opportunity to present complaints and resolve complaints through the due process complaint and state compliance complaint procedures, including the time period in which to file a complaint, the opportunity for the district to resolve the complaint, and the difference between a due process complaint and the state compliance complaint procedures, including the jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures
6. The ~~available~~availability of mediation
7. The student's placement during the pendency of any due process complaint
8. Procedures for students who are subject to placement in an interim alternative educational setting
9. Requirements for unilateral placement by parents/guardians of students in private schools at public expense
10. Hearings on due process complaints, including requirements for disclosure of assessment results and recommendations
11. State-level appeals
12. Civil actions, including the time period in which to file those actions
13. ~~Attorney's fees~~Availability of attorneys' fees pursuant to 34 CFR 300.517

This notice shall also include the rights and procedures contained in Education Code 56500-56509, including ~~information~~: (Education Code 56321, 56321.5, 56321.6)

1. Information on the procedures for requesting an informal meeting, prehearing mediation conference, mediation conference, or due process hearing
2. The timelines for completing each process
3. Whether the process is optional
4. The type of representative who may be invited to participate

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AR 6159.1(d)

5. The right of the parent/guardian and/or the district to electronically record the proceedings of IEP meetings in accordance with Education Code 56341.
6. Information regarding the state special schools for students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind. (~~Education Code 56321, 56321.5, 56321.6~~)

A copy of this notice shall be attached to the student's assessment plan ~~and referred to at~~. At each IEP meeting, the Superintendent or designee shall inform the parent/guardian of the federal and state procedural safeguards that were provided in the notice. (Education Code 56321, ~~56321.5~~ 56500.1)

Format of Parent/Guardian Notices

The parents/guardians of a student with a disability shall be provided written notice of their rights in a language easily understood by the general public and in their native language or other mode of communication used by them, unless to do so is clearly not feasible. (~~34 CFR 300.503;~~ Education Code 56341, 56506; 34 CFR 300.503, 300.504)

If the native language ~~or~~ of other mode ~~or~~ of communication of the parent/guardian is not a written language, the district shall take steps to ensure that: the notice is translated orally or by other means in the parent/guardian's native language or other mode of communication and that the parent/guardian understands the contents of the notice. (34 CFR 300.503)

~~1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication~~

~~2. The parent/guardian understands that contents of the notice~~

~~3. There is written evidence that items #1 and #2 have been satisfied~~

The district may place a copy of the procedural safeguards notice on the district's web site. (20 USC 1415(d))

A parent/guardian of a student with disabilities may elect to receive the prior written notice or procedural safeguards notice by an electronic mail communication. (34 CFR 300.505)

~~District's Response to~~ Filing Due Process Complaints

A parent/guardian and/or the district may initiate due process hearing procedures whenever: (~~20- USC 1415(b);~~ Education Code 56501; 20 USC 1415)

1. There is a proposal to initiate or change the student's identification, assessment, or educational placement ~~of the student~~ or the provision of FAPE to the student.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Instruction

AR 6159.1(e)

2. There is a refusal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student.
3. The parent/guardian refuses to consent to an assessment of ~~his/her child~~ the student.
4. There is a disagreement between a parent/guardian and the district regarding the availability of a program appropriate for the student, including the question of financial responsibility, as specified in 34 CFR 300.403(b)-148.

Prior to having a due process hearing, the party requesting the hearing, or the party's attorney, shall provide the opposing party a due process complaint, which shall remain confidential, specifying: (Education Code 56502; 20 USC 1415(b); 34 CFR 300.507; ~~Education Code-56502508~~)

1. The student's name
2. The student's address or, in the case of a student identified as homeless pursuant to 42 USC 11434, available contact information for that student

(cf. 6173 - Education for Homeless Children)

3. The name of the school the student attends
4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem
5. A proposed resolution to the problem to the extent known and available to the complaining party at the time

Parties filing a due process complaint shall file their request with the ~~Superintendent~~ state Office of ~~Public Instruction~~ Administrative Hearings, Special Education Division.

The request shall be filed within two years from the date the party initiating the request knew or ~~designated contracted agency~~ had reason to know of the facts underlying the basis for the request. This timeline shall not apply if the district misrepresented that it had solved the problem or withheld required information from the parent/guardian. (Education Code ~~56502~~56505; 20 USC 1415; 34 CFR 300.507, 300.511)

District's Response to Due Process Complaints

If the district has ~~not sent a~~ prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt

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AR 6159.1(f)

of the complaint, send a response specifically addressing the issues in the complaint. (20 USC 1415(e)(1); 34 CFR 300.508)

If the district has **not** sent a prior written notice to the parent/guardian regarding the subject matter contained in the parent/~~guardian's~~guardian's due process complaint, the district shall send a response to the parent/guardian within 10 days of receipt of the complaint containing: (20 USC 1415(e)(1); 34 CFR 300.508):

1. An explanation of why the district proposed or refused to take the action raised in the complaint
2. A description of other options that the IEP team considered and the reasons that those options were rejected
3. A description of each ~~evaluation~~assessment procedure, assessment, record, or report the district used as the basis for the proposed or refused action
4. A description of the factors that are relevant to the district's proposal or refusal

Upon the filing of a due process complaint by either party or upon request ~~by~~of the parent/guardian, the district shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area. (34 CFR 300.507)

Informal Process/Pre-Hearing Mediation Conference

Prior to or upon initiating a due process hearing, the Superintendent or designee and a parent/guardian may, if the party initiating the hearing so chooses, agree to meet informally to resolve any issue(s) relating to the identification, assessment, education and placement, or provision of FAPE for a student with disabilities. The Superintendent or designee shall have the authority to resolve the issue(s). ~~In addition, either party may file a request with the Superintendent of Public Instruction for a mediation conference to be conducted by a person under contract with the California Department of Education.~~ (Education Code 56502)

In addition, either party may file a request with the state Office of Administrative Hearings for a mediation conference. (Education Code 56500.3)

If resolution is reached that resolves the due process issue(s), the parties shall enter into a legally binding agreement that satisfies the requirements of Education Code 56500.3. (Education Code 56500.3)

Attorneys may attend or otherwise participate only in those mediation conferences that are scheduled after the filing of a request for due process hearing. (Education Code 56500.3, 56501)

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Instruction

AR 6159.1(g)

State Compliance Complaints

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file with the California Department of Education (CDE) a written and signed statement alleging that, within the previous year, any of the following occurred: (5 CCR 3200, 3201)

1. The district violated Part B of the Individuals with Disabilities Education Act (20 USC 1411-1419) and its implementing regulations (34 CFR 300.1-300.818).
2. The district violated Part 30 of the Education Code (Education Code 56000-56865) and 5 CCR 3200-3205.
3. The district violated the terms of a settlement agreement related to the provision of FAPE, excluding any allegation related to an attorney fees provision in a settlement agreement.
4. The district failed or refused to implement a due process hearing order to which the district is subject.
5. Physical safety concerns interfered with the provision of FAPE.

The complaint shall include: (5 CCR 3202; 34 CFR 300.153)

1. A statement that the district has violated or failed to comply with any provision set forth in 5 CCR 3201
2. The facts on which the statement is based
3. The signature and contact information for the complainant
4. If alleging violations with respect to a specific student, the student's name and address (or other available contact information for a homeless student), the name of the school that the student is attending, a description of the nature of the student's problem and facts related to the problem, and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed

The complainant shall forward a copy of the complaint to the Superintendent or designee at the same time the complaint is filed with CDE. (5 CCR 3202)

Within 30 days of the date of CDE's investigation report, the district or complainant may request reconsideration of the decision in accordance with 5 CCR 3204. Pending CDE's response, any

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Instruction

AR 6159.1(h)

corrective actions set forth in the report shall remain in effect and enforceable, unless stayed by a court. (5 CCR 3204)

Adopted: 9-17-02

Amended: 3-05, 3-09, 2-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 6159.2 NONPUBLIC,
NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL
EDUCATION – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education?

BACKGROUND: Board Policy updated to include the provision of nonpublic, nonsectarian school and agency (NPS/A) services in the comprehensive local plan of the Special Education Local Plan Area. Policy reflects NEW LAW (AB 1172, 2019) which requires districts to verify that the NPS/A provides staff training in the use of practices and interventions specific to the unique behavioral needs of the student population at the NPS/A. Policy also reflects the requirement for the district to pay the full amount of the school's tuition or, as amended by AB 1172, the fees for the agency. Legal cite for Education Code 56366.3 deleted as it has been repealed. Regulation updated to include the maximum term of the master contract between the district and NPS/A, expand the components of the contract in accordance with state law and regulations, and include the ability to terminate the contract for cause with 20 days' notice. Regulation also provides more detail regarding the annual IEP review focused on NPS/A students. New section on "On-Site Visits" reflects NEW LAW (AB 1172, 2019) which (1) requires the district to conduct an on-site visit of an NPS/A the first time the district places a student at that NPS/A, and (2) requires the district to annually conduct an on-site monitoring visit to review the services provided to the student, the facilities, and the student's progress. Board Policy 6159.2 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education.
2. Do not approve amendment to Board Policy and Administrative Regulation 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

FEBRUARY 16, 2021, BOARD OF EDUCATION MEETING

Approve Board Policy and Administrative Regulation 6159.2

Nonpublic, Nonsectarian School and Agency Services for Special Education

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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 BOARD POLICY

Series 6000

Instruction

BP 6159.2(a)

Nonpublic, Nonsectarian School And Agency Services For Special Education

The Governing Board recognizes its responsibility to provide ~~all district students, including students with disabilities,~~ a free appropriate public education ~~to students with disabilities~~ in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency ~~to meet the students' needs.~~ (NPS/A) ~~to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.~~

(cf. 0430 - Comprehensive Local Plan for Special Education)

~~(cf. 1312.3—Uniform Complaint Procedures)~~

~~(cf. 3541.2—Transportation for Students with Disabilities)~~

~~(cf. 4112.23—Special Education Staff)~~

~~(cf. 6146.4—Differential Graduation and Competency Standards for Students with Disabilities)~~

~~In selecting nonpublic, nonsectarian schools or agencies with which the district may contract for the placement of any district student with disabilities, the Superintendent or designee shall follow the procedures specified in law and accompanying administrative regulation.~~

Prior to entering into a contract to place any student in ~~a nonpublic, nonsectarian school or agency~~ an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities ~~and complies with staff training requirements~~ in accordance with Education Code 56366 ~~and 56366.1~~. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any ~~nonpublic, nonsectarian school~~ NPS/A with which the district has a contract to ensure that the ~~school or agency's~~ certification has not expired.

No district student shall be placed in ~~a nonpublic, nonsectarian school or agency~~ an NPS/A unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the ~~nonpublic, nonsectarian school or agency placement is appropriate for the student. In accordance with law, any student with disabilities placed in a nonpublic, nonsectarian school or agency shall have all the rights and protection to which students with disabilities are generally entitled, including, but not limited to, the procedural safeguards, due process rights, and periodic review of his/her IEP. (Education Code 56195.8, placement is appropriate for the student. (Education Code 56342.1)~~

(cf. 6159 - Individualized Education Program)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A. (Education Code 56365)

In accordance with law, any student with disabilities placed in an NPS/A shall have all the rights

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6159.2(b)

and protections to which students with disabilities are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

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

~~(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)~~

During the period when any student with disabilities is placed in ~~a nonpublic, nonsectarian school or agency, the student's~~ an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in ~~his/her~~ the IEP.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

(cf. 1431 - Waivers)

Legal Reference:

EDUCATION CODE

56034-56035 Definitions of nonpublic, nonsectarian school and agency-

56042 Placement not to be recommended by attorney with conflict of interest

56101 Waivers

56163 Certification

56168 Responsibility for education of student in hospital or health facility school

56195.8 Adoption of policies

56342.1 Individualized education program; placement

56360-56369 Implementation of special education

56711 Computation of state aid

56740-56743 Apportionments and reports

56760 Annual budget plan; service proportions

56775.5 Reimbursement of assessment and identification costs

56836.20-56836.21 Special education funding; SELPA contracts with nonpublic nonsectarian schools

FAMILY CODE

7911-7912 Interstate compact on placement of children

GOVERNMENT CODE

7570-~~7588~~7587 Interagency responsibilities for providing services to disabled children ~~with disabilities~~;

especially:

7572.55 Seriously emotionally disturbed child; out-of-state placement

WELFARE AND INSTITUTIONS CODE

362.2 Out-of-home placement for IEP

727.1 Out-of-state ~~placement~~ of wards of court

CODE OF REGULATIONS, TITLE 5

3001 Definitions

~~3061-3069~~3051-3051.24 Special education; standards for related services and staff qualifications

3060-3070 Nonpublic, nonsectarian school and agency services

UNITED STATES CODE, TITLE 20

1400-1487 Individuals with Disabilities Education Act

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 6159.2(c)

CODE OF FEDERAL REGULATIONS, TITLE 34

300.~~400~~-129-300.~~487~~148 Children with disabilities in private schools

COURT DECISIONS

Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997

Management Resources:

FEDERAL REGISTER

~~Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845~~

WEB SITES

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

~~US~~U.S. Department of Education, Office of Special Education and Rehabilitative Services:

<http://www.ed.gov/about/offices/OSERSlist/osers>

Adopted: 9-17-02

Amended: 10-15-13, 2-16-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6159.2(a)

Nonpublic, Nonsectarian School And Agency Services For Special Education

Master Contract

Every master contract ~~with~~ *between the district and* a nonpublic, nonsectarian school or agency ~~shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student.~~

~~Each master contract~~ *(NPS/A)* shall specify the general administrative and financial agreements for providing ~~the~~ special education and designated instruction and services, ~~including student.~~ The master contract shall be for a term not to exceed one year and shall be renegotiated prior to June 30. Provisions of the contract shall include, but not be limited to: (Education Code 56366; 5 CCR 3062)

1. *Student*-teacher ratios, ~~as well as transportation if~~
2. *Transportation* specified in a student's individualized education program (IEP)

(cf. 3541.2 - Transportation for Students with Disabilities)

~~The administrative provisions of the contract shall also include procedures~~

The contract shall not include special education transportation provided through the use of services or equipment owned, leased, or contracted by the district for students enrolled in the NPS/A unless provided directly or subcontracted by that NPS/A.

3. *Procedures* for recordkeeping and documentation, ~~and the~~
4. *The* maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student. ~~The contract may allow for partial or full time attendance at the nonpublic, nonsectarian school. (Education Code 56366)~~

~~(cf. 3541.2 - Transportation for Students with Disabilities)~~

(cf. 3580 - District Records)

(cf. 5125 - ~~Student~~ Student Records)

(cf. 6146.1 - High School Graduation Requirements)

5. ~~The master contract shall include a~~ *An individual services agreement for each student, which will be negotiated for the length of time for which NPS/A special education and designated instruction and services are specified in the student's IEP*

OAK PARK UNIFIED SCHOOL DISTRICT

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Series 6000

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AR 6159.2(b)

6. A description of the process ~~being~~to be utilized by the district to oversee and evaluate placements in ~~nonpublic, nonsectarian schools.~~ This description shall include the NPS/A, including a method for evaluating whether ~~the~~each student is making appropriate educational progress.
7. Procedures and responsibilities for attendance and unexcused absences
8. General provisions related to modifications and amendments to the contract, waivers, disputes, contractor's status, conflicts of interest, termination, inspection and audits, compliance with applicable state and federal laws and regulations, and indemnification and insurance requirements
9. Payment schedules, including, but not limited to, payment amounts, payment demand, right to withhold, and audit exceptions

The contract may allow for partial or full-time attendance at the NPS/A. (Education Code 56366)

With mutual agreement of the district and ~~a nonpublic, nonsectarian school or agency~~NPS/A, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in ~~his/her~~the student's individual services agreement. (Education Code 56366)

The master contract or individual services agreement may be terminated for cause if either party gives 20 days' notice. However, the availability of a public education program initiated during the period of the contract shall not give cause for termination unless the parent/guardian agrees to transfer the student to the program. (Education Code 56366)

Placement and Services

~~The~~For any student to be placed in an NPS/A, the Superintendent or designee shall develop an individual services agreement ~~for each student to be placed in a nonpublic, nonsectarian school or agency~~based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the ~~nonpublic, nonsectarian school~~NPS/A services, not to exceed one year. Changes in a ~~student's~~student's educational instruction, services, or placement shall be made only on the basis of revisions to the ~~student's~~student's IEP. (Education Code 56366)

(cf. 6159 - Individualized Education Program)

~~The IEP team of a~~At least once each year, the district shall: (Education Code 56366)

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AR 6159.2(c)

1. Evaluate the educational progress of each student placed in ~~a nonpublic, non-sectarian school or agency~~ annually an NPS/A, including a review ~~the student's IEP. The student's IEP and individual services agreement shall specify the~~ of state assessment results
2. During the annual meeting held to review ~~schedules~~ the student's IEP pursuant to Education Code 56343, consider whether the student's needs continue to be best met at the NPS/A and whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting

When a special education student meets the district requirements for completion ~~for~~ of the prescribed course of study as designated in the student's IEP, the district shall award the student a diploma of graduation. (5 CCR 3070)

(cf. 6146.4 - Differential Graduation and Competency Standards for Individuals with Exceptional Needs)

Out-of-State Placements

Before contracting with ~~a nonpublic, nonsectarian school or agency~~ an NPS/A outside California, the Superintendent or designee shall document the district's efforts to use public schools and/or to find an appropriate program offered by ~~a nonpublic, nonsectarian school or agency~~ an NPS/A within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the costs of the special education and related ~~costs~~ services provided, and the district's efforts to locate an appropriate public school or ~~nonpublic, nonsectarian school or agency~~ NPS/A within California. (Education Code 56365)

If the district decides to place a student with ~~a nonpublic, nonsectarian school or agency~~ an NPS/A outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

On-Site Visits

The Superintendent or designee shall conduct an on-site visit to an NPS/A before the placement of a student at the school or agency, if the district does not have any other students currently enrolled at the NPS/A. (Education Code 56366.1)

At least once per year, the Superintendent or designee shall conduct an on-site monitoring visit to each NPS/A at which the district has a student attending and with which it maintains a master

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contract. The monitoring visit shall include, but is not limited to: (Education Code 56366.1)

1. A review of services provided to the student through the individual services agreement
2. A review of progress the student is making toward the goals set forth in the student's IEP
3. A review of progress the student is making toward the goals set forth in the student's behavioral intervention plan, if applicable
4. An observation of the student during instruction
5. A walkthrough of the facility

The district shall report the findings resulting from the monitoring visit to CDE within 60 calendar days of the on-site visit. (Education Code 56366.1)

Adopted: 9-17-02

Amended: 4-13, 2-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD BYLAW 9012 BOARD MEMBER ELECTRONIC COMMUNICATIONS – First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Bylaw 9012 Board Member Electronic Communications?

BACKGROUND: Board Bylaw updated to clarify that electronic communications should not be used as a means to restrict access to a public forum, that meeting locations include teleconference locations, and that the prohibition against serial meetings includes a series of communications directly or through intermediaries. Bylaw reflects NEW LAW (AB 992, 2020) which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also references court decisions which clarify that a public official's social media account which includes discussion of public business may be considered a public forum from which the official cannot exclude access or comments by members of the public based on viewpoint. Board Bylaw 9012 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Bylaw 9012 Board Member Electronic Communications.
2. Do not approve amendment to Board Bylaw 9012 Board Member Electronic Communications.

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	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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Bylaws of the Board

BB 9012(a)

Board Member Electronic Communications

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. ~~Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting~~~~nor to~~, circumvent the public's right to access records regarding district business~~—, or restrict access to a public forum.~~

(cf. 1100 - Communication with the Public)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.—

Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the Board, as long as a majority of the Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the Board. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject matter jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2)

Whenever a Board member uses a social media platform to communicate with the public about district business or Board activities, the Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

~~In addition,~~ Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

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Series 9000

Bylaws of the Board

BB 9012(b)

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that ~~his/her~~the response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.—

(cf. 1112 - Media Relations)
(cf. 1312.1 - Complaints Concerning District Employees)—
(cf. 1312.2 - Complaints Concerning Instructional Materials)—
(cf. 1312.3 - Uniform Complaint Procedures)—
(cf. 1312.4 - Williams Uniform Complaint Procedures)—
(cf. 3320 - Claims and Actions Against the District)
(cf. 9005 - Governance Standards)
(cf. 9121 - President)
(cf. 9200 - Limits of Board Member Authority)

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, ~~he/she~~the Board member shall copy the communication to a district electronic storage device for easy retrieval.—

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings
35145 Public meetings
35145.5 Agenda; public participation; regulations
35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act
11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting, defined
54953 Meetings to be open and public; attendance
54954.2 Agenda posting requirements, board actions

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)
Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)
City of San Jose v. Superior Court (2017) 2 Cal.5th 608

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Series 9000

Bylaws of the Board

BB 9012(c)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2006

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

~~LEAGUE OF CALIFORNIA CITIES PUBLICATIONS~~

~~*Open and Public IV: A Guide to the Ralph M. Brown Act*, rev. 2007~~

WEB SITES

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

~~CSBA, Agenda Online: <http://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>~~

CSBA, GAMUT Meetings: <http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <http://oag.ca.gov>

Adopted: 5-19-2009

Amended: 8-15-2017, 2-16-2021

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 2021
SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD BYLAW 9320 MEETINGS AND NOTICES – First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Bylaw 9320 Meetings and Notices?

BACKGROUND: Board Bylaw updated to clarify that meeting locations include teleconference locations and reflect NEW LAW (AB 992, 2020) which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also updated to clarify the vote requirements for holding a closed session during an emergency meeting and for adjourning or continuing a board meeting to a later time or location. Board Bylaw 9320 is being submitted with recommended language from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Bylaw 9320 Meetings and Notices.
2. Do not approve amendment to Board Bylaw 9012 9320 Meetings and Notices.

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	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9320(a)

Meetings And Notices

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.-

(cf. 9321 - Closed Session ~~Purposes and Agendas~~)

~~(cf. 9321.1 - Closed Session Actions and Reports)~~

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and ~~place~~ location, including teleconference location, to hear, discuss ~~or~~, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)-

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation ~~in the meeting by disabled~~ of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

~~Each agenda shall also list the address(es) designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)~~

~~(cf. 9322 - Agenda/Meeting Materials)~~

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Series 9000

Bylaws of the Board

BB 9320(b)

Regular Meetings

The Board shall hold one regular meeting each month. Regular meetings shall be held at 5:00 p.m. for Closed Session and 6:00 p.m. for Open session on the 3rd Tuesday of the month ~~at the Oak Park High School Presentation Room G-9 or Library Film and Lecture Room (Conference Room) or the District Office Conference Room.~~

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the ~~district website.~~ [district's Internet web site.](#) (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

When [ever](#) agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 -- Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. [The notice also shall be posted on the district's Internet web site.](#) The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and ~~place~~ [location](#) of the meeting and the business to be transacted or discussed. No other business shall be considered at ~~these meetings.~~ [this meeting.](#) (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9320(c)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or ~~after~~during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

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

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the ~~presiding officer~~Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, ~~presiding officer~~the Board president or designee shall give such notice at or near the time ~~he/she notifies~~notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the ~~presiding officer~~Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

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Adjourned/Continued Meetings

~~A majority vote by the~~ The Board may adjourn/continue any regular or special meeting to a later time and ~~place~~ location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of ~~the~~ Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern

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3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of ~~or~~ a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, ~~including, but not limited to, religion, sex, or sexual orientation.~~ In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to ~~terms~~ items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over

OAK PARK UNIFIED SCHOOL DISTRICT

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which the state or federal officials have jurisdiction

6. Meet in or near a facility owned by the district but located outside the district, provided the meeting **agenda** is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a ~~place~~**location** designated by the ~~presiding officer~~**Board president or designee**, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All ~~meetings~~teleconference **locations** shall be accessible to the public. All teleconferenced

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meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings
35143 Annual organizational meeting, date, and notice
35144 Special meeting
35145 Public meetings
35145.5 Agenda; public participation; regulations
35146 Closed sessions *in connection with a student*
35147 Open meeting law exceptions and applications

GOVERNMENT CODE

3511.1 Local agency executives
11135 State programs and activities; *prohibition of discrimination*
54950-54963 The Ralph M. Brown Act, especially:
54953 Meetings to be open and public; attendance
54954 Time and place of regular meetings
54954.2 Agenda posting requirements, board actions
54956 Special meetings; call; notice
54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications *for individuals with disabilities*
36.303 Auxiliary aids and services *for individuals with disabilities*

COURT DECISIONS

Garnier v. Poway Unified School District, No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)
Knight First Amendment Institute at Columbia University v. Trump, 928 F.3d 226 (2019)
Wolfe v. City of Fremont, (2006) 144 Cal.App. ~~5444~~th 54433

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)
84 Ops.Cal.Atty.Gen. 181 (2001)
84 Ops.Cal.Atty.Gen. 30 (2001)
79 Ops.Cal.Atty.Gen. 69 (1996)
78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. ~~2009~~2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, ~~rev.~~2nd Ed., 2010

OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

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WEB SITES

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

CSBA, GAMUT Meetings: <http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <http://www.caag.state.ca.us/gov/home>

Institute for Local Government: <http://www.eacitiesca-ilg.org/index.jsp?zone=ilsg>

League of California Cities: <http://www.cacities.org>

Adopted: 10-19-77

Amended: 9-7-93, 3-12-02, 9-17-02, 4-19-05, 12-12-06, 9-16-08, 4-21-09, 5-15-12, [2-16-21](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: FEBRUARY 16, 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 January 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 1st Interim Revision through January 2021

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

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	26,631,612	947,170	947,170	3,835,413	1,704,906	1,704,906	3,835,413	1,704,906	732,818
Property Taxes	8020-8079	12,211,160	82,488	254	26,105	—	459,604	6,615,044	215,978	69,451
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,346,410	—	17,523	1,010,241	—	—	92,200	10,775	—
Other State Revenue	8300-8599	1,593,229	—	114,355	567,713	(323,394)	188,485	230,881	30,582	—
Other Local Revenue	8600-8799	3,780,221	417,798	218,903	302,712	330,189	228,702	229,821	357,033	521,001
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,562,632	1,447,455	1,298,205	5,742,183	1,711,701	2,581,697	11,003,359	2,319,274	1,323,270
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,700,651	164,492	2,343,172	2,111,964	2,152,315	2,171,757	2,159,124	2,267,770	2,160,426
Classified Salaries	2000-2999	6,858,193	219,537	511,386	546,794	549,177	566,080	615,491	601,604	572,287
Employee Benefits	3000-3999	10,501,425	90,338	987,410	981,684	991,914	989,302	1,005,358	1,029,983	996,385
Books and Supplies	4000-4999	1,855,719	46,501	139,913	338,124	43,907	78,959	64,682	56,257	148,458
Services	5000-5999	3,600,269	176,592	72,093	474,909	222,915	256,072	148,740	474,379	360,027
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	542,038	2,395	2,395	18,828	4,310	22,774	37,628	80,420	14,518
Interfund Transfers Out	7600-7629	1,094,702	50,387	85,388	80,332	90,177	25,000	173,520	15,000	64,983
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		47,152,997	750,241	4,141,756	4,552,635	4,054,715	4,109,944	4,204,543	4,525,413	4,317,083
E. NET INCREASE/DECREASE (B - C + D)		272,015	3,610,462	2,251,474	1,539,732	(890,770)	(1,289,451)	7,059,666	(7,797,977)	(2,937,067)
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	1,788,787
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
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Cashflow Report

2020-21 1st Interim Revision through January 2021

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

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		242,718	1,788,787	5,283,049	6,032,136	2,465,716	—	—	—	—
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,631,612	2,358,548	280,654	280,654	2,077,894	6,221,160	—	26,631,612	—
Property Taxes	8020-8079	12,211,160	50,847	4,328,103	116,027	247,258	—	—	12,211,160	0
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,346,410	95,416	—	—	209,556	903,951	—	2,339,662	6,748
Other State Revenue	8300-8599	1,593,229	265,162	18,750	—	322,087	209,192	—	1,623,811	(30,582)
Other Local Revenue	8600-8799	3,780,221	237,165	258,377	265,694	296,060	236,451	—	3,899,905	(119,684)
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,562,632	3,007,138	4,885,884	662,375	3,152,854	7,570,753	—	46,706,150	(143,518)
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,700,651	2,185,078	2,188,414	2,182,112	228,956	—	—	22,315,578	385,073
Classified Salaries	2000-2999	6,858,193	653,145	646,464	674,060	344,598	—	—	6,500,623	357,570
Employee Benefits	3000-3999	10,501,425	1,023,401	1,023,633	1,033,046	140,077	—	—	10,292,530	208,895
Books and Supplies	4000-4999	1,855,719	148,458	148,458	148,458	186,500	140,688	—	1,689,362	166,357
Services	5000-5999	3,600,269	360,027	360,027	360,027	265,462	—	—	3,531,269	69,000
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	542,038	—	3,614	55,967	56,650	269,080	—	568,578	(26,540)
Interfund Transfers Out	7600-7629	1,094,702	64,983	64,990	64,990	264,969	—	—	1,044,719	49,983
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		47,152,997	4,435,091	4,435,599	4,518,658	1,487,211	409,768	—	45,942,659	1,210,338
E. NET INCREASE/DECREASE (B - C + D)		272,015	3,494,262	749,087	(3,566,420)	(158,537)	(819,536)	—	1,244,926	
F. ENDING CASH (A + E)			5,283,049	6,032,136	2,465,716	2,307,179	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									1,487,644	

Oak Park Unified
56-73874-0000000

Cashflow Report
2020-21 1st Interim Revision through January 2021
Base Year 2020-21; Actuals Through the Month of January

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	—
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	—
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)	(56,746)
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	(56,746)
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)	56,746
E. NET INCREASE/DECREASE (B - C + D)										
		272,015	3,610,462	2,251,474	1,539,732	(890,770)	(1,289,451)	7,059,666	(7,797,977)	(2,937,067)
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	1,788,787
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
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Cashflow Report
2020-21 1st Interim Revision through January 2021
Base Year 2020-21; Actuals Through the Month of January

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	—	—	1,786	—	(7,570,753)	—	(630,306)	
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	—	—	1,786	9,946	(7,570,753)	—	(610,938)	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,658	107,785	(298,803)	(288,077)	1,727,481	409,768	—	3,830,981	
Due To Other Funds	9610	966,535	—	—	—	—	—	—	—	
Current Loans	9640	0	(5,030,000)	—	—	—	—	—	(5,030,000)	
Unearned Revenues	9650	115,429	—	—	—	106,645	—	—	106,645	
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	
SUBTOTAL		6,345,622	(4,922,215)	(298,803)	(288,077)	1,834,126	409,768	—	(1,092,374)	
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS		862,380	4,922,215	298,803	289,863	(1,824,180)	(7,980,521)	—	481,435	
E. NET INCREASE/DECREASE (B - C + D)										
		272,015	3,494,262	749,087	(3,566,420)	(158,537)	(819,536)	—	1,244,926	
F. ENDING CASH (A + E)										
			5,283,049	6,032,136	2,465,716	2,307,179	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
									1,487,644	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 16, 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 February 3, 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	375,713	98,850	375,713	-	In Close-Out	IN PROGRESS
	2,396,981	(114,797)	-	2,282,184	1,947,833	334,352	1,692,652	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	120,761	32,872	Future	IN PROGRESS
19-08S DW Arch Svcs for DSA Certific (2) (3)	189,285	-	274,054	463,339	30,453	432,886	30,453	-	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	64,633	37,743	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)	165,140	-	-	165,140	-	165,140	-	-	Future	
	8,829,554	47,919	274,054	9,151,527	8,444,245	707,282	8,373,295	70,950		
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) (2) (3)	4,903,463	505,862	19,496	5,428,821	5,119,972	308,850	4,925,734	194,238	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	20,707	-	20,707	-	Complete	
	7,304,400	605,360	19,496	7,929,256	7,692,225	237,030	7,478,385	213,840		
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	
	1,506,770	(211,302)	-	1,295,467	1,215,171	80,297	1,213,752	1,419		
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	597,323	6,075,646	502,644	94,679	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	
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	



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		
20-15S 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)	105,825	-	-	105,825	87,895	17,930	37,970	49,925	Future	
	7,169,213	61,379	-	7,230,592	1,130,758	6,099,834	986,154	144,604		
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 Prgm 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	226,985	-	207,315	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	3,432,351	244,890	3,238,229	194,122		
Totals	36,945,901	712,750	347,775	38,006,427	26,548,313	11,458,113	25,658,775	889,539		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: FEBRUARY 16, 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 January 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 January 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	26,631,612.00		14,679,884.00	11,951,728.00	55.12%
8020-8079	Property Taxes	11,933,223.00	12,211,160.00		7,399,473.30	4,811,686.70	60.60%
	Total LCFF Revenue Sources	38,863,858.00	38,842,772.00		22,079,357.30	16,763,414.70	56.84%
Federal Revenues							
8100-8299	Federal Revenues	1,006,772.00	2,346,410.00		1,130,739.00	1,215,671.00	48.19%
Other State Revenues							
8300-8599	Other State Revenues	1,259,020.00	1,593,229.00		808,621.33	784,607.67	50.75%
Other Local Revenue							
8600-8799	Other Local Revenues	4,387,714.00	3,780,221.00		2,085,157.39	1,695,063.61	55.16%
	Total Year To Date Revenues	45,517,364.00	46,562,632.00		26,103,875.02	20,458,756.98	56.06%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	17,918,712.00	18,353,882.00	7,027,696.04	10,877,699.44	448,486.52	59.27%
1160	<i>Certificated Salaries Stipends</i>	<i>356,389.00</i>	<i>433,567.00</i>	<i>126,256.37</i>	<i>146,042.51</i>	<i>161,268.12</i>	<i>33.68%</i>
1200	Certificated Pupil Support Salaries	1,740,521.00	1,810,117.00	724,140.08	1,091,171.43	5,194.51-	60.28%
1260	<i>Counselor Stipend</i>	<i>10,085.00</i>	<i>10,500.00</i>	<i>5,600.00</i>	<i>5,600.00</i>	<i>700.00-</i>	<i>53.33%</i>
1300	Certificated Supervisors' & Administrators' Salaries	1,994,959.00	2,092,585.00	834,038.85	1,250,079.75	8,466.40	59.74%
	Total Certificated Salaries	22,020,666.00	22,700,651.00	8,717,731.34	13,370,593.13	612,326.53	58.90%
Classified Salaries							
2100	Classified Instructional Salaries	2,488,921.00	2,534,802.00	936,402.84	1,364,777.71	233,621.45	53.84%
2200	Classified Support Salaries	1,723,532.00	1,794,355.00	701,889.31	1,010,100.37	82,365.32	56.29%
2300	Classified Supervisors' & Administrators' Salaries	343,547.00	346,983.00	144,576.15	202,406.67	.18	58.33%
2400	Clerical, Technical, & Office Staff Salaries	1,615,295.00	1,667,296.00	689,699.74	976,172.84	1,423.42	58.55%
2900	Other Classified Salaries	841,624.00	514,757.00	176,326.63	56,610.86	281,819.51	11.00%
	Total Classified Salaries	7,012,919.00	6,858,193.00	2,648,894.67	3,610,068.45	599,229.88	52.64%
Employee Benefits							
3100	State Teachers' Retirement System	3,492,795.00	3,582,063.00	1,405,895.35	2,101,209.14	74,958.51	58.66%
3200	Public Employees' Retirement System	960,514.00	986,875.00	410,262.40	577,773.48	1,160.88-	58.55%
3400	Health & Welfare Benefits	4,436,712.00	4,697,260.00	1,807,122.47	2,712,625.95	177,511.58	57.75%
3300-3900	All Other Statutory Costs	1,230,872.00	1,235,227.00	471,963.33	684,380.06	78,883.61	55.41%
	Total Employee Benefits	10,120,893.00	10,501,425.00	4,095,243.55	6,075,988.63	330,192.82	57.86%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	236,529.00	417,232.00	37,684.70	334,761.32	44,785.98	80.23%
4200	Other Books and Reference Material	32,073.00	157,362.00	17,448.24	46,059.79	93,853.97	29.27%
4300	Materials & Supplies	580,605.00	1,073,531.00	301,845.01	345,853.65	425,832.34	32.22%
4400	Noncapitalized Equipment	152,956.00	206,868.00	4,462.78	41,669.21	160,736.01	20.14%
	Total Books and Supplies	1,002,163.00	1,854,993.00	361,440.73	768,343.97	725,208.30	41.42%

Fiscal13a

Financial Statement

Fund 01	Fiscal Year 2020/21 Through January 2021						
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Services and Other Operating Expenditures

5200	Travel and Conference	61,542.00	79,857.00	4,595.00	12,078.16	63,183.84	15.12%
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	123,580.76	373,462.56	128,924.68	59.66%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	331,485.00	352,947.00	170,698.30	151,672.28	30,576.42	42.97%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,532,722.00	1,660,696.00	560,705.40	693,793.51	406,197.09	41.78%
5899	Legal Fees	227,000.00	226,997.00	165,195.81	29,497.25	32,303.94	12.99%
5900	Telephone and Communications	110,006.00	128,328.00	51,405.23	54,681.46	22,241.31	42.61%
Total Services and Other Operating Expenditures		3,399,448.00	3,600,995.00	1,076,180.50	1,825,699.45	699,115.05	50.70%

Capital Outlay

6000	Capital Outlay	.00	.00	.00	.00	.00	0.00%
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Tuition

7100	Tuition	446,703.00	483,967.00	317,890.00	139,714.00	26,363.00	28.87%
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Debt Service

7438	Debt Service - Interest	8,771.00	8,771.00	4,385.68	4,385.68	.36-	50.00%
7439	Debt Service - Principal	49,300.00	49,300.00	24,649.96	24,649.96	.08	50.00%
Total Debt Service		58,071.00	58,071.00	29,035.64	29,035.64	.28-	50.00%
Total Year To Date Expenditures		44,060,863.00	46,058,295.00	17,246,416.43	25,819,443.27	2,992,435.30	56.06%

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	460,947.00	.00	226,740.55	234,206.45	49.19%
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	433,755.00	.00	293,064.40	140,690.60	67.56%
Total Interfund Transfers Out		50,000.00	1,094,702.00	.00	519,804.95	574,897.05	47.48%
Total Year To Date Other Financing Uses		50,000.00	1,094,702.00	.00	519,804.95	574,897.05	47.48%

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Financial Statement

Fund 01				Fiscal Year 2020/21 Through January 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	46,562,632.00		26,103,875.02	20,458,756.98	56.06%
	B. Expenditures	44,060,863.00	46,058,295.00	17,246,416.43	25,819,443.27	2,992,435.30	56.06%
	C. Subtotal (Revenues LESS Expense)	1,456,501.00	504,337.00		284,431.75	17,466,321.68	
	D. Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	50,000.00	1,094,702.00		519,804.95	574,897.05	47.48%
	E. Net Change in Fund Balance	1,406,501.00	590,365.00-		235,373.20-	16,891,424.63	
	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	514,732.00		869,723.81		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,131,829.00	514,732.00				
	Other				17,246,416.43		