

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1018

DATE: January 19, 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: 4:30 p.m. Closed Session – **NOTE: Earlier Start Time**
6:00 p.m. Open Session

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

BOARD OF EDUCATION

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



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent
Ragini Aggarwal, Executive Assistant
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>

1/15/2021

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

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

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

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

Public Comments may be submitted via this link <http://www.opusd.org/PublicComments>. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction please submit your comment via the form accessed by the above link by 6:00 p.m. on January 19, 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 4:00 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, February 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 #1018
January 19, 2021**

CALL TO ORDER – Followed by Public Comments/4:30 p.m. NOTE: Earlier Start Time

CLOSED SESSION: 4:30 p.m. NOTE: Earlier Start Time

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

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

B. PUBLIC EMPLOYEE EMPLOYMENT: 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

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

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of 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](#)
Board Bylaw 9324 requires Board approval of minutes from previous meetings
- b. [Approve Public Employee/Employment Changes 01CL24805-01CL24881 & 01CE10634-01CE10658](#)
Pursuant to Board Policies 4112 and 4212 Board approval is required for public employee employment and changes
- c. [Ratify Purchase Orders - December 1 – December 31, 2021](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Quarterly Report on Williams Uniform Complaints – January 2021](#)
Education Code 35185 and Administrative Regulation 1312.4 requires Board approval of each quarterly report regarding complaints related to instructional materials, teacher vacancy or misassignment or facility conditions
- e. [Approve Change Order #2 Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School, Agreement with SBS Construction Inc.](#)
Per Cal. Pub. Cont. Code §20118.4, Board approval required for change orders
- 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](#)
Per provisions of Education Code 17315, Board approval is required for Notice of Completion
- g. [Approve Contract for Non-Public School and Residential Placement and Services for Special Education Student #2-20/21](#)
Board Policy 3312 requires Board approval for contracts for services

ACTION

2. BUSINESS SERVICES

- a. [Approve Revised Agreement with Ventura County Office of Education Mental Health Services to Fund the Diversity and Equity Grant](#)
Board Policy 3312 requires Board approval for contracts for services

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

According to Education Code 48301 and Board Policy 5117 the Board shall establish the number of students who will be accepted for admittance into the district through this program.

c. Discussion on Governor’s January Budget Proposal for 2021-22 and LCAP Timeline

Staff will provide information on the Budget proposal and LCAP timeline

d. Discussion on Reopening of the Club Oak Park Extended Care Program

The Board will review the financial of the Extended Care Program and discuss the reopening plans for the program.

3. CURRICULUM AND INSTRUCTION

a. Approve 2019-2020 School Accountability Report Cards (SARCs)

Board Policy 0510 requires the Board to annually approve the SARCs for all district schools and evaluate the data contained in the SARCs

4. HUMAN RESOURCES

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

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

Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements

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

AB 1200 mandates public disclosure of all compensation adjustments to management, confidential, and unrepresented employees

d. Review and Discuss COVID-19 Testing Plan

The Board will review and discuss the plan proposed by staff to conduct COVID-19 testing

5. BOARD POLICIES

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

Board Policy updated to reflect NEW LAW (SB 820, 2020) which adds, until July 1, 2024, an exception to the requirement that boards appoint an advisory committee for the sale or lease of district-owned property if the property has not operated as an early childhood education facility or for elementary or secondary instruction, and NEW LAW (SB 98, 2020) which authorizes, until July 1, 2024, the proceeds from the sale or lease of property purchased entirely with local funds to be used for any one-time general fund purpose if certain conditions are met. Policy also adds material regarding the authorization for boards to meet in closed session with real property negotiators.

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

Board Policy updated to address the basis upon which insurance decisions should be made and the provision of safety-related training and protective equipment for staff. Policy also updated to delete material regarding the removal of an insurance agent as being implicit in a governing board's authority and explicit in insurance contracts. Timeline for reporting to the board on risk

management activities revised from twice a year to periodically to give boards flexibility based on district need. Regulation updated to provide more detail in the list of risk management procedures, including examples of methods for identifying risks in district operations, the prioritization of risks based on frequency and potential impact, and examples of strategies to prevent loss.

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

Board Policy updated to designate the attendance supervisor as the person responsible for performing various assignments related to absence and truancy; reflect a tiered approach for reducing chronic absence which includes universal strategies and letters to parents/guardians; expand material regarding early intervention; add the provision of training and information to staff for the implementation of a trauma-informed approach to chronic absence; reflect chronic absence as a measure of district and school performance on the California School Dashboard; and add grade level to the list of specific data to be provided to the board regarding attendance, absence, and truancy. Regulation updated to reflect law allowing the referral of a chronic absentee, a truancy mediation, or a comparable program and requiring documentation of the interventions undertaken at the school when making such a referral. Regulation also revised to give students who are absent the opportunity to make up missed work for full credit and support to limit the impact of absences on grades. Regulation clarifies that parents/guardians of students between 13 and 18 years of age must be notified, upon initial identification of their child for truancy, that the student may be subject to suspension, or delay of driving privilege.

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

Administrative Regulation updated to reflect the requirements to investigate complaints of violations of compulsory education laws, gather and transmit to the county superintendent of schools the number and type of referrals made to the SARB and of requests for petitions made to the juvenile court, and refer a matter to court if a parent/guardian continually and willfully fails to respond to SARB directives or services.

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

Board Policy updated to include the prohibition against providing any course separately on the basis of specified characteristics or refusing the participation of a student on any such basis. Policy also reflects the requirement to provide a list of courses certified as meeting California college admission criteria (i.e., "a-g" course requirements) to parents/guardians as well as students in grades 9-12. Regulation updates the list of course offerings for grades 7-12 to revise the description of the Bracero program, update the terminology for "foreign language" to "world language" consistent with current state law, reflect NEW LAW (AB 1595) which replaces references to "homemaking" with "family and consumer sciences," and delete outdated date for beginning instruction in compression-only cardiopulmonary resuscitation. Regulation also adds requirement, effective in the 2020-21 school year, to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the Dream Act application, as appropriate, at least once before grade 12.

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

Board Policy updated to reflect NEW LAW (AB 982) which requires that, when a parent/guardian of a student who has been suspended for two or more days requests homework that the student would have otherwise been assigned, teachers must provide such homework.

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

Board Policy updated to reflect NEW LAW (SB 820, 2020) which revises the definition of "technology-based materials" to include the electronic equipment required to make use of those materials, making such equipment subject to the determination of sufficiency. Policy also deletes

unnecessary legal citations related to the State Board of Education's (SBE) adoption of academic standards, deletes section on "Review Process" which was moved to the AR, deletes option in regard to public hearings on the sufficiency of textbooks and other instructional materials for schools that operate on a multitrack year-round calendar since such schools can use the same language as those that operate on a traditional calendar, and adds references to sample board policy and regulations for complaints concerning instructional materials. Regulation updated to add section on "Review Process" formerly in the BP and revise the section to encourage input from a diverse group of stakeholders. Section on "Criteria for Selection and Adoption of Instructional Materials" revised to delete unnecessary legal citations related to SBE's adoption of academic standards; move material regarding publisher requirements for grades 9-12 to end of list to make it easier for K-8 districts to delete; replace the list of nondiscrimination categories with a reference to BP 0410 - Nondiscrimination in District Programs and Activities; add a new item on criteria for technology-based materials; emphasize the importance of the accurate portrayal of the cultural and racial diversity of society in instructional materials; and delete an outdated item regarding quality, durability and appearance. "Conflict of Interest" section revised to delete redundant and difficult-to-enforce item. Exhibit added to remain consistent with current law.

VII. INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Superintendent, Dr. Knight presided over the Organizational meeting until the new Board President was elected. Dr. Knight called the Organizational meeting to order at 6:04 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 December 15th. 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 5:30 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

Mrs. Barbara Laifman, President (outgoing member), Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Mr. Derek Ross, Member, and Mrs. Denise Helfstein, Member, Mrs. Tina Wang, Incoming Member, Charlotte Robertson, Student Board Member

BOARD ABSENT

None

STAFF PRESENT

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

FLAG SALUTE

Dr. Knight led the Pledge of Allegiance to the Flag.

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

None

II. ADMINISTRATION OF OATH OF OFFICE

Dr. Knight administered the Oath of Office to newly elected Board Members Denise Helfstein and Tina Wang

III. RECOGNITION OF OUTGOING BOARD MEMBER, BARBARA LAIFMAN

Dr. Knight recognized outgoing Board Member Barbara Laifman with a commemorative vase on behalf of

the board and the District for her 13 years of service to the District and the community.

Barbara Laifman thanked the Board, Tony and the District for the opportunity to serve the District. Barbara left the meeting at 6:18pm.

IV. BOARD REORGANIZATION

a. Election of Officers of the Board of Education

Student Board Member, Charlotte Robertson cast a preferential vote to approve the Election of Officers.

On nomination of Derek Ross, seconded by Drew Hazelton, the Board of Education appointed Allen Rosen, President of the Board for 2021. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

On nomination of Denise Helfstein, seconded by Derek Ross, the Board of Education appointed Drew Hazelton, Vice President of the Board for 2021. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

On nomination of Denise Helfstein, seconded by Drew Hazelton, the Board of Education appointed Derek Ross, Clerk of the Board for 2021. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

Mr. Allen Rosen, newly elected Board President for 2021, assumed leadership of the meeting.

b. Approve Proposed Board Meeting Schedule for Calendar Year 2021

Student Board Member, Charlotte Robertson cast a preferential vote to approve the Meeting Schedule for 2021.

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Board Meeting Schedule for Calendar Year 2021. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

c. Approve Designation of Secretary/Authorized Agent of the Board of Education

Student Board Member, Charlotte Robertson cast a preferential vote to approve the Designation of Secretary/Authorized Agent of the Board.

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the appointment of Dr. Anthony W. Knight as the Secretary/Authorized Agent of the Board of Education. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

d. Approve Certification of Signatures

Student Board Member, Charlotte Robertson cast a preferential vote to approve the certificate of signatures.

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Certification of Signatures. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

e. Select and Approve School Board Representative to the County Committee on School District Organization

Student Board Member, Charlotte Robertson cast a preferential vote to approve the designation of Denise Helfstein as representative to the County Committee on School District Organization.

On nomination of Derek Ross, seconded by Tina Wang, the Board of Education appointed Denise Helfstein, School Board Representative to the County Committee on School District Organization. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

f. Confirmation and Designation of Board Representatives to District Committees

Student Board Member, Charlotte Robertson cast a preferential vote to approve the Designation of Board Representatives to District Committee

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved names of Board members to serve on District Committees during 2021 as discussed at the meeting. Motion carried Aye – Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

REPORT FROM BOARD MEMBERS

Board Member, Tina Wang shared her appreciation for the cohesive governance in the District between the Board and the Leadership of the District. Tina acknowledged the feedback she has received from parents, staff, and students. Tina reported that she had attended CSBA training for the Masters in Governance program. The Master's in Governance program is a 40-hour program that all our school board members have gone through. Tina has completed three of the five-sessions. Tina also attended CSBA's Annual Education Conference and workshops.

Board Member Denise Helfstein welcomed Tina to the Board and thanked Barbara for her service to the District. Denise reported that she toured the Red Oak Elementary Campus with Allen and Tina to see the preparations being made for student's return to campus. Denise thanked Holly and Adam for taking the Board on this tour. She expressed her appreciation that the staff has thought through so many details and focusing on school safety and procedures during this Pandemic. Denise also shared that she had the opportunity to observe our student nutrition staff handing out meals to families and expressed her appreciation to Carole Ly and her staff for their hard work serving over 500 students in need. Denise reported that she attended the elementary and high school safety webinars, the Ventura County Committee on School District Organization, the Ventura County School Board dinner meeting, and the CSBA annual conference. Denise wished everyone a good holiday season.

Board Member Drew Hazelton thanked Barbara for her service and welcome Tina to the board. Drew reported that he attended the elementary safety webinar and agreed with Denise that we should do more video communications for the families. Drew reported that he attended the Safety and Security Task Force meeting, which is now chaired by Jason Meskis.

Board Member Derek Ross thanked Barbara for her long-term dedication to OPUSD and welcomed Tina, our newest governing board member. Derek reported that he attended the Safety and Security Task Force, the Safe Kids Task Force, the Diversity and Equity Task Force, the Measure S Committee meeting, the safety webinars, and the choir Holiday concert. Derek encouraged the community and staff to stay engaged during the process to hire a new Superintendent. Derek wished everyone a peaceful and enjoyable winter break, surrounded by friends and loved ones.

Board Member Allen Rosen acknowledged Barbara for her 13 years of service to the District and welcomed Tina to the Board. Allen stated that he firmly believes that the Board members have the same goals in mind with a unity of purpose and looks forward to working together as a governance team. Allen thanked Holly and Adam for the tour of the preparations for student's return to campus. Allen reported that he also watched the Choir performance and the MAC meeting.

Student Board Member Charlotte Robertson shared that it's been a challenging year for everyone and expressed her thanks to the Board and the District for pushing to create a safe and diverse environment for all students and staff. Charlotte reported that the ASB held a Toy Drive and is currently designing sweatshirts and planning for future fundraisers.

Superintendent Tony Knight congratulated Denise on her reelection and Tina on her election to her first term. Dr. Knight shared that Mr. Stan Mantooth, the Superintendent of the Ventura County Office of Education announced his retirement.

Student Board member Charlotte Robertson left the meeting at 7:15 pm.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Scott Star, chairperson of the Oak Park Education Foundation (OPEF) provided an update

REPORT FROM OAK PARK MUNICIPAL ADVISORY COUNCIL

Jane Nye, Oak Park Municipal Advisory Council, representative, reported that the sheriff had reported three residential burglaries in October. The Volunteers in Policing (VIP) program was on hold until end of pandemic. The MAC voted to add three trash cans on Kanan Road after a Trash Audit was conducted.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

The Board received an update in regard to COVID-19 and the impact on OPUSD schools related to staff testing plans, safety webinars, staff safety training, and preparations for reopening the schools when we are allowed to do so. The Board requested a plan for more frequent COVID-19 testing of staff be presented at the January Board meeting. The current plan is to test 25% of the staff every two weeks as recommended by the state. Dr. Jay Greenlinger shared data on the recent Distance Learning Survey, which was administered to Parents, Staff, and students in grades 6-12. The Board recommended that staff look at ways to increase social-emotional wellbeing and school connectedness for students.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting November 17, 2020, and Special Board Meeting held on December 8, 2020](#)
- b. [Approve/Ratify Public Employee/Employment Changes 01CL24780-01CL24804 & 01CE10508-01CE10633](#)
- c. [Ratify Purchase Orders – November 1 - November 30, 2020](#)
- d. [Approve Notice of Completion for Measure S Project 19-19S Art Court Phase 2 Buildout at Oak Park High School](#)
- e. [Approve Notice of Completion for Measure S Project 20-21S Outdoor Furniture Purchase Districtwide](#)

At 10:28 pm on motion on Denise Helfstein, seconded by Drew Hazelton the board extended the meeting to midnight. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0.

B.2. BUSINESS SERVICES

- a. [Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2021-2022](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2021-2022. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0

- b. [Approve Fiscal Year 2020-21 First Interim Financial Report, Certification and Budget Revisions](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the Fiscal Year 2020-21 First Interim Financial Report, Certification and Budget Revisions. The report submitted to the board shows that the District maintains a positive certification, which means that it will meet financial obligations for the current and two subsequent years. The projected reserve is 3.51%, which is above the 3% reserve as required by state law. Motion

carried Aye: Hazelton, Helfstein, Rosen, Ross. Wang No – 0. The Board requested that staff share the financials of Club Oak Park at the January Meeting.

c. [Approve the Local Control Funding Formula \(LCFF\) Budget Overview for Parents](#)

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the the Local Control Funding Formula (LCFF) Budget Overview for Parents. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. Wang No – 0. The budget overview for parents is posted on our website

d. [Amendment to Agreement for Program/Construction Management Services with Balfour Beatty Construction, Inc.](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the Agreement for Program/Construction Management Services with Balfour Beatty Construction, Inc. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. Wang No – 0.

e. [Approve Acceptance of Donation](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Acceptance of Donation. California Community Foundation donated \$100 as General support for Oak Park High School, as directed by the Office of the Attorney General due to the dissolution of the Cars 4 Causes 501c3 public charity. The Board accepted the donation with gratitude. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross. Wang No – 0.

B3. CURRICULUM

a. [Approve New Course "Movements for Social Change" for English IV CP Options at Oak Park High School](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved New Course "Movements for Social Change" for English IV CP Options at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

b. [Approve New Course "Own Voices" for English IV CP Options at Oak Park High School](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved new Course "Own Voices" for English IV CP Options at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

B4. HUMAN RESOURCES

a. [Approve 2020-21 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved 2020-21 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

B.5. BOARD POLICIES

a. [Approve Deletion of Board Policy 6141.6 Multicultural Education - First Reading](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the Deletion of Board Policy 6141.6 Multicultural Education as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

This policy had been recommended for deletion in 2009 by CSBA when the key concepts were incorporated in a new Board Policy 6142.95 - History-Social Science Instruction which was adopted in 2009. Due to an oversight BP 6141.6 was never officially deleted by Board action in 2009.

b. [Approve Amendment to Board Bylaw Exhibit 9323.2 Actions By the Board - First Reading](#)

On motion of Allen Rosen, seconded by Tina Wang, the Board of Education approved

the amendment to Board Bylaw Exhibit 9323.2 Actions By the Board as first and final reading
Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0.

ADJOURNMENT

On motion of Denise Helfstein, seconded by Tina Wang, there being no further business before this Board,
the Regular meeting is declared adjourned at 10:51 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

12-16-2020 #1013

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 5:08 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide 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.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on December 16th. Members of the public were able to observe the open session of the meeting using a published live stream link. 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 end of the meeting.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Mrs. Ragini Aggarwal, Executive Assistant

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

OPEN SESSION

A. BUSINESS SESSION

1. Presentation and Interview of Search Firms for Recruitment of a New Superintendent

The board heard presentation from and interviewed the consultants of the following four superintendent search firms who responded to the District's Request For Proposal.

- BWP and Associates
- The Cosca Group
- Leadership Associates
- McPherson & Jacobson, L.L.C.

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the special meeting is declared adjourned at 8:34 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

12-21-2020 #1014

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 6:04 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.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on December 21st. Members of the public were able to observe the open session of the meeting using a published live stream link. Members of the public were able to submit public comments via an online form which opened at 5:30 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Mrs. Ragini Aggarwal, Executive Assistant

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

OPEN SESSION

A. BUSINESS SESSION

1. Discussion, Selection, and Approve Contract of a Search Firms for Recruitment of a New Superintendent

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education voted to select Leadership Associates to assist the Oak Park Unified School District in the search for a new Superintendent. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0.

The Board discussed the next steps in the process, and all agreed that the District's Legal Counsel would review and recommend revision to the draft service agreement with Leadership Associates. The Board will meet on January 7, 2021 for a special meeting to

approve the Contract, and Ragini will reach out to the firms to notify the firm that was selected and notify the firms that were not selected. Ragini will also gather information from District's Legal Counsel and Leadership Associates regarding the next steps in the search process and share that information with the Board.

On motion of Drew Hazelton, seconded by Allen Rosen, there being no further business before this Board, the special meeting is declared adjourned at 6:29 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

1-7-2021 #1015

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 6:09 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.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on January 7th. Members of the public were able to observe the open session of the meeting using a published live stream link. Members of the public were able to submit public comments via an online form which opened at 5:30 pm on the day of the meeting and remained open for submission of comments until the end of the Board meeting.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mrs. Ragini Aggarwal, Executive Assistant, Dr. Terry Walker, Collective Equity Consultant

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

OPEN SESSION

A. BUSINESS SESSION

1. [Approval of Agreement with Leadership Associates to Provide Recruitment Services for a Superintendent](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education voted to select Leadership Associates to assist the Oak Park Unified School District in the search for a new Superintendent. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0.

Board President, Allen Rosen informed the Board and the members of the Public that a Special Board meeting is planned with the Consultants from Leadership Associates for January 12, 2021.

2. Collective Equity Training with Dr. Walker

Dr. Walker reviewed and discussed the following with the Board of Education as part of the planned Collective Equity Board of Education training:

- Oak Park USD’s mission and indicators of fruition
- Status of current state of Collective Equity work
- Role of the Board of Education in advancing Collective Equity
- Created Next Steps for the Board of Education with the desired future state of Collective Equity

On motion of Denise Helfstein, seconded by Allen Rosen, there being no further business before this Board, the special meeting is declared adjourned at 8:38 p.m.

Date _____ President of the Board

Date _____ Clerk or Secretary of the Board

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

1-12-2021 #1016

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 observe the meeting and/or to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on January 12th. Members of the public were able to observe the open session of the meeting using a published live stream link. 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 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

STAFF PRESENT

Mrs. Ragini Aggarwal, Executive Assistant, Dr. Peggy Lynch, Search Consultant, Dr. Fred Van Leuven, Search Consultant

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

A. PUBLIC EMPLOYEE APPOINTMENT / DISCUSSION

Position: Superintendent (Government Code Section 54957)

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

RECONVENE IN OPEN SESSION

The Board of Education President, Mr. Allen Rosen, called the special meeting to order at 6:02 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

Mrs. Ragini Aggarwal, Executive Assistant, Dr. Peggy Lynch, Search Consultant, Dr. Fred Van Leuven, Search Consultant

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board President, Allen Rosen reported that the Board took no action in closed session.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

OPEN SESSION

A. BUSINESS SESSION

1. Superintendent Search Process - Discussion

The Board held a discussion with search consultants, Dr. Peggy Lynch and Dr. Fred Van Leuven from Leadership Associates, and finalized the selection process and schedule, began identifying the desired characteristics for a new superintendent, identified the groups whose input they will seek to help shape the candidate profile and finalized the online survey through which any stakeholder or interested parties can let the Board know what they would like to see in a new superintendent.

On motion of Drew Hazelton, seconded by Denise Helfstein, there being no further business before this Board, the special meeting is declared adjourned at 7:54 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

1-13-2021 #1117

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 5:01 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on January 13th. 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 Denise Helfstein, seconded by Drew Hazelton, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

ADJOURN TO CLOSED SESSION

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

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

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

There being no further business before this Board, the special meeting is declared adjourned at 6:51 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: JANUARY 19, 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
CL24805	Susan Iazzetta	Health Services Technician Assistant	12/14/2020	General	\$22.06	OHES
CL24806	Margaret Edison	Health Services Technician Assistant - Rover	12/14/2020	learning loss mitigat	\$22.06	DO
CL24807	Kyle Bradley	Walk-On-Coach - Not to Exceed \$3,500.00	11/2/2020	Coaches, Athletics	TBD	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24808	Dick Billingsley	Athletic Director	10/1/2020	Coaches, Athletics	\$4,050.00	OPHS
CL24809	Aaron Boal	Baseball Frosh Head Coach	10/1/2020	Coaches, Athletics	\$1,350.00	OPHS
CL24810	Ryan Hall	Baseball Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,800.00	OPHS
CL24811	Brodie Reyes	Baseball Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,800.00	OPHS
CL24812	Jeff Smith	Baseball Varsity Head Coach	10/1/2020	Coaches, Athletics	\$2,700.00	OPHS
CL24813	Harold Hale	Boys Basketball Frosh Head Coach	10/1/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24814	Ryan Yeager	Boys Basketball JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$2,250.00	OPHS
CL24815	A J Moye	Boys Basketball Varsity Assistant Coach	10/1/2020	ASB Donations	\$2,250.00	OPHS
CL24816	Patrick Otte	Boys Soccer Frosh Head Coach	10/1/2020	Coaches, Athletics	\$1,350.00	OPHS
CL24817	Mark Zhuralev	Boys Soccer JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$1,700.00	OPHS
CL24818	Patrick Otte	Boys Soccer Varsity Head Coach	10/1/2020	Coaches, Athletics	\$2,700.00	OPHS
CL24819	Lewis Eric Varney	Boys Volleyball Frosh Head Coach	10/1/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24820	Molly McCage	Boys Volleyball JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24821	Molly McCage	Boys Volleyball Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,800.00	OPHS
CL24822	Lewis Eric Varney	Boys Volleyball Varsity Head Coach	10/1/2020	Coaches, Athletics	\$3,150.00	OPHS
CL24823	Tianna Sondergoth	Cheer JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24824	Samone Rankins	Cheer Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,800.00	OPHS
CL24825	Kathy McCormick	Cheer Varsity Head Coach	10/1/2020	Coaches, Athletics	\$3,150.00	OPHS
CL24826	Nanette Mitchell	Cross Country Assistant Coach	10/1/2020	Coaches, Athletics	\$2,500.00	OPHS
CL24827	Larry O'Shea	Cross Country Assistant Coach	10/1/2020	Coaches, Athletics	\$1,500.00	OPHS
CL24828	Greg Parrone	Cross Country Assistant Coach	10/1/2020	Coaches, Athletics	\$2,500.00	OPHS
CL24829	Scott Shulze	Cross Country Assistant Coach	10/1/2020	Coaches, Athletics	\$2,500.00	OPHS
CL24830	Carin Chapin	Cross Country Assistant Coach	10/1/2020	Coaches, Athletics	\$2,500.00	OPHS
CL24831	Pat Henggeler	Football Assistant Coach	10/1/2020	ASB Donations	\$1,250.00	OPHS
CL24832	Brad Taylor	Football Assistant Coach	10/1/2020	ASB Donations	\$1,250.00	OPHS
CL24833	Steve Taylor	Football Assistant Coach	10/1/2020	ASB Donations	\$1,250.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021

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

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24834	Eleazar Anzoleaga	Football Assistant Coach	10/30/2020	Coaches, Athletics	\$1,950.00	OPHS
CL24835	Elijah Lott	Football JVarsity Assistant Coach	10/1/2020	ASB Donations	\$1,750.00	OPHS
CL24836	Mark Jacobs	Football JVarsity Assistant Coach	10/30/2020	Coaches, Athletics	\$1,250.00	OPHS
CL24837	David Gold	Football JVarsity Head Coach	10/30/2020	Coaches, Athletics	\$1,250.00	OPHS
CL24838	Mike Puopolo	Football Varsity Assistant Coach	10/1/2020	ASB Donations	\$2,000.00	OPHS
CL24839	Kyle Shorten	Football Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,500.00	OPHS
CL24840	Michael Thompson	Football Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,000.00	OPHS
CL24841	Marty Freel	Football Varsity Assistant Coach	10/30/2020	Coaches, Athletics	\$2,000.00	OPHS
CL24842	Mhiah Vickers	Girls Basketball JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$2,250.00	OPHS
CL24843	Cassandra Harris	Girls Basketball Varsity Assistant Coach	10/1/2020	ASB Donations	\$400.00	OPHS
CL24844	Aisah Pittmon	Girls Basketball Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,000.00	OPHS
CL24845	Doris Park	Girls Basketball Varsity Head Coach	10/1/2020	Coaches, Athletics	\$3,150.00	OPHS
CL24846	Ross Tabor	Girls Lacrosse Varsity Head Coach	10/1/2020	Coaches, Athletics	\$2,700.00	OPHS
CL24847	Donn James	Girls Soccer Assistant Coach	10/1/2020	ASB Donations	\$1,500.00	OPHS
CL24848	Mark Zeolla	Girls Soccer JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24849	Mark Zeolla	Girls Soccer Varsity Assistant Coach	10/1/2020	ASB Donations	\$450.00	OPHS
CL24850	Shey Philmore	Girls Volleyball Frosh Head Coach	10/1/2020	Coaches, Athletics	\$1,350.00	OPHS
CL24851	Sierra Cavalleri	Girls Volleyball JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24852	Sierra Cavalleri	Girls Volleyball Varsity Assistant Coach	10/1/2020	ASB Donations	\$1,200.00	OPHS
CL24853	Shey Philmore	Girls Volleyball Varsity Head Coach	10/1/2020	Coaches, Athletics	\$2,700.00	OPHS
CL24854	Jonathan Rice	Softball JVarsity Head Coach	10/1/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24855	Jonathan Rice	Softball JVarsity Head Coach	11/30/2020	Coaches, Athletics	\$1,800.00	OPHS
CL24856	Kelsey Jensen	Softball Varsity Assistant Coach	11/30/2020	ASB Donations	\$1,350.00	OPHS
CL24857	Harold Hale	Softball Varsity Head Coach	10/1/2020	Coaches, Athletics	\$2,700.00	OPHS
CL24858	Harold Hale	Softball Varsity Head Coach	11/30/2020	Coaches, Athletics	\$2,700.00	OPHS
CL24859	Harold Hale	Summer Conditioning Boys Basketball Frosh Head Coach	7/6/2020	ASB Donations	\$1,500.00	OPHS
CL24860	Ryan Yeager	Summer Conditioning Boys Basketball JVarsity Head Coach	7/6/2020	ASB Donations	\$1,500.00	OPHS
CL24861	A J Moye	Summer Conditioning Boys Basketball Varsity Assistant Coach	7/6/2020	ASB Donations	\$1,500.00	OPHS
CL24862	Mark Zhuralev	Summer Conditioning Boys Soccer JVarsity Head Coach	7/6/2020	ASB Donations	\$1,250.00	OPHS
CL24863	Patrick Otte	Summer Conditioning Boys Soccer Varsity Head Coach	7/6/2020	ASB Donations	\$1,750.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021

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

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL24864	Nanette Mitchell	Summer Conditioning Cross Country Assistant Coach	7/6/2020	ASB Donations	\$1,250.00	OPHS
CL24865	Greg Parrone	Summer Conditioning Cross Country Assistant Coach	7/6/2020	ASB Donations	\$1,250.00	OPHS
CL24866	Scott Shulze	Summer Conditioning Cross Country Assistant Coach	7/6/2020	ASB Donations	\$1,250.00	OPHS
CL24867	Carin Chapin	Summer Conditioning Cross Country Assistant Coach	7/6/2020	ASB Donations	\$1,250.00	OPHS
CL24868	Mhiah Vickers	Summer Conditioning Girls Basketball Assistant Coach	7/6/2020	ASB Donations	\$500.00	OPHS
CL24869	Doris Park	Summer Conditioning Girls Basketball Varsity Head Coach	7/6/2020	ASB Donations	\$700.00	OPHS
CL24870	Donn James	Summer Conditioning Girls Soccer Assistant Coach	7/6/2020	ASB Donations	\$1,350.00	OPHS
CL24871	Mark Zeolla	Summer Conditioning Girls Soccer Assistant Coach	7/6/2020	ASB Donations	\$1,350.00	OPHS
CL24872	Erica Kim	Summer Conditioning Girls Soccer JVarsity Head Coach	7/6/2020	ASB Donations	\$800.00	OPHS
CL24873	Maureen Frey	Safety Security Task Force	8/1/2020	Safety Credits	\$450.00	OHES
CL24874	Kim Randall	Safety Security Task Force	8/1/2020	Safety Credits	\$450.00	OPHS
CL24875	Elizabeth Gentile	Dance Varsity Head Coach	10/1/2020	Coaches, Athletics	\$2,700.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24876	Sindhu Sreeraj	Instructional Assistant I - Literacy & Numeracy - Rtn from LOA EAD	12/10/2020	Learning Loss Mitigation	\$18.13	ROES
CL24877	Linda Friedrichs	Student Services Assistant I LOA Medical	1/5/2021	General	\$22.06	OHES
CL24878	Madhavi Vermuri	Instructional Assistant I Math - Increase in hrs	12/11/2020	PFA	\$17.14	ROES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021

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

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24879	Sloane Powers	Instructional Assistant III ELL	12/19/2020	Resignation	\$24.73	OHES
CL24880	Amanda MacDonald	Instructional Assistant III Behavior	12/31/2020	Resignation	\$23.65	BES
CL24881	Kristen Claeys	Instructional Assistant III - Behavior	1/5/2021	Resignation	\$21.05	ROES

Prepared by:
Stew McGugan Assistant Superintendent /Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 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
01CE10634	Paula Foy	Class Size Overages	12/1/2020	General	\$90.00	OHES
01CE10635	Heather Sloan	Class Size Overages	12/1/2020	General	\$70.00	OHES
01CE10636	Beth Ruben	Class Size Overages	12/1/2020	General	\$70.00	OHES
01CE10637	Michelle Williams	Class Size Overages	12/1/2020	General	\$140.00	OHES
01CE10638	Joy Reints	Class Size Overages	12/1/2020	General	\$70.00	OHES
01CE10639	Amy Buccino	Class Size Overages	12/1/2020	General	\$210.00	ROES
01CE10640	Nicole LoBianco	Class Size Overages	12/1/2020	General	\$140.00	ROES
01CE10641	Robbin Lund	Class Size Overages	12/1/2020	General	\$210.00	ROES
01CE10642	Patti Holland	Class Size Overages	12/1/2020	General	\$70.00	ROES
01CE10643	Jamie Brown	Class Size Overages	12/1/2020	General	\$70.00	ROES
01CE10644	Nina Johnson	Class Size Overages	12/1/2020	General	\$140.00	ROES
01CE10645	Kathy Strong	Class Size Overages	12/1/2020	General	\$70.00	ROES
01CE10646	Victor Anderson	Class Size Overages	12/1/2020	General	\$53.00	OPHS
01CE10647	Jen Hankins	Class Size Overages	12/1/2020	General	\$27.00	OPHS
01CE10648	Russ Peters	Class Size Overages	12/1/2020	General	\$12.00	OPHS
01CE10649	Brandie Pryor	Class Size Overages	12/1/2020	General	\$140.00	BES
01CE10650	Erik Squire	Class Size Overages	12/1/2020	General	\$70.00	BES
01CE10651	Chris Amaral	Safety Security Task Force	2020-2021	Safety	\$450.00	DO
01CE10652	Casey Jo Webb	Safety Security Task Force	2020-2021	Safety	\$450.00	DO
01CE10653	Rob Hall	V Assistant Coach Softball	2020-2021	ASB	\$1,800.00	OPHS
01CE10654	Eric Pryor	V Assistant Coach Softball	2020-2021	ASB	\$1,350.00	OPHS
01CE10655	Kathie Rohlfs	Grad Slide Show Coordinator	2020-2021	ASB	\$500.00	OPHS
01CE10656	Cathy Lory	Honors Culmination	2020-2021	ASB	\$100.00	OPHS
01CE10657	Elayne Roesner	Jazz band	2020-2021	ASB	\$5,000.00	OPHS
01CE10658	Michael Winkler	FBLA	2020-2021	CTIEG	\$1,000.00	OPHS

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: JANUARY 19, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – DECEMBER 1 THROUGH DECEMBER 31, 2020

CONSENT

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

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

Prepared by:

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 12/01/2020 - 12/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100 Approved Textbooks and Core Cu					
P21-00291	Swank Motion Pictures, Inc. DB A k12 Streaming	005	2020/21 OVHS,OPIS,OPHS Swank License	010-4100	2,200.00
P21-00308	Cengage Learning	005	OPHS Dual Enrollment Materials	010-4100	1,238.74
Total:010-4100 Approved Textbooks and Core Cu					3,438.74
010-4200 Other Books and Reference Mate					
P21-00285	Booksource	005	OVHS Classroom Library	010-4200	5,092.52
P21-00286	Don Johnston Product	000	SpEd Snap & Read license Subscription Renewal	010-4200	3,994.92
P21-00288	HEINEMANN	005	BES/OHES/ROES LLI Supplies	010-4200	11,456.44
P21-00290	McGraw-Hill	005	2020/21 BES/OHES/ROES Number Worlds Materials	010-4200	13,632.97
P21-00291	Swank Motion Pictures, Inc. DB A k12 Streaming	005	2020/21 OVHS,OPIS,OPHS Swank License	010-4200	550.00
Total:010-4200 Other Books and Reference Mate					34,726.85
010-4330 Other Materials and Supplies N					
P21-00287	Accrediting Commission For Sch ools/Wasc	024	WASC Stamp	010-4330	80.00
P21-00289	Lego Education	012	CTE: Robotics Supplies	010-4330	7,323.35
P21-00292	Safety Unlimited, Inc	000	District Nurse - First Aid / CPR online access	010-4330	593.68
P21-00293	Staples	004	Open PO for COVID Supplies 2020/21	010-4330	11,000.00
P21-00299	Luxury Flush, LLC	004	Double Sink Hand Washing Stations	010-4330	1,000.00
P21-00301	VCOE	000	Masks (Covid) - for SpEd staff	010-4330	629.03
P21-00303	Airgas West	013	Welding Tanks/Oth/Supply/Architect	010-4330	1,334.80
P21-00305	iDesign Solutions	013	Vex Robotics/Oth/Supply/Architect	010-4330	8,676.10
P21-00307	Richard Smith dba Conejo Emerg ency Plumbing	004	Replace Water Heater @ROES	010-4330	1,500.00
P21-00310	USA Sealing Inc	004	Protection Panels for Teachers	010-4330	16,124.61
Total:010-4330 Other Materials and Supplies N					48,261.57
010-5600 Rents, Leases, and Repairs					
P21-00282	Parker Fullington Wood III DBA Sports Turf Solutions	004	GMax Safety Test Synthetic Turf Stadium Field OPHS	010-5600	850.00
P21-00295	Fence Factory	004	Repair Chain Link & Gate Brookside ES	010-5600	5,215.89
P21-00296	Cold Tech Refrigeration	000	Repair AC/Heat in R1 at OPIS	010-5600	123.73
P21-00300	Cold Tech Refrigeration	000	Repair AC/Heat at OPHS	010-5600	178.09
Total:010-5600 Rents, Leases, and Repairs					6,367.71
010-5820 Other Operating Expense					
B21-00203	Axiom	004	2019-20 SARC Preparation Services	010-5820	4,200.00
B21-00204	TruFit Ergonomics	004	Open PO for Ergonomic Evaluations District-Wide	010-5820	1,400.00

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

ESCAPE ONLINE

Page 1 of 2

Includes Purchase Orders dated 12/01/2020 - 12/31/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B21-00205	ATKINSON ANDELSON LOYA RUUD & ROMO PROFESSIONAL CORP	004	Collective Equity Consulting Services	010-5820	56,476.00
P21-00297	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB Election 2006 Series 2007	010-5820	847.00
P21-00302	Studica Inc	013	Gaming S/W, Oth Exp/Design Media Arts/CTEIG	010-5820	1,700.00
P21-00304	Ventura Steel Inc	013	Steel/Oth/Exp/Architet	010-5820	407.55
P21-00309	Acorn Press	000	Citizens Oversight Committee Ad	010-5820	358.00
Total:010-5820 Other Operating Expense					65,388.55
211-4410	Equipment New Non-Capitalized				
P21-00294	Carlson's Building Materials	004	Proj 20-21S Supplies for Outdoor Area ROES	211-4410	1,458.69
P21-00298	Carlson's Building Materials	004	Proj 20-21S Supplies for Outdoor Area ROES	211-4410	523.00
Total:211-4410 Equipment New Non-Capitalized					1,981.69
211-6251	DSA/CDE Fees				
P21-00306	DSA-LA Regional Office ATTN C ARLOS ARAUJO	004	Proj 20-18S DSA Filing Fees RenoExtBldgsB&C ROES	211-6251	1,750.00
Total:211-6251 DSA/CDE Fees					1,750.00
211-6400	Equipment \$5000+				
T21-00027	Apple Computer, Inc. Ms198-3ED	007	Proj 20-26S MCMS iMac Lab Refresh D-1	211-6400	92,297.97
Total:211-6400 Equipment \$5000+					92,297.97
Total Number of POs				31	Total
					254,213.08

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	27	158,183.42
Total Fiscal Year 2021			158,183.42
211	Measure S Facilities & Tech	4	96,029.66
Total Fiscal Year 2021			96,029.66
Total			254,213.08

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

TO: BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT B.1.d. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JANUARY 2021

CONSENT

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

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

Education Code 35186 and Administrative Regulation 1312.4 requires the Superintendent or designee report to summarize data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

FISCAL IMPACT: None

- ALTERNATIVES:**
1. Approve the Quarterly Report on Williams Uniform Complaints – January 2021.
 2. Do not approve the Quarterly Report on Williams Uniform Complaints – January 2021.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

Quarterly Report on Williams Uniform Complaints
 [Education Code Section 35186]
 Fiscal Year 2020-21

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date: October 2020 (7/1/20 to 9/30/20)
 (check one) January 2021 (10/1/20 to 12/31/20)
 April 2021 (1/1/21 to 3/31/21)
 July 2021 (4/1/21 to 6/30/21)

Date for information to be reported publicly at governing board meeting: 1/19/2021

Please check the box that applies:

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

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

Anthony W. Knight Ed. D.

 Name of District Superintendent

 Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.1.e. APPROVE CHANGE ORDER #2, MEASURE S PROJECT 18-21S CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL, AGREEMENT WITH SBS CORPORATION

CONSENT

ISSUE: Shall the Board Approve Change Order #2, for Measure S Project 18-21S Classroom Replacement at Medea Creek Middle School, agreement with SBS Corporation?

BACKGROUND: On December 17, 2019, the board approved an agreement with SBS Corporation for site related construction for Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School. The original contract amount with SBS Corporation was \$2,932,430. The board approved Change Order 1 on March 17, 2020, in the amount of \$23,526.56 increasing the budget to \$2,955,957.

The total amount for Change Order #2 is \$9,480.44, which increases the agreement with SBS Corporation to \$2,965,437.

The \$9,480.44 includes the following charges and credits:

- \$2,870.44 charge for increased work due to unforeseen subsurface bedrock layers,
- \$31,127 credit for reduced work due to utilizing exiting spare conduits to main electrical room
- \$4,516 charge for increased work due to unforeseen subsurface bedrock layers
- \$5,668 charge for increased work and cost of materials due to change from carpet and VCT flooring to vinyl plank flooring
- \$7,349 charge for increased work due to rebar not being originally outlined in bid documents
- \$15,204 charge for increased work due to unforeseen subsurface bedrock layers
- \$5,000 charge for agreed-upon increase in replacement material for tack boards

It is recommended by District staff that the Board approve Change Order #2.

FISCAL IMPACT: If approved, the proposed change order will increase the original agreement amount by \$9,480 from \$2,955,957 to \$2,965,437, to be funded by the Measure S bond fund.

ALTERNATIVES:

1. Approve Change Order #2, increasing the original agreement with SBS Corporation from \$2,955,957 to \$2,965,437.
2. Do not approve the Change Order #2.

RECOMMENDATION: Alternative No. 1

BOARD OF EDUCATION MEETING, JANUARY 19, 2021

Approve Change Order #2, increasing the original agreement with SBS Corporation

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
5801 E. Conifer Street
Oak Park, Ca 91377**

CHANGE ORDER 18-21S-02
12-15-20

PROJECT NO: 18-21S

CHANGE ORDER NO: 2

PROJECT NAME: Medea Creek Middle School Modular Classrooms

CONTRACTOR: SBS CONSTRUCTION INC.

SCOPE OF WORK: SEE ATTACHED

COST:

Original Contract Amount	\$ 2,932,430.00
Previous Approved Change Orders	\$ 23,526.56
This Change Order	\$ 9,480.44
Adjusted Contract Amount	\$ 2,965,437.00

TIME:

Original Contract Completion Date	July 11, 2020
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	July 11, 2020

IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEMS 2.1 THRU 2.7 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEMS 2.1 THRU 2.7 OF THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

OAK PARK UNIFIED SCHOOL DISTRICT

CONTRACTOR: SBS CONSTRUCTION INC.

By _____

By _____

Date _____

Date _____

District Architect; HED Architects

By _____

Date _____

Item No.	GC No.	Description	Reason	Cost
2.1	2R	Within on-site work areas crush existing stockpiled (by Triangle) rock not suitable for use as fill. Crush material to 2.0" minus as required for use as fill in lieu of exporting off-site. Work is to be completed in two days. Price includes equipment mobilization. Add \$9,909.00 per day if required - This CO Item resolves remain balance from previously approved project CO # 1	Unforeseen subsurface bedrock layers	\$ 2,870.44
2.2	3	Credit for reduced trenching, conduit and concrete for underground electrical routing to main electrical room due to use of existing conduit and relocated electrical equipment per RFI # 5 and 5r	Use of existing spare conduits to main electrical room replaced installation of new conduit pathway	\$ (31,127)
2.3	5	Additional equipment and effort necessary for drilling of the shade structure pier foundations due to unforeseen soil/bedrock conditions	Unforeseen subsurface bedrock layers	\$ 4,516
2.4	7	Credit carpet labor, VCT labor, carpet adhesive and VCT adhesive. Provide labor to install owner supplied vinyl plank. Furnish vinyl plank adhesive by Shaw. Provide additional patch/labor for resilient flooring throughout.	District Change from carpet and VCT flooring to vinyl plank flooring	\$ 5,668
2.5	10	Per RFI #32 Supply and install #4 rebar at 16" o/c b/w in the fire lane. The plans do not show any reinforcing steel to be installed in this area	Rebar not shown in bid documents	\$ 7,349
2.6	14	Provide additional soil sifting and grinding and trucking offsite of unforeseen bedrock excavations. tickets #12573,12690,12689,12691,12692,12693.	Unforeseen subsurface bedrock layers	\$ 15,204
2.7	25	Material cost increase for the installation of new tackboards. District agreed to portion of material cost increase only for replacement of unaccepted tackboard installation	Agreed portion of replacement material cost increase	\$ 5,000

Total	\$ 9,480.44
Previous CO	\$ 23,526.56
Original Contract	\$ 2,932,430.00
Revised Contract	\$ 2,965,437.00

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 19, 2021

SUBJECT: B.1.f. APPROVE NOTICE OF COMPLETION FOR MEASURE S PROJECT 18-21S MODULAR MANUFACTURING SERVICES CONTRACT FOR CLASSROOM REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL CONTRACTED WITH CRATE MODULAR, INC.

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for a modular manufacturing services contract for Project 18-21S, Classroom Replacement at Medea Creek Middle School, contracted with Crate Modular, Inc?

BACKGROUND: On December 17, 2019, the Board of Education authorized the award of a modular manufacturing services contract for Measure S Project 18-21S, Classroom Replacement at Medea Creek Middle School, contracted with Crate Modular, Inc., of Carson, 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 a modular manufacturing services contract for Project 18-21S, Classroom Replacement at Medea Creek Middle School, contracted with Crate Modular, Inc., of Carson, 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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about December 17, 2019 the said Oak Park Unified School District of Ventura County entered into a contract with Crate Modular, Inc., of Carson, California, for Modular Manufacturing Services for Project 18-21S, Classroom Replacement at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on January 19, 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

Medea Creek Middle School - 18-21S Classroom Replacement (MCMS - 18-21S)

Summary Status

Description	Budgeted	Committed	Expended
Site Cost	143,030	103,030	98,180
Soft Cost	833,355	725,445	673,051
Hard Cost	4,266,586	4,291,496	4,147,535
Contingency	185,850	-	-
Total	5,428,821	5,119,972	4,918,766
Budgeted Hard Cost 78.6%			

Budget Status

Initial Amount	4,903,463
Approved Changes	505,862
Pending Changes	19,496
Total	5,428,821
Budgeted Contingency 3.4%	

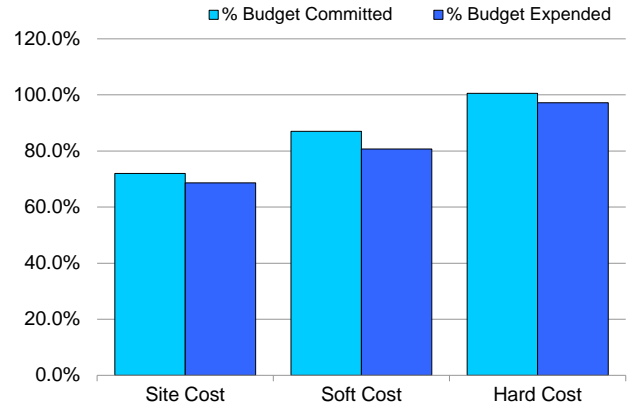
Committed Status

Initial Contracted AMT	4,839,195
Contract Changes	280,776 5.5%
Total	5,119,972
Budget Committed 94.3%	

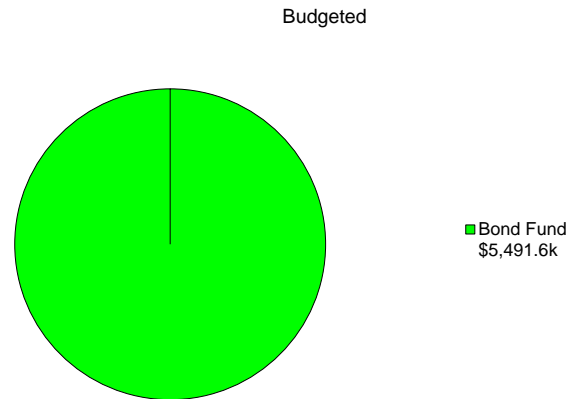
Expenditure Status

Paid	4,271,766
In Process for PMT	503,775
District Held Retentions	143,225
Total	4,918,766
Budget Expended 90.6%	

Progress



Funding Sources



Construction Contract Status

Contract Name	Initial AMT	Current AMT	% Chng	Pending Changes	Work in Place	% Cmpl	CCD Date	NOC Date
SBS Corporation	2,932,430	2,932,430	0.0%	-	2,864,503	97.7%	07/06/2020	
Total	2,932,430	2,932,430	0.0%	-	2,864,503	97.7%		



Budget Status Report
Budget versus Commitments and Expenditures

Medea Creek Middle School - 18-21S Classroom Replacement

Expense Category/Object Code	Budget				Commitments				Expenditures				
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Initial AMT	Change AMT	Total Commitments	% Budget Committed	Paid	In Process for PMT	Held Retention	Total Expenditures	% Budget Spent
A - Site													
6174 - Surveying Costs	41,530	-	-	41,530	1,530	-	1,530	3.7%	1,530	-	-	1,530	3.7%
6176 - Site Testing	49,176	4,000	-	53,176	6,250	46,926	53,176	100.0%	48,326	-	-	48,326	90.9%
6179 - Main Construction - Site	-	28,828	19,496	48,324	28,828	19,496	48,324	100.0%	48,324	-	-	48,324	100.0%
	90,706	32,828	19,496	143,030	36,608	66,422	103,030	72.0%	98,180	-	-	98,180	68.6%
B - Planning													
6250 - Architect/Engineering Fees	355,000	50	-	355,050	316,872	3,120	319,992	90.1%	275,697	16,076	-	291,773	82.2%
6251 - CDE Fees	3,600	2,100	-	5,700	5,682	-	5,682	99.7%	5,682	-	-	5,682	99.7%
6251 - DSA Fees	73,022	-	-	73,022	50,569	-	50,569	69.3%	50,569	-	-	50,569	69.3%
6259 - Other Costs - Planning	900	833	-	1,733	10,698	3,308	14,006	808.1%	8,598	5,408	-	14,006	808.1%
	432,522	2,983	-	435,505	383,821	6,428	390,249	89.6%	340,545	21,484	-	362,030	83.1%
C - Construction													
6200 - New Building Projects	-	1,032,268	-	1,032,268	1,032,268	-	1,032,268	100.0%	980,654	-	-	980,654	95.0%
6209 - Main Construction Contractor	3,437,646	(481,689)	-	2,955,957	2,932,430	23,527	2,955,957	100.0%	2,242,119	479,159	143,225	2,864,503	96.9%
6272 - Construction Mgmt Fees	247,086	-	-	247,086	2,520	186,931	189,451	76.7%	189,451	-	-	189,451	76.7%
6274 - Other Costs - Construction	-	20,262	-	20,262	43,436	2,487	45,923	226.6%	41,897	3,132	-	45,029	222.2%
	3,684,732	570,840	-	4,255,572	4,010,653	212,945	4,223,598	99.2%	3,454,121	482,291	143,225	4,079,637	95.9%
E - Inspection													
6290 - Construction Inspection	150,764	-	-	150,764	150,764	(5,019)	145,746	96.7%	121,571	-	-	121,571	80.6%
	150,764	-	-	150,764	150,764	(5,019)	145,746	96.7%	121,571	-	-	121,571	80.6%
F - Furniture & Equipment													
4300 - Materials & Supplies	-	532	750	1,282	532	-	532	41.5%	532	-	-	532	41.5%
4410 - Non-Capitalized Equipment	217,344	1,746	-	219,090	219,090	-	219,090	100.0%	219,090	-	-	219,090	100.0%
6400 - Capitalized Equipment	-	37,728	-	37,728	37,728	-	37,728	100.0%	37,728	-	-	37,728	100.0%
	217,344	40,006	750	258,100	257,350	-	257,350	99.7%	257,350	-	-	257,350	99.7%
G - Project Contingency													
6299 - Project Contingency	327,395	(140,795)	(750)	185,850									
	327,395	(140,795)	(750)	185,850									
Totals	4,903,463	505,862	19,496	5,428,821	4,839,195	280,776	5,119,972	94.3%	4,271,766	503,775	143,225	4,918,766	90.6%

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JANUARY 19, 2021

SUBJECT: B.1.g. APPROVE CONTRACT FOR NON-PUBLIC SCHOOL AND RESIDENTIAL PLACEMENT AND SERVICES FOR SPECIAL EDUCATION STUDENT (#2-20/21)

CONSENT

ISSUE: Shall the Board of Education approve this contract for non-public school and residential placement and services for this student?

BACKGROUND: At a recent IEP team meeting, the IEP team recommended a change in residential placement to CALO for this eleven-year-old sixth grade student. CALO is certified by the state as a residential placement and has a certified non-public school on-site.

FISCAL IMPACT: The cost for CALO for the remainder of the 2020-2021 school year including extended school year is \$130,179.40 for residential and non-public school placement. The District receives an estimated \$8,000.00 in LCFF funds each year for students in grades 4-6; this will offset the cost of the placement.

ALTERNATIVES:

1. Approve this contract for residential and non-public school placement and services for this student.
2. Do not approve this contract for residential and non-public school placement and services for this student.

RECOMMENDATION: Alternative #1

Prepared by: Susan Roberts, Director of Pupil 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	_____	_____	_____	_____

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on December 31, 2020 or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on August 31, 2021, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District			
Address		5801 Conifer Street			
City, State Zip		Oak Park, CA 91377			
LEA Case Manager		Susan Roberts			
Phone and E-Mail		sroberts@opusd.org			
Student Last Name		[REDACTED]		Student First Name	
[REDACTED]		[REDACTED]		[REDACTED]	
Grade	[REDACTED]	D.OB.	[REDACTED]	Sex	<input checked="" type="checkbox"/> M <input type="checkbox"/> F
Parent/Guardian Last Name		[REDACTED]		Parent/Guardian First Name	
[REDACTED]		[REDACTED]		[REDACTED]	
Address		[REDACTED]			
City, State, Zip		[REDACTED]			
Home Phone		Work	[REDACTED]	Cell	[REDACTED]
Parent/Guardian Last Name		[REDACTED]		Parent/Guardian First Name	
[REDACTED]		[REDACTED]		[REDACTED]	
Address		[REDACTED]			
City, State, Zip		[REDACTED]			
Home Phone		Work	[REDACTED]	Cell	[REDACTED]

Nonpublic School/Agency		CALO			
Address		[REDACTED]			
City, State, Zip		[REDACTED]			
IEP Coordinator Name		Abby Mayer			
Phone		573 746 7362	Fax	573 365 2224	
E-Mail		Amayer@ca-lo.com			
Program Administrator Name		[REDACTED]			
Phone		[REDACTED]	Fax	[REDACTED]	
E-Mail		[REDACTED]			
Education Schedule – Regular School Year					
Number of Days		[REDACTED]	Number of Weeks		[REDACTED]
Education Schedule – Extended School Year					
Number of Days		[REDACTED]	Number of Weeks		[REDACTED]
Contract Begins		12/31/2020	Ends		[REDACTED]

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>				145.14		78	92	24,673.80
B. RELATED SERVICES								
1. Mental Health Support				333.40		244		81,349.60
2. Room and Board				99.00		244		24,156.00
3. Speech/Language a. Group b. Individual c. Consultation								

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
4. Occupational Therapy a. Therapy b. Consultation								
					TOTAL COST			130,179.40

TAL ESTIMATED MAXIMUM RELATED SERVICES COSTS:

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION and RELATED SERVICES COSTS:

Other Provisions/Attachments:

Progress Reporting Requirements: X Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA-

Oak Park Unified School District

(Name of Nonpublic School/Agency)

(Name of LEA)

(Signature)

(Date)

(Signature)

(Date)

(Name and Title)

Anthony W. Knight, Ed.D.

(Name of Superintendent or Authorized Designee)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.2.a. APPROVE REVISED AGREEMENT WITH VENTURA COUNTY OFFICE OF EDUCATION (VCOE) MENTAL HEALTH SERVICES TO FUND THE DIVERSITY AND EQUITY GRANT

ACTION

ISSUE: Shall the Board approve the revised agreement with VCOE Mental Health Services to fund the Diversity and Equity Grant?

BACKGROUND: At the December 19, 2019 meeting the Board accepted a Diversity and Equity grant funded through the Ventura County Behavioral Health Department (VCBHD). The grant is a regional collaborative project titled, Incorporation of Multi-Tiered System of Support (MTSS) for social-emotional learning with mental health services in schools. Its purpose is to establish partnerships with students who are struggling by providing a vehicle for teamwork and evidence-based decision making, thus strengthening student performance before and after educational and behavioral problems increase in intensity. VCOE recently notified us that they have received additional funding from VCBHD and have allocated additional funding of \$24,931 for the current year, which is year two of the grant, the rest of the provisions of the grant remain the same. A copy of the revised service agreement with VCOE is included for the Board's review.

FISCAL IMPACT: The previous grant amount for three year was \$136,737.00 and each year was funded at year at \$45,790. The new funding for year two is \$70,721 which increases the total grant amount to \$161,668 for three years.

ALTERNATIVES:

1. Approve the approve the agreement with VCOE Mental Health Services to fund the Diversity and Equity Grant.
2. Do not approve the agreement with VCOE Mental Health Services.

RECOMMENDATION: Alternative No. 1

Prepared by: Stewart McGugan, Director of Student Support and School Safety
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

JANUARY 19, 2021 BOARD OF EDUCATION MEETING
Approve the revised agreement with VCOE Mental
Health Services to fund the Diversity and Equity Grant
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	_____	_____	_____	_____

MEMORANDUM OF UNDERSTANDING BETWEEN VENTURA COUNTY OFFICE OF EDUCATION AND OAK PARK UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding (Agreement) is made and entered into by and between **Ventura County Office of Education (hereinafter referred to as VCOE) and Oak Park Unified School District (hereinafter referred to as District)**

PROJECT TITLE: Incorporation of Multi-Tiered System of Support (MTSS) for Social-Emotional Learning with Mental Health Services in Schools

Agreement term: This contract will be in effect from July 1, 2019 to June 30, 2022, subject to all the terms and conditions set forth herein.

VCOE agrees to provide District training, coaching, and the coordination of integrated services between District, Ventura County Behavioral Health, and community-based agencies. VCOE will provide District ongoing technical assistance for project implementation. This shall include collaborative meetings, instruction on coordinated use of integrated student information system, evaluation and data collection, data analysis, and quarterly program monitoring.

District agrees to fund personnel to perform the duties of a District Mental Health Services Project Coordinator(s) for the implementation of the mental health services project at their school(s) as part of a Ventura County Office of Education (VCOE) Mental Health Services Partnership.

The District Mental Health Services Project Coordinator, or a designated alternate, will attend all quarterly Partnership meetings and will disseminate provided information to all participating District staff. In the event of a missed meeting, the Mental Health Services Project Coordinator will contact the VCOE Mental Health Services Coordinator to schedule time to discuss project progress and to coordinate participation in an alternative professional learning opportunity.

The District Mental Health Services Project Coordinator will ensure the District fulfills the following activities:

Activity 1. Perform early identification, access, and linkage to mental health services of vulnerable and high-risk mental health populations.

The District will perform early identification of vulnerable and high-risk students through providing staff trainings on identification of these populations as well as monitoring absenteeism, expulsions, suspensions, and disciplinary incidents. Students identified as high-risk will be referred to both in-school and community-based mental health services and supports and coordination with those supports will be tracked for outcomes. The District will create a Diversity and Equity task force charged with the mission of supporting identification and support of students identified as high-risk due to cultural, racial, socio-economic, linguistic, or gender identity. The task force will identify or develop screening tool and/or processes.

Activity 2. Provide education and training for students and school personnel (teachers, counselors, specialists, administrators, and classified support staff) to increase mental health awareness and to reduce stigma and discrimination for those with mental illness or seeking mental health services.

The District will provide training for staff in the areas of cultural competency, cultural equity, identification of high-risk students and those with mental health needs, and awareness of gender diversity.

Activity 3. Provide early intervention services through direct service or timely access to linkage of services.

Early intervention services will be provided through direct mental-health counseling at the school site, referrals to community-based mental health supports, student field trips to promote cultural diversity and equity, and the development of classroom lessons and school activities to promote cultural diversity and equity.

Activity 4. Provide multi-generational family engagement and trainings that focus around mental health awareness and reducing stigma and discrimination for those with mental illness or seeking mental health services.

The District will provide at least 3 mental-health awareness and suicide prevention trainings for staff, a parent education event on the topic of diversity and equity, a community-based day-long event for mental health awareness and support, and one additional event per school site TBD at the site level.

Activity 5. Participate in quarterly data collection and progress monitoring and reporting.

The District Mental Health Services Project Coordinator will identify and train participating staff in the collection and entry of select data. The District Mental Health Services Project Coordinator will submit selected data to VCOE Mental Health Services Coordinator and participate in progress monitoring. VCOE Mental Health Service Coordinator will consult with District Coordinator to identify tracking mechanism for data collection and reporting on progress towards completion of activities. Exhibit 1. Logic Model will serve as a guide for implementation and data collection.

Submission of data is due:

- **December 20th**
- **March 30th**
- **May 30th**

The following data to be collected and submitted includes:

- Attendance/Expulsion/Suspension/Disciplinary Data
- Number of student/families referred for school-based and/or community-based mental-health services and support

- Number of student/family community-based mental-health services and support
- Number of school staff trained in early identification of high-risk students; mental-health information; diversity and equity topics; and suicide risk prevention
- Pre- and Post-test data for staff training
- Number of students participating in lessons or activities on diversity and equity topics
- Number of family members receiving information regarding mental health, diversity and equity information, and/or suicide risk information
- Successes and challenges - qualitative data
- Sustainability of project and/or measures towards sustainability- qualitative data

Addenda

VCOE or District may require changes in the scope of services required herein based on progress monitoring and determination of need. Such changes, which are mutually agreed upon by and between District and VCOE and will be effective when incorporated in written amendments to the Agreement.

Fiscal Requirement:

Year 2 (2020-2021): District will receive \$70,721 for services rendered as outlined in this MOU.

Year 3 (2021-2022): District will receive \$45,790 for services rendered as outlined in this MOU.

District will invoice VCOE for work performed twice a year in January and June.

Payments are distributed and due as follows:

1. January 30th - District will invoice for fifty percent (50%) of monies after satisfactorily addressing project stipulations and submitting them for approval to VCOE Mental Health Services Coordinator.
2. June 10th - District will invoice for final payment of monies after satisfactorily addressing project stipulations and submitting them for approval to VCOE Mental Health Services Coordinator.

Payment of invoice will be made after work is verified and approved by VCOE Mental Health Services Coordinator. District must submit data and participate in Partnership meetings, as outlined within the MOU to receive payment. Invoices submitted after June 30, 2022 will not be paid.

District may individually contract or create agreements with outside agencies or community-based organizations to provide part of the entirety of the project to complete their activities. District is responsible for project implementation, data collection, and outcome measures.

Termination

Both parties may terminate this Agreement at any time for any reason by providing 30 days written notice to either party. In the event of termination under this paragraph, District will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract.

Default

If District defaults in the performance of any term or condition of this contract, District must remedy that default by a satisfactory performance within 10 days after upon District written notice of the defaults. If the District fails to remedy the default with that time, then VCOE may terminate this contract without further notice.

My signature below certifies that I understand the terms and conditions of this agreement and will fully participate in the implementation of the project: Incorporating Multi-Tiered System of Support (MTSS) for Social-Emotional Learning with Mental Health Services in Schools.

Dr. Tony Knight
Authorized District Representative

Signature Date

Adam Rauch
Authorized District Fiscal Representative

Signature Date

Lisa Cline
VCOE Exec. Director Internal Business Services

Signature Date

Dr. Antonio Castro
VCOE Associate Superintendent

Signature Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
**SUBJECT: B.2.b. APPROVE RESOLUTION #2021-01 PUPIL ATTENDANCE
ALTERNATIVE AB 99 – DISTRICT OF CHOICE (DOC) SPACE
AVAILABILITY FOR 2021-22**

ACTION

ISSUE: Shall the Board of Education adopt a Resolution to accept new District of Choice students for the 2021-2022 School Year?

BACKGROUND: A District of Choice is required to accept all new students up to its maximum capacity after accounting for its new resident enrollment. Education Code Section 48301 (a) (1) states “The governing board of a school district may elect to operate the school district as a school district of choice and may accept transfers from school districts of residence pursuant to this article. If the governing board of a school district elects to accept transfers as authorized under this article, it shall, by resolution, determine and adopt the number of transfers it is willing to accept under this article and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based upon his or her academic or athletic performance, physical condition, proficiency in English, any of the individual characteristics set forth in Section 200, and, except for purposes of determining priority for pupils eligible for free or reduced-price meals pursuant to Section 48306, family income.”

The resolution as required by Board Policy 5117 Interdistrict Attendance before the board tonight authorizes the acceptance of all new DOC applicants for 2021-2022 acceptance of all the applicants would not be over the maximum enrollment capacity of 4679 approved by the Board at the December 15, 2020 meeting.

FISCAL IMPACT: The 2021-2022 budget for next school year will be based on the enrollment capacity approved of by the board at the December 15, 2020 meeting.

ALTERNATIVES: 1. Approve the Space Availability Resolution.
2. Do not approve the Space Availability Resolution.

RECOMMENDATION: Alternative #1.

Prepared by: Stew McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JANUARY 19, 2021
Approve Resolution #2021-01 Pupil Attendance Alternative Ab 99 –
District of Choice (DOC) Space Availability For 2021-2022
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

“Educating Compassionate and Creative Global Citizens”

**RESOLUTION #2021-01 – Pupil Attendance Alternatives
AB 99 – DISTRICT OF CHOICE (DOC) SPACE AVAILABILITY**

WHEREAS, school districts participating in the District of Choice Program pursuant to Assembly Bill (AB) 99 (Chapter 15, Statutes of 2017) and California Education Code Sections 48300-48317 (“AB 99 District of Choice Program”) are required to report the number of available spaces for AB 99 District of Choice applicants; and

WHEREAS, California Education Code Section 48301 specifies that a school district participating in the District of Choice Program may, by resolution, determine and adopt the number of transfers it is willing to accept and ensure that pupils admitted under the District of Choice Program are selected through a random, unbiased process that prohibits evaluation of whether or not the pupil should be enrolled based upon his or her academic or athletic performance; and

WHEREAS, pursuant to Education Code Section 48301, if the number of transfer applications exceeds the number of transfers this Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting; and

WHEREAS, the Board of Trustees has determined that the Oak Park Unified School District can accept all eligible student transfers under the District of Choice Program for the school year 2021/2022 without exceeding the maximum enrollment capacity of 4679 approved at their December 15, 2020 meeting

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Oak Park Unified School District does, in accordance with the District of Choice Program, hereby conclude to accept all eligible students.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 19th day of January 2021 by the following vote:

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 meeting held on January 19, 2021.

Clerk, Governing Board of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.2.c. DISCUSSION ON GOVERNOR'S JANUARY BUDGET PROPOSAL FOR 2021-22 AND LCAP TIMELINE

DISCUSSION/INFORMATION

ISSUE: Shall the Board receive and discuss information pertaining to the Governor's January budget proposal and LCAP timeline for the 2021-22 fiscal year?

BACKGROUND: As required by law, Governor Gavin Newsom released his proposal for the State's 2021-22 budget prior to January 10, 2021, including his funding plan for K-12 education. In order to obtain more detailed information regarding the Governor's proposal, District staff attended the School Services of California budget workshop on the Governor's proposal presented on January 15. Staff will share information obtained at the workshops with the Board at this evening's meeting and discuss the potential impact of the proposal on Oak Park Unified School District and the upcoming budget.

School districts and County Offices of Education are also required to develop, adopt, and annually update a Local Control and Accountability Plan (LCAP), using a form prescribed by the California State Board of Education (SBE). The LCAP identifies how each individual school district plans to develop and address local priorities, consistent with 8 state-mandated focus areas, and how those priorities are reflected in the district's annual adopted budget.

At this evening's meeting, staff will review the LCAP process and its requirements, and layout the proposed schedule for the development of the District's 2021-22 Local Control and Accountability Plan.

FISCAL IMPACT: None. Information and discussion only.

ALTERNATIVES: None. Information and discussion only.

RECOMMENDATION: N/A

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction
Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
**SUBJECT: B.2.d. DISCUSSION ON REOPENING OF THE CLUB OAK PARK
EXTENDED CARE PROGRAM**

DISCUSSION

ISSUE: Shall the Board discuss the reopening of the Club Oak Park Extended Care Program?

BACKGROUND: Due to the COVID-19 and the closure of campuses, Oak Park Unified has not opened the childcare program during the 2020-21 school year. During this time, staff has carefully created a structure for childcare to meet the needs of Essential Workers and other working families in preparation for the reopening of school campuses for in-person instruction. The structural components and details of the program are based on the most updated guidelines for childcare from California Public Health, the California Department of Education, and the approved OPUSD Reopening & COVID-19 Mitigation Plan.

At the December 15, 2020 board meeting, the Board requested an opportunity to further discuss the plans on reopening the childcare program and the potential fiscal impact of doing so. At this meeting, staff will provide updated information based on current assumptions and projections for reopening the program and seek direction from the Board on whether or not to move forward with the reopening.

FISCAL IMPACT: The fiscal impact depends on the timing of the program reopening. Financial projections will be presented to the Board that reflect various scenarios. The program will be funded through the Child Development Fund (Fund 12). Any shortfall/deficit will be funded in the form of a *transfer out* from the General Fund to Fund 12.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Club Oak Park

Reopening Plan
2021





Club Oak Park

OAK PARK SCHOOLS EXTENDED CARE PROGRAM



EXTENDED CARE

GRADES DK-8

FEBRUARY - MAY 2021

~HEALTH & SAFETY~

LIMITED ENROLLMENT

COHORTS A & B ON DIFFERENT DAYS

SEPARATE, SMALL GROUPS (10-14) WITHIN GRADE LEVEL

FACE COVERINGS, CLEANING, SANITIZING, & HAND WASHING

DAILY HEALTH SCREENINGS

OUTDOOR PROGRAMMING

PHYSICAL DISTANCING

CONSISTENT GROUPING

~DAILY PROGRAM~

HOMework SUPPORT

GUIDANCE WITH CLASS ASSIGNMENTS DURING DESIGNATED ACADEMIC TIME EACH DAY

ENRICHMENT ACTIVITIES

FUN AND EXPLORATION THROUGH HANDS-ON ART, SCIENCE, TECHNOLOGY, MUSIC, GAMES, AND MORE!

PHYSICAL ACTIVITIES*

STUDENTS WILL GET MOVING EACH DAY VIA GAMES, DANCE, AEROBICS, YOGA, OBSTACLE COURSES, AND MORE!

**Activities are designed to maintain physical distancing and adhere to face-covering guidelines*

~HOURS~

Monday - Thursday

Dismissal - 6:00pm

Fridays & Spring Break

8:00am - 5:00pm

Morning care not available

ALL-INCLUSIVE MONTHLY RATE

AFTER-SCHOOL TWO DAYS PER WEEK (A OR B DAYS)

+

FULL-DAY PROGRAM EVERY OTHER FRIDAY

+

FULL-DAY PROGRAM SPRING BREAK

MONTHLY RATES

\$50 registration fee

DK & K

\$330

DK&K 3:00PM PICKUP

\$230

GRADES 1-5

\$290

GRADES 6-8

\$260

(Rate Includes Daily Snacks)



Child Care Health & Safety Protocols

Limited Numbers

Students will remain with small, consistent cohorts throughout each day. Cohorts will not mix and are limited to a maximum of fourteen students.



Hand Washing

Staff and students will sanitize and wash their hands on a regular schedule throughout the day. Additional hand-washing and sanitizing stations have been installed at all sites.



Face Coverings

All staff and students are required to wear cloth or paper masks.



Cleaning & Sanitization

High-touch surfaces are sanitized frequently and indoor spaces are fully sanitized each night using safe, non-toxic products.



Outdoor Programming

Activities are planned to utilize outdoor space as much as possible.



Physical Distancing.

All activities are designed to maintain six feet of distance between students.



Daily Health Screening

Staff and students will be actively screened daily for fever when transitioning to after-school care.

This temperature screening will be in addition to the screening taking place upon arrival at school each morning.



All protocols and practices are in accordance with California Department of Public Health and Ventura County Public Health Department guidelines.



CURRENT PROGRAM COSTS WITH REOPENING PROJECTIONS

Feb, 2021 - June, 2021

CURRENT CLUB/FUND 12 COSTS FOR DISTRICT PAID POSITIONS	\$407,660
REOPENING REVENUE VERSUS EXPENDITURES	
PROJECTED REOPENING REVENUE (TUITION/FEES)	\$245,262
PROJECTED REOPENING EXPENDITURES	\$408,647
PROJECTED REOPENING (DEFICIT)	(\$163,385)
TOTAL PROJECTED GENERAL FUND IMPACT	(\$571,045)

Assumptions:

- Mid-February Opening
- Enrollment: 175 (compared to the 227 applications received in November)
- The average tuition amount was used to project revenue (\$277/month)
- Includes revenue and expenditures for 14-Day *Summer Gap Program* (June 1 - 18)

Considerations:

- 227 applications were submitted by OPUSD families in November
- In a typical year the program will be expected to recover losses (based on 2019-2020 trends)

Variances (compared to *First Interim*):

- Lower enrollment assumption (based on changing circumstances)
- Salary/Benefit Adjustments (based on personnel updates)

ADDITIONAL OPENING SCENARIOS	
Opening Date	Projected Deficit
May	-\$88,858
April	-\$124,050
March	-\$152,218
Mid-February	-\$163,385

Notes

- Included in the first month of operation only:
 - \$16,000 estimated insurance cost
 - \$7,000 monthly Developing Outdoors operating cost for months preceding reopening

**MID-FEBRUARY OPENING
(SCENARIO 1)**

Revenue	Mid-February	March	April	May	June Summer Gap
Tuition	\$ 24,237.50	\$ 48,475.00	\$ 48,475.00	\$ 48,475.00	\$ 75,600.00
Expenditures	Mid Febuary	March	April	May	June Summer Gap
Site Leaders (OPUSD Employees)	\$ 31,617.95	\$ 31,617.95	\$ 31,617.95	\$ 31,617.95	\$ 31,617.95
Developing Outdoors Staff	\$ 19,419.00	\$ 47,673.00	\$ 54,696.00	\$ 38,847.00	\$ 41,580.00
Operational Expenditures*	\$ 30,176.23	\$ 4,352.45	\$ 4,352.45	\$ 4,352.45	\$ 5,109.24
Total Expenditures	\$ 81,213.18	\$ 83,643.40	\$ 90,666.40	\$ 74,817.40	\$ 78,307.19
Monthly Surplus/(Deficit)	(\$56,975.68)	(\$35,168.40)	(\$42,191.40)	(\$26,342.40)	(\$2,707.19)
Annual Surplus/(Deficit)	(\$163,385.07)				

**First month of operation reflects Insurance cost and startup/operational payments to D.O.*

**MARCH OPENING
(SCENARIO 2)**

Revenue	March	April	May	June Summer Gap
Tuition	\$ 48,475.00	\$ 48,475.00	\$ 48,475.00	\$ 75,600.00
Expenditures	March	April	May	June Summer Gap
Site Leaders (OPUSD Employees)	\$ 47,426.93	\$ 31,617.95	\$ 31,617.95	\$ 31,617.95
Developing Outdoors Staff	\$ 47,673.00	\$ 54,696.00	\$ 38,847.00	\$ 41,580.00
Operational Expenditures*	\$ 34,352.45	\$ 4,352.45	\$ 4,352.45	\$ 5,109.24
Total Expenditures	\$ 129,452.38	\$ 90,666.40	\$ 74,817.40	\$ 78,307.19
Monthly Surplus/(Deficit)	(\$80,977.38)	(\$42,191.40)	(\$26,342.40)	(\$2,707.19)
Annual Surplus/(Deficit)	(\$152,218.37)			

**First month of operation reflects Insurance cost and startup/operational payments to D.O.*

**APRIL OPENING
(SCENARIO 3)**

Revenue	April	May	June Summer Gap
Tuition	\$ 48,475.00	\$ 48,475.00	\$ 75,600.00
Expenditures	April	May	June Summer Gap
Site Leaders (OPUSD Employees)	\$ 47,426.85	\$ 31,617.95	\$ 31,617.95
Developing Outdoors Staff	\$ 54,696.00	\$ 38,847.00	\$ 41,580.00
Operational Expenditures*	\$ 41,352.45	\$ 4,352.45	\$ 5,109.24
Total Expenditures	\$ 143,475.30	\$ 74,817.40	\$ 78,307.19
Monthly Surplus/(Deficit)	(\$95,000.30)	(\$26,342.40)	(\$2,707.19)
Annual Surplus/(Deficit)	(\$124,049.89)		

**First month of operation reflects Insurance cost and startup/operational payments to D.O.*

**MAY OPENING
(SCENARIO 4)**

Revenue	May	June Summer Gap
Tuition	\$ 48,475.00	\$ 75,600.00
Expenditures	May	June Summer Gap
Site Leaders (OPUSD Employees)	\$ 47,426.85	\$ 31,617.95
Developing Outdoors Staff	\$ 38,847.00	\$ 41,580.00
Operational Expenditures*	\$ 48,352.45	\$ 5,109.24
Total Expenditures	\$ 134,626.30	\$ 78,307.19
Monthly Surplus/(Deficit)	(\$86,151.30)	(\$2,707.19)
Annual Surplus/(Deficit)	(\$88,858.49)	

**First month of operation reflects Insurance cost and startup/operational payments to D.O.*

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.3.c. APPROVE 2019-2020 SCHOOL ACCOUNTABILITY REPORT CARDS
ACTION

ISSUE: Shall the Board of Education approve the School Accountability Report Cards for 2019-2020?

BACKGROUND: In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California’s schools with a source of funding. In return, all public schools in California are required annually to prepare SARC’s and disseminate them to the public. SARC’s are intended to provide the public with important information about each public school and to communicate a school’s progress in achieving its goals. Board Policy 0510 requires the Board to annually approve the SARC’s for all district schools and shall evaluate the data contained in the SARC’s as part of the Board’s regular review of the effectiveness of the district’s programs, personnel, and fiscal operations.

In the years since the passage of Proposition 98, additional requirements for school accountability reporting and dissemination have been established through legislation. Most SARC requirements are codified in California Education Code 33126 and 33126.1. The 2019-2020 SARC reports are available at this link: <http://bit.ly/2Xgihgs>

FISCAL IMPACT: None

- ALTERNATIVES:**
1. Approve the 2019-2020 SARC reports.
 2. Do not approve the SARC reports.

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.4.a. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK TEACHERS ASSOCIATION

ACTION

ISSUE: Shall the Board of Education disclose and approve the collective bargaining agreement between the District and Oak Park Teachers Association (OPTA) for fiscal year 2020-2021?

BACKGROUND: Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On October 16, 2020, the District and OPTA reached a tentative agreement for 2020-2021, the first year of a three-year CBA. The agreement includes a 1% increase to the salary schedules for all certificated bargaining unit members, retroactive to July 1, 2020. The agreement contains no other material financial impacts to the District.

The updated salary schedule and the Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

FISCAL IMPACT: The proposed salary increases will be funded from the General Fund unrestricted and undesignated ending balance. Assuming the Board's approval, the District's revised 2020-2021 Reserve for Economic Uncertainties is projected to be 3.51%, exceeding the State Reserve Standard.

ALTERNATIVES:

1. Approve the 2020-2021 Collective Bargaining Agreement between the District and Oak Park Teachers Association, effective retroactively to July 1, 2021.
2. Do not approve the proposed agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 19, 2021

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

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	_____	_____	_____	_____

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Teachers Association

The proposed agreement covers the period: Employee Type:
Beginning: 1-Jul-20 **Certificated:** X
Ending: 30-Jun-21 **Classified:** _____

The proposed agreement will be acted upon by the Governing Board at its meeting on: 15-Dec-20

A. Proposed Change in Compensation:

	Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2020-21	For Multi-year Agreements	
				Year 2 2021-22	Year 3 2022-23
1.	Salary Schedule - Increase/(Decrease)	\$ 19,313,732	\$ 193,137 1.00%	\$ 188,145 0.97%	\$ 186,952 0.97%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	\$ 2,039 %	\$ 2,039 0.01%	\$ 2,048 0.01%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 3,118,095	\$ 31,181 1.00%	\$ 30,074 0.96%	\$ 30,182 0.97%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 3,362,064	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 25,793,891	\$ 224,318 0.87%	\$ 220,258 0.85%	\$ 219,182 0.85%
7.	Total Number (FTE) of Represented Employees	# 204	# 204	# 200	# 199
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 126,317	\$ 1,099 0.87%	\$ 1,100 0.87%	\$ 1,101 0.87%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$ 276	\$ 279 1.17%	\$ 279 1.17%	\$ 279 1.17%
	-Maximum Daily Rate	\$ 563	\$ 569 1.06%	\$ 569 1.06%	\$ 569 1.06%
	-Substitute Daily Rate	\$ 120	\$ 120 0.00%	\$ 120 0.00%	\$ 120 0.00%
9b.	- Annual Cost Health/Welfare Benefit amount per FTE	\$ 19,099	\$ 19,118	\$ 19,500	\$ 19,598
	- District Cost Annual H&W Benefit amount per FTE	\$ 16,465	\$ 16,481	\$ 16,810	\$ 16,895
	- Current Negotiated H&W Cap amount per FTE	\$ 19,099	\$ 19,118	\$ 19,500	\$ 19,598

Please include comments and explanations as necessary: The Tentative Agreement with OPTA includes a salary increase of 1%. This increase is reflected on the salary schedule and is considered "on-going".

Disclosure of Collective Bargaining Agreement

School District: Oak Park Unified School District

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement will not create or increase deficit financing in the current or future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

General Fund

2. How will the ongoing cost of the proposed agreement be funded in future years?

General Fund

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

*Funded by General Fund. This raise and its impacts are included in our 1st Interim Report.

*School Services Dartboard Factors

*Enrollment: Declining (200 students over the next two years)

*Reduction on 4.9 FTE in 2021-22 & Reduction of additional :

Disclosure of Collective Bargaining Agreement
 School District: Oak Park Unified School District

	(Col. 1) Latest Board Approved Budget Before Settlement As of July 1, 2020	(Col. 2) Adjustment as a Result of Settlement *	(Col. 3) Other Revisions Unaudited Actuals Adjustment	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	38,842,772	0	0	38,842,772
Remaining Revenues (8100-8799)	7,719,860	0	0	7,719,860
TOTAL REVENUES	46,562,632	0	0	46,562,632
EXPENDITURES				
1000 Certificated Salaries	22,485,348	215,303	0	22,700,651
2000 Classified Salaries	6,799,419	58,774	0	6,858,193
3000 Employees' Benefits	10,450,654	50,771	0	10,501,425
4000 Books and Supplies	1,855,719	0	0	1,855,719
5000 Services and Operating Expenses	3,600,269	0	0	3,600,269
6000 Capital Outlay	0	0	0	0
7100-7499 Other	542,038	0	0	542,038
TOTAL EXPENDITURES	45,733,447	324,849	0	46,058,296
OPERATING SURPLUS (DEFICIT)	829,185	(324,849)	0	504,336
OTHER SOURCES AND TRANSFERS IN	0	0	0	0
OTHER USES AND TRANSFERS OUT	1,094,702	0	0	1,094,702
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(265,517)	(324,849)	0	(590,366)
BEGINNING BALANCE	1,105,097	0	(0)	1,105,097
CURRENT YEAR ENDING BALANCE	839,580	(324,849)	(0)	514,731
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	0	0	0	0
Restricted (9740)	204,463	0	0	204,463
Committed (9750 / 9760)	0	0	0	0
Assigned (9780)	0	0	0	0
Reserve for Economic Uncertainties (9789)	0	0	0	0
Unappropriated Amounts (9790)	635,117	(324,849)	(0)	310,268

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase on Page 1, Section A, Line 6, please explain the variance below.

Please include comments and explanations as necessary: N/A

Disclosure of Collective Bargaining Agreement
 School District: Oak Park Unified School District

	Multi-Year Projections		
	(Col. 1) 2020-21 Budget after impact of Settlement (From page 3)	(Col. 2) Budget Year 1 2021-22	(Col. 3) Budget Year 2 2022-23
REVENUES			
LCFF Revenues (8010-8099)	38,842,772	38,778,907	36,505,980
Remaining Revenues (8100-8799)	7,719,860	6,383,497	6,378,691
TOTAL REVENUES	46,562,632	45,162,404	42,884,671
EXPENDITURES			
1000 Certificated Salaries	22,700,651	22,238,290	22,246,368
2000 Classified Salaries	6,858,193	6,395,790	6,448,421
3000 Employees' Benefits	10,501,425	10,195,654	10,527,333
4000 Books and Supplies	1,855,719	1,198,524	1,184,287
5000 Services and Operating Expenses	3,600,269	3,591,080	3,647,195
6000 Capital Outlay	0	0	0
7100-7499 Other	542,038	504,774	504,744
TOTAL EXPENDITURES	46,058,296	44,124,112	44,558,348
OPERATING SURPLUS (DEFICIT)	504,336	1,038,292	(1,673,676)
OTHER SOURCES AND TRANSFERS IN	0	0	0
OTHER USES AND TRANSFERS OUT	1,094,702	50,000	50,000
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(590,366)	988,292	(1,723,676)
BEGINNING BALANCE	1,105,097	514,731	1,503,023
CURRENT YEAR ENDING BALANCE	514,731	1,503,023	(220,653)
COMPONENTS OF ENDING BALANCE			
Non-spendable (9711-9719)	0	0	0
Restricted (9740)	204,463	123,059	34,438
Committed (9750 / 9760)	0	0	0
Assigned (9780)	0	0	0
Reserve for Economic Uncertainties (9789)	0	0	0
Unappropriated Amounts (9790)	310,268	1,379,964	(255,091)

Multi-Year Projections Assumptions:

*School Services Dartboard Factors

*Enrollment: Declining (200 students over the next two years)

*Reduction on 4.9 FTE in 2021-22 & Reduction of additional 3 FTE in 2022-23

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

(amounts from page 4)

1. State Reserve Standard

	2020-21	2021-22	2022-23
a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 47,152,998	\$ 44,174,112	\$ 44,608,348
b. State Standard Minimum Reserve Percentage for this District	3%	3%	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$ 1,414,590	\$ 1,325,223	\$ 1,338,250

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

	2020-21	2021-22	2022-23
a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 0	\$ 0	\$ 0
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 310,268	\$ 1,379,964	\$ -255,091
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 1,656,099	\$ 1,656,099	\$ 1,656,099
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$ 0	\$ 0	\$ 0
e. Total District Budgeted <u>Unrestricted</u> Reserves	\$ 1,966,367	\$ 3,036,063	\$ 1,401,008

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

 District Superintendent
 (Signature)

 Printed Name

 Date



 District Chief Business Official
 (Signature)

ADAM RAUCH
 Printed Name

 Date

**OAK PARK UNIFIED SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
All Rates Listed as Daily and Annually
2020-21 SCHOOL YEAR**

Proposed Date of Board Approval: January 19, 2021

Effective: July 1, 2020

Years of Service	Class X	Class A	Class B	Class C	Class D	Years of Service	Class F	Class G
	Teacher 185 days BA	Teacher 185 days BA + 30	Teacher 185 days BA + 45 BA+30+MA	Teacher 185 days BA + 60 BA+45+MA	Teacher 185 days BA + 75 BA+60+MA		Counselor 192 days 5 Steps	Psychologist 190 days 5 Steps
1	279.24	292.76	306.29	319.83	333.37	1	467.13	477.80
1	51,660.29	54,160.34	56,664.13	59,167.92	61,673.58	1	89,688.00	90,782.13
2	292.76	306.26	319.83	333.37	346.88	2	485.26	492.59
2	54,160.34	56,657.78	59,167.92	61,673.58	64,173.63	2	93,170.80	93,591.55
3	306.29	319.83	333.37	346.88	360.42	3	502.21	507.82
3	56,664.13	59,167.92	61,673.58	64,173.63	66,677.42	3	96,424.78	96,485.40
4	319.83	333.37	346.88	360.42	373.94	4	519.06	523.51
4	59,167.92	61,673.58	64,173.63	66,677.42	69,179.34	4	99,659.37	99,467.53
5		346.88	360.42	373.94	387.48	5	536.04	540.73
5		64,173.63	66,677.42	69,179.34	71,683.13	5	102,919.16	102,739.42
6		360.42	373.94	387.48	401.01	6		
6		66,677.42	69,179.34	71,683.13	74,186.92	6		
7		373.94	387.48	401.01	414.56	7		
7		69,179.34	71,683.13	74,186.92	76,694.45	7		
8		387.48	401.01	414.56	428.07	8		
8		71,683.13	74,186.92	76,694.45	79,192.64	8		
9			414.56	428.07	441.61	9		
9			76,694.45	79,192.64	81,698.29	9		
10			428.07	441.61	455.14	10		
10			79,192.64	81,698.29	84,200.22	10		
11				455.14	468.69	11		
11				84,200.22	86,707.74	11		
12				468.69	482.22	12		
12				86,707.74	89,211.53	12		
13					495.75	13		
13					91,713.45	13		
14					514.32	14		
14					95,149.63	14		
16					0.00	16		
16					0.00	16		
18					528.21	18		
18					97,718.81	18		
20					0.00	20		
20	Special Assignment Hourly Rates				0.00	20		
20	SWAP (X1/ 6 Hrs)		46.54		0.00	20		
22	Home & Hospital (B1/ 6 Hrs)		51.05		541.74	22		
22	Saturday School (B1/ 6 Hrs)		51.05		100,222.60	22		
24					0.00	24		
24					0.00	24		
26					555.31	26		
26					102,732.00	26		
30					568.98	30		
30					105,261.95	30		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.4.b. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK CLASSIFIED ASSOCIATION

ACTION

ISSUE: Shall the Board of Education disclose and approve the Collective Bargaining Agreement between the District and Oak Park Classified Association (OPCA) for fiscal year 2020-2021?

BACKGROUND: Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On November 4, 2020, the District and OPCA reached a tentative agreement for 2020-2021. The agreement includes a 1% increase to the salary schedules for all classified bargaining unit members provided by the District for eligible bargaining unit members, both retroactive to July 1, 2020. The agreement contains no other material financial impacts to the District.

The updated salary schedule and the Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

FISCAL IMPACT: The proposed salary and health benefit increases will be funded from the General Fund unrestricted and undesignated ending balance. Assuming the Board's approval, the District's revised 2020-2021 Reserve for Economic Uncertainties is projected to be 3.51%, exceeding the State Reserve Standard.

ALTERNATIVES:

1. Approve the 2020-2021 Collective Bargaining Agreement between the District and Oak Park Classified Association, effective retroactively to July 1, 2020.
2. Do not approve the proposed Agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD MEETING, JANUARY 19, 2021

Public Disclosure and Approval of Collective Bargaining Agreement

Between the District and Oak Park Classified Association

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	_____	_____	_____	_____

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Classified Association

The proposed agreement covers the period: Employee Type:
 Beginning: 1-Jul-20 Certificated: _____
 Ending: 30-Jun-21 Classified: X

The proposed agreement will be acted upon by the Governing Board
 at its meeting on: 15-Dec-20

A. Proposed Change in Compensation:

	Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2020-21	For Multi-year Agreements	
				Year 2 2021-22	Year 3 2022-23
1.	Salary Schedule - Increase/(Decrease)	\$ 5,299,187	\$ 52,992 1.00%	\$ 52,992 1.00%	\$ 51,526 0.97%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	\$ 754 %	\$ 746 0.01%	\$ 746 0.01%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 1,329,689	\$ 13,297 1.00%	\$ 13,297 1.00%	\$ 12,929 0.97%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 921,334	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 7,550,210	\$ 66,289 0.88%	\$ 67,043 0.89%	\$ 65,201 0.86%
7.	Total Number (FTE) of Represented Employees	# 154	# 154	# 154	154
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 49,187	\$ 432 0.88%	\$ 437 0.89%	\$ 425 0.86%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$	\$ %	\$ %	\$ %
	-Maximum Daily Rate	\$	\$ %	\$ %	\$ %
9b.	-Substitute Daily Rate	\$	\$ %	\$ %	\$ %
	- Annual Cost Health/Welfare Benefit amount per FTE	\$ 6,963	\$ 6,963	\$ 6,963	\$ 6,963
	- District Cost Annual H&W Benefit amount per FTE	\$ 6,002	\$ 6,002	\$ 6,002	\$ 6,002
	- Current Negotiated H&W Cap amount per FTE	\$ 6,963	\$ 6,963	\$ 6,963	\$ 6,963

Please include comments and explanations as necessary: The Tentative Agreement with OPCA includes a salary increase of 1%. This increase is reflected on the salary schedule and is considered "on-going".

Disclosure of Collective Bargaining Agreement

School District: Oak Park Unified School District

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement will not create or increase deficit financing in the current or future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

General Fund

2. How will the ongoing cost of the proposed agreement be funded in future years?

General Fund

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

*Funded by General Fund. This raise and its impacts are included in our 1st Interim Report.

*School Services Dartboard Factors

*Enrollment: Declining (200 students over the next two years)

*Reduction on 4.9 FTE in 2021-22 & Reduction of additional :

Disclosure of Collective Bargaining Agreement
 School District: Oak Park Unified School District

	(Col. 1) Latest Board Approved Budget Before Settlement As of July 1, 2020	(Col. 2) Adjustment as a Result of Settlement *	(Col. 3) Other Revisions Unaudited Actuals Adjustment	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	38,842,772	0	0	38,842,772
Remaining Revenues (8100-8799)	7,719,860	0	0	7,719,860
TOTAL REVENUES	46,562,632	0	0	46,562,632
EXPENDITURES				
1000 Certificated Salaries	22,485,348	215,303	0	22,700,651
2000 Classified Salaries	6,799,419	58,774	0	6,858,193
3000 Employees' Benefits	10,450,654	50,771	0	10,501,425
4000 Books and Supplies	1,855,719	0	0	1,855,719
5000 Services and Operating Expenses	3,600,269	0	0	3,600,269
6000 Capital Outlay	0	0	0	0
7100-7499 Other	542,038	0	0	542,038
TOTAL EXPENDITURES	45,733,447	324,849	0	46,058,296
OPERATING SURPLUS (DEFICIT)	829,185	(324,849)	0	504,336
OTHER SOURCES AND TRANSFERS IN	0	0	0	0
OTHER USES AND TRANSFERS OUT	1,094,702	0	0	1,094,702
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(265,517)	(324,849)	0	(590,366)
BEGINNING BALANCE	1,105,097	0	(0)	1,105,097
CURRENT YEAR ENDING BALANCE	839,580	(324,849)	(0)	514,731
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	0	0	0	0
Restricted (9740)	204,463	0	0	204,463
Committed (9750 / 9760)	0	0	0	0
Assigned (9780)	0	0	0	0
Reserve for Economic Uncertainties (9789)	0	0	0	0
Unappropriated Amounts (9790)	635,117	(324,849)	(0)	310,268

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase on Page 1, Section A, Line 6, please explain the variance below.

Please include comments and explanations as necessary: N/A

Disclosure of Collective Bargaining Agreement
 School District: Oak Park Unified School District

	Multi-Year Projections		
	(Col. 1) 2020-21 Budget after impact of Settlement (From page 3)	(Col. 2) Budget Year 1 2021-22	(Col. 3) Budget Year 2 2022-23
REVENUES			
LCFF Revenues (8010-8099)	38,842,772	38,778,907	36,505,980
Remaining Revenues (8100-8799)	7,719,860	6,383,497	6,378,691
TOTAL REVENUES	46,562,632	45,162,404	42,884,671
EXPENDITURES			
1000 Certificated Salaries	22,700,651	22,238,290	22,246,368
2000 Classified Salaries	6,858,193	6,395,790	6,448,421
3000 Employees' Benefits	10,501,425	10,195,654	10,527,333
4000 Books and Supplies	1,855,719	1,198,524	1,184,287
5000 Services and Operating Expenses	3,600,269	3,591,080	3,647,195
6000 Capital Outlay	0	0	0
7100-7499 Other	542,038	504,774	504,744
TOTAL EXPENDITURES	46,058,296	44,124,112	44,558,348
OPERATING SURPLUS (DEFICIT)	504,336	1,038,292	(1,673,676)
OTHER SOURCES AND TRANSFERS IN	0	0	0
OTHER USES AND TRANSFERS OUT	1,094,702	50,000	50,000
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(590,366)	988,292	(1,723,676)
BEGINNING BALANCE	1,105,097	514,731	1,503,023
CURRENT YEAR ENDING BALANCE	514,731	1,503,023	(220,653)
COMPONENTS OF ENDING BALANCE			
Non-spendable (9711-9719)	0	0	0
Restricted (9740)	204,463	123,059	34,438
Committed (9750 / 9760)	0	0	0
Assigned (9780)	0	0	0
Reserve for Economic Uncertainties (9789)	0	0	0
Unappropriated Amounts (9790)	310,268	1,379,964	(255,091)

Multi-Year Projections Assumptions:

*School Services Dartboard Factors

*Enrollment: Declining (200 students over the next two years)

*Reduction on 4.9 FTE in 2021-22 & Reduction of additional 3 FTE in 2022-23

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

(amounts from page 4)

1. State Reserve Standard

	2020-21	2021-22	2022-23
a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 47,152,998	\$ 44,174,112	\$ 44,608,348
b. State Standard Minimum Reserve Percentage for this District	3%	3%	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$ 1,414,590	\$ 1,325,223	\$ 1,338,250

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

	2020-21	2021-22	2022-23
a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 0	\$ 0	\$ 0
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 310,268	\$ 1,379,964	\$ -255,091
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 1,656,099	\$ 1,656,099	\$ 1,656,099
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$ 0	\$ 0	\$ 0
e. Total District Budgeted <u>Unrestricted</u> Reserves	\$ 1,966,367	\$ 3,036,063	\$ 1,401,008

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

 District Superintendent
 (Signature)

 Printed Name

 Date



 District Chief Business Official
 (Signature)

ADAM RAUCH
 Printed Name

 Date

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH & CB2
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK
All Rates Listed as Hourly and Monthly
2020-21 SCHOOL YEAR

Proposed Date of Board Approval: January 19, 2021

Effective: July 1, 2020

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
CLERICAL SUPPORT							
Health Services Technician	10	16.79	17.80	18.90	20.04	21.26	10 Month
Student Services Assistant I	10	2909.26	3084.15	3275.84	3474.32	3686.17	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	17.80	18.90	20.04	21.26	22.52	11 Month
Student Services Assistant II	12	3084.14	3275.84	3474.32	3686.17	3904.59	10.5 Month
Support Services Coordinator	12						12 Month
Extended Care Assistant Site Leader	12						11 Month
ASB Bookkeeper/Athletics Secretary	14	18.90	20.04	21.26	22.52	23.89	10.5 Month
Student Services Assistant III	14	3275.84	3474.32	3686.17	3904.59	4140.23	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	19.34	20.45	21.65	22.91	24.25	12 Month
		3352.75	3546.07	3753.83	3970.26	4201.16	
Department Secretary	16	20.72	21.91	23.16	24.50	25.91	11 Month
School Office Manager I	16	3589.99	3797.79	4014.18	4247.92	4490.35	10.5 Month
Credentials Technician	16						12 Month
Extended Care Site Leader	16						11 Month
Accounting Assistant II	16.5	21.49	22.74	24.05	25.41	26.90	12 Month
		3727.61	3941.17	4169.16	4405.76	4662.61	
School Office Manager II	17.5	21.67	22.99	24.36	25.81	27.35	11 Month
		3758.23	3984.27	4222.89	4474.04	4740.94	
School Office Manager III	18.5	22.21	23.54	24.96	26.46	28.06	11.5 Month
		3849.30	4081.56	4326.49	4587.09	4863.41	
Business Department Assistant	20	23.23	24.64	26.12	27.68	29.34	12 Month
		4028.59	4270.30	4526.50	4798.11	5086.00	
Accounting Assistant III	23	26.91	28.52	30.24	32.04	33.97	12 Month
		4663.53	4943.34	5239.95	5554.34	5887.60	
Senior Accountant	28	32.52	34.49	36.58	38.79	41.14	12 Month
		5638.02	5979.12	6340.87	6724.57	7131.56	
CUSTODIAL/MAINTENANCE/GROUNDS							
Custodian	14	18.90	20.04	21.26	22.52	23.89	12 Month
		3275.84	3474.32	3686.17	3904.59	4140.23	
Grounds Maintenance Worker	15	19.44	20.64	21.89	23.25	24.65	12 Month
		3370.04	3578.57	3793.82	4029.22	4271.41	
Head Custodian I	15.5	20.04	21.26	22.52	23.89	25.31	12 Month
		3474.32	3686.17	3904.59	4140.23	4388.64	
Head Custodian II	17	21.47	22.77	24.13	25.57	27.13	12 Month
		3723.66	3946.59	4182.05	4433.27	4700.12	
General Maintenance Worker	18	21.81	23.11	24.48	25.96	27.51	12 Month
		3780.19	4006.25	4244.88	4499.19	4769.19	

Head Custodian III	18.5	22.21	23.54	24.96	26.46	28.06	12 Month
		3849.30	4081.56	4326.49	4587.09	4863.41	
Maintenance Engineer	20	23.23	24.64	26.12	27.68	29.34	12 Month
		4028.59	4270.30	4526.50	4798.11	5086.00	
Grounds Maintenance Supervisor	21	24.64	26.12	27.68	29.34	31.16	12 Month
		4270.30	4526.50	4798.11	5086.00	5401.46	
CHILD NUTRITION SERVICES							
Child Nutrition Services Assistant I	5	14.55	15.39	16.33	17.33	18.38	180 Days
Child Nutrition Services Assistant II	7	15.39	16.33	17.33	18.38	19.46	180 Days
Child Nutrition Services Cook	8	15.84	16.79	17.80	18.90	20.04	180 Days
Child Nutrition Services Manager	10	16.79	17.80	18.90	20.04	21.26	180 Days
		2909.26	3084.15	3275.84	3474.32	3686.17	
Child Nutrition Services Assistant/Delivery	12	17.80	18.90	20.04	21.26	22.52	180 Days
		3084.14	3275.84	3474.32	3686.17	3904.59	
OTHER CLASSIFIED SUPPORT							
Assistant Computer Support Technician	7.0	15.39	16.33	17.33	18.38	19.46	12 Month
		2669.33	2832.00	3003.92	3186.92	3373.63	
Instructional Assistant I	7.5	15.49	16.45	17.43	18.49	19.58	180 Days
		2688.32	2850.24	3023.08	3204.68	3395.03	
Instructional Assistant II	10	16.79	17.80	18.90	20.04	21.26	180 Days
		2909.26	3084.15	3275.84	3474.32	3686.17	
Library/Media Technician	13	18.50	19.60	20.81	22.06	23.41	10 Month
		3206.99	3399.39	3607.18	3823.62	4057.38	
College/Career Center Technician	13.5	18.62	19.73	20.94	22.19	23.52	10.5 Month
		3228.17	3420.59	3628.36	3844.79	4078.55	
Instructional Assistant III	14	18.90	20.04	21.26	22.52	23.89	180 Days
		3275.84	3474.32	3686.17	3904.59	4140.23	
Computer Technician	18	21.81	23.11	24.48	25.96	27.51	12 Month
		3780.19	4006.25	4244.88	4499.19	4769.19	
Certified Sign Language Interpreter	20	23.23	24.64	26.12	27.68	29.34	180 Days
Technology Department Assistant	20	4028.59	4270.30	4526.50	4798.11	5086.00	12 Month
Technology Assistant Lead	23	26.91	28.52	30.24	32.04	33.97	12 Month
Certified Repair Technician	23	4663.53	4943.34	5239.95	5554.34	5887.60	12 Month
Construction Management Technician	25	29.10	30.85	32.69	34.65	36.73	12 Month
		5044.08	5346.72	5667.52	6007.58	6368.03	
Network Administrator	26	30.21	32.04	33.98	36.03	38.21	12 Month
		5236.57	5553.10	5888.77	6244.70	6622.18	
Social Emotional Services Specialist	27	29.82	31.40	33.05	34.80	36.62	192 Days
		5167.87	5442.72	5728.07	6032.68	6347.80	
Occupational Therapist	30	36.26	38.44	40.76	43.20	45.79	10 Month
		6287.22	6664.44	7064.27	7488.16	7937.44	
Behavior Specialist* CB2	G*	420.33	433.33	446.74	460.55	474.80	202 Days
*Rates listed as Daily and Annually		84907.00	87532.74	90242.13	93031.08	95909.80	

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE CL (HOURLY)
EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK**

2020-21 SCHOOL YEAR

Proposed Date of Board Approval: January 19, 2021

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
CLERICAL SUPPORT							
Health Services Technician	10	17.69	18.73	19.83	21.02	22.28	10 Month
Student Services Assistant I	10	17.69	18.73	19.83	21.02	22.28	10 Month
Department Clerk	10	17.69	18.73	19.83	21.02	22.28	10 Month
Student Services Assistant II	12	18.73	19.83	21.02	22.28	23.61	10.5 Month
Guest Teacher Coordinator	12	18.73	19.83	21.02	22.28	23.61	180 Day
Student Services Assistant III	14	19.83	21.02	22.28	23.61	24.98	10.5 Month
CUSTODIAL/MAINTENANCE/GROUNDS							
Custodian	14	19.83	21.02	22.28	23.61	24.98	12 Month
Warehouse Worker/Delivery	18	21.64	22.93	24.28	25.67	27.22	12 Month
CHILD NUTRITION SERVICES							
Child Nutrition Services Assistant I**	06	15.83	16.75	17.72	18.79	19.92	180 Day
Child Nutrition Services Assistant II	07	16.23	17.19	18.20	19.32	20.47	180 Day
Child Nutrition Services Cook	08	16.63	17.62	18.68	19.86	21.04	180 Day
Child Nutrition Services Bookkeeper	12	18.73	19.83	21.02	22.28	23.61	10 Month
Child Nutrition Services Assistant/Deliv	12	18.73	19.83	21.02	22.28	23.61	180 Day
OTHER CLASSIFIED SUPPORT							
Campus Supervisor	06	15.83	16.75	17.72	18.79	19.92	180 Day
Instructional Assistant I	7.5	16.36	17.31	18.31	19.43	20.57	180 Day
Instructional Assistant II	10	17.69	18.73	19.83	21.02	22.28	180 Day
Instructional Assistant II - Ext. Care Pgm	10	17.69	18.73	19.83	21.02	22.28	196 Day
Technology Assistant	10	17.69	18.73	19.83	21.02	22.28	180 Day
Library/Media Technician	13	19.44	20.59	21.81	23.06	24.43	10 Month
College/Career Center Technician	13.5	19.57	20.73	21.94	23.17	24.57	10.5 Month
Instructional Assistant III	14	19.83	21.02	22.28	23.61	24.98	180 Day
Social Emotional Services Specialist	27	30.94	32.52	34.16	35.91	37.73	192 Day
Occupational Therapist	30	38.06	40.33	42.77	45.33	48.06	10 Month

EXEMPT POSITIONS							
Student/Casual Worker*	X01	14.00	<i>effective 1/1/2021</i>				As Assigned
Campus Supervisor Substitute	X03	15.83					As Assigned
Child Nutrition Services Substitute	X04	15.83					As Assigned
Clerical Substitute	X02	17.69					As Assigned
Custodial Substitute	X05	19.83					As Assigned
Child Nutrition Services/Facility Use	X08	26.47					As Assigned
IA I SUB	X06	16.36					As Assigned
IA II SUB	X07	17.69					As Assigned
IA III SUB	X09	19.83					As Assigned
Special Events Supervision (ASB)***	X12	17.81					As Assigned
SUMMER SCHOOL							
ESY Instructional Assistant II	X10	19.44					As Assigned
ESY Instructional Assistant III	X11	22.52					As Assigned

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
**SUBJECT: B.4.c. PUBLIC DISCLOSURE AND APPROVAL OF COMPENSATION
 ADJUSTMENT FOR ADMINISTRATIVE, CONFIDENTIAL, AND
 SPECIFIED UNREPRESENTED EMPLOYEES**

ACTION

ISSUE: Shall the Board approve an increase in compensation for administrative, confidential and unrepresented employees for fiscal year 2020-2021?

BACKGROUND: Consistent with the tentative OPTA agreement, it is recommended that the Board approve 1% increase to the salary schedules for eligible confidential and administrative employees, retroactive to July 1, 2020. The specified positions include employees of the Oak Park Neighborhood School. The recommendation for administrative, confidential and unrepresented employee compensation does not include any other material financial impacts to the District.

The updated salary schedule and the Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 follows this report.

FISCAL IMPACT: The proposed salary increases will be funded from the General Fund unrestricted and undesignated ending balance. Assuming the Board’s approval, the District’s revised 2020-2021 Reserve for Economic Uncertainties is projected to be 3.51%, exceeding the State Reserve Standard.

ALTERNATIVES:

1. Approve the proposed increases in compensation for administrative, confidential and unrepresented employees for fiscal year 2020-2021, effective retroactively to July 1, 2020.
2. Do not approve the proposed compensation increases.

RECOMMENDATION: Alternatives No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

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

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

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Oak Park Unified School District

Name of Bargaining Unit: Oak Park Mangement/Confidential

The proposed agreement covers the period: Employee Type:
 Beginning: 1-Jul-20 Certificated: X
 Ending: 30-Jun-21 Classified: X

The proposed agreement will be acted upon by the Governing Board at its meeting on: 15-Dec-20

A. Proposed Change in Compensation:

	Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2020-21	For Multi-year Agreements	
				Year 2 2021-22	Year 3 2022-23
1.	Salary Schedule - Increase/(Decrease)	\$ 2,794,849	\$ 27,948 1.00%	\$ 27,948 1.00%	\$ 27,948 1.00%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	\$ 189 %	\$ 189 0.01%	\$ 189 0.01%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 629,301	\$ 6,293 1.00%	\$ 6,293 1.00%	\$ 6,293 1.00%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 351,105	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 3,775,255	\$ 34,242 0.91%	\$ 34,430 0.91%	\$ 34,430 0.91%
7.	Total Number (FTE) of Represented Employees	# 20	# 20	# 20	20
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 188,763	\$ 1,712 0.91%	\$ 1,722 0.91%	\$ 1,722 0.91%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$	\$ %	\$ %	\$ %
	-Maximum Daily Rate	\$	\$ %	\$ %	\$ %
	-Substitute Daily Rate	\$	\$ %	\$ %	\$ %
9b.	- Annual Cost Health/Welfare Benefit amount per FTE	\$ 20,364	\$ 20,364	\$ 20,364	\$ 20,364
	- District Cost Annual H&W Benefit amount per FTE	\$ 17,555	\$ 17,555	\$ 17,555	\$ 17,555
	- Current Negotiated H&W Cap amount per FTE	\$ 20,364	\$ 20,364	\$ 20,364	\$ 20,364

Please include comments and explanations as necessary: OPUSD is considered a "me too" district. As such, management and confidential employees salaries reflect the 1% raise, which is considered to be "on-going".

Disclosure of Collective Bargaining Agreement

School District: Oak Park Unified School District

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None

E. Will this agreement create, increase, or decrease deficit financing in the current or future years?

This agreement will not create or increase deficit financing in the current or future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

General Fund

2. How will the ongoing cost of the proposed agreement be funded in future years?

General Fund

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

*Funded by General Fund. This raise and its impacts are included in our 1st Interim Report.

*School Services Dartboard Factors

*Enrollment: Declining (200 students over the next two years)

*Reduction on 4.9 FTE in 2021-22 & Reduction of additional :

Disclosure of Collective Bargaining Agreement
 School District: Oak Park Unified School District

	(Col. 1) Latest Board Approved Budget Before Settlement As of July 1, 2020	(Col. 2) Adjustment as a Result of Settlement *	(Col. 3) Other Revisions Unaudited Actuals Adjustment	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	38,842,772	0	0	38,842,772
Remaining Revenues (8100-8799)	7,719,860	0	0	7,719,860
TOTAL REVENUES	46,562,632	0	0	46,562,632
EXPENDITURES				
1000 Certificated Salaries	22,485,348	215,303	0	22,700,651
2000 Classified Salaries	6,799,419	58,774	0	6,858,193
3000 Employees' Benefits	10,450,654	50,771	0	10,501,425
4000 Books and Supplies	1,855,719	0	0	1,855,719
5000 Services and Operating Expenses	3,600,269	0	0	3,600,269
6000 Capital Outlay	0	0	0	0
7100-7499 Other	542,038	0	0	542,038
TOTAL EXPENDITURES	45,733,447	324,849	0	46,058,296
OPERATING SURPLUS (DEFICIT)	829,185	(324,849)	0	504,336
OTHER SOURCES AND TRANSFERS IN	0	0	0	0
OTHER USES AND TRANSFERS OUT	1,094,702	0	0	1,094,702
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(265,517)	(324,849)	0	(590,366)
BEGINNING BALANCE	1,105,097	0	(0)	1,105,097
CURRENT YEAR ENDING BALANCE	839,580	(324,849)	(0)	514,731
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	0	0	0	0
Restricted (9740)	204,463	0	0	204,463
Committed (9750 / 9760)	0	0	0	0
Assigned (9780)	0	0	0	0
Reserve for Economic Uncertainties (9789)	0	0	0	0
Unappropriated Amounts (9790)	635,117	(324,849)	(0)	310,268

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase on Page 1, Section A, Line 6, please explain the variance below.

Please include comments and explanations as necessary: N/A

Disclosure of Collective Bargaining Agreement
 School District: Oak Park Unified School District

	Multi-Year Projections		
	(Col. 1) 2020-21 Budget after impact of Settlement (From page 3)	(Col. 2) Budget Year 1 2021-22	(Col. 3) Budget Year 2 2022-23
REVENUES			
LCFF Revenues (8010-8099)	38,842,772	38,778,907	36,505,980
Remaining Revenues (8100-8799)	7,719,860	6,383,497	6,378,691
TOTAL REVENUES	46,562,632	45,162,404	42,884,671
EXPENDITURES			
1000 Certificated Salaries	22,700,651	22,238,290	22,246,368
2000 Classified Salaries	6,858,193	6,395,790	6,448,421
3000 Employees' Benefits	10,501,425	10,195,654	10,527,333
4000 Books and Supplies	1,855,719	1,198,524	1,184,287
5000 Services and Operating Expenses	3,600,269	3,591,080	3,647,195
6000 Capital Outlay	0	0	0
7100-7499 Other	542,038	504,774	504,744
TOTAL EXPENDITURES	46,058,296	44,124,112	44,558,348
OPERATING SURPLUS (DEFICIT)	504,336	1,038,292	(1,673,676)
OTHER SOURCES AND TRANSFERS IN	0	0	0
OTHER USES AND TRANSFERS OUT	1,094,702	50,000	50,000
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(590,366)	988,292	(1,723,676)
BEGINNING BALANCE	1,105,097	514,731	1,503,023
CURRENT YEAR ENDING BALANCE	514,731	1,503,023	(220,653)
COMPONENTS OF ENDING BALANCE			
Non-spendable (9711-9719)	0	0	0
Restricted (9740)	204,463	123,059	34,438
Committed (9750 / 9760)	0	0	0
Assigned (9780)	0	0	0
Reserve for Economic Uncertainties (9789)	0	0	0
Unappropriated Amounts (9790)	310,268	1,379,964	(255,091)

Multi-Year Projections Assumptions:

*School Services Dartboard Factors

*Enrollment: Declining (200 students over the next two years)

*Reduction on 4.9 FTE in 2021-22 & Reduction of additional 3 FTE in 2022-23

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

(amounts from page 4)

1. State Reserve Standard

	2020-21	2021-22	2022-23
a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 47,152,998	\$ 44,174,112	\$ 44,608,348
b. State Standard Minimum Reserve Percentage for this District	3%	3%	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$ 1,414,590	\$ 1,325,223	\$ 1,338,250

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

	2020-21	2021-22	2022-23
a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 0	\$ 0	\$ 0
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 310,268	\$ 1,379,964	\$ -255,091
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 1,656,099	\$ 1,656,099	\$ 1,656,099
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$ 0	\$ 0	\$ 0
e. Total District Budgeted <u>Unrestricted</u> Reserves	\$ 1,966,367	\$ 3,036,063	\$ 1,401,008

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

 District Superintendent
 (Signature)

 Printed Name

 Date



 District Chief Business Official
 (Signature)

ADAM RAUCH
 Printed Name

 Date

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

Proposed Date of Board Approval: January 19, 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	5,289.35 63,472.20	5,608.40 67,300.78	5,944.58 71,334.68	6,301.50 75,618.01	6,681.66 80,179.86	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	546.07 121,226.73	562.46 124,865.88	579.33 128,610.33	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	564.32 115,685.03	581.27 119,159.33	598.73 122,739.24	205
Director Extended Care	I	521.37 114,701.86	536.35 117,997.05	551.73 121,381.13	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	611.77 128,471.05	210
Middle School Principal	K	554.86 116,521.38	570.80 119,868.32	587.19 123,310.70	604.05 126,850.63	621.46 130,507.23	210
Director Student Support & School Safety	K	554.86 116,521.38	570.80 119,868.32	587.19 123,310.70	604.05 126,850.63	621.46 130,507.23	210
Director Pupil Services	L	596.08 125,177.18	613.96 128,931.33	632.39 132,802.17	651.35 136,783.25	670.89 140,887.43	210
Director Curriculum and Instruction	L	596.08 125,177.18	613.96 128,931.33	632.39 132,802.17	651.35 136,783.25	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	686.55 152,413.53	707.14 156,985.33	728.35 161,694.01	750.20 166,543.85	772.71 171,541.73	222
Assistant Superintendent, Business Services	O	686.55 152,413.53	707.14 156,985.33	728.35 161,694.01	750.20 166,543.85	772.71 171,541.73	222

Annual stipend of \$1,000.00 for Doctorate.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.4.d. REVIEW AND DISCUSS THE COVID-19 TESTING PLAN
INFORMATION/DISCUSSION

ISSUE: Shall the Board review and discuss the COVID-19 testing for 2020-2021?

BACKGROUND: Oak Park Unified School District has contracted with Curative Labs Inc. to conduct COVID-19 testing for employees. The test itself is the molecular test, using the polymerase chain reaction (PCR) mouth swab technique. Tests will be self-administered at Oak Park Unified school sites under the supervision of trained school site health technician.

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. At this meeting, staff will provide information and discuss a more aggressive COVID testing plan for testing staff who are working on campus.

Testing Plan: Our district nurse and designated COVID testing health tech will test all staff members who are working on or need to come onto campus once every two weeks. Any staff member can take the test, regardless if they are working on campus or not. But the testing will be mandatory for staff who come on campus.

We anticipate testing roughly 40 - 60 employees per day. After the first two weeks of testing, we will know how we need to adjust our staff or hire more people if we are to test weekly. We foresee that we would have to hire staff if this is the case (We have had trouble finding health techs).

Staff members will be notified via text message of their results within 2-4 days. Results will also be available to the designated COVID testing health tech, Coordinator for Safety and Equity, and OPUSD District Nurse. Any positive results will be confidentially reported to the District's Human Resource Department, VCPH, and necessary personnel at school sites per Cal OSHA and VCPH requirements and in compliance with all FERPA and HIPAA requirements.

The State of California requires that all individuals are required to have health insurance in the state of California and health insurance plans are required to cover all costs of COVID testing. If, for any reason, we have an employee who does not have health insurance, then the health CARES Act will cover the expenses, or we will have to pay for them ourselves.

If the District were to cover the cost per test and not have Curative bill the employee's insurance the cost would be \$120.00 per test.

BOARD OF EDUCATION MEETING, JANUARY 19, 2021

Review and Discuss the COVID-19 testing for 2020-2021

Page 2

Contact Tracing is overseen by the District's Coordinator of Safety and Equity for all staff members.

A dashboard of all stats is maintained on our website. We will be reporting all stats of positive tests on this dashboard.

Below is a schedule for the first two weeks of testing, once we see how the testing goes and we will create schedules for the tests to be conducted every two weeks.

Testing Schedule for the first two week in January:

Week 1 (January 4th - 8th)

All times 2:00 pm - 4:00 pm

Monday - DO

Tuesday - Oak Hills / OPNS

Wednesday - Brookside

Thursday - Red Oak

Friday - DO/OPIS/OVHS

Week 2 (January 11th - 15th)

All times 2:00 pm - 4:00 pm

Monday - OPHS

Tuesday - OPHS

Wednesday - MCMS

Thursday - MCMS

Friday - DO

FISCAL IMPACT:

No fiscal impact. As part of the California Mandate, Curative Labs Inc. will submit any uninsured employee test to the state for reimbursement, under the CARES Act.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY 3280 SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY– First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 3280 Sale or Lease of District-Owned Real Property?

BACKGROUND: Board Policy updated to reflect NEW LAW (SB 820, 2020) which adds, until July 1, 2024, an exception to the requirement that boards appoint an advisory committee for the sale or lease of district-owned property if the property has not operated as an early childhood education facility or for elementary or secondary instruction, and NEW LAW (SB 98, 2020) which authorizes, until July 1, 2024, the proceeds from the sale or lease of property purchased entirely with local funds to be used for any one-time general fund purpose if certain conditions are met. Policy also adds material regarding the authorization for boards to meet in closed session with real property negotiators, the requirement to notify the Office of Public School Construction within 90 days if the district sells property that utilized funds received from a state school facilities program within the previous 10 years and the proceeds were not used for specified purposes, and conditions under which the State Allocation Board may require a return of the funds. Board Policy 3280 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy 3280 Sale or Lease of District-Owned Real Property.
 2. Do not approve amendment to Board Policy 3280 Sale or Lease of District-Owned Real Property.

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 BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3280(a)

Sale or Lease of District-Owned Real Property

The Governing Board believes that district facilities and resources should be utilized in an economical and practical manner. -The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7160 - Charter School Facilities)

~~The~~Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee ~~prior to the sale or lease of any surplus real property~~ to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. ~~Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing or for the offering of summer school by a private educational institution,~~
the Board may elect not to appoint a district advisory committee ~~for any of the following:~~
(Education Code ~~17387-17388~~, 17391)

1. A rental of property for a period of time not exceeding 30 days
2. A lease or rental of surplus property to a private educational institution for the purpose of offering summer school
3. A sale, lease, or rental of surplus property to be used for teacher or other employee housing
4. Until July 1, 2024, a sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction

(cf. 1220 - Citizen Advisory Committees)

In addition, ~~to~~ ensure that the proposed disposition of the property conforms with any general plan adopted by the local planning agency ~~has adopted a general plan~~ that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The Board shall determine whether the sale or lease of the surplus property, is subject to review under the California Environmental Quality Act. - (Public Resources Code 21000-21177; 14 CCR 15061-15062)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3280(b)

The Board may meet in closed session with its real property negotiator prior to the sale or lease of real property by the district in order to grant its negotiator authority regarding the minimum price or rent and terms of the sale or lease. (Government Code 54956.8)

(cf. 9321 - Closed Session)

When selling or leasing district real property, the Board shall comply with ~~the priorities and applicable~~ procedures and give priority to specified ~~in applicable~~ public agencies as required by law.- (Education Code 17230, 17464, 17485-17499; Government Code 54222)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

~~In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a state school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.~~

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. -The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)

(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

~~In accordance with Education Code 17470~~ At least 60 days prior to the public meeting, the Superintendent or designee shall take reasonable steps to provide written notification of the public meeting, by certified mail, to the former ~~owners of the~~ owner from whom the district acquired the property ~~of the district's intent to sell it.~~ (Education Code 17470)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3280(c)

Acceptance/Rejection of Bids

At ~~at~~the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting ~~any~~ written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all ~~of~~ the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 – Waivers)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462; 2 CCR 1700)

Proceeds from a sale of surplus district property shall ~~generally~~ be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. ~~(Education Code 17462)~~

Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

~~If~~However, if the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3280(d)

a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. ~~Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)~~ (Education Code 17462)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

In addition, until July 1, 2024, if district surplus property was purchased entirely with local funds, the proceeds from the sale or lease of the property, together with any personal property located on the property, may be deposited into the general fund of the district and may be used for any one-time general fund purpose. Before exercising this authority, the Board shall: (Education Code 17463.7)

1. Submit to SAB documents certifying that the sale of real property does not violate the provisions of a local bond act and the real property is not suitable to meet projected school construction needs for the next 10 years
2. At a public meeting, adopt a plan for expending one-time resources from the sale or lease of the property which identifies the source and intended use of the surplus property proceeds and describes the reasons that the expenditure will not result in ongoing fiscal obligations for the district

Whenever the district sells real property that was purchased, improved, or modernized with funds that were received from a state school facilities funding program within the previous 10 years, the district shall notify OPSC within 90 calendar days of the sale of the property if the proceeds from the sale are not used for capital outlay and the property is not sold to a charter school, another school district, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services. If SAB subsequently makes a finding that the sale is subject to Education Code 17462.3, the district shall return the funds to the SAB within 90 calendar days of the finding. (2 CCR 1702)

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, *especially:*

17462.3 State Allocation Board program to reclaim funds

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

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Business and Non-Instructional Operations

BP 3280(d)

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE:

50001-50002 Definitions

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700-~~Definitions related to surplus~~-1702 Surplus property; use of proceeds

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App.4th 1356

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, December 2015

WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.dgs.ca.gov/opsc>

Adopted: 9-17-02

Amended: 1-20-04, 6-9-09, 2-16-10, 3-6-12, 8-19-14, 11-14-17, 1-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3530 RISK MANAGEMENT/ INSURANCE– First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 3530 Risk Management/Insurance?

BACKGROUND: Board Policy updated to address the basis upon which insurance decisions should be made and the provision of safety-related training and protective equipment for staff. Policy also updated to delete material regarding the removal of an insurance agent as being implicit in a governing board's authority and explicit in insurance contracts. Timeline for reporting to the board on risk management activities revised from twice a year to periodically to give boards flexibility based on district need. Regulation updated to provide more detail in the list of risk management procedures, including examples of methods for identifying risks in district operations, the prioritization of risks based on frequency and potential impact, and examples of strategies to prevent loss. Regulation also adds optional language regarding the documentation of safety incidents. Board Policy 3530 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy and Administrative Regulation 3530 Risk Management/Insurance.
 2. Do not approve amendment to Board Policy and Administrative Regulation 3530 Risk Management/Insurance.

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 BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3530(a)

Risk Management/Insurance

The Governing Board ~~strongly supports a risk management program that protects district resources and promotes~~ desires to promote the safety of students, staff, and the public while protecting district resources. The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices.

The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection against loss which may occur due to hazards facing the district.

To determine the most economical means of insuring the district consistent with required services, the Superintendent or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance ~~or a combination of these means~~, or a combination of these means. Decisions regarding the means of insuring the district shall be based on a careful analysis of past claims records indicating the frequency and magnitude of losses and a prediction of future losses.

~~The Board reserves the right to remove an insurance agent of record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the district.~~

To ~~attempt to~~ minimize the district's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. ~~The Superintendent or designee shall ensure that~~ enforce these policies and related procedures ~~are enforced~~ fairly and consistently. The Superintendent or designee shall provide safety-related training and protective equipment to staff as appropriate for their position.

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

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

~~*(cf. 4132/4232/4332 - Publication or Creation of Materials)*~~

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

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

~~*(cf. 4158/4258/4358 - Employee Security)*~~

(cf. 5142 - Safety)

~~*(cf. 5141.4 - Child Abuse Prevention and Reporting)*~~

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

~~*(cf. 6162.6 - Use of Copyrighted Materials)*~~

(cf. 9260 - Legal Protection)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3530(b)

The Superintendent or designee shall periodically report to the Board on the district's risk management activities, including, but not limited to, the district's property and liability risks and exposures and the effectiveness of the district's risk management and loss control practices.

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability
17565-17592 Board duties re property maintenance and control
32350 Liability on equipment loaned to district
35162 Power to sue, be sued, hold and convey property
35200-35214 Liabilities, especially:
35208 Liability insurance
35211 Driver training civil liability insurance
35213 Reimbursement for loss, destruction, or damage of personal property
35214 Liability self-insurance
35331 Medical or hospital service for students on field trip
39837 Transportation of ~~pupils~~ students to places of summer employment
41021 Requirement for employees' indemnity bonds
44873 Qualifications for physician (liability coverage)
49470-49474 District medical services and insurance

GOVERNMENT CODE

820.9 Board members not vicariously liable for injuries caused by district
831.7 Hazardous recreational activities
989-991.2 Local public entity insurance

LABOR CODE

3200-4855 Workers' compensation

Management Resources:

WEB SITES

California Association of Joint Powers Authorities: <http://www.cajpa.org>
California Association of School Business Officials: <http://www.casbo.org>
California Department of Industrial Relations, Division of Occupational Safety and Health:
<http://www.dir.ca.gov/dosh>
Public Agency Risk Management Association: <http://www.parma.com>

Adopted: 1-11-78

Amended: 7-23-80, 3-18-86, 7-11-89, 9-17-02, 2-17-04, 1-19-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3530(a)

Risk Management/Insurance

Risk Management

The Superintendent or designee ~~shall take action to~~, in consultation with risk management, insurance, safety, or other professionals as appropriate, shall:

- ~~1. Identify the risks inherent in the operation of district programs~~
 - ~~2. Assess the above risks and keep records of accidents, losses and damage~~
 - ~~3. Mitigate risks through loss control and safety-related activities~~
 - ~~4. Determine the extent to which risks should be assumed by the district or covered by the purchase of insurance or pooling with other districts~~
1. Identify the risks inherent in district operations and programs, including physical sites, educational and experiential programs, computer networks and systems, employment and staffing, and transportation services, using methods that may include, but are not limited to, physical inspections, surveys, staff interviews, compliance reviews, contract reviews, review of policies and procedures, and consultation with experts
 2. Analyze, evaluate, and prioritize identified risks based on the frequency and likelihood of the risk and the potential impact to the district
 3. Develop strategies to reduce or mitigate identified risks, such as new or modified policies, processes, or procedures; training or loss prevention programs; and/or additional or repairs to equipment, real property, computer networks, or other physical assets
 4. Implement strategies to promote safety and prevent loss, taking into account the nature of the risks, the associated exposures, and the costs and benefits associated with the proposed response
 5. Mitigate potential loss following an incident through activities such as effective claims management, litigation management, disaster recovery, or a modified duty program for workers' compensation

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1330 - Use of School Facilities)

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

(cf. 5142 - Safety)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3530(b)

The Superintendent or designee shall advise the Governing Board of any needed action requiring Board approval.

Following any incident resulting in potential or actual harm or injury to a person or damage to property, staff shall promptly document the date and time of the incident, a description of the incident, and any persons present.

Employees are expected to take reasonable precautions for the care and safety of the school equipment with which they have been entrusted. Employees may be held responsible for recurring damage or losses that occur due to their negligence or lack of supervision. Responsibilities related to safety and loss control shall be included in employee job descriptions.

~~(cf. 1240 - Volunteer Assistance)~~
~~(cf. 1330 - Use of School Facilities)~~
~~(cf. 3400 - Management of District Assets/Accounts)~~
~~(cf. 3430 - Investing)~~
~~(cf. 3440 - Inventories)~~
~~(cf. 3512 - Equipment)~~
~~(cf. 3514 - Environmental Safety)~~
~~(cf. 3514.1 - Hazardous Substances)~~
~~(cf. 3515 - School Safety and Security)~~
~~(cf. 3515.1 - Crime Data Reporting)~~
~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~
~~(cf. 3516 - Emergencies and Disaster Preparedness Plan)~~
~~(cf. 3541.1 - Transportation for School-Related Trips)~~
~~(cf. 3543 - Transportation Safety and Emergencies)~~
~~(cf. 4112.42 - Drug and Alcohol Testing for School Bus Drivers)~~
~~(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)~~
~~(cf. 4157/4257/4357 - Employee Safety)~~
~~(cf. 4212.5 - Criminal Record Check)~~
~~(cf. 5131.1 - Bus Conduct)~~
~~(cf. 5131.61 - Drug Testing)~~
~~(cf. 5141 - Health Care and Emergencies)~~
~~(cf. 5141.22 - Infectious Diseases)~~
~~(cf. 5142 - Safety)~~
~~(cf. 6145.2 - Athletic Competition)~~
~~(cf. 6153 - School-Sponsored Trips)~~
~~(cf. 9260 - Legal Protection)~~

Insurance

Insurance or risk pooled coverage shall include, but ~~may~~ not be limited to:

1. Liability insurance (Education Code 35200-35214)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3530(c)

2. ~~Fire insurance for buildings, equipment and vehicles~~ Insurance against fire or other property damage (Education Code 17565)
3. Workers' compensation insurance (Labor Code 3700)
4. Fidelity bond insurance for employees whose duty includes handling district funds, and other employees as needed (Education Code 41021)

~~A suitable bond indemnifying the district against loss shall be purchased for employees responsible for handling district funds and may be purchased for employees responsible for handling district property. The district shall bear the cost of this bonding. (Education Code 41021)~~

~~(cf. 1330 - Use of School Facilities)~~

~~(cf. 4154/4254/4354 - Health and Welfare Benefits)~~

~~(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)~~

~~(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)~~

~~(cf. 5143 - Insurance)~~

~~(cf. 9260 - Legal Protection)~~

Adopted: 9-17-02

Amended: 1-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5113.1 CHRONIC ABSENCE AND TRUANCY – First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5113.1 Chronic Absence and Truancy?

BACKGROUND: Board Policy updated to designate the attendance supervisor as the person responsible for performing various assignments related to absence and truancy; reflect a tiered approach for reducing chronic absence which includes universal strategies and letters to parents/guardians; expand material regarding early intervention; add the provision of training and information to staff for the implementation of a trauma-informed approach to chronic absence; reflect chronic absence as a measure of district and school performance on the California School Dashboard; and add grade level to the list of specific data to be provided to the board regarding attendance, absence, and truancy. Regulation updated to reflect law allowing the referral of a chronic absentee (rather than a student who is "irregular in attendance") to a school attendance review board (SARB), a truancy mediation, or a comparable program and requiring documentation of the interventions undertaken at the school when making such a referral. Regulation also revised to give students who are absent the opportunity to make up missed work for full credit and support to limit the impact of absences on grades. Regulation clarifies that parents/guardians of students between 13 and 18 years of age must be notified, upon initial identification of their child for truancy, that the student may be subject to suspension, or delay of driving privilege. Board Policy 5113.1 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 5113.1 Chronic Absence and Truancy.
2. Do not approve amendment to Board Policy and Administrative Regulation 5113.1 Chronic Absence and Truancy.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JANUARY 19, 2021
Approve the amendment to Board Policy and Administrative
Regulation 5113.1 Chronic Absence and Truancy
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 5000

Students

BP 5113.1(a)

Chronic Absence And Truancy

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

(cf. 5113.11 - Attendance Supervision)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

(NOTE: This paragraph crossed out and key concepts incorporated in third paragraph on page 3)

~~He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates districtwide, for each school, and disaggregated for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be used in the development of annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.~~

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies that focus on prevention ~~of~~ for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize schools that students who achieve excellent attendance or demonstrate significant improvement in attendance. ~~The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.~~

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5113.1(b)

may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

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

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.6 - School Health Services)

(cf. 5145.3 - Nondiscrimination/Harassment)

~~Interventions for students~~ Students with serious attendance problems shall be ~~designed to meet the provided with interventions~~ specific to their needs ~~of the student and~~, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

~~*(cf. 1020 - Youth Services)*~~

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

(cf. 5030 - Student Wellness)

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

(cf. 5147 - Dropout Prevention)

(cf. 6158 - Independent Study)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

(cf. 6175 - Migrant Education Program)

(cf. 6179 - Supplemental Instruction)

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

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

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Students

BP 5113.1(c)

(cf. 4131 - Staff Development)

Students who are identified as **chronically absent** or truant shall be subject to the interventions specified in law and administrative regulation.

(cf. 5113.12 - District School Attendance Review Board)

A student's truancy, tardiness, or other absence from school shall not be the basis for ~~his/her~~ suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)

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

The Superintendent, **attendance supervisor**, or designee shall periodically report to the Board regarding ~~the district's progress in improving~~ student attendance **patterns in the district, including rates for all students of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student population subgroup as defined in Education Code 52052.** Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to ~~make changes as needed.~~ **develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.** As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community **resources.**

~~resources.~~

School Attendance Review Board

~~In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).~~

~~The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)~~

~~The Superintendent shall appoint members of the district's SARB/SART, who may include, but are not limited to, a parent/guardian as well as representatives of the district, teachers, administrators, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, school, county, or community mental health personnel, and the county public defender's office. (Education Code 48321)~~

~~The district's SARB/SART shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5113.1(d)

(cf. 0500 - Accountability)
(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48297 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
49067 Unexcused absences as cause of failing grade
52052 ~~Academic Performance Index~~ *Accountability*; numerically significant student subgroups
60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for ~~truancy~~⁸³⁰truancy
830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

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

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

~~Attendance Awareness Month, Fact Sheet, September 2014~~

ATTENDANCE WORKS PUBLICATIONS

~~Count Us In! Working Together to Show that Every School Day Matters, 2014~~

District Attendance Tracking Tool

For School Board Members: Frequently Asked Questions About Chronic Absence

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5113.1(e)

School Attendance Tracking Tool

Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board-~~Handbook~~: A Road Map for Improved School Attendance and Behavior, 2015 rev. 2018

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

Adopted: 5-15-84

Amended: 5-20-86, 6-23-92, 9-17-02, 5-18-04, 4-12-11, 2-19-13, 8-18-15, 11-14-17, 1-19-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.1(a)

Chronic Absence And Truancy

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and ~~his/her~~the student's parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5: [and AR 5113 - Absences and Excuses](#). A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

(cf. 5113 - Absences and Excuses)

(cf. 5113.2 - Work Permits)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the Superintendent, [attendance supervisor](#), or designee shall communicate with the student and ~~his/her~~the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 5113.11 - Attendance Supervision)

(cf. 6020 - Parent Involvement)

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AR 5113.1(b)

The student may be referred to a student success team or school-site attendance review team to assist in evaluating ~~his/her needs and identifying strategies and programs to assist him/her~~the student's needs and identifying strategies and programs to assist the student. When necessary, the student may be referred to a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee, in accordance with Education Code 48263 and item #3 in the section "Addressing Truancy" below.

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

(cf. 5147 - Dropout Prevention)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be supported to the extent possible to limit the impact of absences on the student's grades.

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

(cf. 6158 - Independent Study)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6178.1 - Work-Based Learning)

(cf. 6179 - Supplemental Instruction)

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

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a health ~~issue~~, social-emotional, family, or other nonschool ~~condition~~issue, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and ~~his/her~~the student's family.

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

(cf. ~~1020 - Youth Services~~)

(cf. 5141.6 - School Health Services)

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Series 5000

Students

AR 5113.1(c)

Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from ~~his/her~~ home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

(cf. 3515.3 - District Police/Security Department)

The Superintendent, [attendance supervisor](#), or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies ~~he/she~~[the student](#) has committed:

1. Initial truancy

- a. The student shall be reported to the Superintendent, [attendance supervisor](#), or designee. (Education Code 48260)
- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)

(1) The student is truant.

(2) The parent/guardian is obligated to compel the student to attend school.—~~If and, if~~ the parent/guardian fails to meet this obligation, ~~he/she~~[the parent/guardian](#) may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.

(3) Alternative educational programs are available in the district.

(4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

(5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee pursuant to Education Code 48264 if found away from home and absent from school without a valid excuse.

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5113.1(d)

- (6) If the student is at least 13 years of age but under age 18, the student may be subject to the suspension, restriction, or delay of ~~his/her~~ driving privilege pursuant to Vehicle Code 13202.7.
- (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
 - d. The student and, as appropriate, ~~his/her~~the student's parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)
 - e. The Superintendent, attendance supervisor, or designee may notify the district attorney and/or probation officer of the student's name and the name and address of ~~his/her~~the student's parents/guardians. (Education Code 48260.6)
2. Second truancy
- a. Any student who has once been reported as a truant shall again be reported to the Superintendent, attendance supervisor, or designee as a truant if ~~he/she~~the student is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code 48261)
 - b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
 - c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, ~~he/she~~the student shall be subject to item #3 below. (Education Code 48264.5)
 - d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and ~~his/her~~the student's parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
 - e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

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ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5113.1(e)

- f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. Third truancy (habitual truancy)

- a. A student who is habitually truant, ~~irregular in school attendance~~ a chronic absentee, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a ~~school attendance review board (SARB)~~ program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee. (Education Code 48263, 48264.5)

(cf. 5113.12 - District School Attendance Review Board)

- b. Upon making a referral to the SARB or the probation department, the Superintendent, attendance supervisor, or ~~designee~~ other person designated to make the referral shall provide the student, the student's parent/guardian, and SARB or probation department with documentation of the interventions undertaken at the school. The attendance supervisor or designee shall also provide the student and the student's parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and the student's parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, ~~he/she~~ the student shall be subject to item #4 below. (Education Code 48264.5)
- d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or ~~his/her~~ the student's parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. Fourth truancy

- a. Upon ~~his/her~~ the fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5113.1(f)

- b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)
5. Chronic truancy (unexcused absence for 10 percent of school days)
- a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
 - b. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

Records

The Superintendent, [attendance supervisor](#), or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. ~~The Superintendent or~~ [In addition, the attendance supervisor](#), designee ~~also shall document all contacts~~, and/or [the staff persons who have direct contact with](#) ~~a~~ the student ~~and his/her~~ or parent/guardian [shall document all their contacts](#) regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

(cf. 5125 - Student Records)

The Superintendent, [attendance supervisor](#), or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

Adopted: 5-15-84

Amended: 5-20-86, 6-23-92, 9-17-02, 11-10, 11-12, 11-14-17, [1-19-21](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.5.d. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION 5113.11 ATTENDANCE SUPERVISION– First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5113.11 Attendance Supervision?

BACKGROUND: Administrative Regulation updated to reflect the requirements to investigate complaints of violations of compulsory education laws, gather and transmit to the county superintendent of schools the number and type of referrals made to the SARB and of requests for petitions made to the juvenile court, and refer a matter to court if a parent/guardian continually and willfully fails to respond to SARB directives or services. Administrative Regulation 5113.11 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Administrative Regulation 5113.11 Attendance Supervision.
 2. Do not approve amendment to Administrative Regulation 5113.11 Attendance Supervision.

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 ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.11(a)

Attendance Supervision

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240, 48242)

~~The Superintendent or designee shall ensure that any~~ Any person appointed as an attendance supervisor ~~has been~~ shall be appropriately certificated ~~for to perform~~ the work ~~by the County Board of Education.~~ (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.2 - Work Permits)
(cf. 6184 - Continuation Education)

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following: ~~(Education Code 48240)~~

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance
2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.11(b)

5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

(cf. 0500 - Accountability)

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student
2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics

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

(cf. 6142.6 - Visual and Performing Arts)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance

(cf. 5126 - Awards for Achievement)

4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

~~*(cf. 1020 - Youth Services)*~~

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

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and ~~his/her~~ the student's parents/guardians or caregivers

(cf. 6164.5 - Student Success Teams)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5113.11(c)

7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management
8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973

(cf. 6159 - Individualized Education Program)

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

9. Referral of the student to a school attendance review board (SARB) established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

(cf. 5113.12 - District School Attendance Review Board)

10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

Upon receiving any complaint that a parent/guardian or other person having control or charge of a student has violated Education Code 48200-48341, the state compulsory education laws, the attendance supervisor shall investigate the matter and, if a violation is found, shall recommend referral to a SARB. If the district is subsequently notified by the SARB that the parent/guardian continually and willfully has failed to respond to directives of the SARB or the services provided, the attendance supervisor shall refer the matter for possible prosecution in court in accordance with Education Code 48291-48292, as applicable. (Education Code 48290-48292)

The attendance supervisor shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

(cf. 5147 - Dropout Prevention)

Legal Reference:

EDUCATION CODE

**OAK PARK UNIFIED SCHOOL DISTRICT
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Series 5000

Students

AR 5113.11(d)

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

60901 Chronic absence

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2015

School Attendance Improvement Handbook, 2000

WEB SITES

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

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

Adopted: 11-14-17

Amended: 1-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 6143 COURSES OF STUDY– First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 6143 Courses of Study?

BACKGROUND: Board Policy updated to include the prohibition against providing any course separately on the basis of specified characteristics or refusing the participation of a student on any such basis. Policy also reflects the requirement to provide a list of courses certified as meeting California college admission criteria (i.e., "a-g" course requirements) to parents/guardians as well as students in grades 9-12. Regulation updates the list of course offerings for grades 7-12 to revise the description of the Bracero program, update the terminology for "foreign language" to "world language" consistent with current state law, reflect NEW LAW (AB 1595) which replaces references to "homemaking" with "family and consumer sciences," and delete outdated date for beginning instruction in compression-only cardiopulmonary resuscitation. Regulation also adds requirement, effective in the 2020-21 school year, to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the Dream Act application, as appropriate, at least once before grade 12. Board Policy 6143 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy and Administrative Regulation 6143 Courses of Study.
 2. Do not approve amendment to Board Policy and Administrative Regulation 6143 Courses of Study.

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 BOARD POLICY

Series 6000

Instruction

BP 6143(a)

Courses Of Study

The Governing Board recognizes that a well-~~articulated~~aligned sequence of courses fosters academic ~~progress~~growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful ~~in school, college, and/or the workplace~~academically, professionally, and personally.

(cf. 6011 – Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, ~~he/she also~~the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, ~~only utilizes prerequisites that are essential to success in a given program or course~~, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or require or refuse participation by any of its students on any such basis. (5 CCR 4940)

(cf. 0415 - Equity)

(cf. 5145.3 - Nondiscrimination/Harassment)

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary ~~school~~course of study.

(cf. 6146.5 – Elementary/Middle School Graduation Requirements)

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and ~~or~~ to attain entry-level employment skills in business or industry. (Education Code 51228)

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Instruction

BP 6143(b)

(cf. 5121 – Grades/Evaluation of Student Achievement)
(cf. 6141.5 – Advanced Placement)
(cf. 6146.1 - High School Graduation Requirements)
~~(cf. 6162.52 – High School Exit Examination)~~
(cf. 6178 - ~~Vocational~~Career Technical Education)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life ~~and~~, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within ~~the~~ four years ~~before graduation~~, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California (~~UC~~) for review and certification. ~~He/She~~ The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, ~~and~~ shall ensure that the list is provided annually to ~~each student~~ all students in grades 9-12 and ~~that their~~ parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Legal Reference:

EDUCATION CODE

33319.3 Driver education; CDE materials on road rage
33540 Government and civics instruction in interaction with government agencies
48980 Parental notifications
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51204 Course of study designed for student's needs
51204.5 ~~History~~ Social science instruction; history of California; contributions of ~~men, women and~~ ~~ethnic~~ various groups ~~to development of state and nations~~
51210-51212 ~~Areas~~ Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51241 Exemption from physical education
51911-51921 Comprehensive health ~~educational plans~~ education
51930-51939 ~~California~~ Comprehensive ~~Sexual Health~~ sexual health and HIV/AIDS ~~Prevention~~ ~~Act~~ prevention instruction
51940 Curriculum for brain and spinal cord injury prevention
~~53278-53280 Supplemental School Counseling Program~~
60040-60052 Requirements for instructional materials
66204 Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
11032 ~~Definition~~ Definitions of dangerous drugs
CODE OF REGULATIONS, TITLE 5
4940 Nondiscrimination; course access
10020-~~10049~~10043 Automobile driver education and training
10060 Physical education program

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

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Instruction

BP 6143(c)

UNITED STATES CODE, TITLE 20

~~6101~~6111-6251 School-to-Work Opportunities Act of 1994

Management Resources:

WEB SITES

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

American Health Association: <http://www.heart.org>

American Red Cross, Hands-Only CPR: <http://www.redcross.org/take-a-class>

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.ealiforniacollegecaliforniacolleges.edu>

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

California State University ~~of California, Certified Course Lists~~, Admission Requirements:

<http://doorways.ucop.edu> www.csumentor.edu/listplanning/high_school

University of California, ~~College-Prep Online~~a-g Course Submissions: [http://hs-](http://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses)

[articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses](http://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses)

University of California, List of Approved a-g Courses ~~and Services~~: <http://www.ucep.org>: [http://hs-](http://hs-articulation.ucop.edu/agcourselist)

Adopted: 4-26-78

Amended: 6-19-84; 9-17-02; 6-17-03, 5-20-08, 5-15-12, 1-19-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6143(a)

Courses Of Study

Grades 1-6

Courses of study for grades 1 ~~through~~ 6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

- a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

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

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments

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Instruction

AR 6143(b)

- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

- 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

- 6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 – Comprehensive Health Education)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of ~~our~~the environment
- d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

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Instruction

AR 6143(c)

f. Violence as a public health issue

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education) and Activity)

8. Violence awareness and prevention

9. Career awareness exploration

(cf. 6178 - Career Technical Education)

Grades 7-12

Courses of study for grades 7-~~through~~-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

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

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

- a. The history, resources, development, and government of California and the United States, including instruction in:

- (1) The early history of California ~~history~~, and a study of the- role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Instruction

AR 6143(d)

- (2) World War II ~~and~~, including the role of Americans and Filipinos Americans who served in the United States Army during that ~~war~~time
 - (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
 - (4) The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States
- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

NOTE: (Crossed out since this is optional and is for use by districts that offer a teen court or peer court program.)

~~This course may include participation in a teen court or peer court program. (Education Code 51220.2)~~

~~(cf. 5138 - Conflict Resolution/Peer Mediation)~~

- c. The development of the American economic system, including the role of the entrepreneur and labor
- d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

~~(cf. 6142.5 - Environmental Education)~~

- e. Eastern and western cultures and civilizations
- f. Human rights issues, with particular attention to the study of the inhumanity of genocide; (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust
- g. Contemporary issues

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

~~(cf. 6142.3 - Civic Education)~~

~~(cf. 6142.94 - History-Social Science Instruction)~~

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Instruction

AR 6143(e)

3. **ForeignWorld** language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

8. Applied arts: consumer **education, family** and **homemakingconsumer sciences** education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 – Career Technical Education)

10. **Comprehensive sexual health and HIV/AIDS** prevention (Education Code 51225.36, 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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Instruction

AR 6143(f)

11. Personal and public safety, accident prevention and health, including instruction in:
(Education Code 51202, 51203)

- a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body ~~and upon prenatal development~~

(-cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6142.8 – Comprehensive Health Education)

- f. Prenatal ~~Care~~care
- g. Violence as a public health issue

12. Violence awareness and prevention

13. Ethnic studies

~~In addition, the course of study for grade 7 and/or 8 may include parenting skills and education that address at least all of the following: (Education Code 51220.5)~~

- ~~1. Child growth and development~~
- ~~2. Parental responsibilities~~
- ~~3. Household budgeting~~
- ~~4. Child abuse and neglect issues~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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Instruction

AR 6143(g)

~~5. Personal hygiene~~

~~6. Maintenance of healthy relationships~~

~~7. Teen parenting issues~~

~~8. Self-esteem~~

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

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

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist ~~pertain~~as they pertain to pedestrians and the rights and duties of pedestrians ~~pertain~~as they pertain to traffic laws and traffic safety

Certification of College Preparatory Courses

The Superintendent or designee shall identify ~~district courses that may qualify for designation as "a-g" college preparatory courses, including~~ courses in history-social science, English, ~~Mathematics~~mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. ~~may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the~~

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~~University of California (UC) including, but not limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year~~ The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "a-g" designation.

Notification and Information to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes ~~as~~all of the ~~follows:~~following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The ~~i~~Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college ~~admission~~ requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the Dream Act application at least once before grade 12. (Education Code 51225.8)

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

Adopted: 9-17-02

Amended: 6-17-03, 11-04, 11-11, 1-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
SUBJECT: B.5.f. APPROVE AMENDMENT TO BOARD POLICY 6154 HOMEWORK MAKEUP WORK– First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 6154 Homework and Makeup Work?

BACKGROUND: Board Policy updated to reflect NEW LAW (AB 982) which requires that, when a parent/guardian of a student who has been suspended for two or more days requests homework that the student would have otherwise been assigned, teachers must provide such homework. Board Policy 6154 is being submitted with recommended language from CSBA.

ALTERNATIVES: 1. Approve amendment to Board Policy 6154 Homework and Makeup Work.
2. Do not approve amendment to Board Policy 6154 Homework and Makeup Work.

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.	_____	_____	_____	_____

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BP 6154(a)

Homework/Makeup Work

The Governing Board recognizes that ~~purposefully-meaningful designed~~ homework assignments can be a valuable extension of student learning time **and assist students in developing good study habits**. Additionally, the Board recognizes that recent research indicates homework has very little or no benefits for elementary students, increased benefits for middle school students, and considerable benefits for high school students (Cooper, 1989, Cooper et al. 2006, Trautwein & Koller, 2003).

The Governing Board believes that academic work is only one part of a student's life. Time for play and the pursuit of personal interests, time with family, and time for rest are also important aspects of a child's development. This policy means to ensure that students are able to develop outside interests, spend time with family, and have adequate rest.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and **annually-regularly** review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians. ~~Guidelines and expectations will be developed and regularly reviewed~~ for each grade span (DK-5, 6-8, 9-12).

The Board recognizes that homework is an extension of a teacher's classroom instruction, and should therefore reflect aspects of the teacher's classroom instruction. (Epstein & Van Voorhis, 2001). Homework shall be developmentally appropriate, differentiated, and within a student's ability to complete independently. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. In older grade spans (6-8 & 9-12), effective homework influences a student's ability to meet the district's academic standards.

The Board believes that teaching is a reflective practice. In planning homework assignments teachers will reflect on and consider individual student needs, an estimated time for completion, and a clear purpose.

Homework shall be assigned only when necessary to support specific learning goals, enable students to complete unfinished assignments, or review and apply academic content for better understanding in a way that cannot be accomplished during class time. Effective homework provides students the opportunity to develop academic and independent learning skills.

(cf. 6011 - Academic Standards)

No homework, which includes, but is not limited to, assignments, projects, reports, research, and reading, will be assigned over the Winter Break for any student at any school in grades K-12, commencing with the 2015-16 school year. Tests may not be scheduled within two school days of the return from Winter Break, which would require students to prepare for them over the break.

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BP 6154(b)

Additionally, no homework, which includes, but is not limited to, assignments, projects, reports, research and reading, shall be assigned to students in grades K-8 for the following breaks: Thanksgiving Week, Winter Break, Presidents' 4-Day Weekend, and Spring Break. Tests may not be scheduled within two school days of the return from any of these breaks, which would require students to prepare for them over the breaks.

Students should, however, be encouraged to read for recreation, visit museums, and other cultural institutions, attend events such as plays, musical performances, or any other activity that allows them to follow their passions. Students should also be encouraged to get outdoors and visit local, state, and national parks and recreation areas, and engage in physical activities, or explore new interests.

~~The District may offer training in designing relevant homework assignments that reinforce classroom learning objectives.~~

As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives.

(cf. 4131 - Staff Development)

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate ~~Developmentally~~ appropriate instruction may be given ~~will be incorporated into the curriculum~~ to help students allocate their time wisely, meet deadlines, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations ~~will be communicated~~ to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks ~~and posted on the school's website~~. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to complete assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. Students are expected to complete their homework in a distraction-free environment. When a student demonstrates a pattern of not completing his/her homework, the teacher shall ~~will~~ notify the student's and parents/guardians through direct communication or through use of district communication tools (i.e. online student gradebook) within a reasonable amount of time to allow corrective action to be taken.

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BP 6154(d)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

To further support students' homework efforts, the Superintendent or designee may establish and maintain [electronic forums](#), ~~homework help websites~~, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, ~~staff~~, volunteers, and/or student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of any available homework support services.

(cf. 1240 - Volunteer Assistance)

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

(cf. 3541 - Transportation Routes and Services)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6112 - School Day)

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

(cf. 6163.1 - Library Media Centers)

Completed homework should be reviewed to ensure that the goal of the assignment has been met or to assess the student's understanding of academic content and provide timely feedback to the student.

Makeup Work

Students who [are absent from school](#) ~~miss school work~~ shall be given the opportunity to complete [all](#) assignments and tests that can be reasonably provided. The Board recognizes that not all lessons or assignments can be duplicated following a student's absence. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall notify parents/guardians that no student may have [his/her](#) a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time, in accordance with BP 5121. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

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

(cf. 5145.6 - Parental Notifications)

Suspended Students

[When a parent/guardian of a student who has been suspended for two or more school days requests](#)

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BP 6154(d)

homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended ~~may be encouraged to~~ require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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

Legal Reference:

EDUCATION CODE

8420-8428 21st Century High School After School Safety and Enrichment for Teens

8482-8484.65 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48913.5 Homework assignments for suspended students

48980 Parental notifications

UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

WEB SITES

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

California State PTA: <http://www.caпта.org>

Research References:

Cooper, H. (1989). *Synthesis of research on homework. Educational leadership*, 47(3), 85-91.

Cooper, H., Robinson, J. C., & Patall, E. A. (2006). *Does homework improve academic achievement? A synthesis of research, 1987–2003. Review of Educational Research*, 76(1), 1-62.

Epstein, J.L. & Van Voorhis, F.L. (2001). *More than minutes: Teachers' roles in designing homework. Educational Psychologist*, 36(3), 181-193.

Trautwein, U., Koller, O. (2003). *The relationship between homework and achievement- still much of a mystery. Educational Psychology Review* 15(2), 115-145.

Adopted: 4-26-78

Amended: 6-19-84, 7-21-87, 9-17-02, 4-17-18, 1-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 2021
**SUBJECT: B.5.g. APPROVE AMENDMENT TO BOARD POLICY, ADMINISTRATIVE
REGULATION AND EXHIBIT 6161.1 SELECTION AND
EVALUATION OF INSTRUCTIONAL MATERIALS – First Reading
ACTION**

ISSUE: Should the Board of Education approve the amendment to Board Policy, Administrative Regulation, and Exhibit 6161.1 Selection and Evaluation of Instructional Materials?

BACKGROUND: Board Policy updated to reflect NEW LAW (SB 820, 2020) which revises the definition of "technology-based materials" to include the electronic equipment required to make use of those materials, making such equipment subject to the determination of sufficiency. Policy also deletes unnecessary legal citations related to the State Board of Education's (SBE) adoption of academic standards, deletes section on "Review Process" which was moved to the AR, deletes option in regard to public hearings on the sufficiency of textbooks and other instructional materials for schools that operate on a multitrack year-round calendar since such schools can use the same language as those that operate on a traditional calendar, and adds references to sample board policy and regulations for complaints concerning instructional materials. Regulation updated to add section on "Review Process" formerly in the BP and revise the section to encourage input from a diverse group of stakeholders. Section on "Criteria for Selection and Adoption of Instructional Materials" revised to delete unnecessary legal citations related to SBE's adoption of academic standards; move material regarding publisher requirements for grades 9-12 to end of list to make it easier for K-8 districts to delete; replace the list of nondiscrimination categories with a reference to BP 0410 - Nondiscrimination in District Programs and Activities; add a new item on criteria for technology-based materials; emphasize the importance of the accurate portrayal of the cultural and racial diversity of society in instructional materials; and delete an outdated item regarding quality, durability and appearance. "Conflict of Interest" section revised to delete redundant and difficult-to-enforce item. Exhibit added to remain consistent with current law. Board Policy 6161.1 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy, Administrative Regulation, and Exhibit 6161.1 Selection and Evaluation of Instructional Materials.
2. Do not approve amendment to Board Policy, Administrative Regulation, and Exhibit 6161.1 Selection and Evaluation of Instructional Materials.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JANUARY 19, 2021

Approve Amendment to Board Policy, Administrative Regulation, and Exhibit 6161.41 Selection and Evaluation of Instructional Materials

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.	_____	_____	_____	_____

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BP 6161.1(a)

Selection and Evaluation of Instructional Materials

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect ~~society's~~ and value society's diversity, and enhance ~~instructors' ability to educate all students through~~ the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.-

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

(cf. 0415 - Equity)

(cf. 0440 - District Technology Plan)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or ~~that have otherwise~~, during the district's review process, been determined to be aligned with the state academic content standards adopted ~~pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8 by~~ SBE. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and ~~the accompanying~~ administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

Review Process (NOTE: Moved to AR)

~~The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.~~

~~(cf. 1220 - Citizen Advisory Committees)~~

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BP 6161.1(b)

~~The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)~~

~~(cf. 6020—Parent Involvement)~~

~~In addition, the instructional materials review committee may include administrators, other staff who have subject matter expertise, and students as appropriate.~~

~~If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)~~

~~Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.—~~

~~(cf. 9270—Conflict of Interest)~~

~~The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.~~

~~All recommended instructional materials shall be available for public inspection at the district office.~~

~~(cf. 5020—Parent Rights and Responsibilities)~~

~~The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials, support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.~~

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's ~~textbooks and other~~ instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students

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BP 6161.1(c)

attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials ~~which that~~ are aligned to the ~~state~~ content standards adopted ~~pursuant to Education Code 60605-~~ ~~or the Common Core State Standards adopted pursuant to Education Code 60605.8~~ by SBE and ~~which are~~ consistent with the content and cycles of the ~~state's~~ curriculum ~~frameworks.~~ ~~Sufficiency of instructional materials shall be determined~~ framework adopted by SBE in each of the following subjects: (Education Code 60119)-

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - ~~English~~ Reading/Language Arts Instruction)

(cf. 6174 - Education for English Learners)

5. World/~~foreign~~ language

(cf. 6142.2 - World/~~Foreign~~ Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

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BP 6161.1(d)

The Board shall also determine the availability of science laboratory equipment, as applicable to

science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks ~~and/or other~~ instructional materials to use in class and to take home. ~~However, this~~ This does not require that each student have two sets of materials. ~~The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home.~~ However, ~~the~~ materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or ~~other~~ instructional materials, ~~the~~ ~~district~~ shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. ~~The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates,~~ to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

Complaints concerning instructional materials shall be handled in accordance with ~~law, Board policy, and administrative regulation~~ BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

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BP 6161.1(e)

220 Prohibition against discrimination
1240 County superintendent, general duties-
33050-33053 General waiver authority
33126 School accountability report card
35272 Education and athletic materials
44805 Enforcement of course of studies; use of textbooks, rules and regulations
49415 Maximum textbook weight
51501 Nondiscriminatory subject matter-
52060-52077 Local control and accountability plan
60000-60005 Instructional materials, legislative intent
60010 Definitions
60040-60052 Instructional requirements and materials
60060-60063.5 Requirements for publishers and manufacturers
60070-60076 Prohibited acts (re instructional materials)
60110-60115 Instructional materials on alcohol and drug education
60119 Public hearing on sufficiency of materials
60200-60210 Elementary school materials
60226 Requirements for publishers and manufacturers
60350-60352 Core reading program instructional materials
60400-60411 High school textbooks
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
60605.8 Common Core State Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards
CODE OF REGULATIONS, TITLE 5
9505-9530 Instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015-
Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

CSBA: <http://www.csba.org>-Association of American Publishers: <http://www.publishers.org>-

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core State Standards:

<http://www.scoe.net/castandards>

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

Adopted: 11-19-80

Amended: 6-19-84, 9-17-02, 2-15-05, 2-21-06, 3-16-10, 4-12-11, 11-11, 3-12-13, 8-30-17,
1-19-21

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AR 6161.1(a)

Selection and Evaluation Of Instructional Materials

Review Process

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

(cf. 6020 – Parent Involvement)

If the district is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

(cf. 1220 – Citizen Advisory Committees)

The Superintendent or designee shall present to the Governing Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 – Parent Rights and Responsibilities)

When possible, the district may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending ~~textbooks or other~~ instructional materials for adoption by the ~~Governing~~ Board, the Superintendent or designee shall ensure that ~~such~~the materials:

1. Are aligned to ~~any applicable academic~~the content standards adopted by ~~the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards~~

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~~adopted pursuant to Education Code 60605.8~~SBE and consistent with the content and cycles of the curriculum framework adopted by SBE

(cf. 6011 - Academic Standards)

For grades K-8, ~~the Superintendent or designee shall select~~only instructional materials ~~from-~~~~among~~on the list of materials adopted by ~~the~~SBE and/or other instructional materials that have not been adopted by ~~the~~SBE but are aligned with the state academic content standards ~~and~~/or the Common Core State Standards may be recommended for selection. (Education Code 60200, 60210)

(cf. 6161.11 - Supplementary Instructional Materials)

For grades 9-12, ~~the Superintendent or designee shall review~~ instructional materials in history-social science, mathematics, ~~reading~~English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to ~~the~~state academic content standards.—

~~After the Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)~~

~~2. For grades 9-12, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062 and 60226 (Education Code 60400)~~

2. Do not reflect adversely upon persons because of ~~their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other~~any characteristic listed in ~~Education Code 220~~specified in law and BP 0410 - Nondiscrimination in District Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

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

3. To the satisfaction of the Board, ~~be~~are accurate, objective, current, and suited to the needs and comprehension of ~~district~~ students at their respective grade levels (Education Code 60045)
4. With the exception of literature and ~~trade book~~tradebooks, use proper grammar and spelling (Education Code 60045)
5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

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- a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by ~~the~~ SBE.
- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)

~~7. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)~~

6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, accurately portraying society's cultural and racial diversity
7. Support the district's adopted courses of study and curricular goals

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.2 - World Language Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.91 - ~~English~~ Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

8. Contribute to a comprehensive, balanced curriculum
9. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
11. ~~Include materials that stimulate~~ Stimulate discussion of contemporary issues and improve students' thinking and decision-making skills

~~14. Contribute to the proper articulation of instruction through grade levels~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6161.1(d)

12. As appropriate, have corresponding versions available in languages other than English
13. Include high-quality teacher's guides

~~17. Meet high standards in terms of the quality, durability and appearance of paper, binding, text and graphics~~

14. When available ~~from the publishers, including~~, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
3. Protect the privacy of student data

(cf. 6157 - Distance Learning)

Conflict of Interest

To ensure integrity ~~and impartiality~~ in the evaluation and selection of instructional materials, ~~any district employee~~ individuals who ~~is~~ are participating in the evaluation of instructional materials and ~~are~~ not otherwise designated in the ~~district's~~ district's conflict of interest code shall sign a disclosure statement indicating that ~~he/she~~ they:

1. ~~Shall~~ Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

(cf. 9270 - Conflict of Interest)

2. ~~Is~~ Are not employed by nor receive compensation from the publisher or supplier of the instructional materials, or any person, firm, organization, subsidiary, or controlling entity representing it

~~3. Does not have and will not negotiate a contractual relationship with any publisher or supplier~~

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ADMINISTRATIVE REGULATION**

Series 6000

Instruction

AR 6161.1(e)

~~of the instructional materials, or any person, firm or organization, subsidiary or controlling entity representing it-~~

3. Do ~~Does~~ not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

(cf. 9270 - Conflict of Interest)

Adopted: 9-17-02

Amended: 11-09, 11-10, 11-11, 11-12, 1-19-21

**OAK PARK UNIFIED SCHOOL DISTRICT
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Instruction

E 6161.1(a)

Selection and Evaluation Of Instructional Materials

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the Governing Board of the (name of school district), in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

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

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the (name of school district), and;

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

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

Mathematics: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

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E 6161.1(b)

History-social science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

World language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Health: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (year) school year, the (name of school district) has provided each student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world language, and health.)

Whereas, sufficient textbooks or other instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and

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Instruction

E 6161.1(c)

grade level listed above.)

Therefore, it is resolved, that for the (year) school year, the (name of school district) has not provided each student with sufficient textbooks or other instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency.)

PASSED AND ADOPTED THIS day of at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

President

Secretary

Adopted: 1-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 17, 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 December 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

Copy of 2020-21 1st Interim Revision

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

Fund 01

	Object Range	Budget/Beg. Balance	2020						2021	
			July	August	September	October	November	December	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	8,652,544
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	147,137	69,451
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,346,410	—	17,523	1,010,241	—	—	92,200	17,523	—
Other State Revenue	8300-8599	1,593,229	—	114,355	567,713	(323,394)	188,485	230,881	—	—
Other Local Revenue	8600-8799	3,780,221	417,798	218,903	302,712	330,189	228,702	229,821	244,899	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	2,114,465	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	2,527,377	2,251,859
Classified Salaries	2000-2999	6,858,193	219,537	511,386	546,794	549,177	566,080	615,491	717,189	717,189
Employee Benefits	3000-3999	10,501,425	90,338	987,410	981,684	991,914	989,302	1,005,358	1,084,178	1,034,968
Books and Supplies	4000-4999	1,855,719	46,501	139,913	338,124	43,907	78,959	64,682	148,458	148,458
Services	5000-5999	3,600,269	176,592	72,093	474,909	222,915	256,072	148,740	363,120	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	53,880	14,518
Interfund Transfers Out	7600-7629	1,094,702	50,387	85,388	80,332	90,177	25,000	173,520	64,983	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	4,959,183	4,592,001
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	(3,871,286)	(3,211,985)
F. ENDING CASH (A + E)			3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	8,652,544	5,440,560
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report

Copy of 2020-21 1st Interim Revision

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

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		242,718	5,440,560	3,809,689	4,557,596	981,769	—	—	—	—
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	316,100	—	—	12,211,160	0
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,346,410	95,416	—	—	209,556	903,951	—	2,346,410	—
Other State Revenue	8300-8599	1,593,229	265,162	18,750	—	322,087	209,192	—	1,593,229	(0)
Other Local Revenue	8600-8799	3,780,221	237,165	258,377	265,694	296,060	236,451	—	3,787,771	(7,550)
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	3,221,696	7,570,753	—	46,570,182	(7,550)
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,700,651	2,232,586	2,233,540	2,224,232	143,303	—	—	22,715,721	(15,070)
Classified Salaries	2000-2999	6,858,193	717,189	617,237	662,611	416,568	—	—	6,856,446	1,747
Employee Benefits	3000-3999	10,501,425	1,006,982	1,008,914	1,011,781	335,076	—	—	10,527,903	(26,478)
Books and Supplies	4000-4999	1,855,719	148,458	148,458	148,458	186,500	140,688	—	1,781,562	74,157
Services	5000-5999	3,600,269	360,027	360,027	360,027	265,462	—	—	3,420,009	180,260
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	542,038	—	3,614	55,967	56,650	269,080	—	542,038	0
Interfund Transfers Out	7600-7629	1,094,702	64,983	64,990	64,990	264,969	—	—	1,094,702	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		47,152,997	4,530,224	4,436,779	4,528,065	1,668,527	409,768	—	46,938,382	214,615
E. NET INCREASE/DECREASE (B - C + D)		272,015	(1,630,871)	747,907	(3,575,827)	(271,011)	(433,078)	—	34,962	
F. ENDING CASH (A + E)			3,809,689	4,557,596	981,769	710,758	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									277,680	

Oak Park Unified
56-73874-0000000

Cashflow Report
Copy of 2020-21 1st Interim Revision
Base Year 2020-21; Actuals Through the Month of December

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	3,302
	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	3,302
Liabilities and Deferred Inflows										
	Accounts Payable	9500-9599	5,263,658	3,667,105	(209,578)	(285,679)	(203,644)	(237,509)	(257,078)	184,870
	Due To Other Funds	9610	966,535	(1,000,000)	1,000,000	—	—	—	—	—
	Current Loans	9640	0	—	(5,845,000)	—	—	—	—	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)	1,029,870
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	(1,026,568)
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	(3,871,286)
F. ENDING CASH (A + E)				3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	8,652,544
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										5,440,560

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56-73874-0000000

Cashflow Report

Copy of 2020-21 1st Interim Revision

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

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	—	(7,594,064)	—	(659,433)	—
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	(7,594,064)	—	(640,066)	—
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,658	107,785	(298,803)	(288,077)	1,727,481	—	—	3,850,127	—
Due To Other Funds	9610	966,535	—	—	—	—	—	—	—	—
Current Loans	9640	0	—	—	—	—	—	—	(5,000,000)	—
Unearned Revenues	9650	115,429	—	—	—	106,645	—	—	106,645	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
SUBTOTAL		6,345,622	107,785	(298,803)	(288,077)	1,834,126	—	—	(1,043,228)	—
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		862,380	(107,785)	298,803	289,863	(1,824,180)	(7,594,064)	—	403,162	—
E. NET INCREASE/DECREASE (B - C + D)		272,015	(1,630,871)	747,907	(3,575,827)	(271,011)	(433,078)	—	34,962	—
F. ENDING CASH (A + E)			3,809,689	4,557,596	981,769	710,758	—	—	—	—
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									277,680	—

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 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 January 5, 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	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
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
20-04S Collaborative Furniture (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	104,760	2,876	98,908	5,851	Future	
	8,459,429	47,919	-	8,507,348	8,398,092	109,256	8,321,291	76,801		
King James Court										
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
	15,700	-	-	15,700	15,700	-	15,700	-		
Medea Creek Middle School										
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (2) (3)	4,903,463	505,862	19,496	5,428,821	5,119,972	308,850	4,918,766	201,205	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



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		
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	20,707	-	20,707	-	Complete	
	7,304,400	605,360	19,496	7,929,256	7,692,225	237,030	7,471,418	220,808		
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	229,538	0	192,174	37,365	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	1,220,786	74,682	1,183,421	37,365		
Oak Park Neighborhood School										
19-08S OPNS Arch Svcs for DSA Certific (2) (3)	189,285	-	274,054	463,339	30,453	432,886	30,453	-	In Close-Out	
	189,285	-	274,054	463,339	30,453	432,886	30,453	-		
Oak View High School										
19-26S Reno Bldg Ext at OVHS	175,763	(763)	-	175,000	163,763	11,237	163,763	-	Future	
	175,763	(763)	-	175,000	163,763	11,237	163,763	-		
Proj 20-23S HVAC Upgrades Districtwide										
20-23S HVAC Upgrades Districtwide (1) (3)	165,140	-	-	165,140	-	165,140	-	-	Future	
	165,140	-	-	165,140	-	165,140	-	-		
Red Oak Elementary School										
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17



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
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	86,298	168	85,748	550	Future	
20-13S Paint Admin Interior	17,601	-	-	17,601	17,601	-	17,601	-	Complete	
20-14S Flooring for Admin + 7 Classrooms	49,125	-	-	49,125	49,125	-	49,125	-	In Close-Out	
20-15S Innovation Lab at ROES (1)	44,065	-	-	44,065	44,065	-	44,065	-	Planning	
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	105,825	-	-	105,825	87,665	18,160	16,678	70,988	Future	
	7,169,213	61,379	-	7,230,592	1,130,360	6,100,232	964,144	166,216		
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	
	3,358,251	223,990	-	3,582,241	3,337,351	244,890	3,159,015	178,336		
Totals	36,850,901	712,750	347,775	37,911,427	26,458,531	11,452,896	25,514,402	944,129		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 19, 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 December 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 December 2020				
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
REVENUE DETAIL						
LCFF Revenue Sources						
8011-8019	LCFF State Aid	26,930,635.00	26,631,612.00	12,974,978.00	13,656,634.00	48.72%
8020-8079	Property Taxes	11,933,223.00	12,211,160.00	7,183,494.97	5,027,665.03	58.83%
	Total LCFF Revenue Sources	38,863,858.00	38,842,772.00	20,158,472.97	18,684,299.03	51.90%
Federal Revenues						
8100-8299	Federal Revenues	1,006,772.00	2,346,410.00	1,119,964.00	1,226,446.00	47.73%
Other State Revenues						
8300-8599	Other State Revenues	1,259,020.00	1,593,229.00	778,039.33	815,189.67	48.83%
Other Local Revenue						
8600-8799	Other Local Revenues	4,387,714.00	3,780,221.00	1,728,124.55	2,052,096.45	45.71%
	Total Year To Date Revenues	45,517,364.00	46,562,632.00	23,784,600.85	22,778,031.15	51.08%

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	8,693,855.35	9,028,637.95	631,388.70	49.19%
1160	<i>Certificated Salaries Stipends</i>	<i>356,389.00</i>	<i>433,567.00</i>	<i>149,014.46</i>	<i>121,168.26</i>	<i>163,384.28</i>	<i>27.95%</i>
1200	Certificated Pupil Support Salaries	1,740,521.00	1,810,117.00	896,234.15	899,697.14	14,185.71	49.70%
1260	<i>Counselor Stipend</i>	<i>10,085.00</i>	<i>10,500.00</i>	<i>6,720.00</i>	<i>4,480.00</i>	<i>700.00-</i>	<i>42.67%</i>
1300	Certificated Supervisors' & Administrators' Salaries	1,994,959.00	2,092,585.00	990,941.34	1,048,840.21	52,803.45	50.12%
	Total Certificated Salaries	22,020,666.00	22,700,651.00	10,736,765.30	11,102,823.56	861,062.14	48.91%
Classified Salaries							
2100	Classified Instructional Salaries	2,488,921.00	2,534,802.00	1,181,256.17	1,116,365.81	237,180.02	44.04%
2200	Classified Support Salaries	1,723,532.00	1,794,355.00	843,891.60	849,140.61	101,322.79	47.32%
2300	Classified Supervisors' & Administrators' Salaries	343,547.00	346,983.00	171,773.64	171,773.64	3,435.72	49.50%
2400	Clerical, Technical, & Office Staff Salaries	1,615,295.00	1,667,296.00	820,802.26	824,088.99	22,404.75	49.43%
2900	Other Classified Salaries	841,624.00	514,757.00	275,297.04	47,095.26	192,364.70	9.15%
	Total Classified Salaries	7,012,919.00	6,858,193.00	3,293,020.71	3,008,464.31	556,707.98	43.87%
Employee Benefits							
3100	State Teachers' Retirement System	3,492,795.00	3,582,063.00	1,731,059.88	1,737,432.55	113,570.57	48.50%
3200	Public Employees' Retirement System	960,514.00	986,875.00	497,553.47	483,121.38	6,200.15	48.95%
3400	Health & Welfare Benefits	4,436,712.00	4,697,260.00	2,263,357.88	2,256,868.56	177,033.56	48.05%
3300-3900	All Other Statutory Costs	1,230,872.00	1,235,227.00	584,343.01	568,582.87	82,301.12	46.03%
	Total Employee Benefits	10,120,893.00	10,501,425.00	5,076,314.24	5,046,005.36	379,105.40	48.05%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	236,529.00	417,232.00	41,560.08	326,682.46	48,989.46	78.30%
4200	Other Books and Reference Material	32,073.00	157,362.00	38,909.25	23,141.62	95,311.13	14.71%
4300	Materials & Supplies	580,605.00	1,074,257.00	318,994.73	331,045.43	424,216.84	30.82%
4400	Noncapitalized Equipment	152,956.00	206,868.00	12,956.98	31,217.30	162,693.72	15.09%
	Total Books and Supplies	1,002,163.00	1,855,719.00	412,421.04	712,086.81	731,211.15	38.37%
Services and Other Operating Expenditures							

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Financial Statement

Fund 01		Fiscal Year 2020/21 Through December 2020					
5200	Travel and Conference	61,542.00	79,857.00	4,595.00	6,546.00	68,716.00	8.20%
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	236,250.50	236,250.50	12,525.00	48.71%
5500	Operations & Housekeeping Services	625,968.00	625,968.00	148,935.07	348,108.25	128,924.68	55.61%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	331,485.00	352,947.00	142,358.29	125,145.98	85,442.73	35.46%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,532,722.00	1,659,914.00	606,358.24	549,921.25	503,634.51	33.13%
5899	Legal Fees	227,000.00	226,997.00	189,225.42	5,136.25	32,635.33	2.26%
5900	Telephone and Communications	110,006.00	128,384.00	62,711.50	42,198.90	23,473.60	32.87%
	Total Services and Other Operating Expenditures	3,399,448.00	3,600,269.00	1,390,434.02	1,351,320.36	858,514.62	37.53%
Capital Outlay							
6000	Capital Outlay	.00	.00	.00	.00	.00	0.00%
Tuition							
7100	Tuition	446,703.00	483,967.00	394,000.00	59,294.00	30,673.00	12.25%
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	21,331,990.95	21,309,030.04	3,417,274.01	46.27%

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	216,740.55	244,206.45	47.02%
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	288,064.40	145,690.60	66.41%
	Total Interfund Transfers Out	50,000.00	1,094,702.00	.00	504,804.95	589,897.05	46.11%
	Total Year To Date Other Financing Uses	50,000.00	1,094,702.00	.00	504,804.95	589,897.05	46.11%

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2020/21 Through December 2020					
Object	Description	Adopted	Budget Revised	Actuals To Date			
				Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	45,517,364.00	46,562,632.00		23,784,600.85	22,778,031.15	51.08%
	B. Expenditures	44,060,863.00	46,058,295.00	21,331,990.95	21,309,030.04	3,417,274.01	46.27%
	C. Subtotal (Revenues LESS Expense)	1,456,501.00	504,337.00		2,475,570.81	19,360,757.14	
	D. Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	50,000.00	1,094,702.00		504,804.95	589,897.05	46.11%
	E. Net Change in Fund Balance	1,406,501.00	590,365.00-		1,970,765.86	18,770,860.09	
	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		3,075,862.87		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,131,829.00	514,732.00				
	Other				21,331,990.95		