

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1037

DATE: June 22, 2021

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

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

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

6/18/2021

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

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

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

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

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

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

Public Comments may be submitted via this link www.opusd.org/PublicComments. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction, please submit your comment via the form accessed by the above link before 6:00 p.m. on June 22, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. If your comment is on a non-agenda item but within the subject matter jurisdiction of the Board the comment will be read aloud at the beginning of the meeting. If the comment is on a specific Agenda Item, the comment will be read at the time the item is called.

This public comment form will be open to members of the public 3 hours (at 1:30 pm) prior to the closed session of the public meeting which begins at 4:30 pm and will close at 6:00 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.

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

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

6/18/2021

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

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

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

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

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

NEXT MEETING-Regular Meeting

Tuesday, August 17, 2021

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

Oak Park High School, Presentation Room, G9

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

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

LAND ACKNOWLEDGEMENT STATEMENT

Approved by the Board of Education on May 18, 2021

The Oak Park Unified School District acknowledges the original inhabitants of the land that our school district encompasses. The land that our schools and facilities rest on has been the home to the Ventureño Chumash indigenous communities for at least the last 13,000 years. Please join us in honoring these ancestral grounds by expressing gratitude for the people who stewarded this land throughout the generations and continue to do so. We also celebrate the resilience and strength that all Indigenous people have shown and continue to show in our region and beyond in the face of systemic injustice.

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1037
June 22, 2021**

CALL TO ORDER – Followed by Public Comments/4:30 p.m.

CLOSED SESSION: 4:30 p.m. – NOTE Earlier Start time

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G9**, Oak Park, California. Pursuant to Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting and the board room will be closed for members of the public and public can participate and observe the meeting as outlined on pages 2&3 of this Agenda.

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

- 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- 2. PUBLIC EMPLOYEE EMPLOYMENT:** Extended School Year (ESY) Instructional Assistants II Special Education, ESY Instructional Assistants III Behavior, ESY Behavior Specialist, Walk-On-Coaches, Accounting Assistant II Substitute, Health Services Technician Summer Programs, Office Managers Summer Program, Summer School Campus Supervisors, Summer School Site Leader, Summer School Custodians, College and Career Technician – Part-time, Extended Care Site Leader – Medea Creek Middle School, Instructional Assistants I Literacy and Numeracy, Instructional Assistants I Literacy/Reading, Instructional Assistants II – Special Education, Summer School Instructional Assistant II – Special Education, Campus Supervisor, Health Services Technician, Instructional Assistants II – Special Education, Instructional Assistant II – Special Education Substitute, Instructional Assistants III Behavior, Social Emotional Specialist, Elementary Teachers, Secondary Counselor – Oak Park High School, Teacher on Special Assignment – Technology, Lead Teacher on Special Assignment Technology, Math/Science Teacher – Oak View High School, ESY Nurse, ESY Elementary Teachers, ESY Speech Language Teacher, Summer School Remediation Teachers, Dean of Students, Medea Creek Middle School, Principal, Brookside Elementary School, Principal, Oak Park High School
- 3. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: Principals, Directors

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

New Superintendent Goals Setting Discussion

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 (Note: The Board pulled items B.4.a. and B.4.b when the Agenda was adopted.)

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Recognition to the Oak Park High School Girls Golf Team – 2020-2021 League and CIF Division 3 Champions
2. Presentation of Recognition to the Oak Park High School Track Athletes – Individual and Team League Champions and CIF Division 3 Girls 100 meters Champion
3. Remarks from Board Members
4. Remarks from Superintendent
5. Report from Oak Park Education Foundation

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

a. Approve Minutes of Regular Board Meeting May 18, 2021 and Special Meeting held on June 15, 2021

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. Approve Public Employee/Employment Changes 01CL25018-01CL25116 & 01CE10776-01CE10886

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

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

Board Policy 3300 requires Board approval of Purchase Orders

d. Approve Clinical Education Internship Agreement with School of Health Professions with University of Alabama at Birmingham

Board policy 4112.21 permits the District to provide instruction and supervision appropriate for the student intern's level of preparation and continued learning for clinical education

e. Approve Renewal Agreement with Ventura County Office of Education For 2021-2022 Escape Financial and Payroll/Personnel System Services

Board Policy 3312 requires Board approval for contracts for services, VCOE provides data processing including hosting the financial and payroll personnel system

f. Approve Resolution No. 2021-09, Appropriation and Budgeted Transfers Fiscal Year 2021-2022

Resolution authorizes transfers of budget appropriations and budgeted transfer of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another

g. Approve Resolution No. 2021-10, Temporary Loans Between District Funds for Fiscal Year 2021-2022

Resolution authorizes temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenue

h. Approve Resolution No. 2021-11, Year End Budget and Interfund Transfers for Fiscal Year 2020-2021

Resolution authorizes Director of Fiscal Services to make any and all necessary budget transfers as required permitting the payment of obligations incurred by the District for the fiscal year ending June 30, 2021

i. Approve Resolution No. 2021-12, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2021

Education Code Sections 45032/45162 provide that salaries can be set at any time during the year. This does not permit retroactivity. If the governing board declares in advance of the new fiscal year that compensation for certain categories of employees to be indefinite, such action will suffice to permit retroactive compensation payments back to the beginning of the fiscal year.

j. Approve California School Board Association Membership Dues (\$9,475) and Education Alliance Membership Dues (\$2,369) and Gamut Online Policy Services (\$2,810)

Board approval required for membership dues and Board Policy 3312 requires Board approval for contract of services

k. Approve Facility Use by Religious Organization

Administrative Regulation 1330 requires Board approval for facility use agreements with religious organizations.

l. Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books

Education Code 60510 requires Board approval is to dispose of obsolete or surplus instructional materials

m. Approve Notice of Completion for Measure S Project 21-02S Entry Sign at Medea Creek Middle School

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

ACTION

2. BUSINESS SERVICES

a. Accept Oak Park Citizens' Oversight Committee 2020 Annual Reports for Measures C6, R, and S

Education Code 15278 requires the establishment of a Board appointed citizens' oversight committee to review and inform the public concerning the expenditure of bond revenues

b. Approve the 2021-2022 Oak Park Unified School District Local Control and Accountability Plan

Education Code 52062 requires annual Board approval of Local Control Accountability Plan

c. Approve the 2021-2022 Oak Park Unified School District Annual Budget

Education Codes 42103 and 42127 require annual approval of school district budget as the same meeting after the Board approves the LCAP

d. Approve 2021-2022 Employee Health Benefit Plans

Board policy 3312 requires Board approval for contract for services. The District contracts with California Value Trust for Health Benefits services for eligible employees

e. Approve Interdistrict Transfer Memorandum of Understanding with Ventura County Districts

Board approval required for Memoranda of Understanding with other district in Ventura County to accept and release students on interdistrict permit.

f. **Accept 2019-2020 Audit Reports for Auxiliary Organizations Oak Park Athletic Booster Club and Oak Park Performing Arts Alliance**

Annually on a rotating basis two of the 10 auxiliary organizations are audited by the district auditors, to ensure transparency and oversight

g. **Approve Resolution No. 2021-13 Authorizing the Establishment of Fund 08 as Associated Student Body Fund**

Per Education Code 48933 the funds from this account shall be expended subject to such procedure as may be established by the student body organization

h. **Approve Acceptance of Donation**

Board approval required to accept donation made to the District or District Schools

3. CURRICULUM AND INSTRUCTION

a. **Approve Instructional Materials for Expository Reading and Writing Course at Oak View High School**

Board approval required for additional instructional materials

b. **Approve Ventura County Plan for Expelled Pupils Triennial Update**

Education Code 48926 requires a county office of education to develop a plan for expelled students in collaboration with districts within the county. This is the 8th triennial update of the plan

c. **Approve 2021-2022 School Handbooks/Discipline Plans**

Board approval required for changes to school handbook/discipline plan

d. **Approve Submitting of Consolidated Application for Categorical Aid Programs – 2021-2022**

Board approval required to authorize the filing of the Application for Funding for programs funded through the CDE's 2021/2022 Consolidated Application and Reporting System (CARS)

4. HUMAN RESOURCES *The Board pulled B.4.a and B.4.b when the agenda was adopted*

a. **Establish New Classified Service Position – Instructional Assistant III Art and approve Job Description and Placement on Salary Schedule**

Board approval required for a new classified position for Art at Elementary Schools

b. **Establish New Classified Service Position – Instructional Assistant III Music and approve Job Description and Placement on Salary Schedule**

Board approval required for a new classified position for Music at Elementary Schools

c. **Establish New Classified Service Position – Department Secretary – Student Nutrition Program and approve Job Description and Placement on Salary Schedule**

Board approval required for a new classified position for the Student Nutrition Program

d. **Approve Revised Number of Workdays for the Classified Position of Office Manager I**

Board approval required for adding days to the classified position, Office Manager I

e. **Approve Revised Number of Workdays for the Classified Positions of Cook and Food Services Manager**

Board approval required for adding days to the classified position of Cook and Food Services Manager

f. **Approve Memorandum of Understanding with Oak Park Classified Association to Reclassify Grade Levels Instructional Assistants to Literacy and Numeracy Assistants**

Board approval required for Memoranda of Understanding with collective bargaining unit

g. **Approve Memorandum of Understanding with Oak Park Teachers Association Regarding Summer School Remediation and Extended School Year Services**

Board approval required for Memoranda of Understanding with collective bargaining unit

h. Public Hearing and Approval of the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Classified Association

Board Policy 4143.1/4243.1 and Government Code 3547 requires public disclosure of all initial contract proposals between the District and the employee organizations

5. BOARD

a. Approve Certification of Signatures for 2021-2022 School Year

Education Code 42632 and 42633 require that a statement of authorized agent(s) along with a verified signature must be filed at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign order, checks, contracts,

b. Review and Discuss Progress on 2020-2021 District Goals

Board approved the District Goals for 2020-2021 school year at their October Meeting, at this meeting staff will provide an update on the progress towards these goals

6. BOARD POLICIES

a. Approve Amendment to Board Policy 4140/4240/4340 Bargaining Units

Board Policy updated to reflect Public Employment Relations Board decisions regarding the wearing of union buttons, clarify material regarding employees in management, senior management, and confidential positions, divide material regarding "Access to Employee Orientations" and "Access to Employee Contact Information," and add section on "Communications with Employees" with material formerly in AR 4119.25/4219.25/4319.25 - Political Activities of Employees.

b. Approve Amendment to Board Policy and Administrative Regulation 5126 Awards for Achievement

Board Policy updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Regulation updated to add eligibility criteria for the Golden State Seal Merit Diploma which had been removed while the criteria were in flux. Regulation also adds eligibility criteria for the State Seal of Biliteracy and reflects NEW LAW (SB 98, 2020) which authorizes the Superintendent of Public Instruction to provide alternative criteria for students on track to graduate in 2020 or 2021 who were not able to take the English Language Proficiency Assessments for California or who did not receive a letter grade in English language arts due to COVID-19, and waives the requirement to take the California Assessment of Student Performance and Progress for students who were not able to take the exam. New section on "State Seal of Civic Engagement" includes eligibility criteria, clarifies that the state criteria establish a framework for the development of qualifications based on local contexts, and adds material regarding the provision of insignias.

c. Approve Amendment to Board Policy 6146.1 High School Graduation Requirements

Board Policy updated to add material regarding the provision of credits towards community service hours for completion of a course in community emergency response training, and reflect NEW LAW (AB 1350, 2020) which authorizes districts to award a retroactive diploma to students who were in good standing and on track to graduate at the end of the 2019-2020 school year but were unable to complete the statewide graduation requirements due to COVID-19.

d. Approve Amendment to Board Policy, Administrative Regulation and Exhibit 6146.2 Certificate of Proficiency/High School Equivalency

Board Policy updated to clarify the distinction between a certificate of proficiency and a high school equivalency certificate. Policy also reflects that there is a fee for these tests which is waived for homeless or foster youth under 25 years of age who meet all other registration

requirements and submit certification of homeless or foster youth status. Regulation updated to reflect NEW LAW (SB 820, 2020) which requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester, add the requirement that districts develop a consent form that may be used by persons receiving a certificate of proficiency to be exempted from compulsory school attendance, and reflect the two tests currently approved by the State Board of Education for the purpose of attaining a California High School Equivalency Certificate (the General Educational Development test and the High School Equivalency Test). New exhibit presents a sample consent form to be used by students who receive a certificate of proficiency, and their parents/guardians if the student is under 18 years of age, for the purpose of requesting an exemption from compulsory school attendance for the student.

e. Approve Amendment to Board Policy and Administrative Regulation 6020 Parental Involvement

Board Policy updated to reflect the requirements to work with parents/guardians and family members to jointly develop the district's parent involvement policy and to include strategies for family engagement in the local control and accountability plan (LCAP). For districts that receive federal Title IV funding for family engagement programs, policy adds the requirement to inform parents/guardians and organizations of the existence of the program. Policy also contains material formerly in the AR regarding the inclusion of the Title I local educational agency plan into the LCAP and the distribution of the district and school-level parent involvement policies. Regulation updated to revise the section on "District Strategies for Title I Schools," including moving and adding strategies under item #2 to reflect means by which the district may provide coordination, technical assistance, and other support to build school capacity for parent involvement activities, and adding strategies under item #5 to reflect means by which the district may use evaluation findings to design evidence-based strategies for more effective parent/guardian and family involvement. Section on "School-Level Strategies for Title I Schools" revises item #7 to include strategies formerly in section on "District Strategies for Title I Schools." Minor changes made throughout section on "District Strategies for Non-Title I Schools" to more directly reflect law.

VII. INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

- 1. Select Date of Special Board Meeting Board Retreat**

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 5-18-2021 #1035
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park. Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board on agenda and non-agenda items.

Members of the public were able to observe the meeting using a published live stream link. Members of the public were able to submit public comments via an online form before the board meeting as well as via email during the meeting as outlined in the Agenda.

BOARD PRESENT

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

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Jeff Davis, Incoming Superintendent, Mr. Adam Rauch, Assistant Superintendent of Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Ms. Jessica Ehrlich, District's Legal Counsel, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Walk-On-Coach - Not to Exceed \$3,500, Extended Care Assistant Site Leaders, Extended Care Site Leaders, District Wide Head Custodian, Dean of Students – MCMS, Counselor – OPHS
- C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(4): one case
- E. CONFERENCE WITH LABOR NEGOTIATOR –** Government Code 54957.6
Agency designated representative: Dr. Anthony Knight, Superintendent

Unrepresented employees: Assistant Principals, Principals, Directors, Assistant Superintendents

The Board adjourned to Closed Session at 5:02 p.m.

CALL TO ORDER/MEETING PLACE

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

BOARD PRESENT

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

BOARD ABSENT

None

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Jeff Davis, Incoming Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, Mr. Enoch Kwok, Director Technology, Mrs. Sara Ahl, Director of Extended Care Programs, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

The Board took no action in closed session at this meeting.

ADOPTION OF AGENDA

Student Board Member, Charlotte Robertson cast a preferential vote to approve the Agenda as presented. 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.

PUBLIC SPEAKERS

There were two public speakers on agenda items. Two additional public comments were sent via email for the adjourned meeting on May 24th. Since all comments were on agenda items due to this meeting's electronic nature and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comments at the time the items were called.

OPEN COMMUNICATIONS/PRESENTATIONS

Tim Chevalier, Athletic Director shared the accomplishment of the Boys Soccer Team and the Boys Basketball Team and the Board recognized the athletes and coaches of both of these teams. Oak Park High School Boys Soccer Team is the 2020-2021 League Co-Champion. Oak Park High School Boys Basketball Team is the 2020-2021 League Champion.

Mr. Jason Meskis shared that the Oak Park Speech and Debate Team has had a remarkable year. Not only did they add an official Speech division to their successful club, but they also sent 6 students to the state championships. This is more than in any previous year! Debate Team Coaches Irene Lyle and Suzie Nicks shared the accomplishments of the debate team.

The Board of Education congratulated and recognized the students and coaches of Oak Park High School on their accomplishments.

REPORT FROM BOARD MEMBERS

Board Member Tina Wang congratulated all the students and coaches on their accomplishments and expressed her appreciation. Tina reported that she attended Jessica Kudlacek, Teen Entrepreneur class at Medea Creek Middle School, Diane Farlow, 4th Grade Class at Brookside Elementary School and had the opportunity to see a presentation from Mary Anna Noveck from the Shoah Foundation. Tina also attended the Marie Panec Awards and Retirement Celebration.

Board Member Derek Ross said this is his favorite time of the year when we have the opportunity to recognize our students on their accomplishments. Derek thanked our administration and teachers for the great work they are doing to help our students become Compassionate and Creative Global Citizens. Mr. Ross congratulated Dr. Knight and thanked him for his service. Ross attended the Measure S Committee meeting, the Safe Kids Task Force, the Safety and Security Task Force. Mr. Ross also met with incoming Superintendent Dr. Jeff Davis.

Denise Helfstein congratulated the Oak Park High School Boys basketball and soccer team and their coaches. Denise also congratulated the team and coaches of the Speech and Debate team. Denise thanked staff and expressed how appreciative she is of all of our staff and wished everyone a Happy Staff Appreciation Month. Denise expressed her happiness that our Senior students were able to attend the senior prom and thanked staff, parents, and students for their hard work to make this happen. Denise attended the Safe Kids Task Force meeting, share day in Jessica Kudlacek Teen Entrepreneur class Share Day for MCMS Entrepreneurship class, LCAP Community stakeholder meeting, GATE DAC meeting, EEAC meeting, the Marie Panec awards and Retirement reception, and the Oak Park High School virtual music concert.

Board Member Drew Hazelton congratulated all the students who were recognized tonight. Drew said he was looking forward to the next week with all the culminations and graduations happening at our schools and to hear about all the wonderful accomplishments of our students and to hear the student speakers at these ends of the year events.

Board Member Allen Rosen stated that in the interest of time, he wanted to echo what all the other board members had shared.

Student Board Member, Charlotte Robertson thanked the administration and staff for a wonderful year and expressed how thrilled she is to be able to experience prom and graduation this year. Charlotte shared that ASB is planning the banquet and congratulated all the students who are graduating this year. Charlotte thanked the staff members and the board and wished everyone a wonderful summer.

Superintendent Tony Knight thanked Charlotte Robertson on being the student board member and recognized her for her service and presented her with an award. Dr. Knight attended the music concert last week and shared the choir concert is coming up this week, along with the culminations and graduations happening in person this year. Dr. Knight shared that Oak Park High School was ranked very high by the US News and World Report Rankings at the state and the nation and was also recognized as a California Distinguished School once again. Dr. Knight thanked students, parents, and staff at Oak Park High School for all their hard work on these accomplishments. Dr. expressed how happy he is that Oak Park High School has a 100% graduation rate and hopes this trend continues. Dr. thanked the Board and staff for the retirement reception and awards ceremony, and he expressed how happy and grateful he was to be part of the retirees being celebrated this year.

Student Board, Member Charlotte Robertson left the meeting at 6:58 pm.

REPORT FROM OAK PARK EDUCATION FOUNDATION(OPEF)

No report was presented

REPORT FROM DIVERSITY AND EQUITY TASK FORCE AND DISTRICT'S EQUITY CONSULTANT

- Annual Update Diversity and Equity Task Force - Holly Baxter proved an [end-of-year update](#) on the collective work of the Diversity and Equity Task Force.
- Collective Report from Dr. Terry Walker, District's Equity Consultant - Dr. Knight discussed the [final report and recommendation](#) from Dr. Walker who served as the Collective Equity Consultant this year.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

There was one public speaker on this agenda item who submitted a comment via an online form. Board President, Allen Rosen, read the comment aloud.

Sara Ahl, Director of Extended Care Programs provided an update on the end-of-year events being planned at all the schools including the culminations and graduations. Mr. Adam Rauch, Assistant Superintendent of Business Services provided an update on the turf field.

After the Open Communications Presentations Item VI.A.1 through 9 concluded the YouTube livestream started breaking up constantly which prevented members of the public from observing and participating in the meeting. Board of Education President voted to adjourn the meeting to **Monday, May 24, 2021 at 4:00 p.m.** A notice of the adjournment was sent to the community and posted on the District school sites.

MAY 24, 2021 – ADJOURNED MEETING

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Drew Hazelton, called the adjourned regular meeting to order at 4:05 p.m.

BOARD PRESENT

Mr. Allen Rosen, President (joined the meeting at 4:10 pm), 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. Jeff Davis, Incoming Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, Mr. Enoch Kwok, Director Technology, Mrs. Sara Ahl, Director of Extended Care Programs, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting April 20, 2021 and Special Meetings held on April 29, May 4, and May 11, 2021](#)
- b. [Approve Public Employee/Employment Changes 01CL24991-01CL25017 & 01CE10761-01CE10775](#)
- c. [Ratify Purchase Orders - April 1 – April 30, 2021](#)
- d. [Approve Designation of the 2021-2022 District/School Representatives to California Interscholastic Federation Leagues](#)

B2. BUSINESS SERVICES

- a. [Approve Revised Land Acknowledgement](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Revised Land Acknowledgement Statement and placement of the plaques at Oak Park High School and Oak Park Unified School District Office. Motion carried Aye: Hazelton, Helfstein, Ross, Wang. No - 0. Absent – Allen Rosen.

Board President, Allen Rosen joined the meeting at 4:10 pm.

- b. [Review and Discuss 2021-2022 Enrollment Projections](#)

Mr. Stew McGugan, Assistant Superintendent of Human Resources, provided information in regard to current enrollment and enrollment projections for the 2021-2022 School Year. The Board held a discussion on the data presented.

- c. [Approve Renewal of Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program for 2021-2022](#)

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved the Renewal of Agreement with Developing Outdoors for General Staffing Services for the Extended Care Program for 2021-2022. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

- d. [Authorize Measure S Project 21-04S Network Access Control Appliance and Approve Associated Purchase](#)

On motion of Derek Ross, seconded by Tina Wang, the Board of Education authorized Measure S Project 21-04S Network Access Control Appliance and Approve Associated Purchase. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

Board President, Allen. Rosen led the meeting from this point onwards.

- e. [Authorize Measure S Project 21-05S Flat Panel Displays Replacement Districtwide and Establish a Budget for the Project](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education Authorize Measure S Project 21-05S Flat Panel Displays Replacement Districtwide and Establish a Budget for the Project. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B3. CURRICULUM AND INSTRUCTION

- a. [Review and Discuss the Local Control and Accountability Plan \(LCAP\) Survey Data and Annual Update](#)

Dr. Jay Greenlinger, Director of Curriculum and Instruction shared a summary of the LCAP survey results and stakeholder feedback. Dr. Greenlinger also provided an annual update to the 2019-2020 LCAP and the 2020-2021 Learning Continuity Plan. These are two components of the 2021-2022 LCAP. The Board held a discussion on the data presented.

b. Review the Survey Results and Approve the Expanded Learning Opportunities (ELO) Grant Plan

There was one public speaker on this agenda item who submitted a comment via an online form. Board President, Allen Rosen, read the comment aloud.

Dr. Jay Greenlinger shared the ELO Plan with the board and the community. On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the ELO plan, with the stipulation that staff provide the Board with quarterly ELO progress report at our Board meetings that monitors spending and efficacy of purchases, programs and positions described in the ELO plan. This will help ensure tracking, changes and transparency for all stakeholders in how OPUSD spends this one-time money. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. Approve 2020-21 School Plans for Student Achievement

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the 2020-21 School Plans for Student Achievement. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. Approve Additional Instructional Materials for English II CP and Honors Courses at Oak Park High School

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education approved Additional Instructional Materials for English II CP and Honors Courses at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. Approve Additional Instructional Materials for English III CP Course at Oak Park High School

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved Additional Instructional Materials for English III CP Course at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

f. Approve Instructional Materials for English IV CP Options Course - "Own Voices: Diversity in Literature" at Oak Park High School

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved Instructional Materials for English IV CP Options Course – “Own Voices: Diversity in Literature” at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

g. Approve Instructional Materials for English IV CP Options Course - "Movements of Social Change" at Oak Park High School

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Instructional Materials for English IV CP Options Course – “Movements of Social Change” at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

h. Approve New Course Rocket and Aerodynamic Design at Oak Park High School

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved New Course Rocket and Aerodynamic Design at Oak Park High School at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

i. Approve Agreement with Curtis Center for Professional Development Services

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

Board Member Tina Wang recommended staff reach out to other school districts who have used the Curtis Center to hear about their experience.

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education approved Agreement with Curtis Center for Professional Development Services. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B4. HUMAN RESOURCES

a. Establish the Position of Teacher on Special Assignment Coordinator of Curriculum Programs and Associated Job Description

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education established the position of teacher on special assignment, coordinator of curriculum programs, with the stipulation to limit this position to one year (2021-2022) and fund it from ELO funds to implement the additional supports and interventions required for students as a result of Distance Learning. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Establish the Position of Social Emotional Specialist and Approve Associated Job Description and Placement on the Certificated Salary Schedule and Placement on the Certificated Salary Schedule

On motion of Derek Ross, seconded by Tina Wang, the Board of Education established the Social Emotional Specialist and approve Associated Job Description and Placement on the Certificated Salary Schedule and Placement on the Certificated Salary Schedule. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. Approve Resolution #2021-08 to Reestablish Particular Kinds of Service to Laid-off Certificated Employees

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Resolution #2021-08 to Reestablish Particular Kinds of Service to Laid-off Certificated Employees. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. Public Hearing and Approval of the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Teachers Association

Board President, Allen Rosen opened the Public Hearing at 6:18 pm. No comments were submitted, and the Public Hearing closed at 6:18 pm.

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. Approval of Employee Agreement for Assistant Superintendent of Business Services

The Brown Act requires the Board, before taking final action, to orally report a summary of the recommended compensation of a local agency executive. The report must be made during the same open meeting in which final action on the compensation is to be taken. Government Code section 54953 specifically states the Board must orally report a summary of a recommendation “for a final action on the salaries, salary schedule, or compensation paid in the form of fringe benefits”

Board President, Allen Rosen orally reported the following prior to Board Action.

The Board will be considering an employment contract for Adam Rauch, as the District's Assistant Superintendent, Business Services, effective July 1, 2021. The recommended compensation is summarized as follows:

- Annual salary per the 2020-2021 Administrative and Confidential Salary Schedule Range O, Step 3; \$ 161,694.01
- Longevity compensation consistent with Administrative/Confidential Compensation Agreement
- Health and welfare benefits granted to the District other classified management employees; currently maximum district contribution of \$19,127 to health and welfare benefits

- Dues to become member of ACSA
- \$75 monthly stipend for cellular phone and related equipment
- Up to 10 additional days annually beyond contracted amount, paid at daily rate

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the Employee Agreement for Assistant Superintendent of Business Services. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

f. Approval of Employee Agreement for Assistant Superintendent of Human Resources

The Brown Act requires the Board, before taking final action, to orally report a summary of the recommended compensation of a local agency executive. The report must be made during the same open meeting in which final action on the compensation is to be taken. Government Code section 54953 specifically states the Board must orally report a summary of a recommendation “for a final action on the salaries, salary schedule, or compensation paid in the form of fringe benefits”

Board President, Allen Rosen orally reported the following prior to Board Action. The Board will be considering an employment contract for Stewart McGugan, as the District’s Assistant Superintendent, Human Resources, effective July 1, 2021. The recommended compensation is summarized as follows:

- Annual salary per the 2020-2021 Administrative and Confidential Salary Schedule Range O, Step 3; \$ 161,694.01
- Longevity compensation consistent with Administrative/Confidential Compensation Agreement
- Health and welfare benefits granted to the District other certificated management employees; currently maximum district contribution of \$19,127 to health and welfare benefits
- Dues to become member of ACSA
- \$75 monthly stipend for cellular phone and related equipment
- Up to 10 additional days annually beyond contracted amount, paid at daily rate

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Employee Agreement for Assistant Superintendent of Human Resources. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

On motion of Derek Ross, seconded by Tina Wang, there being no further business before this Board, the Regular meeting held on May 18, 2021 is declared adjourned at 6:22 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

6-15-2021 #1036

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 6:03 pm at Oak Park High School, Great Lawn. 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 June 15th with some members of the Board and Staff attending in person. Members of the public were able to submit public comments via an online form before the board meeting as well as via email during the meeting as outlined in the Agenda. The meeting was livestreamed via a published link.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stewart McGugan, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Byron Jones, Director of Fiscal Services, Russ Peters, President of the Oak Park Teachers Association, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

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

PUBLIC COMMENTS

None

A. OPEN SESSION

1. BUSINESS SESSION

a. [Public Hearing and Board Review: Proposed 2021-2022 Oak Park Unified School District Local Control and Accountability Plan](#)

Allen Rosen opened the public hearing at 6:06 pm. No comments were submitted.

Public hearing closed at 6:06 pm. The board received a presentation from Dr. Jay Greenlinger Director of Curriculum and Instruction. The Board reviewed and discussed the LCAP and made recommendations.

b. Public Hearing and Board Review: Proposed 2021-2022 Oak Park Unified School District Annual Budget

Allen Rosen opened the public hearing at 7:33 pm. No comments were submitted. Public hearing closed at 7:33 pm. The board received a presentation from Assistant Superintendent of Business Services, Mr. Adam Rauch on the assumptions based on the governor's May revise and the legislature's budget proposal. The Board held a discussion on the Proposed Budget.

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the special meeting held on June 15, 2021 is declared adjourned at 9:13 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: JUNE 22, 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
CL25018	Nicholas Paul	Walk-On-Coach - Not to Exceed \$3,500.00	5/18/2021	Coaches, Athletics	TBD	OPHS
CL25019	Nicholas Sondgeroth	Walk-On-Coach - Not to Exceed \$3,500.00	5/18/2021	Coaches, Athletics	TBD	OPHS
CL25020	Taylor Espinoza	Walk-On-Coach - Not to Exceed \$3,500.00	5/18/2021	Coaches, Athletics	TBD	OPHS
CL25021	Destiny Ridge	Walk-On-Coach - Not to Exceed \$3,500.00	6/1/2021	Coaches, Athletics	TBD	OPHS
CL25022	Fredy Rivera	Walk-On-Coach - Not to Exceed \$3,500.00	6/1/2021	Coaches, Athletics	TBD	OPHS
CL25023	Esteban Mendez	Walk-On-Coach - Not to Exceed \$3,500.00	6/1/2021	Coaches, Athletics	TBD	OPHS
CL25024	Stacey Johnson	Walk-On-Coach - Not to Exceed \$3,500.00	6/1/2021	Coaches, Athletics	TBD	OPHS
CL25025	Lynn Framer	Accounting Assistant II SUB	5/24/2021	General	\$22.74	DO
CL25026	Faith Wayne	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	PreSch Program
CL25027	Linda Santiago	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	Elm Program
CL25028	Alyson Redding	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	Elm Program
CL25029	Adrianna Alejo	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	Elm Program
CL25030	Kathleen Ko	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	Elm Program
CL25031	Lisa Solny	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	Elm Program
CL25032	Doris Park	ESY Instructional Assistant II SpEd	6/2/2021	Summer Remediation	\$19.44	Sec Program
CL25033	Adam Rinehart	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	Elm Program
CL25034	Nassim Zarie	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	PreSch Program
CL25035	Sarah Sommer	ESY Instructional Assistant II SpEd	6/2/2021	Special Ed	\$19.44	PreSch Program
CL25036	Alexis Arrington	ESY Instructional Assistant III Behavior	6/2/2021	Special Ed	\$22.52	Elm Program
CL25037	Natasha Diaz	ESY Instructional Assistant III Behavior	6/2/2021	Special Ed	\$22.52	Elm Program
CL25038	Gio Franco	ESY Instructional Assistant III Behavior	6/2/2021	Special Ed	\$22.52	Elm Program
CL25039	Monica Kalember	ESY Instructional Assistant III Behavior	6/2/2021	Special Ed	\$22.52	Elm Program
CL25040	Jessica Talpai	ESY Instructional Assistant III Behavior	6/2/2021	Special Ed	\$22.52	Elm Program
CL25041	Willow Zeman	Health Services Technician Summer Program	6/2/2021	Summer Remediation	\$19.83	OHES/OPHS
CL25042	Hannie Low	Office Manager Summer Program	6/2/2021	Summer Remediation	\$24.36	OPHS
CL25043	Darcy Gilbert	Office Manager Summer Program	6/2/2021	Summer Remediation	\$24.36	OHES
CL25044	Araceli Prieto	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25045	Dana Call	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL25046	David Garcia	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25047	Lynn Hoffman	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25048	Marty Therrien	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25049	Michael Best	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25050	Roxana Mora	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25051	Shannon Curtis	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25052	Shannon Neville	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25053	Sheryl Lee	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25054	SueAnn Dumpel	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25055	Colin Buchanan	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25056	Traci Baron	Summer School Campus Supervisor	6/2/2021	Summer Remediation	\$18.79	Summer Program
CL25057	Traci Woo	Summer School Site Leader 12 days	6/3/2021	Summer Remediation	\$23.16	Elm Program
CL25058	Ryan Mayhew	ESY Behavior Specialist	6/4/2021	Special Ed	\$59.35	ESY Program
CL25059	Nishita Bhide	Summer Instructional Assistant II SpEd	6/7/2021	Summer Remediation	\$19.44	Elm Program
CL25060	Gerardo Guzman	Summer School Custodian 22 days	7/1/2021	Summer Remediation	\$21.02	Elm Program
CL25061	Abimael Cortes	Summer School Custodian 6 days	7/1/2021	Summer Remediation	\$24.98	Sec Program
CL25062	Mahnaz Moeinazad	College/Career Center Technician Part-time	7/26/2021	OPEF	\$24.57	OPHS
CL25063	Selina Gutierrez	Extended Care Assistant Site Leader	7/26/2021	Fund 120	\$20.24	MCMS
CL25064	Jeanie Budin-Smithers	Health Services Technician	8/2/2021	General	\$22.28	ROES
CL25065	Garrett Kimball	Campus Supervisor	8/9/2021	General	\$15.83	BES
CL25066	Margaret Edison	Campus Supervisor	8/9/2021	General	\$19.92	BES
CL25067	Cameron Delic	Instructional Assistant I Literacy & Numeracy	8/9/2021	ELO	\$18.31	OHES
CL25068	Janet Lee	Instructional Assistant I Literacy & Numeracy	8/9/2021	ELO	\$19.43	BES
CL25069	Kimberly Steils	Instructional Assistant I Literacy & Numeracy	8/9/2021	ELO	\$19.43	BES
CL25070	Colleen Schlatter	Instructional Assistant I Literacy & Numeracy	8/9/2021	ELO	\$17.31	OHES
CL25071	Quinn Schlatter	Instructional Assistant I Literacy & Numeracy	8/9/2021	ELO	\$17.31	OHES
CL25072	Julie Lewis	Instructional Assistant I Literacy/Reading	8/9/2021	General	\$20.57	MCMS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL25073	Leah Munn	Instructional Assistant II SpEd	8/9/2021	Special Ed	\$22.28	OPHS
CL25074	Jennifer Vanselow	Instructional Assistant II SpEd	8/9/2021	Special Ed	\$22.28	BES
CL25075	Victoria Warren	Instructional Assistant II SpEd	8/9/2021	Special Ed	\$22.28	ROES
CL25076	Nassim Zarie	Instructional Assistant II SpEd (SUB)	8/9/2021	Special Ed	\$17.69	OPNS
CL25077	Nicola Kerns	Instructional Assistant III Behavior	8/9/2021	Special Ed	\$22.52	MCMS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL25078	Ben Meyer	Baseball Frosh Head Coach	3/1/2021	Coaches, Athletics	\$1,350.00	OPHS
CL25079	Doug Wells	Baseball Assistant Coach	3/1/2021	ASB Donations	\$1,200.00	OPHS
CL25080	Marcus Jasso	Boys Lacrosse Assistant Coach	3/1/2021	ASB Donations	\$1,000.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL25081	Norma Jimenez	Food Service Assistant I LOA	5/3/2021	Fund 130	\$17.72	BES
CL25082	Christine Faille	Food Service Assistant I LOA	5/12/2021	Fund 130	\$19.92	OPHS
CL25083	Julie St Amand	Accounting Assistant II LOA FMLA	5/13/2021	General	\$26.90	DO
CL25084	Kristen McNeeley	Behavior Specilist LOA	5/14/2021	Special Ed	\$474.80	District Wide
CL25085	Pamela Norton	Student Services Assistant II frm SSA I	7/26/2021	General	\$22.52	MCMS
CL25086	Norma Jimenez	Campus Supervisor frm Food Service Assistant	8/9/2021	General	\$18.79	BES
CL25087	Laila Robinson	Campus Supervisor Rtn from LOA	8/9/2021	General	\$19.92	OPHS
CL25088	Bryce Phillips	Extended Care Site Leader frm Assistant Lead	8/9/2021	Fund 120	\$24.50	OHES
CL25089	Traci Woo	Extended Care Site Leader frm Assistant Lead	8/9/2021	Fund 120	\$23.16	BES
CL25090	Lori Jasinski	Food Service Manager frm Food Service Asst I	8/9/2021	Fund 130	\$21.26	TBD
CL25091	Laura Kunesh	Instructional Assistant I L&N Frm IA I Grade	8/9/2021	ELO	\$20.57	ROES
CL25092	Patricia Bleau	Instructional Assistant I L&N Frm IA I Grade	8/9/2021	ELO	\$20.57	ROES
CL25093	Lori Walling	Instructional Assistant I L&N Frm IA I Grade	8/9/2021	ELO	\$20.57	BES
CL25094	Sujata Bhattacharya	Instructional Assistant I L&N Frm IA I Grade	8/9/2021	ELO	\$20.57	ROES
CL25095	Matthew Budin-Smithers	Instructional Assistant I Literacy/Reading frm sub	8/9/2021	General	\$20.57	OHES
CL25096	Adam Rinehart	Instructional Assistant II SpEd from IA I	8/9/2021	Special Ed	\$18.73	TBD
CL25097	Faith Wayne	Instructional Assistant II SpEd Increase in Hrs	8/9/2021	Special Ed	\$22.28	OPNS
CL25098	Kylie Kelleher	Instructional Assistant II SpEd Site Change	8/9/2021	Special Ed	\$21.26	OPHS
CL25099	Alyson Redding	Instructional Assistant II SpEd Site Change	8/9/2021	Special Ed	\$22.28	BES
CL25100	Krystal Creviston	Instructional Assistant II SpEd Site Change	8/9/2021	Special Ed	\$22.28	MCMS
CL25101	Andi Hunt	Instructional Assistant III - Reading frm IA I	8/9/2021	General	\$24.98	OHES
CL25102	Haylie Medoff	Insturctional Assistant III Behavior Site Change	8/9/2021	Special Education	\$23.89	OPNS/OHES
CL25103	Jaqueline Dahl	Insturctional Assistant III Behavior Site Change	8/9/2021	Special Education	\$22.52	MCMS
CL25104	Jessica Talpai	Insturctional Assistant III Behavior Site Change	8/9/2021	Special Education	\$23.89	BES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL25105	Linda Oonk	Instructional Assistant II SpEd	5/28/2021	Retirement	\$21.26	OPHS
CL25106	Megan Brennan	Instructional Assistant II SpEd	5/28/2021	Resignation	\$22.26	ROES
CL25107	Taylor Akason	Instructional Assistant I - PE	5/28/2021	Resignation	\$17.31	ROES
CL25108	Aeadan Cunningham	Campus Supervisor	5/28/2021	Resignation	\$15.83	ROES
CL25109	Aura Diaz	Campus Supervisor	5/28/2021	Resignation	\$19.92	ROES
CL25110	Elise LaMont	Campus Supervisor	5/28/2021	Resignation	\$16.75	ROES
CL25111	Robert Acosta	Instructional Assistant I - Math	5/28/2021	Resignation	\$18.31	OHES
CL25112	Brenda Pestano	Instructional Assistant I - Grade Level	5/28/2021	Resignation	\$16.36	OHES
CL25113	Hai Hong Lac	Campus Supervisor	5/28/2021	Resignation	\$17.72	BES
CL25114	Michael Bartolucci	Campus Supervisor	5/28/2021	Retirement	\$19.92	ROES
CL25115	Carolyn Orens	Instructional Assistant I - Grade Level	5/28/2021	Resignation	\$20.57	ROES
CL25116	Susan Jamison	Health Services Technician	6/4/2021	Resignation	\$22.28	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: JUNE 22, 2021
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site
01CE10776	Diane Diamond	Elementary Principal	7/1/2021	General	BES
01CE10777	Mat McClenahan	High School Principal	7/1/2021	General	OPHS
01CE10778	Vanessa Boggs	Dean of Students	7/1/2021	General	MCMS
01CE10779	Michelle Weilbacher	Social Emotional Specialist	8/2/2021	General	DO
01CE10780	Allison Elbaz	Elementary Teacher - Temp	8/6/2021	General	BES
01CE10781	Tahnee Munoz	Elementary Teacher - Temp	8/6/2021	General	ROES
01CE10782	Danielle McKendry	Elementary Teacher - Temp	8/6/2021	General	ROES
01CE10783	Allison Edwards	Elementary Teacher - Temp	8/6/2021	General	ROES
01CE10784	Alexis Ma	Elementary Teacher - Temp	8/6/2021	General	ROES
01CE10785	Danielle Severn	Elementary Teacher - Temp	8/6/2021	General	ROES
01CE10786	Caitlin Katz	Counselor	8/2/2021	General	OPHS
01CE10787	Jaclyn Longo	Tech TOSA	7/1/2021	General	DO
01CE10788	Cori Orlando	Lead Tech TOSA	7/1/2021	General	DO
01CE10789	Samantha Spitzer	Math/Science	8/6/2021	General	OVHS
01CE10790	Allie LeVine	ESY Nurse	6/2/2021	General	DO
01CE10791	Lacey Concepcion	ESY Teacher	6/2/2021	General	OHES
01CE10792	Whitney Moran	ESY Teacher	6/2/2021	General	OHES
01CE10793	Janet Brown	ESY Teacher	6/2/2021	General	OHES
01CE10794	Kellie Gross	ESY Teacher	6/2/2021	General	OPHS
01CE10795	Karen Hannigan	ESY Speech Language	6/2/2021	General	OHES
01CE10796	Dyan Hall	Summer School Remediation Teacher	6/7/2021	General	OHES
01CE10797	Lynette Hiday	Summer School Remediation Teacher	6/7/2021	General	OHES
01CE10798	Kathy Mosley	Summer School Remediation Teacher	6/7/2021	General	OHES
01CE10799	Sheri Boone	Summer School Remediation Teacher	6/7/2021	General	OHES
01CE10800	Danielle Warnes	Summer School Remediation Teacher	6/7/2021	General	OHES
01CE10801	Jordyn Solny	Summer School Remediation Teacher	6/7/2021	General	OHES
01CE10802	Tim Weaver	Summer School Remediation Teacher	6/7/2021	General	OHES
01CE10803	Danielle Severn	Summer School Remediation Teacher	6/8/2021	General	OHES
01CE10804	Mike Winkler	Summer School Remediation Teacher	6/9/2021	General	OPHS
01CE10805	Brittany Ulloa	Summer School Remediation Teacher	6/10/2021	General	OPHS
01CE10806	Kathy Bowman	Summer School Remediation Teacher	6/11/2021	General	OPHS
01CE10807	Troy Labnow	Summer School Remediation Teacher	6/12/2021	General	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10808	Tim Chevalier	Summer Conditioning Ath Dir	6/1/2021	ASB	\$3,500.00	OPHS
01CE10809	Brenda Pasqua	Summer Conditioning Ath Trainer	6/1/2021	ASB	\$3,500.00	OPHS
01CE10810	Kathryn Klamecki	Summer Conditioning Girls Soccer	6/1/2021	ASB	\$3,000.00	OPHS
01CE10811	Aaron Shaw	Summer Conditioning Basketball	6/1/2021	ASB	\$2,200.00	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 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
01CE10812	Aaron Shaw	Summer Conditioning Basketball	6/1/2021	ASB	\$2,200.00	OPHS
01CE10813	Casey Webb	Summer Conditioning Football	6/1/2021	ASB	\$2,500.00	OPHS
01CE10814	Brittany Gibson	Summer Conditioning Girls Soccer	6/1/2021	ASB	\$1,000.00	OPHS
01CE10815	Steve White	Summer Conditioning X Country	6/1/2021	ASB	\$3,000.00	OPHS
01CE10816	Ellen Chevalier	Formative Assessment	5/17-6/9/2021	SCOE	\$386.59	DO
01CE10817	Russ Peters	OPEF Summer School Remediation	6/2-7/7/2021	ELO	\$1,800.00	OPHS
01CE10818	Yaganeh Gorji	OPEF Summer School Remediation	6/2-7/7/2021	ELO	\$3,800.00	OPHS
01CE10819	Jenny Charrett	OPEF Summer School Remediation	6/2-7/7/2021	ELO	\$1,000.00	OPHS
01CE10820	Chris Meyer	OPEF Summer School Remediation	6/2-7/7/2021	ELO	\$200.00	OPHS
01CE10821	Samantha Spitzer	OPEF Summer School Remediation	6/2-7/7/2021	ELO	\$200.00	OPHS
01CE10822	Tess Kokiousis	District Innovator - extra Tech Support	2/26/2021	General	\$25. Hour	OPHS
01CE10823	Brianne Hazlewood	District Innovator - extra Tech Support	2/26/2021	General	\$25. Hour	OPHS
01CE10824	Jen Hankins	District Innovator - extra Tech Support	2/26/2021	General	\$25. Hour	OPHS
01CE10825	Tim Chevalier	April Class Size Overages	4/1/2021	General	\$32.00	OPHS
01CE10826	Jen Hankins	April Class Size Overages	4/2/2021	General	\$46.00	OPHS
01CE10827	Michelle Williams	April Class Size Overages	4/3/2021	General	\$80.00	OHES
01CE10828	Lianne Arnold	April Class Size Overages	4/4/2021	General	\$240.00	OHES
01CE10829	Joy Reints	April Class Size Overages	4/5/2021	General	\$240.00	OHES
01CE10830	Kahy Strong	April Class Size Overages	4/6/2021	General	\$80.00	ROES
01CE10831	Nicole LoBianco	April Class Size Overages	4/7/2021	General	\$160.00	ROES
01CE10832	Amy Buccino	April Class Size Overages	4/8/2021	General	\$80.00	ROES
01CE10833	Sheri Merfeld	April Class Size Overages	4/9/2021	General	\$320.00	ROES
01CE10834	Maureen McDowell	April Class Size Overages	4/10/2021	General	\$80.00	ROES
01CE10835	Kari Share	April Class Size Overages	4/11/2021	General	\$160.00	ROES
01CE10836	Jamie Brown	April Class Size Overages	4/12/2021	General	\$240.00	ROES
01CE10837	Lauren Cantillon	April Class Size Overages	4/13/2021	General	\$80.00	ROES
01CE10838	Kim Annino	April Class Size Overages	4/14/2021	General	\$40.00	BES
01CE10839	Barbie Lee	April Class Size Overages	4/15/2021	General	\$40.00	BES
01CE10840	Kellie Milbourn	April Class Size Overages	4/16/2021	General	\$160.00	BES
01CE10841	Brandi Pryor	April Class Size Overages	4/17/2021	General	\$80.00	BES
01CE10842	Michelle Varju	April Class Size Overages	4/18/2021	General	\$160.00	BES
01CE10843	Tawnya Watson	April Class Size Overages	4/19/2021	General	\$160.00	BES
01CE10844	Allison Gerin	April Class Size Overages	4/20/2021	General	\$160.00	BES
01CE10845	Tim Chevalier	May Class Size Overages	5/3/2021	General	\$32.00	OPHS
01CE10846	Jen Hankins	May Class Size Overages	5/3/2021	General	\$50.00	OPHS
01CE10847	Michelle Williams	May Class Size Overages	5/3/2021	General	\$95.00	OHES
01CE10848	Lianne Arnold	May Class Size Overages	5/3/2021	General	\$285.00	OHES
01CE10849	Joy Reints	May Class Size Overages	5/3/2021	General	\$285.00	OHES
01CE10850	Kathy Strong	May Class Size Overages	5/3/2021	General	\$95.00	ROES
01CE10851	Lauren Cantillon	May Class Size Overages	5/3/2021	General	\$95.00	ROES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 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
01CE10852	Jamie Brown	May Class Size Overages	5/3/2021	General	\$285.00	ROES
01CE10853	Kari Share	May Class Size Overages	5/3/2021	General	\$190.00	ROES
01CE10854	Maureen McDowell	May Class Size Overages	5/3/2021	General	\$95.00	ROES
01CE10855	Sheri Merfeld	May Class Size Overages	5/3/2021	General	\$380.00	ROES
01CE10856	Nicole LoBianco	May Class Size Overages	5/3/2021	General	\$190.00	ROES
01CE10857	Amy Buccino	May Class Size Overages	5/3/2021	General	\$95.00	ROES
01CE10858	Kellie Milbourn	May Class Size Overages	5/3/2021	General	\$190.00	BES
01CE10859	Allison Gerin	May Class Size Overages	5/3/2021	General	\$190.00	BES
01CE10860	Tawnya Watson	May Class Size Overages	5/3/2021	General	\$190.00	BES
01CE10861	Michelle Varju	May Class Size Overages	5/3/2021	General	\$190.00	BES
01CE10862	Jay Greenlinger	Administrator Remediation - Secondary	6/28/2021	General	\$2,296.00	OPHS
01CE10863	Natalie Smith	Administrator Remediation - Secondary	6/2/2021	General	\$4,018.00	OPHS
01CE10864	Jason Meskis	Administrator Remediation - Secondary	6/17/2021	General	\$1,722.00	OPHS
01CE10865	Heather Sloan	Administrator Remediation - Elem	6/7/2021	General	\$12,302.50	OHES
01CE10866	Jay Greenlinger	Administrator Remediation - Elem	7/14/2021	General	\$997.50	OHES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site
01CE10867	Deanne Bray	LOA	2021-2022	General	OPHS
01CE10868	Valeria Fuentes	Temp .5 FTE to Prob 2 1.0 Counselor	8/1/2021	General	ROES
01CE10869	Ericka Jauchen	Tech TOSA to OHES 1.0 teacher	8/1/2021	General	OHES
01CE10870	Ellen Chevalier	Tech TOSA to Coor Special Programs	7/1/2021	General	DO
01CE10871	Samantha King	.5 FTE to 1.0 FTE	8/2/2021	General	BES
01CE10872	Jamie Siskin	Temp to Prob 2	8/6/2021	General	BES
01CE10873	Kellie Milbourn	Temp to Prob 2	8/6/2021	General	BES
01CE10874	Sarah Rosenblum	Temp to Prob 2	8/6/2021	General	BES
01CE10875	Michelle Cass	Temp to Prob 2	8/6/2021	General	ROES
01CE10876	Lauren Cantillon	Temp to Prob 2	8/6/2021	General	OHES
01CE10877	Michelle Williams	Temp to Prob 2	8/6/2021	General	OHES
01CE10878	Jessica Bretzing	Temp to Prob 2	8/6/2021	General	OHES
01CE10879	Lauren Heinrich	2nd yr LOA	8/6/2021	General	OPHS
01CE10880	Jan Willis	1.0 FTE to .6 FTE (.4 FTE LOA)	8/6/2021	General	OPHS

SEPARATION

Number	Name	Position	Effective Date	Separation	Site
01CE10881	Scott Deck	Sp Ed 1.0 FTE	5/27/2021	Resignation	OPHS/OVHS
01CE10882	Marcelle Khalil-Heine	Temp Contract Ended	5/27/2021	End Contract	OPHS
01CE10883	Kari Share	Temp Contract Ended	5/27/2021	End Contract	ROES
01CE10884	Carly Serota	Temp Contract Ended	5/28/2021	End Contract	ROES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

SEPARATION

Number	Name	Position	Effective Date	Separation	Site
01CE10885	Jennifer Sherman	Temp Contract Ended	5/29/2021	End Contract	OPIS
01CE10886	Kelly Pomerantz	Middle School Science Teacher	5/27/2021	Resignation	MCMS

Prepared by:
Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – MAY 1 THROUGH MAY 31, 2021

CONSENT

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

BACKGROUND: Purchase Order Report listing all purchase orders issued during the reporting period is included for the Board review. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account. The Board is requested to ratify the purchase order from May 1 through May 31, 2021.

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

RECOMMENDATION: Alternative No. 1

Prepared by:

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 05/01/2021 - 05/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4200	Other Books and Reference Mate				
P21-00473	Barnes And Noble Bookstores	005	OVHS Classroom Library	010-4200	10,495.13
Total:010-4200 Other Books and Reference Mate					10,495.13
010-4320	Athletics Materials and Suppli				
P21-00475	Training Room, Inc.	013	Athletic Supplies/Athletics	010-4320	1,574.27
Total:010-4320 Athletics Materials and Suppli					1,574.27
010-4330	Other Materials and Supplies N				
B22-00001	AARDVARK CLAY & SUPPLIES	013	Art/Mat & Supply	010-4330	4,000.00
B22-00003	Costco Wholesale	013	Supplies/Meeting Supplies	010-4330	5,300.00
B22-00004	DIY Home Center	013	OPPA/Don/Mat & Suppl	010-4330	500.00
B22-00005	Document Systems	013	Copying/Don/Mat & Supplies	010-4330	7,000.00
P21-00469	The Lampo Group, Inc.	005	Financial Math 3 year licensing	010-4330	9,484.49
P21-00474	Southwest School Supply	005	20/21 to Southwest School Supplies	010-4330	2,657.66
P21-00476	Karma Baker	004	Senior Breakfast	010-4330	4,290.00
Total:010-4330 Other Materials and Supplies N					33,232.15
010-4410	Equipment New Non-Capitalized				
P21-00448	KB Contract Interiors	004	Lateral File Cabinets for Accounting Department	010-4410	5,058.90
P21-00452	Cedar Valley Plumbing Supple	004	No touch faucets for Health Offices DW	010-4410	6,079.43
P21-00455	Airgas West	013	Misc Equipment/Architect/OPEF	010-4410	9,709.28
P21-00456	Laguna Tools, Inc	013	Misc. Equip/Architect.OPEF	010-4410	8,980.49
P21-00458	KB Contract Interiors	004	Work stations for Accounting	010-4410	10,074.00
P21-00466	Richey & Son Inc	004	Pole Vault Pit for OPHS	010-4410	19,838.46
Total:010-4410 Equipment New Non-Capitalized					59,740.56
010-5600	Rents, Leases, and Repairs				
P21-00449	Finish Line Paving, Inc.	004	Asphalt for both playgrounds inside ROES	010-5600	11,170.00
P21-00450	Fence Factory	004	Repair Back Stop @MCMS	010-5600	3,342.84
P21-00451	Daniel Fowler Db a Acorn Applia nce Service LLC	004	Kitchen oven repair @MCMS	010-5600	721.24
P21-00454	All Valley Rentals	004	Chairs & Set Up Rental for Culmination at OHES	010-5600	984.00
P21-00459	All Valley Rentals	004	Canopy Rental for Outdoor Classes	010-5600	4,046.10
P21-00462	Coast Cart Inc.	004	Replacement Ignition Switch for Golf Cart OPHS	010-5600	39.97
P21-00464	Fence Factory	004	Added Safety Fencing for Softball Backstop@OPHS	010-5600	8,694.81
P21-00470	Lister Party Rentals, Inc.	004	Stage & Chair Rental for Culmination at BES	010-5600	817.81
Total:010-5600 Rents, Leases, and Repairs					29,816.77
010-5820	Other Operating Expense				
B21-00221	CR Print	013	Printing/Mat & Supply	010-5820	3,500.00

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 4

Includes Purchase Orders dated 05/01/2021 - 05/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B22-00002	ACCO Brands USA LLC	013	Oth Exp/Disc/ Laminator Repair	010-5820	500.00
P21-00429	CR Print	013	Laminating/Oth/Exp	010-5820	203.78
P21-00457	MTI Enterprises Inc. DBA Music Theatre Intern.	013	Spring Prod/Oth Exp/Prod/Mgr/CTEIG	010-5820	2,857.12
P21-00461	CR Print	012	Culmination: certificate folders	010-5820	934.15
P21-00471	Diverse City Consulting	013	Leadership Retreat/Oth Exp/Edu	010-5820	400.00
P21-00472	The Salvation Army	013	Retreat/Other Exp/ Edu/CTEIG	010-5820	1,630.00
Total:010-5820 Other Operating Expense					10,025.05
010-5900	Telephone and Communications				
B21-00016	AT&T-CalNet 3	012	Open PO for Telephone Charges	010-5900	4,850.00
Total:010-5900 Telephone and Communications					4,850.00
010-9330	Prepaid Expenditures (Expenses)				
P21-00467	Pali Institute AttnBusiness Manager	012	DON 7th Grade Trip Deposit 2021-22	010-9330	2,000.00
Total:010-9330 Prepaid Expenditures (Expenses)					2,000.00
120-5200	Travel and Conference				
P21-00468	VCOE	028	NCPI Refresher training for Ext. Care staff	120-5200	120.00
Total:120-5200 Travel and Conference					120.00
120-5820	Other Operating Expense				
B21-00209	Ed. Learning Opportunities DBA Developing Outdoors	028	Open PO-Payroll for EC Mentors	120-5820	28,000.00
Total:120-5820 Other Operating Expense					28,000.00
130-8220	Federal Child Nutrition Funds				
P21-00460	Cal. Department Of Education	025	August & September 2020 SNP Overpayment	130-8220	11,443.86
Total:130-8220 Federal Child Nutrition Funds					11,443.86
130-8520	State Child Nutrition Funds				
				130-8520	1,040.33
Total:130-8520 State Child Nutrition Funds					1,040.33
211-4410	Equipment New Non-Capitalized				
P21-00453	Uline	004	Proj 18-21S Outdoor furniture new classroom @MCMS	211-4410	2,886.95
P21-00463	Home Depot	000	Proj 20-23S HVAC Upgrade DW materials	211-4410	277.28
Total:211-4410 Equipment New Non-Capitalized					3,164.23
211-5820	Other Operating Expense				
P21-00465	Luxury Flush, LLC	004	Proj 21-01S Porta Johns lower softball field @OPHS	211-5820	437.00
Total:211-5820 Other Operating Expense					437.00

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 2 of 4

Includes Purchase Orders dated 05/01/2021 - 05/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
211-6500	Equipment Replacement \$5000+				
T22-00001	All Connected Inc	007	Proj 21-03S Core Switch with Basic Maintenance	211-6500	74,146.09
Total:211-6500 Equipment Replacement \$5000+					74,146.09
Total Number of POs				39	
				Total	270,085.44

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	27	134,433.93
	Total Fiscal Year 2021		134,433.93
010	General Fund	5	17,300.00
	Total Fiscal Year 2022		17,300.00
120	Child Development Fund	2	28,120.00
	Total Fiscal Year 2021		28,120.00
130	Cafeteria Fund	1	12,484.19
	Total Fiscal Year 2021		12,484.19
211	Measure S Facilities & Tech	3	3,601.23
	Total Fiscal Year 2021		3,601.23
211	Measure S Facilities & Tech	1	74,146.09
	Total Fiscal Year 2022		74,146.09
		Total	270,085.44

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

ESCAPE ONLINE

Page 3 of 4

Includes Purchase Orders dated 05/01/2021 - 05/31/2021

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4330	Other Materials and Supplies N			
B21-00037	25,000.00	010-4330	General Fund/Other Materials and Supplies N	10,000.00
B21-00118	2,000.00	010-4330	General Fund/Other Materials and Supplies N	1,000.00-
Total:010-4330 Other Materials and Supplies N				9,000.00
010-5600	Rents, Leases, and Repairs			
B21-00120	275.34	010-5600	General Fund/Rents, Leases, and Repairs	26.81
P21-00353	360.79	010-5600	General Fund/Rents, Leases, and Repairs	360.71-
Total:010-5600 Rents, Leases, and Repairs				333.90-
010-5820	Other Operating Expense			
P21-00182	12,000.00	010-5820	General Fund/Other Operating Expense	3,000.00
Total:010-5820 Other Operating Expense				3,000.00
130-5600	Rents, Leases, and Repairs			
FS21-00011	958.00	130-5600	Cafeteria Fund/Rents, Leases, and Repairs	398.00
FS21-00012	2,049.00	130-5600	Cafeteria Fund/Rents, Leases, and Repairs	51.00-
FS21-00021	7,678.00	130-5600	Cafeteria Fund/Rents, Leases, and Repairs	1,250.00
Total:130-5600 Rents, Leases, and Repairs				1,597.00
Total PO Changes				13,263.10

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 4 of 4

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

**SUBJECT: B.1.d. APPROVE CLINICAL EDUCATION INTERNSHIP AGREEMENT
WITH SCHOOL OF HEALTH PROFESSIONS WITH UNIVERSITY
OF ALABAMA, AT BIRMINGHAM – JULY 1, 2021 – JULY 1, 2024**

CONSENT

ISSUE: Shall the Board of Education enter into an Affiliation Agreement for Clinical Education with University of Alabama, Birmingham School of Health Professions, Department of Nutrition Services - July 1, 2021 – July 1, 2024?

BACKGROUND: University of Alabama, at Birmingham (UAB) School of Health Professions, Department of Nutrition Services has a Dietitian Education Graduate Certificate Program which requires students to complete specific dietetics coursework and 1,200 hours of supervised practice experiences (practicums) within their academic program to both earn their graduate degree and be eligible to take the national examination to become a registered dietitian nutritionist (RDN). The supervised practice experiences are offered during a specific, sequenced plan of study that is built into the graduate degree program. Practicums are an opportunity for students to learn from practicing professionals in areas of community, food service, clinical, and specialty practice settings. In supervised practice experiences, student learn to apply their knowledge of nutrition and dietetics to real life situations under the guidance of professionals, known as preceptors.

Oak Park Unified School District's Student Nutrition Department would like to work with the University to offer practicums in nutrition and food services management under the direction of the Director of Student Nutrition. Our staff will benefit from the contributions of the students participating in the supervised practice and would like to assist the University in implementing the supervised practice. At any given time only one student from the University will be serving as an intern under the supervision of the Carole Ly, Director of Student Nutrition.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Agreement for Clinical Education with University of Alabama, Birmingham School of Health Professions, Department of Nutrition Services - July 1, 2021 – July 1, 2024
2. Do not approve the Agreement with University of Alabama, Birmingham.

RECOMMENDATION: Alternative #1

Prepared by: Carole Ly, Director of Student Nutrition
Stewart McGugan, Assistant Superintendent of Human Resources

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve Agreement for Clinical Education with University of Alabama,
Birmingham School of Health Professions, Department of
Nutrition Services - July 1, 2021 – July 1, 2024

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	_____	_____	_____	_____

MEMORANDUM OF AGREEMENT AFFILIATION FOR CLINICAL EDUCATION

WHEREAS, The Board of Trustees of The University of Alabama for The University of Alabama at Birmingham (hereinafter referred to as "University") and Oak Park Unified School District (hereinafter referred to as "Facility") desires to set out in writing the terms and respective responsibilities of the two institutions for the clinical education of students in the School of Health Professions, Department of Nutrition Sciences (hereinafter referred to as "School/Dept").

The University and the Facility agree as follows:

A. Facility Responsibilities:

1. To provide instruction and supervision appropriate for the student's level of preparation and continued learning. However, it is understood that students shall not be used in lieu of professional or staff personnel and shall be under appropriate supervision at all times.
2. To share in the responsibility for the education of School/Dept students through the cooperation and assistance of its staff and employees along with the faculty of the University. Only those employees who are qualified by education, experience and/or professional credentials may serve as clinical/adjunct faculty.
3. To maintain accreditation status by the appropriate accrediting agency.
4. To make available first aid and emergency care for illnesses or accidents occurring on the premises. All other medical and dental costs are the responsibility of the student.
5. To maintain records and reports on each student's performance and provide a written evaluation of each student's performance to the University.
6. To request withdrawal or dismissal of any student whose performance record or conduct does not justify continuance in clinical education at this Facility.
7. To orient the student to the Facility and its rules and regulations.
8. Facility acknowledges and agrees that the information provided by University, or others on behalf of University, that directly relates to any University student, including, but without limitation, academic information (e.g., coursework, grades, degrees earned, performance in other external rotations); professional information, (e.g., licenses obtained, suspension, revocation); training and/or certifications (e.g., CPR, OSHA/Bloodborne pathogen); health information (e.g., Hepatitis, TB Testing); health and other insurance information and, the results of any criminal background check and/or drug testing/treatment information, hereinafter ("student information") is protected by the Family Educational Rights and Privacy Act (FERPA). Facility represents and certifies that it will (1) protect the confidentiality of all student information; and will not, except with the written consent of the student, (2) use student information for any purpose other than to carry out the purposes of this agreement; or (3) disclose student information except to authorized individuals within its organization who have a legitimate need to know student information in order to carry out the purposes of this agreement.

B. University Responsibilities:

1. To send the Facility only such students who have successfully completed the requirements for the clinical education component of the curriculum.
2. To take action regarding any student whose performance record or conduct does not justify continuance in clinical education at the Facility.
3. To support rules and regulations governing students that are mutually agreed upon between the University and the Facility.
4. To designate a faculty member to coordinate and act as the contact person with a designee of the Facility.
5. To assign students to clinical education only when mutually arranged by the University and the Facility.
6. To maintain channels of communication for exchange of information with clinical faculty by on-site visits when practical and by telephone in other instances.
7. To provide proof of insurance for students while on clinical assignment.

C. Student Responsibilities:

1. To follow the administrative policies, standards and practices of the Facility.
2. To be responsible for transportation and living arrangements when not provided by the Facility.
3. To be prepared to present proof of enrollment in an acceptable hospitalization plan upon arrival at the Facility.

D. Terms of Agreement:

1. This Agreement shall become effective July 1, 2021 thru July 1, 2024, unless either party desires to terminate the Agreement and gives the other party one hundred and eighty days notice of intention to terminate.
2. The Facility and UAB agree that there shall be no discrimination on the basis of race, color, creed, sex, national origin, age or handicap, in the assignment, acceptance, and activities of students in the program established by this Agreement.
3. The number of students shall be agreed upon by the University and the Facility.

**The Board of Trustees of the University of
Alabama for the University of Alabama at
Birmingham**

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

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
**SUBJECT: B.1.e. APPROVE RENEWAL AGREEMENT WITH VENTURA COUNTY
OFFICE OF EDUCATION FOR 2021-2022 ESCAPE FINANCIAL AND
PAYROLL/PERSONNEL SYSTEM SERVICES**

CONSENT

ISSUE: Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide financial and payroll/personnel data processing services for the 2021-2022 fiscal year?

BACKGROUND: The District has historically contracted annually with VCOE to provide data processing services. The scope of these services currently includes the hosting and support of the Escape Financial and Payroll/Personnel Systems. The current contract with VCOE for these services expires June 22, 2021. The fee for services is calculated on the District's prior year P-2 ADA, and VCOE has proposed to renew the agreement for the 2021-2022 fiscal year in the amount of \$51,849 (2020-2022 P-2 ADA [4320.78] x \$12.00). A copy of the renewal agreement follows for the Board's review.

FISCAL IMPACT: The cost of the proposed services is included in the Business and Administrative Services departmental budget for 2021-2022.

ALTERNATIVES:

1. Approve the renewal agreement with VCOE to provide financial and payroll/personnel data processing services for the 2021-2022 fiscal year.
2. Do not approve the renewal.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



Ventura County Office of Education
Dr. César Morales, Superintendent of Schools
5189 Verdugo Way
Camarillo, CA 93012

AGREEMENT FOR ESCAPE FINANCIAL & PAYROLL/PERSONNEL SYSTEM

This agreement is made between the **Oak Park Unified School District** of Ventura County, hereinafter referred to as "LEA," and the Ventura County Office of Education, hereinafter referred to as "VCOE."

It is Hereby Agreed between the Parties as Follows:

1. Time Period

VCOE agrees to furnish the LEA services in processing and reporting for the fiscal year July 1, 2021 through June 30, 2022 and thereafter on a yearly basis unless written notice to the contrary is received by VCOE prior to the fifteenth of January of any year in which the services are rendered.

2. Services Provided

- VCOE shall provide services and transactions available in the Escape Financial & Payroll/Personnel System and the new Frontline modules – Absence Management and Time and Attendance.
- Secured access through VPN (Pulse Secure) and two-factor authentication (DUO).

3. Exclusions

Software support does not include:

- A. Programming required because of changes in computer equipment or configuration.
- B. Problems resulting from equipment failure.
- C. Unauthorized alterations to the programs.

4. Charges

Charges will be determined by multiplying the LEA's prior year P-2 ADA as of June 1 of the prior fiscal year by an ADA factor from the following table.

LEA P2 ADA	Per ADA Factor	TOTAL FEE 21-22
4320.78	\$12	\$51,849

5. Payment Schedule

The LEA agrees that the ADA based fees shall be paid in a single installment once invoiced and payable no later than December.

Approved this _____ day of _____, 20____.

LEA Authorized Representative

Approved this 4 day of June, 2021.



VCOE Authorized Representative

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.f. APPROVE RESOLUTION NO. 2021-09, APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2021-2022

CONSENT

ISSUE: Shall the Board of Education authorize transfers of budget appropriations and budgeted transfers of monies between funds as needed during the fiscal year in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another?

BACKGROUND: Certain interfund transfers are budgeted each year such as deferred maintenance, or District contributions for technology. This resolution authorizes the business office to make transfers when the funds are needed. During the year, as expenditures are made and income received, it is often necessary to make revisions to line item budgets. These revisions are generally a shifting of appropriations from one major object code to another without increasing the site or program allocation. These types of revisions keep the line item budget appropriation and expenditures in balance.

FINANCIAL IMPACT: None

ALTERNATIVES: 1. Adopt Resolution No. 2021-09 Appropriation and Budgeted Transfers for 2021-2022.
2. Do not adopt Resolution No. 2021-09.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2021-09

APPROPRIATION AND BUDGETED TRANSFERS FISCAL YEAR 2021-2022

WHEREAS, the Oak Park Unified School District budgets certain transfers and revises its appropriation budgets periodically to permit the payment of obligations of the district, and

WHEREAS, the District may authorize a district employee to make such transfers between the budgeted classifications and/or funds in order to balance expenditure classifications or to meet the budgeted obligations of one fund to another,

THEREFORE, BE IT RESOLVED that the Oak Park Unified School District authorizes the transfers necessary to permit business as usual during the 2021-2022 fiscal year. These transfers are to be presented to the Governing Board for ratification at the next regularly scheduled board meeting.

ADOPTED this 22nd day of June 2021, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY W. KNIGHT, Ed.D., SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT: B.1.g. APPROVE RESOLUTION NO. 2021-10, TEMPORARY LOANS BETWEEN DISTRICT FUNDS FOR FISCAL YEAR 2021-2022

CONSENT

ISSUE: Shall the Board of Education adopt Resolution No. 2021-10 to authorize temporary loans between funds during times when cash flow suffers prior to receipt of tax deposits or State revenues?

BACKGROUND: In the past, it has been necessary for the General Fund to borrow from other District funds in order to meet financial obligations. The General Fund receives its major tax receipt deposits in December and April, and the temporary loans permit payments to retail vendors and for employee payroll to continue during the low cash flow months.

During the 2021-2022 fiscal year, the District will be participating in a Revenue and Tax Anticipations Note (TRAN) program, which helps alleviate cash flow issues. It is still prudent, however, to have this resolution on file should the need arise. This resolution will enable the Administration to transfer the necessary funds to ensure continued business as usual. The resolution allows temporary loans between the General Fund and other funds until State revenues are received.

FISCAL IMPACT: None

ALTERNATIVES:

1. Adopt Resolution No. 2021-10, Temporary Loans Between District Funds.
2. Do not adopt Resolution No. 2021-10.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2021-10

TEMPORARY LOANS OF FUND MONIES FISCAL YEAR 2021-2022

WHEREAS, pursuant to Education Code section 42603, the governing board of any school district may direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum of monies held in any fund or account during a current fiscal year may be transferred.

WHEREAS, when there are insufficient funds to meet district obligations in the fund, and

WHEREAS, funds can be temporarily transferred from one or more funds to another fund of the district to be used for the payment of district obligations, and

WHEREAS, repayment of the temporary loan will be made from income received,

THEREFORE, BE IT RESOLVED that the Board of Education of the Oak Park Unified School District authorizes the temporary transfer of cash from one district fund to another in order to meet the financial obligations of the District as the need may arise during the 2021-2022 fiscal year.

ADOPTED this 22nd day of June 2021, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.h. APPROVE RESOLUTION NO. 2021-11, YEAR END BUDGET AND INTERFUND TRANSFERS FOR FISCAL YEAR 2020-2021

CONSENT

ISSUE: Shall the Board of Education authorize the Director of Fiscal Services to make any and all necessary budget transfers as required to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2021?

BACKGROUND: As the District closes its financial books for 2020-2021, certain budget transfers must occur to permit the payment of obligations incurred during the fiscal year. Much of the work closing the books occurs during summer months when the Board is not in session. It is therefore necessary for the Board to authorize an employee to make these budget transfers. Accordingly, the Administration recommends that the Board adopt Resolution No. 2021-11, authorizing the Director of Fiscal Services to make any and all necessary budget transfers to permit the payment of obligations incurred by the District for the fiscal year ending June 30, 2021. Education Code 42600 requires a majority vote of the Board of Education for approval on transfers from unappropriated fund balance.

FINANCIAL IMPACT: None.

ALTERNATIVES:

1. Adopt Resolution No. 2021-11, Year End Budget and Interfund Transfers for fiscal year 2020-2021.
2. Do not adopt Resolution No. 2021-11.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2021-11

YEAR END BUDGET AND INTERFUND TRANSFERS FISCAL YEAR 2021-11

BE IT RESOLVED In accordance with Sections 42601 and 85201 of the Education Code, the Oak Park Unified School District Board of Education does hereby authorize the Assistant Superintendent, Business Services, or the Director of Fiscal Services, at the close of this school year, to make such transfers between the unappropriated fund balance and any expenditure classifications, or balance any expenditure classifications of the budget of the district for the 2020-2021 school year, as necessary to permit the payment of obligations of the District incurred during such school year. Education Code 42600 requires a majority vote of the Board of Education for approval on transfers from unappropriated fund balance.

PASSED AND ADOPTED this 22nd day of June 2021, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: ANTHONY W. KNIGHT, Ed.D., SUPERINTENDENT
DATE: JUNE 22, 2021
**SUBJECT: B.1.i. APPROVE RESOLUTION NO. 2021-12, AUTHORITY TO IMPROVE
COMPENSATION FOR CERTAIN CATEGORIES OF EMPLOYEES
AFTER JULY 1, 2021**

CONSENT

ISSUE: Shall the Board adopt Resolution No. 2021-12, reserving the right to grant future compensation improvements to employees not covered by labor contracts?

BACKGROUND: Education Code Sections 45032/45162 provide that salaries may be set at any time during the year. This does not permit retroactivity. California Constitution (Article XI, Section 10a) prohibits officers or employees from receiving additional compensation for services already rendered. If the Board declares in advance of the new fiscal year that compensation for all management, confidential, and/or other unrepresented employees is indefinite, whether subject to future review, negotiation, financial condition, or other factors, such action will suffice to permit retroactive compensation payments back to the beginning of the new year. When retroactive payment is made, it will constitute payment of compensation which has been finally set by the governing board. Compensation in such circumstances can be acted upon by the governing board during the next year, to be effective retroactively to the start of the new year.

In accordance with information received from the Ventura County Office of Education, it is recommended that the Board approve the following Resolution No. 2021-11, reserving the right to grant to unrepresented employees, including those who are members of the confidential, supervisory, and all management groups, and as such are not covered by labor contracts, the right to compensation improvements, after July 1, 2021. Approval of this resolution is required by law and provides maximum flexibility to revise compensation schedules following final state budget decisions and completion of collective bargaining contract negotiations.

FISCAL IMPACT: None

ALTERNATIVES:

1. Adopt Resolution No. 2021-12, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2021.
2. Do not adopt Resolution No. 2021-12.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Adopt Resolution No. 2021-12, Authority to Improve Compensation
for Certain Categories of Employees After July 1, 2021

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2021-12

**AUTHORITY FOR THE BOARD OF EDUCATION TO IMPROVE COMPENSATION FOR
CERTAIN CATEGORIES OF EMPLOYEES AFTER JULY 1, 2021**

THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT HEREBY RESERVES the right to grant to unrepresented employees, including those who are members of the confidential, supervisory, and management groups, and as such are not covered by labor contracts, the right to compensation improvements. This Resolution would remove any doubt that the Board of Education has the right to improve compensation to non-represented employees on or after July 1, 2021, and to set the amounts and effective date of any such improvements.

WHEREAS, unrepresented employees, including those who are in confidential, supervisory, or management positions, whether certificated or classified, and as such, not members of collective bargaining units, and their compensation is not negotiated in labor contracts; and,

WHEREAS, the Board of Education believes that compensation consideration should be given to unrepresented employees, including those who are in confidential, supervisory, or management positions, whether certificated or classified,

THEREFORE, BE IT RESOLVED that the Board of Education of the Oak Park Unified School District reserves the right to consider and to improve compensation to one or all of the unrepresented employee groups, including those who are in confidential, supervisory, or management positions, in Fiscal Year 2021-2022 and to make any such salary and benefits improvements effective July 1, 2021, or at any date thereafter during Fiscal Year 2021-2022.

ADOPTED this 22nd day of June 2021, by the governing board of the Oak Park Unified School District of Ventura County, California by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

THIS IS TO CERTIFY that the above resolution was adopted by the Board of Education at a regular meeting of the board.

Clerk/Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

**SUBJECT: B.1.j. APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION
MEMBERSHIP DUES (\$9,475), EDUCATION LEGAL ALLIANCE
MEMBERSHIP DUES (\$2,369) AND GAMUT ONLINE POLICY
SERVICES (\$2,810) FOR 2021-2022**

CONSENT

ISSUE: Shall the Board of Education approve California School Boards Association Membership Dues, Education Legal Alliance Membership Dues, and Gamut Online Policy Service for 2021-2022?

STATEMENT: The Oak Park Unified School District has been a member of the California School Boards Association (CSBA) for many years. CSBA represents more than 1,000 school districts, county offices of education, regional occupational centers and other specialized education programs throughout California. CSBA provides educational opportunities for board members and superintendents on critical issues. Through local, regional and statewide workshops and conferences, they provide board members and superintendents with opportunities to enhance their governance skills, expand their knowledge, exchange ideas and discuss important issues. CSBA builds support for public education by combating misinformation with data and produces nationally recognized publications to keep members apprised of educational policy issues and trends. CSBA is the only statewide organization that focuses on a governance perspective. As an additional part of membership in CSBA, OPUSD is a member in the Education Legal Alliance at an additional cost. The California School Boards Association's Education Legal Alliance is a consortium of school districts, county offices of education, and Regional Occupational Centers/programs that have voluntarily joined together for the past 28 years to create a powerful force to pursue and defend a broad spectrum of statewide public education interests before state and federal courts, state agencies and the Legislature. The CSBA invoice and supporting documents are included for the board review.

FISCAL IMPACT: The cost of CSBA membership has increased \$295 and Education Legal Alliance Membership Dues has increased \$74 from last year, there is no increase to the Gamut Online policy service.

ALTERNATIVES:

1. Approve CSBA Membership, Education Legal Alliance Membership Dues, and Gamut Online Policy Service for 2021-2022.
2. Do not approve California School Boards Association Education Legal Alliance Membership Dues for 2021-2022.

RECOMMENDATION: Alternate 1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve CSBA Membership, Education Legal Alliance Membership

Dues, and Gamut Online Policy Service 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	_____	_____	_____	_____



California School Boards Association
(916) 371-4691

Please refer to your invoice number and customer number in all communications regarding this invoice.

Invoice Number **Invoice Date** **PO #**
INV-55745-L6R8L3 5/28/2021

Bill To:

Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Ship To:

Oak Park USD
5801 Conifer St.
Oak Park, CA 91377-1002
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
CSBA	CSBA Membership (07/01/2021 - 06/30/2022)	\$9,475.00	1.00	\$9,475.00	
ELA	ELA Membership (07/01/2021 - 06/30/2022)	\$2,369.00	1.00	\$2,369.00	
Dues not processed before September 15 will result in a disruption of services. Officers or employees of LEAs that have not paid dues by September will not be granted access to CSBA's Annual Education Conference and Trade Show. AEC registrations made absent membership dues will be canceled on September 15. Registrants will be refunded, minus a processing fee, and hotel reservations canceled on September 16.					

Total Invoice: \$11,844.00

Total Paid: \$0.00

Balance Due: \$11,844.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
101072	INV-55745-L6R8L3	05/28/2021		\$11,844.00

Make checks payable to:

California School Boards Association - CSB (6744)
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Bill To:

Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States



California School Boards Association
(916) 371-4691

Please refer to your invoice number and customer number in all communications regarding this invoice.

Invoice Number **Invoice Date** **PO #**
INV-56767-C4W1V1 5/28/2021

Bill To:

Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

Ship To:

Oak Park USD
5801 Conifer St.
Oak Park, CA 91377-1002
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
GAMUT/POLICY	Gamut Policy (07/01/2021 - 06/30/2022)	\$2,810.00	1.00	\$2,810.00	Net 30
<p>WAIT! Have you renewed your CSBA Membership for 2021/2022? Only CSBA members enjoy exclusive access to GAMUT and our valuable trainings and services. Don't forget to renew your CSBA membership by September 15 to maintain uninterrupted access.</p> <p>You should have also received a GAMUT service agreement with your renewal packet. Please email signed agreements to gamut@csba.org.</p>					

Total Invoice: \$2,810.00

Total Paid: \$0.00

Balance Due: \$2,810.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
101072	INV-56767-C4W1V1	05/28/2021	Net 30	\$2,810.00

Make checks payable to:

California School Boards Association - CSB (6744)
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

Bill To:

Oak Park USD
5801 Conifer St
Oak Park, CA 91377-1002
United States

CALIFORNIA SCHOOL BOARDS ASSOCIATION

GAMUT SERVICE AGREEMENT

This Agreement is entered by and between the California School Boards Association (“CSBA”) and Oak Park USD of Oak Park, California (“Subscriber”) for the use of CSBA’s GAMUT services in accordance with the terms and conditions contained herein. This Agreement shall become effective (the Effective Date”) upon the execution and delivery hereof by the parties hereto.

1. Term and Renewal. CSBA shall provide the services described in this Agreement on an annual basis from July 1st to June 30th. This Agreement shall commence as of the Effective Date and shall continue in effect until June 30th of the same year (such initial term referred to in this Agreement as the “Initial Term”). THEREAFTER, THE TERM OF THE AGREEMENT SHALL BE AUTOMATICALLY RENEWED ANNUALLY FOR AN ADDITIONAL ONE (1) YEAR TERM FROM JULY 1st to JUNE 30th (referred to in this Agreement as a “Renewal Term”) UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF NON-RENEWAL TO THE OTHER PARTY AT LEAST NINETY (90) DAYS PRIOR TO THE END OF THE INITIAL TERM OR ANY RENEWAL TERM HEREOF.

2. Grant of License. Subject to the TERMS OF SERVICE and PRIVACY NOTICE located at <https://simbli.eboardsolutions.com/termsofservice.pdf> and <https://eboardsolutions.com/privacy-statement/>, Subscriber is hereby granted a non-exclusive, non-transferable, non-assignable, non-sub-licensable license to access GAMUT (the “Service”) through the website provided by CSBA (the “Site”). All rights not specifically granted to Subscriber by this Agreement are reserved to CSBA.

3. Fees. For the license, Service, and training and support received pursuant to this Agreement, Subscriber agrees to pay CSBA the annual fees and set-up conversion fees described in Attachment A. Fees are calculated on annual fiscal year periods, pro-rated for a July 1 renewal, that begin on the subscription start date and each fiscal year anniversary thereof; therefore, Fees for subscriptions added in the middle of a monthly period will be charged for that full monthly period and the monthly periods remaining in the subscription term. To renew this Agreement after the Initial Term, Subscriber shall pay the applicable annual fee, in full. Fees for Renewal Terms may be subject to change. CSBA reserves the right to withhold or cancel access to GAMUT if said fees are not paid within 60 days of Subscriber’s receipt of an invoice from CSBA.

4. User Accounts. Subscriber is authorized to create an unlimited number of user accounts for its employees and officers. Third party user access is prohibited. Subscriber is responsible for creating user accounts, determining access levels for each user, and informing all users of their obligations and responsibilities pursuant to this Agreement and the Terms of Service. Subscriber shall take reasonable measures to prevent unauthorized access to the Service, including protecting usernames, passwords and other log-in information.

5. Training and Technical Support. All logged in users of the Service will have 24/7/365 access to the online user guide, including the Knowledge Base and Training Webinars and Videos. Additional training materials, webcasts and videos may be available through CSBA. Upon receipt of this signed Agreement, when applicable, CSBA will contact Subscriber to set up Subscriber's Site and to schedule any applicable training. Upon request, CSBA may provide onsite training at the Subscriber’s facility, subject to any training fees described in Paragraph 3 and Attachment A of this Agreement. Subscriber shall pay reasonable travel costs and expenses incurred by CSBA for any on-site training. CSBA will provide timely support to Subscriber for the Service. CSBA shall not be responsible for supporting network, infrastructure, computing devices, or any third-party software applications installed on Subscriber's devices.

6. Proprietary Rights. Subscriber acknowledges that the Service, the Site, and all software and intellectual property used to create or maintain the Service or the Site are confidential and constitute trade

CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT SERVICE AGREEMENT

secrets and proprietary information. Subscriber has a right to access Subscriber's information hosted or stored on the Service but acknowledges and agrees that it holds no proprietary rights related to the Service or the Site. Any documents or files created by Subscriber on or uploaded by Subscriber to the Site belong to Subscriber, and Subscriber may use them as it sees fit, subject to applicable state and federal law and local policy. Subscriber agrees not to:

- (a) Modify, translate, reverse engineer, decompile, disassemble, or create derivative works based on the Services except to the extent that enforcement of the foregoing restriction is prohibited by applicable law;
- (b) Circumvent any user limits or other timing, use or functionality restrictions built into the Services;
- (c) Remove any proprietary notices, labels, or marks from the Services (except to the extent Reseller is so permitted to for the purposes of re-branding the Services);
- (d) Frame or mirror any content forming part of the Services; or
- (e) Access the Services in order to build a competitive product or service, or copy any ideas, features, functions or graphics of the Services that are established as intellectual property or proprietary information; or to authorize or attempt to do any of the foregoing. Subscriber agrees not to sell, rent, license, distribute, transfer, directly or indirectly permit the sale, rental, licensing, distribution, use or transfer of the license or any right granted thereby, including permitting the use or dissemination of documentation related to the Service, to any other party, either during the term of this Agreement or at any time thereafter.

7. Data and Records. CSBA has no responsibility or liability for the accuracy of documents, files, data, or information uploaded to the Service or provided by Subscriber or Subscriber's users. For the duration of this Agreement, CSBA agrees to take reasonable steps to preserve and protect Subscriber information uploaded to the Service. For as long as Subscriber continues to subscribe to the Service, CSBA agrees to store Subscriber's data. CSBA may delete all of Subscriber's stored information ninety (90) days after the termination of this Agreement. Upon request by Subscriber made within ninety (90) days after the effective date of termination or expiration of the Service, CSBA will make available to Subscriber an export of Subscriber's data in a format determined by CSBA at no fee, or in a format requested by the Subscriber for a mutually agreed-upon fee not to exceed the additional cost of exporting to the requested format. After such ninety (90) day period, CSBA shall have no obligation to maintain or provide any of such Subscriber data and thereafter, unless legally prohibited, may delete all of such data on the Site systems or otherwise in CSBA's possession or under CSBA's control.

Subscriber acknowledges that documents, data, and information uploaded to the Service are not an official record and acknowledges its responsibility to create an archive of such materials when Subscriber desires them to serve as official Subscriber records. Subscriber agrees not to hold CSBA liable for any damage to, any deletion of, or any failure to store Subscriber information. CSBA is not the custodian of Subscriber's records for any purpose and will direct any third-party request for Subscriber's information or records to Subscriber. In the event Subscriber records are requested pursuant to a lawfully issued subpoena or court order, to the extent possible, CSBA agrees to inform Subscriber prior to responding.

Notwithstanding the provisions of this Agreement, CSBA may access, compile, record and/or distribute statistical analyses and reports utilizing aggregated data derived from information and data related to Subscriber's use of the Service.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION
GAMUT SERVICE AGREEMENT**

8. Warranty. CSBA warrants that the Service will work in substantial accordance with purposes expressed in the Grant of License clause above. CSBA provides no other warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability, satisfactory quality, accuracy, and fitness for a particular purpose. Subscriber assumes all responsibility to provide and upgrade any hardware, computer operating system and/or software required to access GAMUT. CSBA does not warrant that functions contained in GAMUT will meet Subscriber's business requirements or that the operation of the service will be uninterrupted or error free.

9. Limit of Liability. IN THE EVENT OF A BREACH OF THIS AGREEMENT OR THE WARRANTY STATED ABOVE, SUBSCRIBER'S DAMAGES SHALL BE LIMITED TO THE AMOUNT OF THE ANNUAL FEE PAID BY LICENSEE FOR THE CURRENT YEAR. IN NO EVENT SHALL CSBA BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF PROFITS AND/OR SAVINGS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION OR OTHER PECUNIARY LOSSES) ARISING FROM THE USE OR INABILITY TO USE GAMUT OR THE SERVICE. SUBSCRIBER AGREES THAT DAMAGES DESCRIBED IN THIS PARAGRAPH ARE A REASONABLE ESTIMATION OF ANY LOSS SUBSCRIBER MAY SUFFER AND DO NOT CONSTITUTE A PENALTY.

10. Termination. This Agreement may be terminated by either party by giving the other party 60 days written notice. CSBA may also terminate this Agreement if Subscriber breaches any provision of this Agreement. If termination results from Subscriber's breach the annual fee, or any portion thereof, will not be refunded by CSBA. If termination results from Subscriber's written request, CSBA shall refund the pro rata portion of the annual fee for the balance of the fiscal year (July 1 - June 30) outstanding at the date of such termination. Termination for Subscriber's breach shall not alter or affect CSBA's right to exercise any other remedies available in law or equity for the breach.

11. Compliance with Laws. Subscriber is solely responsible for complying with state and federal laws, including the Americans with Disabilities Act of 1990 and those laws pertaining to open meetings and public information, including, but not limited to, the Ralph M. Brown Act and the California Public Records Act.

12. Indemnification and Duty to Defend. Except as otherwise provided in this Agreement, each party shall indemnify, defend, and hold harmless the other party, and its directors, officers, employees, agents and representatives, from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs and expenses, (including legal fees and expenses) of any kind whatsoever imposed on, asserted against, incurred or suffered by the other party, or its directors, officers, employees, agents or representatives by reason of damage, loss or injury (including death) to persons or property resulting in any way from (a) any negligent or intentional act by it or any of its directors, officers, employees, agents or representatives in its or their performance of Services hereunder; or (b) any neglect, omission or failure to act when under a duty to act on its part or the part of any of its directors, officers, employees, agents or representatives in its or their performance of Services hereunder.

It is expressly understood and agreed that in any third-party action to obtain Subscriber's records from CSBA which is opposed by Subscriber, any cost to CSBA in opposing the request, including, but not limited to, attorney's fees and costs, shall be paid by Subscriber. It is also expressly understood and agreed that no personal liability whatsoever shall attach to any member of CSBA's Board of Directors, or to any of the officers, employees, agents or representatives thereof, by virtue of this Agreement.

13. Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CSBA and Subscriber.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION
GAMUT SERVICE AGREEMENT**

14. Modification. The scope of work and any other terms of this Agreement may be modified only by a written agreement signed by both parties.

15. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

16. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the parties. There are no oral understandings or other terms or conditions as regards to the subject matter hereof and neither party has relied upon any representation, express or implied, that are not otherwise contained in this Agreement. This Agreement supersedes all prior understandings, whether written or oral, and any such terms or conditions are deemed merged into this Agreement.

IN WITNESS WHEREOF, the parties do hereby certify that they are duly authorized to execute this Agreement.

California School Boards Association

Oak Park USD



Elaine Yama-Garcia, Esq.
Assistant Executive Director
Policy & Governance Technology Services

6/2/2021
Date

Signature

Adam Rauch
Printed Name

Assistant Superintendent, Business Services
Title

Date

**CALIFORNIA SCHOOL BOARDS ASSOCIATION
GAMUT SERVICE AGREEMENT**

ATTACHMENT A

Subscriber is contracting for the Services and GAMUT Modules described in this Attachment. This Attachment may be updated to add or remove the specific GAMUT Modules that Subscriber is contracting for. By signing this Attachment Subscriber agrees to pay the fees described herein pursuant to the terms this Agreement. Any pro-rated reduction in fees or discounts will be indicated on the invoice. Annual subscriptions may be subject to change and services shall automatically renew unless either party gives written notice of non-renewal to the other party in accordance with the terms of this Agreement.

1. Annual Subscriptions. Subscriber agrees to pay the following annual fees for modules provided through GAMUT:

Module	Annual Fee
GAMUT Policy	\$2,810 (Existing Service)
GAMUT Policy Plus	Currently not subscribed
GAMUT Meetings	Currently not subscribed

GAMUT Policy provides Subscriber with online access to CSBA's Sample Policy Manual, including sample policies, regulations, bylaws, and exhibits and links to related policy resources.¹ The sample policies, regulations, bylaws, and exhibits to which Subscriber is given access are CSBA's proprietary materials, they are provided for the Subscriber's sole use, and may not be transmitted, reproduced, or distributed to others, in whole or in parts, without CSBA's prior written consent. By signing this Attachment Subscriber agrees not to share or reproduce CSBA's Sample Policy Manual or to use any part thereof in any training or presentation without CSBA's prior written consent. Subscriptions to GAMUT Policy without GAMUT Policy Plus or GAMUT Meetings do not include an individual Subscriber Site. Subscribers to GAMUT Policy may access CSBA's Sample Policy Manual through CSBA's GAMUT site. A link to the site and user accounts will be provided upon execution of this Agreement.

GAMUT Policy Plus provides subscribers access to CSBA Policy Manual Consultants during regular CSBA business hours for assistance with policy issues relating to the CSBA Sample Policy Manual and any updates to the CSBA Sample Policy Manual. Such consultation may include: (a) suggestions regarding editing, use and placement of policies within Subscriber's local policy manual, and/or (b) review of and suggestions regarding proposed policies, regulations and bylaws that are unique to the Subscriber. Such review is not intended to be and is not a substitute for advice from legal counsel. Consultation does not include drafting original policy language for the Subscriber. CSBA controls the "codification" of policies related to CSBA's Sample Policy Manual and reserves the right change the policy number and/or title of any policy related to CSBA's Sample Policy Manual in GAMUT.

¹ CSBA policy services provide sample policies, administrative regulations, bylaws and exhibits as a resource for school districts and county offices of education in developing their own policy manual and are not intended for exact replication or as a substitute for legal advice. CSBA's samples are a reflection of current law and do not necessarily express the personal or political opinions or viewpoints of CSBA, its Board of Directors, or its employees. Although CSBA's sample policies, regulations, bylaws and exhibits have been carefully crafted and thoroughly reviewed, they contain no warranty as to their sufficiency for addressing District's specific legal situations. Subscriber is cautioned to seek the advice of its legal counsel when confronted with legal questions or situations requiring legal advice.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION
GAMUT SERVICE AGREEMENT**

2. Training and Set Up Fees. Subscriber agrees to pay the following fees for the set up their GAMUT site and individual onsite training:

Site Set Up Fee ²	N/A
On Site Training Fee ³	N/A

California School Boards Association



Elaine Yama-Garcia, Esq.
Assistant Executive Director
Policy & Governance Technology Services

6/2/2021
Date

Oak Park USD

Signature

Adam Rauch

Printed Name

Assistant Superintendent, Business Services

Title

Date

² Site setup fees do not include any data conversion. Separate charges for data conversion may apply. CSBA will consult with Subscriber before any such charges are incurred.

³ On Site Training fees do not include the cost of the CSBA trainer's travel expenses. Subscriber shall pay reasonable travel costs and expenses incurred by CSBA for any on-site training.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.1.k. APPROVE FACILITY USE BY RELIGIOUS ORGANIZATION

CONSENT

ISSUE: Shall the Board authorize the use of the parking lot at the Oak Park Unified School District Support Services Center by Chabad of Oak Park?

BACKGROUND: As a provision of its Conditional Use Permit (CUP) required by the County of Ventura, the Chabad of Oak Park has requested to continue their use of the Support Services Center parking lot of Oak Park Unified School District for the 2021-22 school year.

Staff is recommending Board approval of the facility use by the Chabad which is a religious organization under the following conditions:

- a) Applicant abides by all District rules and regulations regarding Facility use as required by CUP.
- b) Scheduled use is as stated on the application for use.
- c) Applicable fees will be based on current Board-approved facility use rates and will include the use of 27 specified parking spaces.
- d) The applicant will pay all applicable fees in advance of the use.

The Chabad's letter of request including the dates and times of usage follows for the Board's review. The Chabad's Facility Use Request form has been submitted and is on file with the business office.

FISCAL IMPACT: Fees collected from the organization's use will be deposited to the District's Routine Restricted Maintenance Account, used in the maintenance and upkeep of the District's facilities and grounds.

ALTERNATIVES:

1. Authorize the use of the parking lot at the Support Services Center by Chabad of Oak Park, effective July 1, 2021 - June 30, 2022
2. Do not authorize this use of facilities.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



CHABAD
OF THE CONEJO

June 7, 2021

CENTER FOR JEWISH LIFE

30347 Canwood Street
Agoura Hills, CA 91301
818-991-0991
fax 818-707-1190
www.chabadconejo.com

Ms. Annette Segal,
Oak Park Unified School District
5801 E. Conifer St.
Oak Park, CA 91301

CHABAD OF AGOURA HILLS

CHABAD OF OAK PARK

CHABAD OF WESTLAKE VILLAGE

CHABAD OF THOUSAND OAKS

CHABAD OF NEWBURY PARK

CHABAD OF CALABASAS

CHABAD OF MOORPARK

CONEJO JEWISH ACADEMY

MEI MENACHEM MIKVAT DEVORAH

THE FRIENDSHIP CIRCLE

THE SUNSHINE CLUB

CAMP GAN ISRAEL

GAN YELADIM NURSERY

Dear Ms. Segal,

Please use the attached Calendar as the official request for lease of parking spaces from the Oak Park Unified School District for the period of July 1, 2021 – June 30, 2022. No dates and times except those expressly requested are included in the OPUSD parking request.

Thank you.

Rabbi Yisroel Levine
Chabad of Oak Park

JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2 Sundown + 1 Hour	3 10:00am - 2:00pm Sundown + 1 Hour
4	5	6	7	8	9 Sundown + 1 Hour	10 10:00am - 2:00pm Sundown + 1 Hour
11	12	13	14	15	16 Sundown + 1 Hour	17 10:00am - 2:00pm Sundown + 1 Hour
18	19	20	21	22	23 Sundown + 1 Hour	24 10:00am - 2:00pm Sundown + 1 Hour
25	26	27	28	29	30 Sundown + 1 Hour	31 10:00am - 2:00pm Sundown + 1 Hour

Notes:

@www.calendarlabs.com

AUGUST 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 10:00am - 2:00pm Sundown + 1 Hour
8	9	10	11	12	13 Sundown + 1 Hour	14 10:00am - 2:00pm Sundown + 1 Hour
15	16	17	18	19	20 Sundown + 1 Hour	21 10:00am - 2:00pm Sundown + 1 Hour
22	23	24	25	26	27 Sundown + 1 Hour	28 10:00am - 2:00pm Sundown + 1 Hour
29	30	31	1	2	3	4

Notes:

© www.calendarlabs.com

SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4 10:00am - 2:00pm Sundown +1 Hour
5 ROSH HASHANAH Sundown +2 Hours	6 ROSH HASHANAH Sundown +2 Hours	7 ROSH HASHANAH Sundown +2 Hours	8 ROSH HASHANAH 10:00am-2:00pm Not Available Sundown +2 Hours	9 Sundown +1 Hour	10 Sundown +1 Hour	11 10:00am - 2:00pm Sundown +1 Hour
12	13	14	15	16	17 Sundown +1 Hour	18 10:00am - 2:00pm Sundown +1 Hour
19	20 SUKKOT Sundown +2 Hours	21 Sukkot 10:00am-2:00pm Not Available Sundown +2 Hours	22 Sukkot 10:00am-2:00pm Not Available Sundown +2 Hours	23	24 Sundown +1 Hour	25 10:00am - 2:00pm Sundown +1 Hour
26	27 Shemini Atzeret Sundown +2 Hours	28 Not Available 10:00am-2:00pm Sundown +2 Hours	29 Simchat Torah 10:00am-2:00pm Not Available Sundown +2 Hours	30	1	2

Notes:

© www.calendarlabs.com

OCTOBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Sundown + 1 Hour	2 10:00am - 2:00pm Sundown + 1 Hour
3	4	5	6	7	8 Sundown + 1 Hour	9 10:00am - 2:00pm Sundown + 1 Hour
10 Columbus Day	11	12	13	14	15 Sundown + 1 Hour	16 10:00am - 2:00pm Sundown + 1 Hour
17	18	19	20	21	22 Sundown + 1 Hour	23 10:00am - 2:00pm Sundown + 1 Hour
24	25	26	27	28	29 Sundown + 1 Hour	30 10:00am - 2:00pm Sundown + 1 Hour
31 Halloween	1	2	3	4	5	6

Notes:

© www.calendarlabs.com

NOVEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Halloween	1	2	3	4	5 Sundown + 1 Hour	6 10:00am - 2:00pm Sundown + 1 Hour
7	8	9	10	11 Veterans Day Sundown + 1 Hour	12 Sundown + 1 Hour	13 10:00am - 2:00pm Sundown + 1 Hour
14	15	16	17	18	19 Sundown + 1 Hour	20 10:00am - 2:00pm Sundown + 1 Hour
21	22	23	24	25 Thanksgiving Day Sundown + 1 Hour	26 Sundown + 1 Hour	27 10:00am - 2:00pm Sundown + 1 Hour
28	29	30	1	2	3	4

Notes:

© www.calendarlabs.com

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4 10:00am - 2:00pm Sundown + 1 Hour
5	6	7	8	9	10	11 10:00am - 2:00pm Sundown + 1 Hour
12	13	14	15	16	17	18 10:00am - 2:00pm Sundown + 1 Hour
19	20	21	22	23	24	25 10:00am - 2:00pm Sundown + 1 Hour
26	27	28	29	30	31 Sundown + 1 Hour	1 New Year's Day

Notes:

© www.calendarlabs.com

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 10:00AM - 2:00PM Sundown + 1 Hour
2	3	4	5	6	7	8 10:00AM - 2:00PM Sundown + 1 Hour
9	10	11	12	13	14	15 10:00AM - 2:00PM Sundown + 1 Hour
16 M L King Day	17	18	19	20	21	22 10:00AM - 2:00PM Sundown + 1 Hour
23	24	25	26	27	28	29 10:00AM - 2:00PM Sundown + 1 Hour
30	31	1	2	3	4	5

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5 10:00AM - 2:00PM Sundown + 1 Hour
6	7	8	9	10	11	12 10:00AM - 2:00PM Sundown + 1 Hour
13	14 Valentine's Day	15	16	17	18	19 10:00AM - 2:00PM Sundown + 1 Hour
20	21 Presidents' Day	22	23	24	25	26 10:00AM - 2:00PM Sundown + 1 Hour
27	28	1	2	3	4	5

FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5 10:00AM - 2:00PM Sundown + 1 Hour
6	7	8	9	10	11	12 10:00AM - 2:00PM Sundown + 1 Hour
13	14	15	16	17	18	19 10:00AM - 2:00PM Sundown + 1 Hour
20	21	22	23	24	25	26 10:00AM - 2:00PM Sundown + 1 Hour
27	28	29	30	31	1	2

MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 Sundown + 1 Hour	2 10:00am - 2:00pm Sundown + 1 Hour
3	4	5	6	7	8 Sundown + 1 Hour	9 10:00am - 2:00pm Sundown + 1 Hour
10	11	12	13	14	15 Sundown + 1 Hour	16 10:00am - 2:00pm Sundown + 1 Hour
17 PASSOVER 10:00AM - 2:00PM Sundown + 2 Hours	18	19	20	21 PASSOVER Sundown + 2 Hours	22 PASSOVER 10:00am - 2:00pm Not Available Sundown + 1 Hour	23 PASSOVER 10:00am - 2:00pm Sundown + 1 Hour
24	25	26	27	28	29 Sundown + 1 Hour	30 10:00am - 2:00pm Sundown + 1 Hour

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
					Sundown + 1 Hour	Sundown + 1 Hour
8 Mother's Day	9	10	11	12	13	14
					Sundown + 1 Hour	Sundown + 1 Hour
15	16	17	18	19	20	21
					Sundown + 1 Hour	Sundown + 1 Hour
22	23	24	25	26	27	28
					Sundown + 1 Hour	Sundown + 1 Hour
29	30	31	1	2	3	4

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022

JULY 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Memorial Day	31	1	2	3 Sundown + 1 Hour	4 10:00am - 2:00pm Sundown + 1 Hour
SHAVUOT 5 10:00am - 2:00pm Sundown + 2 Hours	SHAVUOT 6 10:00am - 2:00pm Not Available Sundown + 2 Hours	7	8	9	10 Sundown + 1 Hour	11 10:00am - 2:00pm Sundown + 1 Hour
12	13	14	15	16	17 Sundown + 1 Hour	18 10:00am - 2:00pm Sundown + 1 Hour
19 Father's Day	20	21	22	23	24 Sundown + 1 Hour	25 10:00am - 2:00pm Sundown + 1 Hour
26	27	28	29	30	1	2

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT B.1.1. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS INSTRUCTIONAL MATERIALS, BOOKS, AND OR LIBRARY BOOKS

CONSENT

ISSUE: Shall the Board approve the sale and/or disposal of obsolete or surplus instructional materials, books, and/or library books per the provisions of Education Code Section 60510?

BACKGROUND: The District regularly reviews the inventory of library books, textbooks and/or instructional materials and designates material which is obsolete, surplus, and no longer needed by teachers or students. Education Code Section 60510 and Board Policy 3270 requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have the benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District. List of obsolete instructional materials follows for the board review. All books listed will need to be disposed as the material is outdated and is no longer being used for instruction.

FISCAL IMPACT: The estimated cost of the destruction of the books which have zero resale value is \$250. This cost is included in the 2020-2021 adopted budget.

ALTERNATIVES:

1. Approve the following inventory of instructional materials and library books as obsolete.
2. Do not declare the following inventory of instructional materials and library books as obsolete.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Inventory of Surplus Or Obsolete
Instructional Materials for 2020 - 2021 School Year

School Site

Oak Hills

Date _____

5-19-2021

[illegible]

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT: B.1.m. APPROVE NOTICE OF COMPLETION FOR MEASURE S PROJECT 21-02S ENTRY SIGN FOR MEDEA CREEK MIDDLE SCHOOL CONTRACTED WITH SIGNATURE SIGNS, INC.

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for a design and installation services contract for Project 21-02S, Entry Sign for Medea Creek Middle School, contracted with Signature Signs, Inc.?

BACKGROUND: On March 16, 2021, the Board of Education authorized the award of a design and installation services contract for Measure S Project 21-02S, Entry Sign for Medea Creek Middle School, contracted with Signature Signs, Inc., of Newbury Park, 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 design and installation services contract for Project 21-02S, Entry Sign for Medea Creek Middle School, contracted with Signature Signs, Inc., of Newbury Park, 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	_____	_____	_____	_____

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 March 16, 2021 the said Oak Park Unified School District of Ventura County entered into a contract with Signature Signs, Inc., of Newbury Park, California, for Design and Installation Services for Project 21-02S, Entry Sign for Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on June 22, 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)


Medea Creek Middle School - 21-02S Entry Way Sign at Medea Creek Middle School (MCMS - 21-02S)
Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	-	-	-
Hard Cost	14,900	14,900	7,450
Contingency	-	-	-
Total	14,900	14,900	7,450
Budgeted Hard Cost 100.0%			

Budget Status

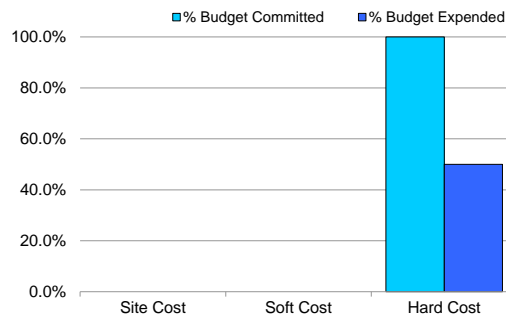
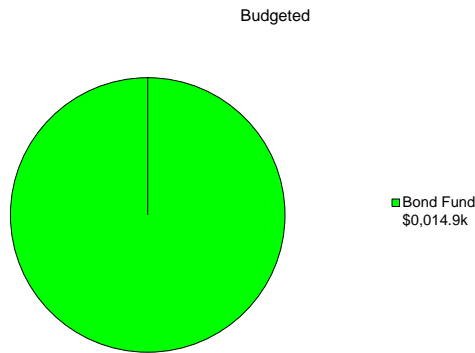
Initial Amount	14,900
Pending Changes	-
Total	14,900
Budgeted Contingency 0.0%	

Committed Status

Initial Contracted AMT	14,900
Total	14,900
Budget Committed 100.0%	

Expenditure Status

Paid	7,450
Total	7,450
Budget Expended 50.0%	

Progress

Funding Sources

Construction Contract Status

No Construction to report.
 Project budget not aged; no construction start budgeted.



Budget Status Report
Budget versus Commitments and Expenditures

Medea Creek Middle School - 21-02S Entry Way Sign at Medea Creek Middle School

Expense Category/Object Code	Budget			Commitments		Expenditures		
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Paid	Total Expenditures	% Budget Spent
C - Construction								
6209 - Main Construction Contractor	14,900		14,900	14,900	100.0%	7,450	7,450	50.0%
	14,900		14,900	14,900	100.0%	7,450	7,450	50.0%
<i>Totals</i>	14,900		14,900	14,900	100.0%	7,450	7,450	50.0%

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.2.a. ACCEPT OAK PARK CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORTS FOR MEASURES C6, R, AND S

ACTION

ISSUE: Shall the Board receive and accept the annual report of the Oak Park Citizens' Oversight Committee for Measures C6, R, and S?

BACKGROUND: A major provision of Bond Measures C6, R, and S was the establishment of a citizen's oversight committee to monitor the use of monies expended from these sources. As required by its bylaws, the full membership of the Board-appointed committee met four times, with one subcommittee for the report writing. On June 16, 2021, the full Committee met to complete and approve its annual reports for Measures C6, R, and S.

The written reports is available via this link <https://bit.ly/35fliAA> and it is anticipated that a member of the Oak Park Citizens' Oversight Committee will present the reports at this evening's meeting.

FISCAL IMPACT: None; submittal and acceptance of the Bond Oversight Committee's annual reports fulfills its obligation under Article XIII. B of the State Constitution to report to the Board and community on bond expenditures.

ALTERNATIVES:

1. Review and accept the reports from the Oak Park Citizens' Bond Oversight Committee, with thanks for its service.
2. Do not accept the report.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

**SUBJECT: B.2.b. APPROVE 2021-2022 OAK PARK UNIFIED SCHOOL DISTRICT
LOCAL CONTROL AND ACCOUNTABILITY PLAN**

ACTION

ISSUE: Shall the Board approve the 2021-2022 Oak Park Unified School District Local Control and Accountability Plan (LCAP)?

BACKGROUND: The LCAP is intended as a comprehensive planning tool to support student outcomes and is an important component of the local control funding formula (LCFF). Under the LCFF, all local educational agencies (LEAs) including school districts, county offices of education (COEs), and charter schools are required to prepare the LCAP which is a 3 year plan, which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to California Education Code (EC) sections 52060(d), 52066(d), and 47605. The Local Control and Accountability Plan and the Annual Update (LCAP) must be completed in conformance with the SBE-approved template.

In the first year of the three-year plan, the 2021-2022 Oak Park Unified School District LCAP has been developed with the input from diverse groups of stakeholders. In conformance with Education Code 52062, the District's initial draft of the 2021-2022 LCAP was presented at a public hearing held on June 15, 2021 at a Special Board of Education Meeting where the proposed budget was also presented for information and public participation. Prior to the adoption of the annual school district budget the LCAP must be approved by the Board of Education at the same meeting at which the annual budget is approved. The 2021-2022 Local Control Accountability Plan is available at this link <https://bit.ly/3zmp6vS> for the Board's Review.

FISCAL IMPACT: Upon its final approval at the Board's June 22, 2021 meeting, the 2021-2022 LCAP will provide the basis for the District's 2021-2022 operating budget, which is also expected to be approved at the Board's June 22, 2021 meeting.

ALTERNATIVES:

1. Approve the 2021-2022 Oak Park Unified School District Local Control and Accountability Plan (LCAP).
2. Do not approve the LCAP.

RECOMMENDATION: None – for information, discussion, and receipt of public comment only.

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

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve the 2021-2022 Oak Park Unified School District

Local Control and Accountability Plan (LCAP)

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.2.c. APPROVE AND ADOPT PROPOSED 2021-2022 OAK PARK UNIFIED SCHOOL DISTRICT ANNUAL OPERATING BUDGET

ACTION

ISSUE: Shall the Board adopt the proposed 2021-2022 Oak Park Unified School District annual operating budget?

BACKGROUND: On May 14, 2021, Governor Newsom presented the May Revision to his 2021-2022 state budget proposal presented in January of this year. On June 15, 2021, OPUSD solicited the recommendations and comments of the public regarding the District's proposed 2021-22 budget. The proposed 2021-2022 budget incorporates the most current information available, including LCAP recommendations, local budget assumptions, enrollment and staffing projections, and revenue and expenditure forecasts. The proposed 2021-22 OPUSD budget and supporting documents may be accessed at the following link: <https://bit.ly/3yntDhf>

ALTERNATIVES:

1. Approve and adopt the proposed 2021-2022 Oak Park Unified School District annual budget.
2. Do not approve

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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.2.d. APPROVE 2021-2022 EMPLOYEE HEALTH BENEFIT PLANS

ACTION

ISSUE: Shall the Board accept the renewal of 2021-2022 employee medical, dental, and vision insurance coverage with California's Valued Trust?

BACKGROUND: In May, the District's current health care provider, California's Valued Trust (CVT) announced its rates for the 2021-2022 plan year. The District's current coverage offers a choice of nine medical plans, including seven Anthem Blue Cross PPO plans and three Kaiser plans, as well as Delta Dental and VSP Vision plans. The new rates include average increases of 4.0% for the Blue Cross PPO plans and 5.0% for Kaiser HMO plans. There are no changes for Delta Dental and VSP Vision coverage from 2020-21. At this time, it is recommended that the Board authorize the renewal of employee medical, vision and dental plans with CVT for the 2021-2022 school year. The complete options of the proposed renewal benefits plans are included for the Board's review.

FISCAL IMPACT: The District's contribution for employee health benefits is capped by its collective bargaining agreements with both employee unions. However, the increases to plans that fall under the cap will create an increase to the district liability.

ALTERNATIVES:

1. Approve contract renewal with California's Valued Trust for the 2021-2022 school year.
2. Do not approve contract renewal.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



CERTIFICATED Active	Empl Only	Empl+One	Empl+Family	Pct
Health Three Tier Rates	2021/2022	2021/2022	2021/2022	Chg
CVT Bronze Plan	\$495.00	\$851.00	\$1,074.00	4.2%
HDHP 1, RX-H1	\$597.00	\$1,026.00	\$1,295.00	3.9%
KS 1 Active Chiro	\$681.16	\$1,173.31	\$1,481.84	5.0%
KS 2 Active Chiro	\$663.16	\$1,141.31	\$1,441.84	5.0%
KS 6 Active Chiro	\$637.16	\$1,097.31	\$1,385.84	4.9%
PPO-1, RX-B	\$1,076.00	\$1,850.00	\$2,335.00	4.0%
PPO-3, RX-B	\$994.00	\$1,709.00	\$2,157.00	4.0%
PPO-5, RX-B	\$945.00	\$1,625.00	\$2,050.00	4.0%
PPO-7, RX-B	\$871.00	\$1,498.00	\$1,890.00	4.0%
WELL-1, RX-C	\$891.00	\$1,532.00	\$1,934.00	4.2%
CERTIFICATED Active	Empl Only	Empl+One	Empl+Family	Pct
Dental Three Tier Rates	2021/2022	2021/2022	2021/2022	Chg
Basic, \$2,000 Annual Maximum, Ortho 50/50 Adults & Children \$1,000 Lifetime Max	\$57.00	\$105.44	\$162.37	0.0%
CERTIFICATED Active	Empl Only	Empl+One	Empl+Family	Pct
Vision Three Tier Rates	2021/2022	2021/2022	2021/2022	Chg
Plan B \$15.00 Copay	\$7.28	\$13.53	\$20.84	0.0%



CLASSIFIED Active	Empl Only	Empl+One	Empl+Family	Pct
Health Three Tier Rates	2021/2022	2021/2022	2021/2022	Chg
CVT Bronze Plan	\$495.00	\$851.00	\$1,074.00	4.2%
HDHP 1, RX-H1	\$597.00	\$1,026.00	\$1,295.00	3.9%
KS 1 Active Chiro	\$681.16	\$1,173.31	\$1,481.84	5.0%
KS 2 Active Chiro	\$663.16	\$1,141.31	\$1,441.84	5.0%
KS 6 Active Chiro	\$637.16	\$1,097.31	\$1,385.84	4.9%
PPO-1, RX-B	\$1,076.00	\$1,850.00	\$2,335.00	4.0%
PPO-3, RX-B	\$994.00	\$1,709.00	\$2,157.00	4.0%
PPO-5, RX-B	\$945.00	\$1,625.00	\$2,050.00	4.0%
PPO-7, RX-B	\$871.00	\$1,498.00	\$1,890.00	4.0%
WELL-1, RX-C	\$891.00	\$1,532.00	\$1,934.00	4.2%
CLASSIFIED Active	Empl Only	Empl+One	Empl+Family	Pct
Dental Three Tier Rates	2021/2022	2021/2022	2021/2022	Chg
Basic, \$2,000 Annual Maximum, Ortho 50/50 Adults & Children \$1,000 Lifetime Max	\$57.00	\$105.44	\$162.37	0.0%
CLASSIFIED Active	Empl Only	Empl+One	Empl+Family	Pct
Vision Three Tier Rates	2021/2022	2021/2022	2021/2022	Chg
Plan B \$15.00 Copay	\$7.28	\$13.53	\$20.84	0.0%

CVT HMO Health Plans with Kaiser Permanente
Oak Park Unified SD - CERTIFICATED, CLASSIFIED, MANAGEMENT, TRUSTEES
October 1, 2021 - September 30, 2022

BENEFIT	Kaiser 1 W / CHIRO		Kaiser 2 W / CHIRO		Kaiser 6 W / CHIRO	
Calendar Year Deductible	\$0		\$0		\$0	
Coinsurance	Paid at 100%*		Paid at 100%*		Paid at 100%*	
Calendar Year Out of Pocket Maximum (includes medical/pharmacy deductible, coinsurance, and copays) ⁽²⁾	Individual: \$1,500 Family: \$3,000		Individual: \$1,500 Family: \$3,000		Individual: \$1,500 Family: \$3,000	
Doctor Visits	Primary Care Physician - \$10 Copay Specialty Physician - \$10 Copay		Primary Care Physician - \$15 Copay Specialty Physician - \$15 Copay		Primary Care Physician - \$25 Copay Specialty Physician - \$25 Copay	
Preventive Care / Immunizations	Paid at 100%*		Paid at 100%*		Paid at 100%*	
Outpatient Laboratory	Paid at 100%*		Paid at 100%*		Paid at 100%*	
Outpatient Radiology	Radiation Therapy: Paid at 100%* Chemotherapy: \$10 Copay		Radiation Therapy: Paid at 100%* Chemotherapy: \$15 Copay		Radiation Therapy: Paid at 100%* Chemotherapy: \$25 Copay	
Durable Medical Equipment	Paid at 100%*		Paid at 100%*		Paid at 100%*	
Ambulance - Ground / Air	Paid at 100%* If Medically Necessary		Paid at 100%* If Medically Necessary		\$50 Per Trip If Medically Necessary	
Physical Therapy	\$10 Copay		\$15 Copay		\$25 Copay	
Chiropractic	Benefit through PhysMetrics; \$10 office visit copay; \$15 daily max for out of network; Up to 40 visits per year combined with Acupuncture		Benefit through PhysMetrics; \$10 office visit copay; \$15 daily max for out of network; Up to 40 visits per year combined with Acupuncture		Benefit through PhysMetrics; \$10 office visit copay; \$15 daily max for out of network; Up to 40 visits per year combined with Acupuncture	
Acupuncture	Benefit through PhysMetrics; \$10 office visit copay; \$15 daily max for out of network; Up to 40 visits per year combined with Chiropractic		Benefit through PhysMetrics; \$10 office visit copay; \$15 daily max for out of network; Up to 40 visits per year combined with Chiropractic		Benefit through PhysMetrics; \$10 office visit copay; \$15 daily max for out of network; Up to 40 visits per year combined with Chiropractic	
Outpatient Surgery	\$10 Copay		\$15 Copay		\$25 Copay	
Hospital Inpatient	Paid at 100%*		Paid at 100%*		\$250 Copay	
Hospital Emergency Room	\$100 Copay Copay waived if admitted as in-patient		\$100 Copay Copay waived if admitted as in-patient		\$100 Copay Copay waived if admitted as in-patient	
Urgent Care	\$10 Copay		\$15 Copay		\$25 Copay	
Home Health Care	Paid at 100%* (Limits)		Paid at 100%* (Limits)		Paid at 100%* (Limits)	
Telehealth	For after-hours advice, call 1-888-576-6225		For after-hours advice, call 1-888-576-6225		For after-hours advice, call 1-888-576-6225	
Medical Decision Support	N/A		N/A		N/A	
Employee Assistance Program (EAP) through Beacon Health Options	Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾		Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾		Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾	
Prescription Drugs	Retail \$5 Generic \$10 Brand (Up to 30 Day Supply) \$10 Generic \$20 Brand (31-60 Day Supply) \$15 Generic \$30 Brand (61-100 Day Supply)	Mail Order \$5 Generic \$10 Brand (30 Day Supply) \$10 Generic \$20 Brand (31-100 Day Supply)	Retail \$5 Generic \$10 Brand (Up to 30 Day Supply) \$10 Generic \$20 Brand (31-60 Day Supply) \$15 Generic \$30 Brand (61-100 Day Supply)	Mail Order \$5 Generic \$10 Brand (30 Day Supply) \$10 Generic \$20 Brand (31-100 Day Supply)	Retail \$10 Generic \$20 Brand (Up to 30 Day Supply) \$20 Generic \$40 Brand (31-60 Day Supply) \$30 Generic \$60 Brand (61-100 Day Supply)	Mail Order \$10 Generic \$20 Brand (30 Day Supply) \$20 Generic \$40 Brand (31-100 Day Supply)

Kaiser Permanente Plans:

*** For Covered Expenses Only**

(2) The pharmacy copayments will not apply to out of pocket maximums for retirees enrolled in Medicare

NOTES: Copays for Infertility: Plans 1 - \$10 Copay; Plan 2 - \$15 Copay; Plan 3 - 50% Copay; Plan 4 - \$30 Copay; Plan 5 - \$35 Copay; Plans 6-8 & Wellness - 50% Copay.

Copays for Allergy Injections: Plans 1-5 - No Charge; Plans 6-7 & Wellness - \$5 Per Visit; Plan 8 - No Charge.

Plan 6 - \$175 allowance for lenses, frames & contacts every 24 months

(3) EAP - Up to 6 counseling sessions per covered member, per benefit year (max 2 episodes/courses of treatment).

This summary is for comparison purposes only. Please refer to the actual benefit booklet for complete benefits at www.cvtrust.org/plan-documents.

CVT PPO Health Plans with Anthem Blue Cross and CVS/caremark
Oak Park Unified SD - CERTIFICATED, CLASSIFIED, MANAGEMENT, TRUSTEES

October 1, 2021 - September 30, 2022

BENEFIT	PPO 1B	PPO 3B	PPO 5B	PPO 7B
Calendar Year Deductible	\$0	Individual: \$100 Family: \$200	Individual: \$100 Family: \$200	Individual: \$250 Family: \$500
Coinsurance	Paid at 100%*	Paid at 100%* after deductible is met	Paid at 90%* after deductible is met	Paid at 80%* after deductible is met
Calendar Year Out of Pocket Maximum (includes medical/pharmacy deductible, coinsurance, and copays) ⁽²⁾	Individual: \$1,250 Family: \$2,500	Individual: \$1,250 Family: \$2,500	Individual: \$1,250 Family: \$2,500	Individual: \$2,000 Family: \$4,000
Doctor Visits	Primary Care Physician - \$10 Copay Specialty Physician - \$10 Copay	Primary Care Physician - \$20 Copay Specialty Physician - \$20 Copay	Primary Care Physician - \$30 Copay Specialty Physician - \$30 Copay	Primary Care Physician - \$30 Copay Specialty Physician - \$30 Copay
Preventive Care / Immunizations	Paid at 100%*	Paid at 100%*	Paid at 100%*	Paid at 100%*
Outpatient Laboratory	Non-Hospital - Paid at 100%* Hospital - \$50 copay, then paid at 100%*	Non-Hospital - Paid at 100%* after deductible is met Hospital - After deductible is met, \$50 copay then paid at 100%*	Non-Hospital - Paid at 90%* after deductible is met Hospital - After deductible is met, \$50 copay then paid at 90%*	Non-Hospital - Paid at 80%* after deductible is met Hospital - After deductible is met, \$50 copay then paid at 80%*
Outpatient Radiology	Non-Hospital - Paid at 100%* Hospital - \$75 copay, then paid at 100%*	Non-Hospital - Paid at 100%* after deductible is met Hospital - After deductible is met, \$75 copay then paid at 100%*	Non-Hospital - Paid at 90%* after deductible is met Hospital - After deductible is met, \$75 copay then paid at 90%*	Non-Hospital - Paid at 80%* after deductible is met Hospital - After deductible is met, \$75 copay then paid at 80%*
Durable Medical Equipment	Paid at 100%*	Paid at 100%* after deductible is met	Paid at 90%* after deductible is met	Paid at 80%* after deductible is met
Ambulance - Ground / Air	Paid at 100%* of covered charges	Paid at 100%* after deductible is met	Paid at 90%* after deductible is met	Paid at 80%* after deductible is met
Physical Therapy	Paid at 100% ^{*(1)} (Copay, if applicable.)	Paid at 100% ^{*(1)} after deductible is met (Copay, if applicable.)	Paid at 90% ^{*(1)} after deductible is met (Copay, if applicable.)	Paid at 80% ^{*(1)} after deductible is met (Copay, if applicable.)
Chiropractic	Paid at 100% ^{*(1)} (Copay, if applicable.)	Paid at 100% ^{*(1)} after deductible is met (Copay, if applicable.)	Paid at 90% ^{*(1)} after deductible is met (Copay, if applicable.)	Paid at 80% ^{*(1)} after deductible is met (Copay, if applicable.)
Acupuncture	Paid at 100%* (Copay, if applicable) Maximum of 12 visits per calendar year	Paid at 100%* after deductible is met (Copay, if applicable) Maximum of 12 visits per calendar year	Paid at 90%* after deductible is met (Copay, if applicable) Maximum of 12 visits per calendar year	Paid at 80%* after deductible is met (Copay, if applicable) Maximum of 12 visits per calendar year
Outpatient Surgery	Non-Hospital - Paid at 100%* Hospital - \$250 copay, then paid at 100%*	Non-Hospital - Paid at 100%* after deductible is met Hospital - After deductible is met, \$250 copay then paid at 100%*	Non-Hospital - Paid at 90%* after deductible is met Hospital - After deductible is met, \$250 copay then paid at 90%*	Non-Hospital - Paid at 80%* after deductible is met Hospital - After deductible is met, \$250 copay then paid at 80%*
Hospital Inpatient	Paid at 100%* Unlimited days, Semi-private room	Paid at 100%* after deductible is met; Unlimited days, Semi-private room	Paid at 90%* after deductible is met; Unlimited days, Semi-private room	Paid at 80%* after deductible is met; Unlimited days, Semi-private room
Hospital Emergency Room	\$100 Emergent Copay; \$175 Non-Emergent Copay (Copay waived if admitted as inpatient) After copay, paid at 100%*	\$100 Emergent Copay; \$175 Non-Emergent Copay (Copay waived if admitted as inpatient) After deductible is met, copay then paid at 100%*	\$100 Emergent Copay; \$175 Non-Emergent Copay (Copay waived if admitted as inpatient) After deductible is met, copay then paid at 90%*	\$100 Emergent Copay; \$175 Non-Emergent Copay (Copay waived if admitted as inpatient) After deductible is met, copay then paid at 80%*
Urgent Care	\$10 Copay	\$20 Copay	\$30 Copay	\$30 Copay
Home Health Care	Paid at 100%* Limited to 100 visits per calendar year	Paid at 100%* after deductible is met Limited to 100 visits per calendar year	Paid at 90%* after deductible is met; Limited to 100 visits per calendar year	Paid at 80%* after deductible is met; Limited to 100 visits per calendar year

BENEFIT	PPO 1B		PPO 3B		PPO 5B		PPO 7B	
Telehealth	MDLIVE - Paid at 100%* for non-emergency medical, dermatology and behavioral health consultations. ⁽²⁾ Call 1-888-632-2738 or visit www.mdlive.com/CVT		MDLIVE - Paid at 100%* for non-emergency medical, dermatology and behavioral health consultations. ⁽²⁾ Call 1-888-632-2738 or visit www.mdlive.com/CVT		MDLIVE - Paid at 100%* for non-emergency medical, dermatology and behavioral health consultations. ⁽²⁾ Call 1-888-632-2738 or visit www.mdlive.com/CVT		MDLIVE - Paid at 100%* for non-emergency medical, dermatology and behavioral health consultations. ⁽²⁾ Call 1-888-632-2738 or visit www.mdlive.com/CVT	
Medical Decision Support	Consumer Medical - Your Medical Ally Call 1-888-361-3944 or visit myconsumermedical.com for expert medical guidance		Consumer Medical - Your Medical Ally Call 1-888-361-3944 or visit myconsumermedical.com for expert medical guidance		Consumer Medical - Your Medical Ally Call 1-888-361-3944 or visit myconsumermedical.com for expert medical guidance		Consumer Medical - Your Medical Ally Call 1-888-361-3944 or visit myconsumermedical.com for expert medical guidance	
Employee Assistance Program (EAP) through Beacon Health Options	Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾		Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾		Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾		Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾	
Prescription Drugs	Retail⁽⁴⁾ \$7 Generic \$15 Preferred \$30 Non-Preferred (30-Day Supply)	Mail Order⁽⁴⁾ \$15 Generic \$35 Preferred \$70 Non-Preferred (90-Day Supply)	Retail⁽⁴⁾ \$7 Generic \$15 Preferred \$30 Non-Preferred (30-Day Supply)	Mail Order⁽⁴⁾ \$15 Generic \$35 Preferred \$70 Non-Preferred (90-Day Supply)	Retail⁽⁴⁾ \$7 Generic \$15 Preferred \$30 Non-Preferred (30-Day Supply)	Mail Order⁽⁴⁾ \$15 Generic \$35 Preferred \$70 Non-Preferred (90-Day Supply)	Retail⁽⁴⁾ \$7 Generic \$15 Preferred \$30 Non-Preferred (30-Day Supply)	Mail Order⁽⁴⁾ \$15 Generic \$35 Preferred \$70 Non-Preferred (90-Day Supply)

PPO Plans:

* For Covered Expenses Only: When using Non-PPO & Other Health Care Providers, members are responsible for any difference between the covered expense and actual charges, as well as any deductible & percentage copay. All percentages are based on payments to preferred hospitals, physicians and other network providers.

(1) Non-Par Providers limited to a combined maximum of 13 visits per year.

(2) Retired members enrolled in Medicare: (1) MDLIVE Behavioral Health and Consumer Medical visits are excluded (2) Pharmacy cost share will not apply to out of pocket maximums (3) CVT PPO Plans 1-10 pay according to non-duplication of Medicare benefits therefore those plan designs are inclusive of Medicare's payment.

(3) EAP - Up to 6 counseling sessions per covered member, per benefit year (max 2 episodes/courses of treatment).

(4) Copays for certain specialty medications may be set to available manufacturer-funded copay assistance for prescription plans A, B, C (includes Wellness), D and ValuRx

This summary is for comparison purposes only. Please refer to the actual benefit booklet for complete benefits at www.cvtrust.org/plan-documents.

CVT PPO Health Plans with Anthem Blue Cross and CVS/caremark
Oak Park Unified SD - CERTIFICATED, CLASSIFIED, MANAGEMENT, TRUSTEES

October 1, 2021 - September 30, 2022

BENEFIT	PPO Wellness	HDHP 1	PPO Bronze
Calendar Year Deductible	Individual: \$500 Family: \$1,000	Individual: \$1,400 Family: \$2,800 (No individual limit applies to family)	Individual: \$5,000 Family: \$10,000
Coinsurance	Paid at 90%* after deductible is met	Paid at 90%* after deductible is met	Paid at 70%* after deductible is met
Calendar Year Out of Pocket Maximum (includes medical/pharmacy deductible, coinsurance, and copays) ⁽²⁾	Individual: \$1,750 Family: \$3,500	Individual: \$4,250 Family: \$8,500 Family = Employee with 1 or more covered dependents. No one individual will pay more than \$6,900.	Individual: \$6,350 Family: \$12,700
Doctor Visits	Primary Care Physician - \$20 Copay Specialty Physician - \$40 Copay	Paid at 90%* after deductible is met	Primary Care Physician - First 3 visits covered in full after \$60 copay per visit; Remaining visits - Paid at 70%* after deductible is met Specialty Physician - Subject to deductible then \$70 copay
Preventive Care / Immunizations	Paid at 100%*	Paid at 100%*	Paid at 100%*
Outpatient Laboratory	Non-Hospital - Paid at 90%* after deductible is met Hospital - After deductible is met, \$50 copay then paid at 90%*	Paid at 90%* after deductible is met	Paid at 70%* after deductible is met
Outpatient Radiology	Non-Hospital - Paid at 90%* after deductible is met Hospital - After deductible is met, \$75 copay then paid at 90%*	Paid at 90%* after deductible is met	Paid at 70%* after deductible is met
Durable Medical Equipment	Paid at 90%* after deductible is met	Paid at 90%* after deductible is met	Paid at 70%* after deductible is met
Ambulance - Ground / Air	Paid at 90%* after deductible is met	Paid at 90%* after deductible is met	Paid at 70%* after deductible is met
Physical Therapy	Paid at 90%* ⁽¹⁾ after deductible is met (Copay, if applicable.)	Paid at 90%* ⁽¹⁾ after deductible is met	Paid at 70%* ⁽¹⁾ after deductible is met
Chiropractic	Paid at 90%* ⁽¹⁾ after deductible is met (Copay, if applicable.)	Paid at 90%* ⁽¹⁾ after deductible is met	Paid at 70%* ⁽¹⁾ after deductible is met
Acupuncture	Paid at 90%* after deductible is met (Copay, if applicable) Maximum of 12 visits per calendar year	Paid at 90%* after deductible is met. Maximum of 12 visits per calendar year	Paid at 70%* after deductible is met Maximum of 12 visits per calendar year
Outpatient Surgery	Non-Hospital - Paid at 90%* after deductible is met Hospital - After deductible is met, \$250 copay then paid at 90%*	Paid at 90%* after deductible is met	Paid at 70%* after deductible is met
Hospital Inpatient	Paid at 90%* after deductible is met; Unlimited days, Semi-private room	Paid at 90%* after deductible is met; Unlimited days, Semi-private room	Paid at 70%* after deductible is met; Unlimited days, Semi-private room
Hospital Emergency Room	\$100 Emergent Copay; \$175 Non-Emergent Copay (Copay waived if admitted as inpatient) After deductible is met, copay then paid at 90%*	Paid at 90%* after deductible is met	Subject to Deductible, then \$250 Copay (copay waived if admitted as in-patient)
Urgent Care	\$20 Copay	Paid at 90%* after deductible is met	Subject to deductible, then \$120 Copay
Home Health Care	Paid at 90%* after deductible is met; Limited to 100 visits per calendar year	Paid at 90%* after deductible is met; Limited to 100 visits per calendar year	Paid at 70%* after deductible is met; Limited to 100 visits per calendar year

BENEFIT	PPO Wellness		HDHP 1	PPO Bronze	
Telehealth	MDLIVE - Paid at 100%* for non-emergency medical, dermatology and behavioral health consultations. Call 1-888-632-2738 or visit www.mdlive.com/CVT		MDLIVE - Paid at 90%* after deductible is met Call 1-888-632-2738 or visit mdlive.com/CVT for non-emergency medical and dermatology conditions and Behavioral Health.	MDLIVE - Paid at 100%* for non-emergency medical, dermatology and behavioral health consultations. Call 1-888-632-2738 or visit www.mdlive.com/CVT	
Medical Decision Support	Consumer Medical - Your Medical Ally Call 1-888-361-3944 or visit myconsumermedical.com for expert medical guidance		Consumer Medical - Your Medical Ally Call 1-888-361-3944 or visit myconsumermedical.com for expert medical guidance	Consumer Medical - Your Medical Ally Call 1-888-361-3944 or visit myconsumermedical.com for expert medical guidance	
Employee Assistance Program (EAP) through Beacon Health Options	Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾		Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾	Paid at 100% - Visit www.achievesolutions.net/cvt or call 1-877-397-1032 to access benefit ⁽³⁾	
Prescription Drugs	Retail⁽⁴⁾ \$7 Generic \$25 Pref \$40 Non-Pref (30-Day Supply)	Mail Order⁽⁴⁾ \$15 Generic \$60 Pref \$90 Non-Pref (90-Day Supply)	Paid at 90%* after deductible is met	Retail⁽⁴⁾ Subject to deductible, then \$25 Generic Copay \$50 Brand Copay (30-Day Supply)	Mail Order⁽⁴⁾ Subject to deductible, then \$50 Generic Copay \$100 Brand Copay (90-Day Supply)

PPO Plans:

* For Covered Expenses Only: When using Non-PPO & Other Health Care Providers, members are responsible for any difference between the covered expense and actual charges, as well as any deductible & percentage copay. All percentages are based on payments to preferred hospitals, physicians and other network providers.

(1) Non-Par Providers limited to a combined maximum of 13 visits per year.

(2) Retired members enrolled in Medicare: (1) MDLIVE Behavioral Health and Consumer Medical visits are excluded (2) Pharmacy cost share will not apply to out of pocket maximums (3) CVT PPO Plans 1-10 pay according to non-duplication of Medicare benefits therefore those plan designs are inclusive of Medicare's payment.

(3) EAP - Up to 6 counseling sessions per covered member, per benefit year (max 2 episodes/courses of treatment).

(4) Copays for certain specialty medications may be set to available manufacturer-funded copay assistance for prescription plans A, B, C (includes Wellness), D and ValuRx

This summary is for comparison purposes only. Please refer to the actual benefit booklet for complete benefits at www.cvtrust.org/plan-documents.

TO: MEMBERS, BOARD OF EDUCATION

FROM DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT: B.2.e. APPROVE INTERDISTRICT TRANSFER MEMORANDUM OF UNDERSTANDING WITH VENTURA COUNTY DISTRICTS

ACTION

ISSUE: Shall the Board of Education approve the Ventura County Interdistrict Transfer Memorandum of Understanding?

BACKGROUND: Oak Park Unified School district is a “school district of choice” and students are accepted via this process who reside within other California school districts who wish to attend a district school. In May 2011, in response to AB2444 and changes to EC46600, all school districts in Ventura County (with the exception of Las Virgenes Unified) entered into an Interdistrict Transfer Memorandum of Understanding (MOU). This MOU was developed in order to provide districts of attendance with the means to revoke an interdistrict transfer agreement for various agreed upon reasons including poor attendance, lack of appropriate discipline or academic achievement. The MOU was not developed to address issues relative to districts of residence. Per the provisions of EC46600, these interdistrict master agreements are valid for a period of five years. As the Interdistrict Transfer Memorandum of Understanding, May 2016, has now expired, it is appropriate that districts adopt a subsequent five-year master agreement covering the 2021-2022 through 2025-2026 school years. Most of the school districts in Ventura County are in the process of approving the Interdistrict Transfer Memorandum of Understanding (MOU). Staff is recommending that Board approve the accompanying interdistrict transfer agreement.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Ventura County Interdistrict Transfer Memorandum of Understanding.
2. Do not approve Ventura County Interdistrict Transfer Memorandum of Understanding.

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Interdistrict Transfer Memorandum of Understanding May 2021

In accordance with Education Code 46600, the Governing Boards of each of the following districts: Briggs Elementary School District, Conejo Valley Unified School District, Fillmore Unified School District, Hueneme Elementary School District, Mesa Union Elementary School District, Moorpark Unified School District, Mupu Elementary School District, Oak Park Unified School District, Ocean View Elementary School District, Ojai Unified School District, Oxnard Elementary School District, Oxnard Union High School District, Pleasant Valley School District, Rio Elementary School District, Santa Clara Elementary School District, Santa Paula Unified School District, Simi Valley Unified School District, Somis Union School District and Ventura Unified School District (jointly referred to as “the Districts”) hereby agree to permit pupils who reside in one of the Districts to attend in the other based on the following terms and conditions:

1. This MOU shall be for a term of five (5) school years commencing with the 2021-22 school year and ending at the conclusion of the 2025-26 school year.
2. The Districts understand and agree that each parent/guardian who resides within one of the participating districts but desires for their child to attend in the other district shall be required to sign a one-year Interdistrict Transfer Agreement (“Agreement”). The form of that Agreement is attached as Exhibit A and is incorporated by reference as though fully set forth herein. The district of attendance will determine on a year-to-year basis whether to renew the pupil’s Agreement.
3. The Districts agree that once the Districts sign the Agreement for a particular pupil, the district of residence will not be required to sign the Agreement for that pupil for the subsequent 4 school years. By signing the Agreement in Year 1, the district of residence intends to release the student from attendance in that district for 5 school years.
4. The Districts agree that a pupil who has been determined by personnel of either the school district of residence or the school district of proposed enrollment to have been the victim of an act of bullying, as defined in subdivision (r) of Section 48900, committed by a pupil of the school district of residence shall, at the request of the person having legal custody of the pupil, be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.
5. The Districts recognize that a school district of residence shall not prohibit the transfer of a pupil who is a child of an active-duty military parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer permit.
6. The Districts shall establish appropriate internal controls for the issuance and acceptance of Agreements. At a minimum the district of residence shall provide the district of attendance a copy of all transfer Agreements issued, and the district of attendance shall notify the district of residence upon its acceptance of pupils with valid Agreements.
7. The Districts understand and agree that a pupil who is granted an interdistrict transfer to another district who is a party to this Memorandum of Understanding shall be subject to the terms and conditions set forth in the Interdistrict Transfer Agreement attached hereto as Exhibit A and may have his/her attendance revoked during the school year, or non-renewed for the following school year, based on any of the reasons set forth in Exhibit A.

Revocations of an interdistrict permit by the district of attendance, based on the terms and conditions stated on the transfer agreement, may not be appealed to the County Board of Education for the remainder of the current school year.

8. Students with Disabilities being served under the SELPA Local Plan Interdistrict Charts are not subject to this agreement.

**Interdistrict Transfer Memorandum of Understanding
May 2021**

IN WITNESS WHEREOF, the parties hereto set their hands.

Briggs Elementary S.D.

Conejo Valley Unified S.D.

Fillmore Unified S.D.

Hueneme Elementary S.D.

Mesa Union S.D.

Moorpark Unified S.D.

Mupu Elementary S.D.

Oak Park Unified S.D.

Ocean View S.D.

Ojai Unified S.D.

Oxnard Elementary S.D.

Oxnard Union High S.D.

Pleasant Valley S.D.

Rio Elementary S.D.

Santa Clara Elementary S.D.

Santa Paula Unified S.D.

Simi Valley Unified S.D.

Somis Union S.D.

Ventura Unified S.D.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
**SUBJECT: B.2.f. ACCEPT 2019-2020 AUDIT REPORT FOR AUXILIAR ORGANIZATIONS
OAK PARK ATHLETIC BOOSTERS AND OAK PARK PERFORMING
ARTS ALLIANCE**

ACTION

ISSUE: Shall the Board receive and accept the 2019-2020 audit report for auxiliary organizations Oak Park Athletic Booster Club and Oak Park Performing Alliance?

BACKGROUND: As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the Fiscal Year (FY) ending June 30, 2020. Additionally, a district may elect to audit auxiliary organizations. Traditionally, the District requests the accounting firm of Christy White Associates to audit two auxiliary organizations. For Fiscal Year 2019-2020, the District chose Oak Park Athletic Boosters Club and Oak Park Performing Arts Alliance to be audited. The audit involved reviewing documentation supporting bank accounts, tax filings, and fundraising activities. The written report is included for the Board's review.

FISCAL IMPACT: None; this service is included in the District's contract with Christy White Associates at no additional cost.

ALTERNATIVES:

1. Accept as part of the 2019-2020 annual financial audit report.
2. Do not accept the audit report.

RECOMMENDATION: Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



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

Governing Board Members
Oak Park Unified School District
Oak Park, California

At the request of the Governing Board, we selected a sample of auxiliary organizations established in support of the Oak Park Unified School District for the fiscal year ended June 30, 2020 and reviewed documentation supporting their bank accounts, tax filings and fundraising activity.

For the fiscal year ended June 30, 2020, we selected the Oak Park Performing Arts Alliance (OPPAA) and the Oak Park Athletic Booster Club.

Procedures Performed:

- Inquiries were made of auxiliary organization management regarding internal controls.
- Inquiries were made of auxiliary organization management regarding major fundraisers operated during the fiscal year.
- Tax filings were reviewed to determine the organization's proper establishment as a 501(c)(3) tax exempt nonprofit organization.
- Bank statements and reconciliations were reviewed for completeness and to support fundraising activities and purchases made.
- Board meeting minutes were reviewed, where applicable, for completeness.

Results of Procedures Performed:

The results of our procedures show that internal control procedures have been established and all reviewed documentation supports the established purpose of the auxiliary organization.

San Diego, California
May 14, 2021

348 Olive Street
San Diego, CA
92103

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.2.g. APPROVE RESOLUTION NO.2021-13 AUTHORIZING THE ESTABLISHMENT OF FUNB 08 AS THE ASSOCIATED STUDENT BODY FUND

ACTION

ISSUE: Shall the Board approve Resolution No. 2021-13, authorizing the establishment of Fund 08 as the Associated Student Body Fund?

BACKGROUND: In January 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 84, Fiduciary Activities, which establishes criteria for identifying and reporting fiduciary activities for all state and local governments. This statement is effective for Fiscal Year (FY) 2020-2021 and is required to be represented in FY 2020-2021 Unaudited and Audited Actuals. GASB 84, eliminated Agency Funds and replaced them with Custodial Funds used for reporting fiduciary activities that are not required to be reported in the Other Fiduciary Funds. SACS Fund 08 - Student Activity Special Revenue Fund is a new special revenue fund established to allow Local Education Agencies to account for governmental associated student body activities in accordance with the provisions of GASB Statement 84. As such, the establishment of Fund 08 is required in order to be compliant. Resolution No. 2021-13 follows for the Board's review and consideration.

FISCAL IMPACT: There is no fiscal impact

ALTERNATIVES:

1. Approve Resolution No. 2021-13, authorizing the establishment of Fund 08 as the Associated Student Body Fund
2. Do not approve the resolution

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2021-13

ASSOCIATED STUDENT BODY (ASB) SPECIAL REVENUE FUND

WHEREAS, Education Code Section 48930 authorizes the organization of student body associations and Education Code Section 48933 prescribes how funds of the association may be deposited and expended; and

WHEREAS, the revenues of the Student Activity Fund are restricted to the purposes established in the Education Code; and

WHEREAS, the California Department of Education has authorized school districts to establish a separate fund in accordance with the provision of Statement No. 84 of the Governmental Accounting Standards Board (GASB) for reporting non-fiduciary ASB activities; and

WHEREAS, the ASB activities within the Oak Park Unified School District are considered governmental activities and should be reported in a governmental fund, either general fund or special revenue fund; and

WHEREAS, the California Department of Education added a new Special Revenue Fund (FUND 08) to its Standardized Account Code Structure (SACS) to account for non-fiduciary ASB activities;

THEREFORE, BE IT RESOLVED, that the Governing Board hereby authorizes the establishment of a special revenue fund to be known as the **STUDENT ACTIVITY SPECIAL REVENUE FUND** in accordance with California Department of Education guidelines.

PASSED AND ADOPTED by the Governing Board on June 22, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, _____, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Clerk/Secretary of the Governing Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.2.h. APPROVE ACCEPTANCE OF DONATION

ACTION

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

BACKGROUND: The following donation have been made to the District:

Site/Program	Gift/Donor	Gift
Medea Creek Middle School	Bradley Benioff	Bass Trombone - \$650

RECOMMENDATION: Accept the donation with thanks.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

**SUBJECT: B.3.a. APPROVE INSTRUCTIONAL MATERIALS FOR EXPOSITORY
READING AND WRITING COURSE AT OAK VIEW HIGH
SCHOOL**

ACTION

ISSUE: Shall Oak View High School add instructional materials for the English CP Course Expository Reading and Writing?

BACKGROUND: Oak View High School would like to add additional texts to its English Course Expository Reading & Writing, which is a college preparatory, rhetoric-based English language arts course for grades 11 and 12 designed to develop academic literacy (advanced proficiency in rhetorical and analytical reading, writing, and thinking). Modules with designated English Language Development (ELD) are available for grades 9-12. These texts are being recommended by the staff at Oak View High School and Curriculum Council, who unanimously approved to recommend the instructional materials at its May 24, 2021 meeting. A description is included for the Board's review and consideration.

FISCAL IMPACT: The estimated cost of a class set is \$3,795. Funding source is the Lottery Funds and is included in the 2020-2021 adopted budget.

ALTERNATIVES:

1. Approve the request for instructional materials for the Expository Reading and Writing Course at Oak View High School
2. Do not approve the request for instructional materials.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

Expository Reading & Writing Course

The Program

"The ERWC (Expository Reading and Writing Curriculum) is a college preparatory, rhetoric-based English language arts course for grades 11 and 12 designed to develop academic literacy (advanced proficiency in rhetorical and analytical reading, writing, and thinking). The ERWC also offers curriculum for grades 7-10, with at least four extended modules per grade level. Modules with designated English Language Development (ELD) are available for grades 9-12." writing.csusuccess.org

The ERWC curriculum has already been vetted and accepted via the OPUSD Curriculum Council. It is a nationally renowned and respected set of modules designed to prepare students for the literacy requirements necessary for successful completion of a degree at a CS or UC school.

Last year, the offerings were updated and expanded. The following books are used to support various units and are not yet included in the OPUSD approved book list. I request that they are reviewed and accepted.

To see the module overviews, view in the [shared folder](#).

ERWC books -- each book is linked to a review

15 each

[Never Fall Down](#), Patricia McCormick

[First They Killed My Father: A Daughter of Cambodia Remembers](#), Loung Ung

[Stay Alive My Son](#), Pin Yathay

40 each

[The Distance Between Us](#),

[The Things They Carried](#), Tim O'Brien

[March: Book Three](#), John Lewis (curriculum)

[The Absolutely True Diary of a Part-Time Indian](#),

[The Boy Who Harnessed the Wind](#), by Kamkwamba, William, and Bryan Mealer. (curriculum)

[Claudette Colvin: Twice Toward Justice](#),

[Hawkeye: My Life as a Weapon](#). Vol. 1, Marvel Worldwide, 2013. Books 1 & 2, Fraction, Matt, and David Aja.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT: B.3.b. APPROVE VENTURA COUNTY PLAN FOR EXPELLED PUPILS TRIENNIAL UPDATE

ACTION

ISSUE: Shall the Board of Education approve the Ventura County Plan for Expelled Pupils Triennial Update?

BACKGROUND: California Education Code (EC) Section 48916.1(a) provides that, at the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an education program is provided to the pupil during the expulsion period. EC Section 48926 requires county superintendents, in conjunction with district superintendents within the county, to develop a plan for providing education services to all expelled pupils within that county. The plan shall be adopted by the governing board of each school district within the county and by the county board of education.” Section 48926 also directs the Superintendent of Public Instruction to submit a triennial update of that plan. The Board of Education approved the Seventh Triennial Update of the Ventura County Plan for Expelled Pupils in 2018.

The June 2021 Triennial Update of the Ventura County Plan for Expelled Pupils represents the eighth update of such an agreement between the District and the Ventura County Office of Education (VCOE).

EC Section 48926 requires that the following components be contained in this plan;

- a. An enumeration of existing educational alternatives for expelled students
- b. The identification of gaps in educational services for expelled students
- c. Proposed strategies for fulfilling said gaps
- d. Alternative placements for those expelled students who have failed to meet the terms and conditions of their rehabilitation plan

EC Section 4816.1 states, “At the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an educational program is provided to the pupil who is subject to the expulsion order for the period of the expulsion....” Therefore, every Ventura County School District governing board will refer each expelled student to an appropriate educational placement for the period of the expulsion. The educational placement will be determined on an individual basis by the school district’s governing board based on:

1. The educational needs of students
2. The seriousness of the offense
3. Available educational alternatives
4. Other related factors

BOARD OF EDUCATION MEETING JUNE 22, 2021

Approve Ventura County Plan For
Expelled Pupils Triennial Update
Page 2

The Ventura County Plan for all public schools' districts within Ventura County is available at this link: <https://bit.ly/3grv09r>.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the Ventura County Plan for Expelled Pupils Triennial Update
2. Do not approve the Ventura County Plan for Expelled Pupils Triennial Update

RECOMMENDATION: Alternative No. 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT: B.3.c. APPROVE 2021-2022 SCHOOL HANDBOOK/DISCIPLINE PLANS

ACTION

ISSUE: Shall the Board of Education review and approve the 2021-2022 Handbooks/Discipline Plan?

BACKGROUND: Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. In developing the rules and procedures, each school is to solicit the participation, views, and advice of parents, teachers, school administrators, and in some cases, students. Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. Each site principals have reviewed and updated their School Handbooks. The updates have been highlighted to make it easier for the Board to review the changes. The 2021-2022 School Handbooks can be accessed at this link: <https://bit.ly/3wIM5Z0>.

FISCAL IMPACT: None

ALTERNATIVES: 1. Review and approve 2021-2022 Handbook/Discipline Plans as presented.
2. Do not approve 2021-2022 Handbook/Discipline Plans.

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

TO: MEMBERS OF BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT: B.3.d. APPROVE SUBMITTING OF CONSOLIDATED APPLICATION FOR FUNDING FOR CATEGORICAL AID PROGRAMS – 2021-2022

ACTION

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

BACKGROUND: Districts in the State of California are required to submit a Consolidated Application (ConApp) to apply for Federal funding. The application is submitted online through a web-based Consolidated Application Reporting System (CARS).

The application is completed in multiple parts: Spring (June) and Winter (February). The ConApp Spring report identifies the programs for which the District is requesting funding. The Winter release of the application is submitted in February and contains the District’s entitlements for each funded program.

In order to submit the application, it is required that the District’s DELAC committee review and approve the application for funding prior to Board approval. The DELAC committee met on Friday June 18, 2021 to approve the application. Board is requested to grant approval so that the District can submit the application before the July 22, 2021 deadline. New this year, the District is applying for Title IV funds, which may be used for, *improving school conditions for student learning, and improving use of technology in order to improve the academic achievement and digital literacy of all students.*

For the 2021-22 Fiscal Year, the Oak Park Unified School District is applying for funds from the following categorical programs:

- Title I, Part A, Basic Grant
- Title II, Part A, Preparing, Training, Recruiting High Quality Teachers
- Title III English Learner Student Program
- Title IV Student Support and Academic Enrichment (21st Century Schools)

FISCAL IMPACT: The amount budgeted for 2021-2022 is: \$84,437 (Title I), \$35,678 (Title II), \$25,054 (Title III). This would be the first year the District is applying for Title IV funding. Title IV funding is based on Title I apportionment and has a minimum funding of \$10,000.

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve the Consolidated Application for Funding for Categorical Aid Programs

Page 2

- ALTERNATIVES:**
1. Approve the Consolidated Application for Funding for Categorical Aid Programs
 2. Do not approve the Consolidated Application

RECOMMENDATION: Alternative #1

Prepared by:

Byron Jones, Director, Fiscal Services

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

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.4.a. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF INSTRUCTIONAL ASSISTANT III – ART AND JOB DESCRIPTION AND PLACEMENT ON SALARY SCHEDULE

ACTION

ISSUE: Shall the Board authorize the establishment of a classified position, Instructional Assistant III – Art and approve accompanying job description and placement on the Classified salary schedule?

BACKGROUND: In the past each Oak Park USD elementary school contracted with an outside company to provide art instruction where each elementary class got art instruction for a short period of time in a year. This program was funded by the Parent Teacher Organization of each school. Feedback from parents and staff surveys and K-5 Visual Arts Committee meetings revealed interest in implementing a comprehensive art program at all elementary schools which would allow students to transition onto art programs offered at the middle and high school for interested students. OPUSD believes in educating the whole child and it is a district goal to ensure that District-wide arts, music, enrichment, and extracurricular activities complement the academic mission of our schools. Staff is recommending that the Board establish a new classified position, Instructional Assistant III – Art. This is a full-time position responsible for performing a variety of specialized art education and instruction activities under the direction of the site Principal and the Director of Curriculum and Instruction. The position will be shared between all three elementary schools and will rotate between sites every trimester. The Instructional Assistant III – Art will collaborate with classroom teachers at all elementary grade-levels across all three sites and be responsible for instructing students in visual arts, art theory, art history and other related activities and instruct students in creating a variety of their own art pieces, develop their skills and techniques at an age appropriate level. Plan and organize visual art displays throughout the year. A copy of the proposed job description and salary schedule is included for the Board's review.

ALTERNATIVES:

1. Authorize the establishment of a classified position, Instructional Assistant III – Art and approve accompanying job description and salary schedule.
2. Do not authorize the establishment of a classified position, Instructional Assistant III – Art.

FISCAL IMPACT: The recommended salary placement of the proposed position is Range 14 of the classified salary schedule and will be funded by the Oak Park Education Foundation.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Authorize the establishment of a classified position,
Instructional Assistant III – Art and approve accompanying
job description and salary schedule
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III – ELEMENTARY ART

This is a full time hourly position for 8 hours a day, for 180 days. Salary Range: Range 14, Classified Salary Schedule CC & CH & CB2

DEFINITION:

Under the supervision of the elementary principals and the Director of Curriculum and Instruction, perform a variety of specialized art education and instructional activities; perform instructional support and follow-up activities; and do other work as required.

ESSENTIAL DUTIES:

Assist instructional personnel in the implementation of art education activities following a plan developed in cooperation with instructional personnel.

- Work with individual pupils or groups of pupils in an elementary school setting.
- Instruct students in visual arts, art theory, art history and other related activities.
- Instruct students in creating a variety of their own art pieces, develop their skills and techniques at an age appropriate level.
- Plan and organize visual art displays throughout the year.
- Provide support to teachers conducting visual art lessons in your absence.
- Collaborate with teachers to integrate visual art activities into various classroom instructional programs.
- Maintain accurate class records. Communicate information to certificated staff regarding individual student performance and achievement.
- Supervise pupils in the classroom and on school grounds, in the absence of the classroom teacher.
- Participate in staff development programs as directed.
- Assist with ordering classroom supplies and materials.
- Prepare instructional materials, which may include typing, duplicating, gathering, organizing materials.
- Assist with routine classroom procedures; maintaining a neat, clean and orderly classroom atmosphere.
- Assist with the procurement, maintenance, transportation, organization and storage of art supplies and equipment.

- Work hours will consist of the normal elementary school hours with some evenings for art shows/displays.
- Perform other related tasks as assigned.

QUALIFICATIONS:

Knowledge of:

- The California Arts Standards
- Various techniques and skills needed to create visual art pieces.
- Theory and instructional strategies utilized with students involved with the visual arts.
- Basic concepts and principles of child development and behavior characteristics, behavior management strategies, and techniques utilized with students exhibiting inappropriate or atypical behavior.
- Appropriate English usage, punctuation, spelling, grammar, and arithmetical concepts.
- Principles, goals and objectives of the educational process.
- Simple record management, storage and retrieval systems.
- Appropriate human relations and duties and responsibilities of an Instructional Aide.

Ability to:

- Demonstrate enthusiasm for and interest in the instructional program.
- Communicate with and understand the needs of pupils.
- Establish and maintain cooperative and effective working relationships with children and adults.
- Collaborate effectively with classroom teachers at all elementary grade-levels across three sites.
- Collaborate with art teachers and instructional staff district wide.
- Plan and organize work to meet schedules and timelines.
- Maintain records.
- Demonstrate an empathetic, patient, and receptive attitude with students who may be experiencing the need of special assistance; understand and follow specific student educational plans.
- Read, apply, and explain rules, regulations, policies, and procedures.
- Perform routine clerical tasks; operate office and educational machines and equipment.
- Understand and carry out oral and written directions.
- Serve as an appropriate positive role model for elementary-age children.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will exert 30-45 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must have an adequate range of motion in upper extremities.
- Involves running, walking, or standing for extended periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Manual dexterity to effectively use artal instruments and related equipment
- Handle and work with various materials and objects
- Work is performed in a school environment at various elementary locations throughout the district with demanding timelines and subject to frequent interruptions.
- Traveling in between the three elementary schools is required

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION:

- AA degree or 48 college units in any subject area
- Any combination of training and experience, which will demonstrate the knowledge and abilities listed above.

Certificate Requirement

- Valid First-Aid and CPR (cardiopulmonary resuscitation) Certificates shall be obtained for permanency in this classification (within 3 months of employment) and must be renewed as necessary during employment.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

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 Board Approved: June 22, 2021

Proposed

Effective: July 1, 2021

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	
School Office Manager I	16	20.72	21.91	23.16	24.50	25.91	11 Month
Department Secretary	16	3589.99	3797.79	4014.18	4247.92	4490.35	11 Month
Department Secretary	16						12 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
District Wide Head Custodian	21	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
Computer Tech - 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
Data Systems Specialists	23						

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	

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.4.b. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF INSTRUCTIONAL ASSISTANT III – MUSIC AND JOB DESCRIPTION AND PLACEMENT ON SALARY SCHEDULE

ACTION

ISSUE: Shall the Board authorize the establishment of a classified position, Instructional Assistant III – Music and approve accompanying job description and placement on the Classified salary schedule?

BACKGROUND: In the past each Oak Park USD elementary school had a part-time music specialist funded by the Parent Teacher Organization of each school. Feedback from parents and staff surveys and meetings revealed interest in implementing a comprehensive music program at all elementary schools which would allow students to transition onto band and choir programs offered at the middle and high school for interested students. OPUSD believes in educating the whole child and it is a district goal to ensure that District-wide arts, music, enrichment, and extracurricular activities complement the academic mission of our schools. Staff is recommending that the Board establish a new classified position, Instructional Assistant III – Music. This is a full-time position responsible for performing a variety of specialized music education and instruction activities under the direction of the site Principal and the Director of Curriculum and Instruction. The position will be shared between all three elementary schools and will rotate between sites every trimester. The Instructional Assistant III – Music will collaborate with classroom teachers at all elementary grade-levels across all three sites and be responsible for instructing students in vocal music, musical theory, basic instrumental music and organize grade level musical performances throughout the year. A copy of the proposed job description and salary schedule is included for the Board’s review.

ALTERNATIVES:

1. Authorize the establishment of a classified position, Instructional Assistant III – Music and approve accompanying job description and salary schedule.
2. Do not authorize the establishment of a classified position, Instructional Assistant III – Music.

FISCAL IMPACT: The recommended salary placement of the proposed position is Range 14 of the classified salary schedule and will be funded by the Oak Park Education Foundation.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Authorize the establishment of a classified position,
Instructional Assistant III – Music and approve accompanying
job description and salary schedule

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III – ELEMENTARY MUSIC

This is a full time hourly position for 8 hours a day, for 180 days. Salary Range: Range 14, Classified Salary Schedule CC & CH & CB2

DEFINITION:

Under the supervision of the elementary principals and the Director of Curriculum and Instruction, perform a variety of specialized music education and instructional activities; perform instructional support and follow-up activities; and do other work as required.

ESSENTIAL DUTIES:

Assist instructional personnel in the implementation of music education activities following a plan developed in cooperation with instructional personnel.

- Work with individual pupils or groups of pupils in an elementary school setting.
- Instruct students in vocal music, musical theory, basic instrumental music, performance, music history and other related activities.
- Plan and organize grade-level performances throughout the year.
- Conduct rehearsals to prepare students for performances. Provide support to teachers conducting rehearsals in your absence.
- Provide musical accompaniment for music instruction, musical programs, and rehearsals.
- Assist in providing and developing musical activities and programs for integration into various classroom instructional programs.
- Maintain accurate class records. Communicate information to certificated staff regarding individual student performance and achievement.
- Set-up and operate audiovisual equipment.
- Supervise pupils in the music classroom and on school grounds, in the absence of the classroom teacher.
- Participate in staff development programs as directed.
- Assist with ordering classroom supplies and materials.
- Prepare instructional materials, which may include typing, duplicating, gathering, organizing materials.
- Assist with routine classroom procedures; maintaining a neat, clean and orderly classroom atmosphere.

- Assist with the procurement, maintenance, transportation, and storage of musical instruments and music equipment.
- Assist with the organization and arrangement and storage of classroom facilities, instructional materials.
- Work hours will consist of the normal elementary school hours with some evenings for musical performances.
- Perform other related tasks as assigned.

QUALIFICATIONS:

Knowledge of:

- The California Arts Standards
- Vocal and instrumental music and accompaniment.
- Theory and instructional strategies utilized with students involved with vocal music areas of study.
- Basic concepts and principles of child development and behavior characteristics, behavior management strategies, and techniques utilized with students exhibiting inappropriate or atypical behavior.
- Appropriate English usage, punctuation, spelling, grammar, and arithmetical concepts.
- Principles, goals and objectives of the educational process.
- Simple record management, storage and retrieval systems.
- Appropriate human relations and duties and responsibilities of an Instructional Aide.

Ability to:

- Demonstrate enthusiasm for and interest in the instructional program.
- Communicate with and understand the needs of pupils.
- Establish and maintain cooperative and effective working relationships with children and adults.
- Collaborate effectively with classroom teachers at all elementary grade-levels across three sites.
- Collaborate with music teachers and instructional staff district wide.
- Read music, sing and play musical instruments.
- Transcribe musical notes and symbols.
- Integrate vocal and instrumental music into various classroom instructional programs across subject areas.
- Plan and organize work to meet schedules and timelines.
- Maintain records.
- Demonstrate an empathetic, patient, and receptive attitude with students who may be experiencing the need of special assistance; understand and follow specific student educational plans.

- Read, apply, and explain rules, regulations, policies, and procedures.
- Perform routine clerical tasks; operate office and educational machines and equipment.
- Understand and carry out oral and written directions.
- Serve as an appropriate positive role model for elementary-age children.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will exert 30-45 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must have an adequate range of motion in upper extremities.
- Involves running, walking, or standing for extended periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Manual dexterity to effectively use musical instruments and related equipment
- Handle and work with various materials and objects
- Work is performed in a school environment at various elementary locations throughout the district with demanding timelines and subject to frequent interruptions.
- Traveling in between the three elementary schools is required

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION:

- AA degree or 48 college units in any subject area
- Any combination of training and experience, which will demonstrate the knowledge and abilities listed above.

Certificate Requirement

- Valid First-Aid and CPR (cardiopulmonary resuscitation) Certificates shall be obtained for permanency in this classification (within 3 months of employment) and must be renewed as necessary during employment.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

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 Board Approval: June 22, 2021

Proposed

Effective: July 1, 2021

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	
School Office Manager I	16	20.72	21.91	23.16	24.50	25.91	11 Month
Department Secretary	16	3589.99	3797.79	4014.18	4247.92	4490.35	11 Month
Department Secretary	16						12 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
District Wide Head Custodian	21	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
Computer Tech - 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
Data Systems Specialists	23						

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	

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
**SUBJECT: B.4.c. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF
DEPARTMENT SECRETARY – STUDENT NUTRITION PROGRAM
AND JOB DESCRIPTION AND PLACEMENT ON SALARY
SCHEDULE**

ACTION

ISSUE: Shall the Board authorize the establishment of a classified position, Department Secretary – Student Nutrition Program and approve accompanying job description and placement on the Classified salary schedule?

BACKGROUND: In the past the Student Nutrition Program had a Department Assistant who was responsible for assisting the Student nutrition department as well as the business services the employee retired in 2019 and since then the position has been vacant. Based on the needs of the department staff is recommending that a new position is established of a Department Secretary dedicated to the Student Nutrition Program and not backfill the Department Assistant Position. This position will be responsible for assisting the Director of the Student Nutrition Program with coordinating and overseeing the day-to-day operation of the Student Nutrition & Wellness department and serve as the Food Services Assistant on an as needed basis. This is a full-time position responsible for performing a variety of specialized work in office and cafeteria environments and interface with students, parents, and public. A copy of the proposed job description and salary schedule is included for the Board's review.

ALTERNATIVES:

1. Authorize the establishment of a classified position, Department Secretary – Student Nutrition Program and approve accompanying job description and salary schedule.
2. Do not authorize the establishment of a classified position, Department Secretary – Student Nutrition Program.

FISCAL IMPACT: The recommended salary placement of the proposed position is Range 16 of the classified salary schedule and will be funded by the Student Nutrition Fund and is included in the proposed Nutrition Services 2021-22 operating budget.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Authorize the establishment of a classified position,
Department Secretary – Student Nutrition Program and
approve accompanying job description and salary schedule
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: DEPARTMENT SECRETARY - Student Nutrition & Wellness

DEFINITION

This is a 12-month position, 8 hours per day

Salary: Range 16

Under the direction of the Director of Student Nutrition & Wellness, organize, coordinate, and oversee the office activities of the Director; perform responsible and varied clerical and secretarial duties to relieve the Director of administrative details; establish priorities and organize workflow and provide accurate, relevant, and responsive information externally and internally. Assist in school kitchens (e.g. food preparation, service, clean-up, delivery) as needed and at special events during and occasionally outside of school hours.

DISTINGUISHING CHARACTERISTICS:

The Department Secretary coordinates and oversees the day-to-day operation of the Student Nutrition & Wellness department; and fulfills functions of the Food Services Assistant on an as needed basis. The ideal candidate is someone who can be just as comfortable working in the kitchen as in the office handling detail-oriented tasks, readily transitioning between the two.

EXAMPLES OF DUTIES:

Plans, organizes, coordinates, and oversees assigned district department activities and communication; performs responsible clerical and secretarial duties to relieve the Director of administrative detail; establishes priorities and assures the timely and procedurally correct completion of administrative support, secretarial and clerical assignments, assists with special projects as needed; maintains a calendar for the Director and for district-wide activities, schedules and sets up meetings and conferences; prepares a wide variety of materials for distribution including correspondence, reports, requisitions, memoranda; coordinates and facilitates communications for the Director; interprets, applies, and explains District policies, rules and regulations relating to the specific department; works with department budgets; coordinates and maintains a master calendar; receives, sorts, and routes mail; orders and receives cafeteria supplies and equipment; maintains equipment and supplies inventory in kitchens; establishes and maintains files and records both physically and electronically; handle bookkeeping and accounting duties, including recording sales and expenditures; operates technology necessary to complete the tasks of the assignment; performs other related duties as assigned.

Manage department social media account (including taking pictures at sites, creating posts, developing public image of department); update department web page as assigned; create publicity using a variety of software programs; navigate/utilize web apps to create standardized recipes for nutritional analysis and handle meal ordering; perform the duties of Food Services Assistant at school cafeterias as needed; sets up and cleans up for catering events during and outside of school hours.

JOB DESCRIPTION: DEPARTMENT SECRETARY – Student Nutrition & Wellness

Page 2

EMPLOYMENT STANDARDS:

Knowledge of: Google Suite (Sheets, Docs)/Microsoft Office (Excel/Word); social media; simple web page maintenance; office management techniques, modern office methods, practices and equipment; oral and written communications; correct English usage, grammar, spelling, punctuation, vocabulary, and composition; first aid procedures; record keeping methods; word processing, spreadsheet and database usage; proper phone etiquette; public relations skills; interpersonal skills including tact, courtesy, and patience.

Sanitation practices related to cooking and serving food; operation of kitchen equipment and utensils; health and safety practices.

Genuine interest in and knowledge of nutrition, food, sustainability, and plant-based cooking with experience or ability to work in a fast-paced, commercial kitchen. Ability to learn rules/regulations relating to school nutrition programs. Understands and supports the mission of OPUSD and the Student Nutrition department.

Ability to: Work in office and cafeteria environments with equal ease and confidence; interface with students, parents, and public; maintain confidentiality; plan, organize, coordinate, and oversee day-to-day department activities at an assigned District site; perform responsible secretarial and clerical duties to relieve the Director of administrative detail; establish and revise priorities as needed to accomplish clerical assignments; work independently; makes decisions within the guidelines of the Director and the department; meet schedules and timelines; learn, apply, and explain rules regulations, and policies; plan and organize work; work effectively with other employees and the community; train and provide work direction to others as required from time to time; compile and maintain accurate physical and electronic records and reports; develop and implement new computer applications involving technology as needed; type at 55-60 WPM.

Perform a wide variety of food service duties, including preparing, assembling, and serving food, maintaining cleanliness and order, inventory, and lifting up to 40 pounds.

Education and Experience: Any combination equivalent to graduation from high school and one (1) year(s) of responsible secretarial or office management experience. Experience in a commercial kitchen, farm/garden, and college coursework in nutrition and culinary arts are highly desirable.

WORKING CONDITIONS:

Combined office and school cafeteria environment; subject to demanding timelines and constant interruptions; lifting, standing, and walking for long periods of time, temperature extremes, and contact with cleaning agents.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

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 Board Approval: June 22, 2021

Proposed

Effective: July 1, 2021

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	
School Office Manager I	16	20.72	21.91	23.16	24.50	25.91	11 Month
Department Secretary	16	3589.99	3797.79	4014.18	4247.92	4490.35	11 Month
Department Secretary	16						12 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
District Wide Head Custodian	21	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	10 Month
Child Nutrition Services Manager	10	16.79	17.80	18.90	20.04	21.26	10 Month
		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
Computer Tech - 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
Data Systems Specialists	23						

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	

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.4.d. APPROVE REVISED WORK YEAR FOR THE CLASSIFIED POSITION OF OFFICE MANAGER I

ACTION

ISSUE: Shall the Board approve the revised work-year for the position of Office Manager I?

BACKGROUND: Office Manager I is a 10.5 month position with 216 workdays in a year at Oak Park USD. The office manager handles the operation of the central school office, compiles data for enrollment and other reports and lists. The office managers also register incoming students and processes enrollment materials, completes data input on computer, coordinates services and information with sending/receiving schools and district office. The Office Manager I work year start date coincides annually with the registration forms going live which makes it challenging for the Office Manager to handle the central office work in preparation for the beginning of the school year as majority of the time is spent in handling registration and enrollment related enquiries and helping families who are new to the school. Staff is recommending increasing the work-year of the Office Manger I to 11 months with 226 workdays in a year. The additional 10 days would result in a mid-July start of the work year. In most school districts in Ventura County the office manager 1 is a 11-month position. It is the recommendation of the District administration, site principals and office managers that the District aligns with other districts and makes this a 11-month position. A copy of the revised salary schedule is included for the Board's review.

ALTERNATIVES: 1. Approve the revised work-year for the position of Office Manager I.
2. Do not approve the revised work-year for the position of Office Manager I.

FISCAL IMPACT: The salary placement will remain at Range 16 of the Salary Schedule and the additional days are included in the proposed budget for 2021-2022.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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 Board Approval: June 22, 2021

Proposed

Effective: July 1, 2021

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	
School Office Manager I	16	20.72	21.91	23.16	24.50	25.91	11 Month
Department Secretary	16	3589.99	3797.79	4014.18	4247.92	4490.35	11 Month
Department Secretary	16						12 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
District Wide Head Custodian	21	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
Computer Tech - 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
Data Systems Specialists	23						

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	

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.4.e. APPROVE REVISED WORK YEAR FOR THE CLASSIFIED POSITIONS OF FOOD SERVICES COOK AND FOOD SERVICES MANAGER

ACTION

ISSUE: Shall the Board approve the revised work-year for the positions of Food Services Cook and Food Services Manager?

BACKGROUND: Food Services Cook and Manager are part-time school year positions with 180 workdays in a year at Oak Park USD. The food services cook prepares an extensive array of menu items in compliance with federal, state, and local wellness guidelines; maintains records and reports and manages inventory while working with other student nutrition staff to execute day-to-day menu. The food services manager trains, oversees and assists in evaluating the performance of assigned food service personnel, prepares and maintains federal, State and district records and reports related to food service sales, personnel and inventory. Prepares bank deposit, orders food items, supplies and other materials in accordance with menu requirements and budget limitation, checks items received against orders and requisitions and assures proper storage and rotation of supplies and assures proper maintenance of cafeteria equipment, utensils and facilities.

Oak Park USD student nutrition program serves scratched cooked healthy meals which is resulting in serving more and more students every year. With the food services cook and manager being school year employees it is impossible not to have staff come in a week before school starts to begin setting up the kitchens, receiving training, and preparing food. In the past years the student nutrition Director has had to ask the staff to come in a week earlier and to put their time on a soft timecard in order to have the kitchens and inventory ready to serve meals on day one of the school year. Since the need is clearly there it is the recommendation of staff that the work-year for the food services cook and manager be increased to 10 month which would result in an additional 16 days working days which would help in starting the work year earlier to prepare for the start of the school and extend a few days beyond the last day of school so that cleaning and sanitization of the kitchens and inventory can be taken of the supplies prior to closing the kitchens for the summer. A copy of the revised work-year on the classified salary schedule is included for the Board's review.

ALTERNATIVES:

1. Approve the revised work-year for the positions of Food Services Cook and Food Services Manager.
2. Do not approve the revised work-year for the positions of Food Services Cook and Food Services Manager.

FISCAL IMPACT: The salary placement will remain at Range 8 for Food Services Cook and at Range 10 for Food Services Manager. The additional days are included in the proposed student nutrition budget for 2021-2022.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve the revised work-year for the positions of Food
Services Cook and Food Services Manager

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	_____	_____	_____	_____

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

2020-21 SCHOOL YEAR

Proposed Board Approval: June 22, 2021

Proposed

Effective: July 1, 2021

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
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
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
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
<u>CHILD NUTRITION SERVICES</u>							
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	10 Month
Child Nutrition Services Bookkeeper	12	18.73	19.83	21.02	22.28	23.61	10 Month
Child Nutrition Services Assistant/Delivery	12	18.73	19.83	21.02	22.28	23.61	180 Day
<u>OTHER CLASSIFIED SUPPORT</u>							
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
<u>EXEMPT POSITIONS</u>							
Student/Casual Worker*	X01	14.00	effective 1/1/2021				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

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 Board Approval: June 22, 2021

Proposed

Effective: July 1, 2021

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	
School Office Manager I	16	20.72	21.91	23.16	24.50	25.91	11 Month
Department Secretary	16	3589.99	3797.79	4014.18	4247.92	4490.35	11 Month
Department Secretary	16						12 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
District Wide Head Custodian	21	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	10 Month
Child Nutrition Services Manager	10	16.79	17.80	18.90	20.04	21.26	10 Month
		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
Computer Tech - 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
Data Systems Specialists	23						

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	

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.4.f. APPROVE MEMORANDUM OF UNDERSTANDING WITH OAK PARK CLASSIFIED ASSOCIATION TO RECLASSIFY GRADE LEVEL INSTRUCTIONAL AASSISTANTS TO LITERACY AND NUMERACY ASSISTANTS

ACTION

ISSUE: Shall the Board approve a Memorandum of Understanding (MOU) to reclassify grade level instructional assistants to Literacy and Numeracy Assistants with the Oak Park Classified Association (OPCA)?

BACKGROUND: The District has employed grade level instructional assistants to help every elementary classroom teacher with Distance Learning and Hybrid learning instruction this school year due to the COVID-19 pandemic. With the plan to return to full in-person-learning in August of 2021 for the 2021-2022 school year the District in consultation with Site Principals and OPCA has determined that classroom teachers no longer have a need for Grade Level Instructional Assistants but would highly benefit from having two Literacy and Numeracy Instructional Assistants per grade level who would work under the guidance of the site principal and classroom teachers to coordinate and implement the literacy and math instructional programs at the elementary schools.

The District would need to issue 60 days layoff notices to the grade level instructional assistants with Board approval in order to hire the literacy and numeracy assistants. Staff is recommending that instead of issuing layoff notices to these employees the Board approve the reclassification of the grade level instructional assistant positions to Literacy and Numeracy Instructional Assistants, effective July 1, 2021 as outlined in the accompanying MOU.

FISCAL IMPACT: There is no increase to the General Fund resulting from this MOU. Grade Level Instructional Assistants who choose to convert to the Literacy and Numeracy Instructional classification will remain at their current school sites, and salary, and will maintain their current seniority date in their new Literacy and Numeracy Instructional Assistant classification, to be funded by the Expanded Learning Opportunity Grant.

ALTERNATIVES:

1. Approve an MOU with OPCA to reclassify grade level instructional assistants to Literacy and Numeracy Assistants.
2. Do not approve the MOU

RECOMMENDATION: Alternative No. 1

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

BOARD OF EDUCATION MEETING, JUNE 22, 2021
Approve an MOU with OPCA to reclassify grade level
instructional assistants to Literacy and Numeracy Assistants
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	_____	_____	_____	_____

MEMORANDUM OF UNDERSTANDING
BETWEEN
OAK PARK UNIFIED SCHOOL DISTRICT
AND
OAK PARK CLASSIFIED ASSOCIATION
RE CONVERSION OF GRADE LEVEL INSTRUCTIONAL ASSISTANTS'
CLASSIFICATION
June 22, 2021

This Memorandum of Understanding ("MOU") is entered into by and between the Oak Park Unified School District ("District") and the Oak Park Classified Association ("OPCA") regarding converting all current Grade Level Instructional Assistants to Literacy and Numeracy Instructional Assistants.

WHEREAS, with the COVID-19 pandemic and return to in-person instruction, the District has determined that it no longer has a need for Grade Level Instructional Assistants but has a need for Literacy and Numeracy Instructional Assistants.

WHEREAS, as a result, the District will layoff all current Grade Level Instructional Assistants this year, which will become effective 60 days from the District's Governing Board ("Board") action to implement said layoffs.

WHEREAS, in lieu of such layoffs, the District proposes that all current Grade Level Instructional Assistants convert to the classification of Literacy and Numeracy Instructional Assistants, effective July 1, 2021.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Grade Level Instructional Assistants may agree to convert to the classification of Literacy and Numeracy Instructional Assistant, effective July 1, 2021. Grade Level Instructional Assistants who choose to convert to the Literacy and Numeracy Instructional classification will remain at their current school sites, and salary, and will maintain their current seniority date in their new Literacy and Numeracy Instructional Assistant classification.
2. Grade Level Instructional Assistants who choose not to convert to the Literacy and Numeracy Instructional classification will be laid off, effective July 1, 2021, may, in lieu of layoff, volunteer to change their current classification as grade level instructional assistants to literacy and numeracy instructional assistants if they meet the minimum qualifications. Bargaining unit members who take such a voluntary change in classification in lieu of layoff, or who choose to be laid off, shall be afforded all rights as applicable in California Education Code Section 45298, respectively.
3. This MOU shall not be precedent-setting nor form any basis for past practice.

Oak Park Classified Association

Oak Park Unified School District

Virginia Standring Date
Chapter President

Anthony Knight Date
District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.4.g. APPROVE MEMORANDUM OF UNDERSTANDING WITH OAK PARK TEACHERS ASSOCIATION REGARDING SUMMER SCHOOL REMEDIATION AND EXTENDED SCHOOL YEAR SERVICES

ACTION

ISSUE: Shall the Board approve a Memorandum of Understanding (MOU) to regarding summer school remediation and extended school year services with the Oak Park Teachers Association (OPTA)?

BACKGROUND: According to Article 30, Summer School, of the District's collective bargaining agreement, with OPTA if the District is paying for summer school operations and staff the District must give preference to hiring teachers with the District over teachers from outside the District to teach summer school. In order to close learning gaps due to the COVID-19 pandemic the District is utilizing the Expanded Learning Opportunities (ELO) Grant Funds to provide summer school remediation classes for general education students and Extended School Year (ESY) services for students receiving special education and related services. Historically the District has compensated teachers at an hourly rate between \$53.30 to \$62.32 for these summer school assignments.

This school year has been particularly challenging for our teachers who have worked hard to adapt and teach different learning models. Staff is recommending that the Board approve this MOU regarding summer school remediation and extended school year services and increase the hourly compensation rate for District teachers on this summer assignments to \$66.29. This MOU will be in effect until August 1, 2021 and all terms and conditions will revert back to the collective bargaining agreement prior to this MOU. The MOU follows for the Board's consideration and review.

FISCAL IMPACT: The increased summer school rates are funded by the ELO Grant Funds and are included in the plan approved by the Board at the May 18th Meeting.

ALTERNATIVES:

1. Approve an MOU with OPTA regarding summer school remediation and extended school year services.
2. Do not approve the MOU

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve an MOU with OPTA regarding summer school
remediation and extended school year services

Page 2

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

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

**MEMORANDUM OF UNDERSTANDING BETWEEN
OAK PARK UNIFIED SCHOOL DISTRICT AND
OAK PARK TEACHERS ASSOCIATION
REGARDING SUMMER SCHOOL REMEDIATION/ESY SERVICES**

This Memorandum of Understanding (MOU) is entered by and between the Oak Park Unified School District ("District") and the Oak Park Teachers Association ("OPTA" or "Association") regarding summer school remediation and extended school year services.

WHEREAS, the District has received an Expanded Learning Opportunities ("ELO") grant from the State of California. The ELO grant can only be expended for the following purposes: extending instructional learning time, accelerating progress to close learning gaps, integrated pupil supports, community learning hubs, supports for credit deficient pupils, additional academic services, and training for school staff.

WHEREAS, the District has decided to utilize the ELO grant, in part, to provide a summer school program to address the issue of learning loss resulting from the COVID-19 pandemic.

WHEREAS, the collective bargaining agreement ("CBA"), Article 30, Summer School, with OPTA provides that if the District assumes responsibility for providing a summer school then District teachers will be given preference over teachers from outside the District, and the assignments will be "hourly as needed." OPTA unit members are historically compensated at \$53.30/\$62.32 for summer school assignments.

WHEREAS, OPTA members provide ESY services to District students receiving special education and related services that are provided to students with disabilities beyond the regular school year in accordance with a student's IEP. OPTA unit members are historically compensated at \$53.30/\$62.32 for providing ESY services.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. The District will determine the number of hours for each summer school assignment, which will be posted on or before May 24, 2021.
2. For the 2021 summer school programs only, OPTA unit members will be compensated at the hourly rate of \$66.29.
3. For ESY services provided during the 2021 summer only, OPTA unit members will be compensated at the hourly rate of \$66.29.

This MOU expires on August 1, 2021, but may be extended by mutual written agreement. Upon expiration of this MOU, all terms and conditions in the CBA shall be returned to the 2020-2021 status, prior to the enactment of this agreement, unless otherwise agreed to by the parties. This is a non-precedent setting agreement.

Oak Park Teachers Association

Oak Park Unified School District

Russell Peters Date
Chapter President

Anthony Knight Date
District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.4.h. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK CLASSIFIED ASSOCIATION

PUBLIC HEARING/ACTION

ISSUE: Should the Board hold a public hearing and receive and adopt the Oak Park Unified School District's initial proposal for collective bargaining for the 2021-2022 school year and authorize the Superintendent to initiate negotiations on behalf of the Board?

BACKGROUND: The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Classified Association (OPCA) expires on June 30, 2021. Each side is required to sunshine the articles that it proposes to open for discussion.

A copy of the Oak Park Unified School District's and Oak Park Classified Association's initial proposals for collective bargaining negotiations is included. All initial contract proposals of the Board and an employee organization which relate to matters within the scope of representation must be presented at a public meeting and shall thereafter be public records. Meeting and negotiating between district and employee organization representatives shall not take place on these initial proposals until a public hearing is held at a meeting where public has the opportunity to provide input.

After the public hearing where the public has had an opportunity to provide input, the Board shall be asked to adopt, or revise, and approve the District's initial proposal and authorize the Superintendent to initiate negotiations on behalf of the Board.

FISCAL IMPACT: None

ALTERNATIVES:

1. Receive and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPCA.
2. Receive, revise and adopt the District's initial proposal authorizing the Superintendent to initiate negotiations with OPCA.

RECOMMENDATION: Alternative #1.

Prepared by: Mr. 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	_____	_____	_____	_____

To: Virginia Standring, President, OPCA

From: Stew McGugan, Assistant Superintendent, Human Resources

Date: May 19, 2021

Re: Oak Park Unified School District Sunshine Proposals for 2021-2022 OPCA Negotiations

Consistent with the relevant provisions of the Educational Employment Relations Act (Government Code section 3540 *et seq.*), including Section 3547 of the Government Code, the Oak Park Unified School District ("District") sunshines the following initial proposals for the 2021-2022 classified successor negotiations with the Oak Park Classified Association ("OPTA").

The Board proposes to maintain the provisions of the current classified collective bargaining agreement, except as provided below:

Article 3 – Appointment and Classification

The District will propose language regarding probationary status to reflect current law.

Article 4 – Appointment and Classification

The District will propose language consistent with current legal requirements regarding membership dues deductions.

Article 5 – Association Rights

The District will propose language consistent with current legal requirements regarding providing Association with new employee information.

Article 11 – Salaries, Pay and Allowances

The District will propose adjustments in employee compensation that will provide compensation commensurate with the District's obligation to maintain fiscal stability, while balancing the interest of a competitive workforce.

Article 12 – Health and Welfare Benefits

The District will propose changes to current benefits, including District contribution, consistent with the District's interest in maintaining affordable benefits costs for its employees, District fiscal solvency and a competitive workforce.

Article 21 – Employee Protection

The District will propose language regarding an employee's right to not be sexually harassed, ridiculed or demeaned.

Article 26 – Term of Agreement

The District will propose language regarding a three year contract term.

MOUs and Settlement Agreement

Assess current applicability of existing MOUs and settlement agreement and: (1) incorporate into the contract with any necessary modifications; (2) delete/abolish; or (3) maintain as MOU/Agreement.

The District proposes clean up language to correct typographical errors, provided such clean up does not change the meaning, purpose or intent of any provision(s) of the collective bargaining agreement, and to update any existing language to reflect changes to California law.

Oak Park Classified Association

President Virginia Standring



May 5, 2021

To: Dr. Tony Knight, Superintendent
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377

From: Virginia Standring
Oak Park Classified Association

Re: Oak Park Classified Association for Sunshine Proposal for Successor Agreement to the Contract That Expires on June 30, 2021

Pursuant to the Educational Employment Relations Act (EERA), the Oak Park Classified Association (OPCA), CTA/NEA, respectfully requests to meet and negotiate collaboratively with the Oak Park Unified School District (OPUSD) regarding the Articles listed below for successor negotiations for 2021-2022. This does not preclude discussion of other issues within all open Articles being sunshined. All agreements reached on individual Articles shall be tentative, subject to final tentative agreement.

Oak Park Classified Association sunshines the following articles:

Article 11 – Salaries, Pay and Allowances

Article 12 – Health and Welfare Benefits

Article 13 – Leaves of Absence

Article 16 – Holidays

Article 18 – Hours of Employment and Overtime

Article 26 – Term of Agreement

Pursuant to the provisions of Governing Code Section 3547, we are submitting our intent to meet the public notice provisions of the EERA.

Upon completion of the public notice provisions, we look forward to initiating a good faith bargaining effort with OPUSD.

Sincerely,

Virginia Standring, President, OPCA

Cc: Stew McGugan, Assistant Superintendent, Human Resources
OPCA Bargaining Committee

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.5.a. APPROVE CERTIFICATION OF SIGNATURES FOR 2021-2022 SCHOOL YEAR

ACTION

ISSUE: To approve the authorization of the Board of Education to sign orders, warrants, contracts, documents for Oak Park School District.

BACKGROUND: Annually at the beginning of each fiscal year, or after any reorganization, new board member taking oath of office or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The significant change in this certification is Dr. Davis being declared the authorized agent as Superintendent of Oak Park Unified School District effective July 1, 2021. The accompanying form must be signed and returned to School Business and Advisory Services to reflect this change.

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the authorization of the Board of Education to sign orders, warrants, contracts, documents as submitted.
2. Deny authorization for signing of documents.

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
CERTIFICATION OF SIGNATURES**

I, **ANTHONY W. KNIGHT**, Secretary to the Board of Education of the **OAK PARK UNIFIED SCHOOL DISTRICT** of Ventura County, California certify that the signatures shown below are the verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated. * If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

The approved signatures will be considered valid for the period of **JULY 1, 2021** – **DECEMBER 14, 2021**.

Date of Board Action: **JUNE 22, 2021**

Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____
Print/Type: **Allen Rosen**
President of the Board of Education

Signature: _____
Print/Type: **Tina Wang**
Member of the Board of Education

Signature: _____
Print/Type: **Derek Ross**
Clerk of the Board of Education

Signature: _____
Print/Type: **Denise Helfstein**
Member of the Board of Education

Signature: _____
Print/Type: **Drew Hazelton**
Member of the Board of Education

***K-12 Districts**
42632, 42633

PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc. Please list after each name all items that a person is authorized to sign.

Signature: _____

Print/Type: **JEFFREY DAVIS**

Title: **SUPERINTENDENT**

Authorized to Sign: **A, B, C, D, E, F, G, 1, 2, 3, 4, 5**

Signature: _____

Print/Type: **ADAM RAUCH**

Title: **ASSISTANT SUPERINTENDENT, BUSINESS AND ADMINISTRATIVE SERVICES**

Authorized to Sign: **B, C, D, E, F, G, 1, 2, 4, 5**

Signature: _____

Print/Type: **STEWART MCGUGAN**

Title: **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

Authorized to Sign: **1, 2, 3**

Signature: _____

Print/Type: **BYRON JONES**

Title: **DIRECTOR, FISCAL SERVICES**

Authorized to Sign: **B, C, D, E, F, 5**

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

The following documents must be filed with School Business and Advisory Services, designating personnel who are authorized to approve and/or sign for:

- A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- B. Authorization to approve payroll orders.
- C. Authorization to approve commercial check orders.
- D. Authorization to sign collection reports to the county.
- E. Authorization to sign board approved budget transfers.
- F. Authorization to sign Inter-fund and Intra-fund Transfers.
- G. Authorization to sign Contracts after Board Approval.

Examples of documents requiring district authority (not required to be filed with School Business and Advisory Services):

- 1. Authorization to sign Employment Contracts.
- 2. Appointment of authorized agents, for federal and state applications.
- 3. Appointment of representatives to acquire surplus property.
- 4. Authorization to sign cafeteria reports.
- 5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

Districts must notify School Business and Advisory Services in writing and submit Board Approved signature authorization amendments as staff and/or organizational changes occur mid-year.

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 2021

SUBJECT: B.5.b. REVIEW AND DISCUSS PROGRESS ON 2020-2021 GOALS

DISCUSSION

ISSUE: Shall the Board of Education review the progress on the Board approved 2020-2021 District Goals?

BACKGROUND: At its October 28, 2021, meeting the Board of Education approved the 2020-2021 District Goals. The Leadership Team has been adding progress updates to the goals approved by the Board. At this time, the Board will review those updates in preparation for the Board Retreat to be held in July.

This original goals document is posted on the District website and can be reviewed at this link: <https://www.oakparkusd.org/goals>

The document with the progress update is included for the Board review.

FISCAL IMPACT: None

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



OAK PARK USD GOALS 2020-21

These goals have been developed taking into consideration the following sources of input: 2020 LCAP, 2019 Challenge Success recommendations, and survey results, 2018 Healthy Kids Survey results, 2019 Bright Bytes survey results, 2020 Learning Continuity Plan, staff and parent survey results, high school WASC Action Plans, Measure S Plan, District committee work, and PTO Council discussions, and are aligned with the District's mission and Moral Imperatives.

1. Adapt the school system to educate students during the pandemic.

a. Move towards a full in-person educational model as soon as possible while adhering to state and county guidelines and providing a safe environment for all students and staff.

Progress:

- All Hybrid classrooms were redesigned to allow for 6' physical distance using existing furniture from across each site and in some cases from across the District. Physical barriers installed where needed.
- Common areas on each campus were rearranged to allow for 6' physical distancing, including eating and play areas. Additional outdoor learning spaces were created that were comfortable and functional.
- Procedures were established for passive health screening prior to entry, and physical screening at point of entry for all students and staff. Parents of Hybrid students received instruction and support on these procedures. Staff were trained on completing the daily screening process.
- Custodial staff was provided specialized training and equipment to implement increased hygiene procedures.
- Paraprofessional staff were assigned to help care for on-campus learners and ensure that important safety procedures were fully implemented.
- Elementary students were reassigned to teachers and school sites based on their parents' choice of in-person Hybrid learning or Distance Learning. Teachers were assigned to Hybrid or Distance Learning based on student needs.
- All Hybrid classrooms were equipped with enhanced technology to allow simultaneous in-person and at-home learning to occur and teachers were trained to use it effectively.

b. Build and deliver a strong and reliable Distance Learning model that will allow all students to continue to learn from home as necessary. This includes sufficient technology for teachers and students, technology support that enables all students to effectively participate in the educational program, and a continual improvement of our delivery model so that it is effectively supported by the district technology platform.

Progress:

- All students have been issued a district-managed mobile computing device (iPads and Chromebooks) and have access to remote and in-person tech support services daily. Students may also now use personal devices to participate in distance learning activities from home (some students have access to more powerful personal computing devices at home).
- Teaching staff have been provided new laptops with the option to have a secondary desktop computer as well to facilitate better "all-class" online engagement via distance learning. Teachers are also being provided document cameras (iPevos) and wide-angle webcams to facilitate class engagement when returning to Hybrid instructions.
- Educational technology tools were procured and deployed to enhance and support instruction: (i.e. Peardeck, Seesaw, Epic!, Newsela, Razzkids, TCRWP Virtual Units of Study).



- Distance Learning surveys in August and December provided feedback from parents, students, and staff regarding Distance Learning, which was largely positive.
- Teachers and students were supported throughout the process.

c. Provide ongoing professional development and support for teachers and support staff that will allow for engaging and innovative learning, including authentic experiences while in Distance Learning.

Progress:

- Teachers have had access to PD via Alludo in an asynchronous format.
- Teachers have had weekly virtual drop-in support “office hours” with TechTOSAs throughout the Distance Learning and Hybrid Learning time.
- Special education providers met weekly or biweekly before or after school during the school year to receive support and training in best practices for distance learning for students with disabilities.
- Special education instructional aides were provided with many opportunities for professional development including training sessions and individual support.

d. Work collaboratively with staff to design and support a hybrid model that combines in-person learning with Distance Learning that can be implemented when conditions allow.

Progress:

- Following CDPH and VCPH guidelines, schools opened for hybrid learning options on February 24. Students who desired to remain on DL were accommodated to allow for that.
- Hybrid instruction began on:
 - DK-K - February 24
 - 1st and 2nd Grades - March 1
 - 3rd Grade - March 8
 - 4th and 5th Grades - March 15
 - 6th through 12th Grades - May 22
- April 12 - Due to low in-person numbers, OPHS Hybrid cohorts were combined, allowing Hybrid students to be on campus 4 days a week.

e. Support student and family connectivity and engagement with their teachers, classmates, and schools.

Progress:

- BES implemented student lunch bunch days to allow students the opportunity to engage with classmates and peers in non-structured activities. Lunch Bunch activities included lego building, art, and student share time. Activities were led by the administrator, counselor, and PE coach.
- ROES utilized ParentSquare posts each Friday to support student and family connectivity and engagement with their school and classmates with spirit videos and weekly reminders. Friday Spirit Videos created, filmed, and published by our Student Council were then shared during Friday’s morning meeting in each classroom, spotlighting spirit days, school events, and celebrations. All students were encouraged to submit photos and videos to our student council. Our PFA and Student Council sponsored a Virtual Talent Show and over 60 students (and staff members!) were spotlighted.
- OHES Students and parents met with the counselor individually and in small groups, virtually and in person. Virtual recess sessions were conducted by IA staff and school counselor.



- MCMS implemented a daily “advisory” period that allowed students to access teachers for additional support; Friday classes were designed to have activities that were focused on student connectivity (i.e. “breakout” room games); Online clubs (over 20) were implemented; counselor “drop-in” hours each week; lunchtime “hangouts”; WEB and ASB activities (“Kahoots” tournament) at lunches and on Fridays.
- OPHS brought in at-risk students for counseling sessions starting in January. Friday advisory sessions were designed to bridge connectivity and to share information related to diversity and equity. The spring semester allowed students back to campus four days a week if desired. Seniors were able to participate in activities such as prom, senior breakfast, and graduation.
- Districtwide, in practically every communication related to COVID-19, parents were invited to contact the schools if they were in need of support.

f. Implement strategies to identify, connect, and serve students and families who may be experiencing crisis or mental health concerns due to the pandemic and the inability to be on campus in a normal school setting.

Progress:

- SEL strategies and lessons, some on a daily basis were implemented and designed to elicit responses from students that teachers could monitor if concerns arose. If students with disabilities experienced mental health concerns, team meetings were held to initiate assessments or initiate counseling services.
- In most of the schools, Office Hours, ‘Coffee’ with the Principal and School Counselor were held.
- Parent Webinars provided by outside agencies were coordinated to address specific, pandemic-related areas of concern for families.
- Parents were invited to contact the schools for any assistance needed. Counseling sessions were initiated for on-campus meetings at OPHS. In-person academic support was provided for students at MCMS who were struggling on DL.

g. Ensure we meet the needs of students who have special needs, are English Learners, lower socioeconomic, or require other accommodations.

Progress:

- The District ensured that every service in 504 Plans and IEPs was made available to every student with a disability. Despite the school closures, in-person special education services to small group cohorts were provided starting in September. When schools reopened for hybrid instruction (2 days in school and 3 days at home), many students with disabilities at the elementary and middle school levels participated in in-person instruction 4 days per week. Staffing for instructional aides was increased in order to support students with disabilities during virtual and in-person instruction. The District increased the length of the elementary Extended School Year program to address learning loss, and invited many students who were not eligible for ESY to participate in the ESY program in order to mitigate learning loss. Many students with disabilities are participating in summer remediation and enrichment courses; special education instructional aides have been assigned to support teachers and students during these extended learning opportunities.
- EL aides continued to serve students 1:1 in person and virtually, adjusting schedules to accommodate needs of students
- Low socioeconomic students at OPHS were contacted and offered tuition-free remedial summer school.
- Free meals were offered to any students who wanted them throughout the school year.



- h. Recognizing that varying degrees of learning loss will occur, develop means to identify, address, and communicate gaps in learning for each student. Design teaching strategies that minimize learning loss as much as possible.**

Progress:

- Special education teachers took particular care in determining the progress of individual students toward their goals; if a student made less than expected progress, the student was invited to participate in the ESY program.
- K-5 instruction focused on Essential Standards to promote readiness for the next grade level. Elementary report cards focused on student progress toward these goals in order to communicate learning progress of students.
- Crossgrade level and interdepartmental meetings to identify areas of curriculum that may need additional instruction in subsequent school year
- K-5 continued Fastbridge universal screening and data meetings to identify learning gaps. Reading and Math intervention continued during Hybrid
- Instructional aides were provided in elementary classrooms. They assisted online sessions, allowing for break-out 'rooms' to ensure differentiated instruction and more adult-student interaction.

- i. Be sensitive, supportive, and recognize the challenges of teaching and learning during the pandemic.**

Progress:

- The Friday schedule for all teachers helped them prepare and continue with DL/Hybrid.
- Much attention was given to the safety and wellbeing of teachers and staff during the pandemic. OPUSD administration and the Board worked closely with the two unions to problem-solve issues and agree on strategies.
- Principals and District staff maintained connections with staff and worked to support any needs.

2. Strengthen the Climate of Care by developing and promoting the factors that distinguish Oak Park's model of educating the whole child.

- a. Examine the ways in which all students are recognized and awarded to ensure that all students feel connected to their school, valued, and honored.**

Progress:

- Graduates can now receive the Green Cord (14) and Seal of Biliteracy (71), with the new State Seal of Civic Engagement recognition planned for subsequent years.
- The Board continued to recognize students at their regular meetings for a variety of accomplishments and achievements.
- Awards programs at the schools have expanded the areas where students are recognized.

- b. Engage the staff, students, and families in exploring ways to strengthen student engagement and connectedness to our schools.**

Progress:

- MCMS Principals' Advisory Council (PAC) - monthly meeting by the principal with over 30 students representing all three grade levels. Concerns and discussions from the PAC were reported at Faculty/Staff meetings.
- Data from the LCAP Stakeholder Survey provides further guidance to school and district leadership about the needs in this area.
- The Challenge Success survey at OPHS showed marked progress in this area over time, with data indicating that teachers and staff are making a great effort to engage with



students. Data needs to be collected for K-8. The Challenge Success is scheduled for MCMS in the fall.

c. Maintain our relationship with Challenge Success and explore possibilities for adapting the program to the present environment.

Progress:

- The incorporation of Friday workdays for students and staff allowed for work completion and reduced after-hours and weekend work time. Both MCMS and OPHS are exploring regular Advisory periods.
- It is recommended that with new leadership at MCMS and OPHS that new teams participate in the on-campus program at Stanford's Challenge Success as soon as is practicable.

d. Continue the work at OPHS related to alternative credits, summer school expansion, scheduling, availability and accessibility of advanced placement classes, and dual enrollment opportunities while maintaining the integrity of the instructional program, and investigate internships and other programs that provide additional opportunities for students.

Progress:

- Dual Enrollment for Moorpark College courses increased to 46 students during Spring 21
- OPHS summer advanced classes were not capped in enrollment so any student could enroll.
- Summer remedial classes were offered at no cost for students.

e. Explore Hybrid OPIS/OPHS model that would allow for a true blended program between the comprehensive high school and independent school programs.

Progress:

- We were able to offer school meals to OPIS students (which we have never had the opportunity to do before) thereby giving them that little slice of being at school in person.
- There are plans to grow the OPIS program to incorporate more options for classes at OPHS. The program was explored this year but is not ready for implementation next school year. More work is needed to blend the programs into the envisioned program.

f. Ensure that our schools encourage diversity and are places of acceptance, appreciation, and celebration for our learning community. Develop and support an equity action plan, and the necessary tools to implement it based on the recommendations of the Diversity and Equity Task Force and our Equity Consultant.

Progress:

- The Diversity and Equity Task Force (DETF) developed 10 goals as an action plan.
- Dr. Terry Walker was hired to provide training for staff and faculty. Though she did not complete the years' planned trainings due to being hired in another district, the initial trainings have created a basis for continuing to address diversity and equity issues in our community.
- Several major goals were met through the work of the DETF and its subcommittees, including; celebrations of Black History, Asian/Pacific Islander, Latinx, and Holocaust Remembrance months; introductory lessons of understanding equity;
- Review and revision of discipline codes and practices to better identify and address incidents of harassment; development of recruiting practices to attract a more diverse staff;
- Analyzing and implementing access to higher-level courses, such as AP courses for all students.



- Reviewing Board Policies and updating language in district documents, including student handbooks (dress codes) at all school sites; and creating a process for safety plans and name changes for transgender students.
- The work of this year has opened more avenues of discussion and research towards more actions.

3. Continue to ensure that District-wide athletics, arts, enrichment, and extracurricular activities complement the academic mission of our schools.

- a. Offer programs of which all its participants, students, parents, coaches, and administrators can be proud and where lifelong personal and community wellness and contributing productive citizens is promoted.**

Progress:

- BES completed a kindness project centered around the idea of bucket filling and spreading kindness in our community. BES students were encouraged to participate in the rock art project. The project included students painting on or writing messages of support, kindness and encouragement to others and to serve as a reminder to themselves that they can make a difference in our community, one small step at a time.
- ROES's Student Council and PFA sponsored a community activity to spread kindness by offering the sale of lawn signs designed by a Red Oak 4th grader. The adorable sign and its messaging was well received and over 200 lawn signs were purchased. This was not a fundraiser but a mission to encourage the best from our community members during the trying times of the pandemic. It was wonderful to see our lawn signs pop up around town and across town in Newbury Park, Simi, and Camarillo.
- The District Student Nutrition program continued to operate throughout the pandemic and served healthy and nutritious meals throughout.

- b. Ensure that each student-athlete receives the best educational opportunity.**

Progress:

- Jason and his team worked miracles this year on navigating through the pandemic. They deserve a lot of kudos for the work they did with coaches, athletes and communicating with parents and the DO. We need to continue to work on improving all facilities and should come up with a 5-year plan for each sport. Continue to look for partnerships to obtain a swim team/pool access.

- c. Provide an environment that supports physical, mental, and social development by encouraging student-athletes to practice and compete to their full potential.**

Progress:

- The athletic program at OPHS continued to run throughout the pandemic moving from traditional schedules with games and fall, winter, and spring seasons to sports conditioning programs following all COVID safety guidelines. Coaches were creative in using a combination of small group socially distanced workouts as well as online meetings to keep student athletes engaged in their sport and in shape for the time when sports could continue.
- As soon as guidelines allowed it students were back to competitions and the majority of our sports programs were able to have a season. Boys soccer, boys basketball, and girls golf all captured league championships. Girls golf also were CIF division 3 team champions. Several track athletes were individual and team league champions and we had a 100-meter girls CIF division 3 champion. Boys tennis won a league championship



for doubles. The importance of the social outlet and the sense of team that comes from participating in sports has never been felt as much as this school year.

d. Afford opportunities for participation to a wide segment of the school population with the goal of meeting gender equity guidelines.

Progress:

- OPHS continues to strive to reach gender equity guidelines. Over 50% of the student body participates in the athletics program. Girls beach volleyball will become an official CIF sport next school year and OPHS fields a team. Overall we have had more girls participating in sports but we also have more boys participating. OPHS continually assesses our facilities, schedules, and finances to look for any possible gender inequities.

4. Engage staff more deeply in shared-decision making and improve communication with staff, parents, students, and the community.

a. Build out a completely new website and explore a process for continuous updating, and alternatives for ongoing overall website maintenance

Progress:

- The new website design overhaul has been completed for the district office website. We are still in the process of transferring, reconfiguring, and mapping content that is currently on our webpage to the new site. The hope is to have the DO webpage completed by the beginning of the 2021-2022 school year. At that point, we plan to begin the process of redesigning school webpages.

b. Develop regular communication pieces from the District for parents and the community using a variety of platforms.

Progress:

- Targeted and timely communication messages from District were sent throughout the year to parents and staff using the ParentSquare platform. These messages were also posted on the District website so that the community could access them without needing a ParentSquare account.
- Video and social media messages were also added this year where appropriate.
- Wellness webinar and Cultural Recognition Months messages shared via social media, District Twitter, Facebook, and Instagram accounts along with the ParentSquare posts.
- A comprehensive communication plan will be developed in the summer with Dr. Davis and reviewed and the Board and Leadership Retreat.
- Ragini Aggarwal was designated as the District Communications Coordinator. She is reviewing content sent out by the District and the schools to ensure consistency, continuity, and clarity.

c. Strengthen teacher leadership and support models in the following areas: NGSS, Sustainability, Reading and Writing Workshop, Math, STEAM, Technology.

Progress:

- Teacher leaders played a significant role during Distance Learning and the move to Hybrid.
- District Committees continued to meet throughout the year. Curriculum Catalysts served their sites by providing technology mentorship and assistance.
- The MCMS and OPHS Math Departments met throughout the year to develop a multi-year plan that includes: Development of the MTSS program in secondary schools,



the Inclusion of the Data Science Pathway, and the removal of the 2-year Algebra program (1A and 1B).

- d. Reimagine a process to effectively invite and utilize feedback through a wide range of modalities from stakeholders including staff, parents, students, and the community, and communicate what is being done in response to feedback.**

Progress:

- OPUSD has garnered a great deal of feedback since June 2020:
 - June 1st- Reopening of Schools and Return to Instruction Survey
 - August 31- Distance Learning Survey - Due September 3, 2020
 - November 5- Parent Message Regarding Selection of Learning Model
 - December 8- Distance Learning Survey - Due December 11, 2020
 - January 13- Superintendent Search Update and Stakeholder Survey
 - April 20- Annual Goal Survey-LCAP and Extended Learning Opportunities

- e. Examine and codify an application process for selecting participants of District wide committees.**

Progress:

- A draft of proposed “Committee Formation Guidelines” was reviewed with the Policy and Personnel subcommittee of the DETF. These guidelines are designed to ensure consistency across schools and the district and to allow for equitable representation and access of stakeholders on committees. The guidelines state: *“Each year and upon membership vacancies, the District shall communicate committee membership opportunities to stakeholders and an application process is utilized.”* The application process, committee descriptions, and participation opportunities will be explained on the District website and will be communicated to families and staff.

5. Continue to expand school safety and student/staff well-being initiatives.

- a. Focus on student well-being in areas noted above and ensure that there are avenues for all students to feel comfortable, secure, and safe in communicating with their teachers, counselors, and administrators.**

Progress:

- During distance learning, counselors at all levels provided additional support through attending classes, meeting with students, and creating “drop in” sessions outside of class times. When allowed, the high school counselors were available for students to meet in person. At the middle school, the Friday Support Cohorts were created to connect students in person to their counselors.
- At the middle and high schools, an Advisory Period was created so that any student could connect with their teachers at a dedicated time for support.

- b. Find ways to integrate our progressive child nutrition program with the instructional program.**

Progress:

- We offered an 8 week-long cooking class through OPEF featuring one of our own cafeteria staff members as the teacher. Several of our students ended up being regular participants of the school meals program. Through our weekly pickup program, we were able to showcase to parents and students who have not participated in school meals in the last 5 years the quality meals that make our program so unique.



c. Continue to collaborate with staff to provide opportunities for their self-care especially during this extraordinary year.

Progress:

- In consideration of the mental and emotional well-being of teaching staff, the evaluation process was paused this year.
- In collaboration with staff, the decision was made to earmark Fridays as work time and meeting time.
- Secondary teachers participated in a teacher-facilitated Community of Practice (COP) that allowed for the sharing of concerns, strategies, and ideas. MCMS teachers regularly met in a COP to discuss SEL needs and strategies for the classroom and their own self-care.

d. Continue to work on physical safety issues such as surveillance, preparation for earthquakes, fire, evacuation, etc.

Progress:

- The Safety and Security Task Force met monthly to discuss issues at school sites and to continue to improve safety protocols.
- Surveillance camera access has been shared with the Sheriff's department so they can remotely use the system in the case of an emergency.
- FEMA application for an emergency generator at the District Office has been approved and is in progress for installation later this year. This will help to ensure that communication and computer server functionality is maintained during a power outage.

e. Update our PE programs to ensure an inclusive program that fosters a life-long commitment to physical fitness, a love of the outdoors, and encourages healthy, active lifestyles that include activities, such as walking, hiking, biking, etc.

Progress:

- Elementary PE coaches continued to provide lessons and activities for students through distance learning. Lessons included creative, interactive, physical activities that promoted strength and wellness.
- Dr. Knight created a walking tour/lesson of the Medea Creek Natural Park that taught students about the native plants in the area while encouraging outdoor activity. This video was shared with hundreds of schools through the GSNN network.
- The high school teachers continue to offer PE classes that are appealing to students including walking class and pickleball units in 9th grade PE.
- A series of hikes were held for upper-grade students at OHES after students returned to hybrid learning.

6. Deepen student learning through Nature-based Experiences and Environmental Stewardship in all areas of the instructional program and foster creativity, play, experiential, and inquiry-based learning.

a. Promote project and nature-based learning and environmental stewardship.

Progress:

- The MCMS garden, with the efforts of the district Garden Specialist, Katie Wilsker (Science Teacher), and the VCI grant funding is now fully ready for lessons and already generating produce that can be used by Nutrition Services or taken home by staff and students.
- OHES - Expanded garden program to include a seasonal garden area for pumpkins (summer-fall) and artichokes (winter-spring).
- All school gardens have undergone improvements so that they can be used for lessons and generate produce year-round.



b. Increase structured and unstructured activities in nature during distant learning as well as on campus learning and on field trips (upon return to in person learning).

Progress:

- OHES In-person students went on informal hikes into the local open space areas accessible from campus. Emphasis on observing the natural world around us, and the importance of dedicated public open space. Developing a sense of where students exist within the natural world. Students saw evidence of the Woolsey Fire and the resilience of local flora.

a. Embed the state Environmental Principles and Concepts and the U.N. Sustainable Development Goals into the curriculum at all levels.

Progress:

- Work in this area continued during the pandemic, as teachers found ways to incorporate these concepts into instruction.
- CP/Honors Bio course undergoing revisions to be focused on environmental issues.
- New courses at OPHS (Environmentalism and Literature, Geopolitics) were popular with students this year and are growing.

b. Design new outdoor learning spaces, including playgrounds and outdoor classrooms, for students of all ages to learn, explore, and discover.

Progress:

- Completion of the new modular buildings at MCMS include a new patio area, project area with outdoor sink and shade, and an outdoor “classroom” presentation area. Garden has been completed for full instructional use.
- Completion of shaded outdoor learning area with tables adjacent to 5th grade classrooms at OHES. Additional outdoor tables placed around the existing turf hill outdoor learning area, taking advantage of existing shade trees. Classrooms equipped with portable outdoor seating solutions.
- BES quad received a large number of tables to provide outdoor learning spaces
- Elementary gardens underwent improvements to provide better instructional space.
- BES garden moved and updated.
- These programs were highlighted by KCRW/NPR and on the national level by the National Outdoor Learning Initiative.

c. Provide and promote professional development for staff, parents, and the community in these areas.

Progress:

- Staff participated in the National Outdoor Learning Initiative, led by Sharon Danks and Ten Strands. This group created resources for educators to encourage and promote outdoor learning.
- Dr. Knight keynoted and Dr. Greenlinger moderated a panel discussion at the Green Schools Summit in February.
- Dr. Greenlinger gave a presentation to the Ventura County Environmental Education Webinar Series in April on OPUSD’s Outdoor Learning spaces.
- Dr. Greenlinger -along with students and teachers from OPHS and MCMS- presented at the May VCOE Environmental Education Webinar Series. This presentation centered on student activism and leadership.
- Staff attended various trainings throughout the year from Environmental Education organizations.



7. Use resources responsibly to maintain a balanced budget this year and in subsequent years.

- a. Balance an increase to our reserves for economic uncertainties with the need to provide a high-quality education for our current students.**

Progress:

- We are currently finishing Estimated Actuals for 2020-21 and the 2021-22 Budget. At this point, we are expecting the unrestricted ending fund balance for 2020-21 to exceed 8%. Some of these funds should be deposited into Fund 17 and kept there to enhance the reserve.

- b. Assess the District's technology plan to project the ability to continually fund a district wide refresh and 1:1 Chromebook/device program in subsequent years.**

Progress:

- Funding for 1:1 Chromebook program has been moved outside of Measure S and into ELO funding for 2021-22, ESSER III funding for 2022-23, and the general fund moving forward (utilizing savings from electric energy costs due to the Solar Structures throughout the district)

- c. Study trends for declining enrollment and devise plans to address and possibly reverse it.**

Progress:

- We ended the year with 4303 students enrolled in the district. We are projecting that we will have 4322. As of June 9th, we have roughly 4450 students enrolled for the 2021-2022 school year, which is a substantial increase in enrollment. It is not clear if OPUSD will be experiencing a declining enrollment trend or if this has now been reversed for the coming years.
- In September and October, OPUSD should look at ideas on how to continue to increase interest in the DOC program and ensure that our programs are designed to not only attract new students from outside of Oak Park, but maintain our current students K-12, and be highly attractive to resident families. This can be accomplished by a variety of strategies, but they should focus on ensuring high levels of student engagement and achievement, opportunities for athletics, academic enrichment, and other areas where students can find their passions. Strong programs in intervention and support are critical factors for maintaining enrollment and attracting students. Novel areas such as the focus on nature-based instruction, getting students outside, interesting and engaging field trips, enrichment activities during the school day are also elements that will maintain enrollment and attract students.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY 4140/4240/4340 BARGAINING UNITS

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 4140/4240/4340 Bargaining Units?

BACKGROUND: Board Policy 4140/4240/4340 updated to reflect Public Employment Relations Board decisions regarding the wearing of union buttons, clarify material regarding employees in management, senior management, and confidential positions, divide material regarding "Access to Employee Orientations" and "Access to Employee Contact Information," and add section on "Communications with Employees" with material formerly in AR 4119.25/4219.25/4319.25 - Political Activities of Employees. Board Policy 4140/4240/4340 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 4140/4240/4340 Bargaining Units as first and final reading.
2. Approve amendment to Board Policy 4140/4240/4340 Bargaining Units as first reading.
3. Do not approve amendment to Board Policy 4140/4240/4340 Bargaining Units

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4140, 4240, 4340(a)

Bargaining Units

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, supervisory employee means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 4000

Personnel

BP 4140, 4240, 4340(b)

individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management position.

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to Employee Orientations and Contact Information

The district shall permit employee organizations access to new employee orientations where

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4140, 4240, 4340(c)

newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information in regard to all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor ~~shall he/she~~ disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or ~~of~~ any employee who provides a written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 4000

Personnel

BP 4140, 4240, 4340(d)

(cf. 1340 - Access to District Records)

Communications with Employees

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

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

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4140, 4240, 4340(e)

or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definition of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

3550-3552 Prohibition on public employers deterring or discouraging union membership

3555-3559 Public employee communication, information and orientation

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

COURT DECISIONS

Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448

Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083

County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905

PUBLIC EMPLOYMENT RELATIONS BOARD RULINGS

City of Sacramento, (2019) PERB Dec. No. 2702m

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

Management Resources:

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

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

Adopted: 1-25-78

Amended: 3-6-84, 7-23-85, 1-21-92, 9-17-02, 3-16-04, 4-15-08, 5-15-12, 1-16-18, 10-15-19,
6-22-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 5126 AWARDS FOR
ACHIEVEMENT**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation - 5126 Awards for Achievement?

BACKGROUND: Board Policy 5126 updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Regulation updated to add eligibility criteria for the Golden State Seal Merit Diploma which had been removed while the criteria were in flux. Regulation also adds eligibility criteria for the State Seal of Biliteracy and reflects NEW LAW (SB 98, 2020) which authorizes the Superintendent of Public Instruction to provide alternative criteria for students on track to graduate in 2020 or 2021 who were not able to take the English Language Proficiency Assessments for California or who did not receive a letter grade in English language arts due to COVID-19, and waives the requirement to take the California Assessment of Student Performance and Progress for students who were not able to take the exam. New section on "State Seal of Civic Engagement" includes eligibility criteria, clarifies that the state criteria establish a framework for the development of qualifications based on local contexts, and adds material regarding the provision of insignias. Board Policy 5126 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation - 5126 Awards for Achievement as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation - 5126 Awards for Achievement as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation - 5126 Awards for Achievement.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve amendment to Board Policy and Administrative
Regulation - 5126 Awards for Achievement
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5126(a)

Awards For Achievement

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievements in academic, artistic, extracurricular athletic, ~~or~~ and community service activities.

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

(cf. 5127 – Graduation Ceremonies and Activities)

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

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, a public ceremony, trophy, gift, plaque or ~~cash~~ monetary gift.

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diplomas

At graduation from high school, ~~special recognition shall be awarded to those~~ students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The Superintendent or designee shall identify high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

(cf. 6162.51 – State Academic Achievement Tests)

State Seal of Biliteracy ~~Award~~

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. (Education Code 51460-51464)

(cf. 6142.2 – World/~~Foreign~~ Language Instruction)

(cf. 6174 – Education for English Language Learners)

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5126(b)

State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51474)

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

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

(cf. 0415 - Equity)

(cf. 6157 - Distance Learning)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6172 - Gifted and Talented Student Program)

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

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

35160 Authority of governing boards

35310-35319 Scholarship and loan funds

44015 Awards to employees and students

51243-51245 Credit for private school foreign language instruction

51450-51455 Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

51470-51474 State Seal of Civic Engagement

52164.1 Assessment of English language skills of English learners

CODE OF REGULATIONS, TITLE 5

876 Golden State Merit Diploma

1632 Credit for private school foreign language instruction

~~11510-11516 California English Language Development Test~~

11517.6-11519.5 English Language Proficiency Assessments for California

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

SSCE Implementation Guidance

WEB SITES

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

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

Californians Together: <http://www.californianstogether.org>

Adopted: 5-20-86

Amended: 6-23-92, 9-17-02, 7-04, 9-18-12, 6-22-21

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5126(a)

Awards For Achievement

District/School Awards

The Superintendent or designee may appoint an awards committee at each school which may consist of school administrators, ~~staff members~~ ~~teachers~~, parents/guardians, community members, and student representatives. The committee shall submit recommendations for student awards to the Superintendent or designee for approval.

(cf. 1220 - Citizen Advisory Committees)

Individual awards in excess of \$200 must be expressly approved by the Governing Board.
(Education Code 44015)

Golden State Seal Merit Diploma

To be eligible to receive the Golden State Seal Merit Diploma upon graduation from high school, a student shall complete all requirements for a high school diploma and ~~shall demonstrate, in accordance with the means adopted by the State Board of Education,~~ mastery of the curriculum in mathematics, English language arts, science, U.S. ~~United States~~ history, and two other subject matter areas selected by the student ~~by meeting at least one of the following criteria for each subject:~~ (Education Code 51451, 51452; 5 CCR 876)

1. Mathematics and English language arts
 - a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
 - b. An achievement level of "Standard Met" or above for the high school Smarter Balanced Summative Assessment
2. Science
 - a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
 - b. An achievement level of "Standard Met" or above for the high school California Science Test taken in grade 10 or 11
3. U.S. history
 - a. A grade of at least B or the numerical equivalent in the required U.S. history course each semester
 - b. A qualifying score that demonstrates mastery of the subject as determined by the district for an exam produced by a private provider or the district

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5126(b)

4. Two additional subject areas of the student's choosing
 - a. Any additional qualifying grade or score listed above, earned for the subject of English language arts, mathematics, science, or U.S. history not already used to meet eligibility
 - b. A grade of at least B or the numerical equivalent upon completion of high school courses in other subjects
 - c. A qualifying score that demonstrates mastery of other subjects, as determined by the district, for an exam produced by a private provider or the district

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6162.51 - State Academic Achievement Tests)

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

The Superintendent or designee shall maintain appropriate records to identify students who ~~have earned the are-eligible-for-the-~~ Golden State Seal ~~m~~Merit ~~d~~Diploma and shall affix an insignia to the diploma and transcript of each student awarded the merit diploma. (Education Code 51454)

(cf. 5125 - Student Records)

The Superintendent or designee shall submit an insignia request form to the California Department of Education in sufficient time to allow processing of the request prior to the high school graduation ceremony.

State Seal of Biliteracy-Award

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall demonstrate ~~, in accordance with state criteria, a high level of~~ proficiency in English and at least one other language, which may include American Sign Language, ~~by meeting all of the following state-established criteria -A student whose primary language is other than English shall also attain the required proficiency level on the state test of English language proficiency-~~ (Education Code 51461)

1. Completion of all English language arts requirements for graduation with an overall grade point average of at least 2.0 in those classes
2. Passage of the California Assessment of Student Performance and Progress for English language arts or any successor test administered in grade 11 at or above the "Standard Met" achievement level

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5126(c)

Proficiency in one or more languages other than English, demonstrated through one of the following methods:

- a. Passage of a world language Advanced Placement (AP) exam with a score of 3 or higher or an International Baccalaureate (IB) exam with a score of 4 or higher
- b. Successful completion of a four-year high school course of study in a world language, attaining an overall grade point average of at least 3.0 in that course of study, and oral proficiency in the language comparable to that required on an AP exam
- c. If no AP exam or off-the-shelf language test exists, passage of a district language exam that can be certified to meet the rigor of a four-year high school course of study in a given language and, at a minimum, assesses speaking, reading, and writing in a language other than English at the proficient level or higher
- d. If a language is not characterized by listening, speaking, or reading, or for which there is no written system, passage of an assessment on the modalities that characterize communication in that language at the proficient level or higher
- e. Passage of the SAT II world language exam with a score of 600 or higher

(cf. 6141.5 - Advanced Placement)

(cf. 6142.2 - World~~Foreign~~ Language Instruction)

To be eligible to receive the State Seal of Biliteracy, a student whose primary language is other than English shall also attain the level which demonstrates English language proficiency on the state's English Language Proficiency Assessments for California. (Education Code 51461)

(cf. 6174 - Education for English Language Learners)

The Superintendent or designee shall maintain appropriate records to identify high school students who have earned the State Seal of Biliteracy and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51463)

State Seal of Civic Engagement

To be eligible to receive the State Seal of Civic Engagement, a student shall meet district requirements for all of the following state-established criteria:

1. Be engaged in academic work in a productive way
- ~~1.~~ 2. Demonstrate a competent understanding of U.S. and California Constitutions, functions and governance of local governments, tribal government structures and organizations, the

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5126(d)

role of the citizen in a constitutional democracy, and democratic principles, concepts, and processes

3. Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts
4. Demonstrate civic knowledge, skills, and dispositions through self-reflection
5. Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society

The Superintendent or designee shall maintain appropriate records to identify students who have earned the State Seal of Civic Engagement and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51473)

Notifications

The Superintendent or designee shall annually distribute information about eligibility requirements for the Golden State Seal Merit Diploma, State Seal of Biliteracy, State Seal of Civic Engagement, and/or any district awards programs to students at the applicable grade levels.

Adopted: 9-18-12

Amended: 6-22-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY 6146.1 HIGH SCHOOL GRADUATION REQUIREMENTS

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 6146.1 High School Graduation Requirements?

BACKGROUND: Board Policy 6146.1 updated to add material regarding the provision of credits towards community service hours for completion of a course in community emergency response training, and reflect NEW LAW (AB 1350, 2020) which authorizes districts to award a retroactive diploma to students who were in good standing and on track to graduate at the end of the 2019-2020 school year but were unable to complete the statewide graduation requirements due to COVID-19. Board Policy 6146.1 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 6146.1 High School Graduation Requirements as first and final reading.
2. Approve amendment to Board Policy 6146.1 High School Graduation Requirements as first reading.
3. Do not approve amendment to Board Policy 6146.1 High School Graduation Requirements.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(a)

High School Graduation Requirements

The Governing Board desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 – Academic Standards)

(cf. 6143 – Courses of Study)

(cf. 6146.3 – Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Forty (40) semester credits in English
2. Thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) credits of geometry. An Oak View High School Student must complete thirty (30) semester credits of mathematics including ten (10) semester credits of Algebra I (or twenty (20) semester credits of Algebra 1A and 1B ten (10) each) and ten (10) semester credits of any other mathematics or mathematics related course.

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

(cf. 6142.92 – Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Thirty (30) semester credits of science including biological and physical sciences. Students attending Oak View High School must complete twenty (20) semester credits of science including life science and physical science. An Oak View High school student may elect to complete ten (10) extra credits of science, including one year of global science, and be recognized as graduating with a “special emphasis in science”.

(cf. 6142.93 - Science Instruction)

4. Thirty-five (35) semester credits of social science to include: ten (10) semester credits of United States history and geography; ten (10) semester credits of world history, culture, and geography; five (5) semester credits in American government and civics; five (5) semester credits in economics; and five (5) credits of world geography.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(b)

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

5. Five (5) semester credits of health education.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)

6. Ten (10) semester credits of visual or performing arts or world language, including American Sign Language.

(cf. 6142.2 – World/~~Foreign~~ Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)

7. Twenty (20) semester credits of physical education. [unless the student has been otherwise exempted pursuant to other sections of the Education Code \(Education Code 51225.3\):](#)

(cf. 6142.7 - Physical Education [and Activity](#))

8. (60) Sixty additional general education elective credits to total two hundred and thirty (230). With pre-approval students may take courses from other institutions for High School graduation general elective credit (5 per semester with a maximum of [2015](#) credits per high school career). This includes dual enrollment courses offered at OPHS.

9. All freshmen and sophomore students will complete a standards based guidance program to develop a personal learning plan.

Oak View High School students will graduate with two hundred and thirty (230) credits unless they chose to complete an additional ten (10) credits of science as stated in #3 above.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

Exemptions from District-Adopted Graduation Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(c)

exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

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

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

(cf. 6175 - Migrant Education Program)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to: (Education Code 48204.4, 51430, 51440)

1. Persons who departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. **Are** veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

3. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation, and who is returning to the home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school
48200 Compulsory attendance
48204.4 Parents/guardians departing California against their will
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.1(e)

Management Resources:

WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Adopted: 4-26-78

Amended: 2-5-91, 8-14-01, 9-17-02, 3-22-05, 2-21-06, 2-17-10, 3-20-12, 4-8-14, 5-17-16,
4-18-17, 4-23-19, 2-20-20, [6-22-21](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY, ADMINISTRATIVE
REGULATION AND EXHIBIT 6146.2 CERTIFICATE OF
PROFICIENCY/HIGH SCHOOL EQUIVALENCY**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy, Administrative Regulation and Exhibit 6146.2 Certificate of Proficiency/High School Equivalency?

BACKGROUND: Board Policy 6146.2 updated to clarify the distinction between a certificate of proficiency and a high school equivalency certificate. Policy also reflects that there is a fee for these tests which is waived for homeless or foster youth under 25 years of age who meet all other registration requirements and submit certification of homeless or foster youth status. Regulation updated to reflect NEW LAW (SB 820, 2020) which requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester, add the requirement that districts develop a consent form that may be used by persons receiving a certificate of proficiency to be exempted from compulsory school attendance, and reflect the two tests currently approved by the State Board of Education for the purpose of attaining a California High School Equivalency Certificate (the General Educational Development test and the High School Equivalency Test). New exhibit presents a sample consent form to be used by students who receive a certificate of proficiency, and their parents/guardians if the student is under 18 years of age, for the purpose of requesting an exemption from compulsory school attendance for the student. Board Policy 6146.2 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy, Administrative Regulation and Exhibit 6146.2 Certificate of Proficiency/High School Equivalency for Achievement as first and final reading.
2. Approve amendment to Board Policy, Administrative Regulation and Exhibit 6146.2 Certificate of Proficiency/High School Equivalency as first reading.
3. Do not approve amendment to Board Policy, Administrative Regulation and Exhibit 6146.2 Certificate of Proficiency/High School Equivalency.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve amendment to Board Policy, Administrative Regulation and
Exhibit 6146.2 Certificate of Proficiency/High School Equivalency

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.2(a)

Certificate Of Proficiency/High School Equivalency

The Governing Board desires that every student have the opportunity to earn a high school diploma through successful completion of ~~graduation requirements~~ ~~class work and examination~~. However, when a student is unable to do so, the Board encourages completion of an alternative program that allows ~~him/her~~ ~~the student~~ to obtain an equivalent certificate.

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

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

(cf. 6200 - Adult Education)

Eligible persons ~~who pass the California High School Proficiency Examination~~ may obtain a certificate of proficiency from the State Board of Education (SBE). Eligible persons ~~who pass a general educational development test designated by the SBE~~ may obtain ~~or~~ a high school equivalency certificate ~~from the testing service.~~ ~~in accordance with law, Board policy and administrative regulation.~~

The Superintendent or designee shall make information available to interested persons regarding the eligibility and examination requirements of each program.

(cf. 6164.2 - Guidance/Counseling Services)

Interested persons shall register for the test directly with the testing service and pay the applicable fee. However, the fee shall be waived for a homeless or foster youth who is under age 25 years, meets all other registration requirements, and submits certification of homeless or foster youth status. (Education Code 48412; 5 CCR 11524-11526, 11533-11534.1)

Legal Reference:

EDUCATION CODE

48400-48403 Persons subject to compulsory continuation education

48410 Persons exempt from continuation classes

48412 Certificate of proficiency; examination fees

48413 Enrollment in continuation classes

48414 Reenrollment in district

51420-51427 High school equivalency certificate

CODE OF REGULATIONS, TITLE 5

11520-11523 Proficiency examination and certificate

11530-11532 High school equivalency certificate (GED)

Management Resources:

~~CDE PUBLICATIONS~~

~~Adult Education Handbook for California, 1997~~

~~WEB SITES~~

~~CDE, GED Office: <http://www.cde.ca.gov/ged>~~

~~California Department of Education, California High School Proficiency Examination:~~

~~<http://www.cde.ca.gov/ta/tg/sp>~~

~~California Department of Education, High School Equivalency Tests: <http://www.cde.ca.gov/ta/tg/gd>~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6146.2(b)

California High School Proficiency Examination: <http://www.chspe.net>

General Educational Development Test: <http://ged.com>

High School Equivalency Test: <http://hiset.ets.org>

~~<http://www.cde.ca.gov/statetests/chspe>~~

Adopted: 11-19-80

Amended: 9-17-02, 6-17-03, [6-22-21](#)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6146.2(a)

Certificate Of Proficiency/High School Equivalency

Certificate of Proficiency

The principal of each school shall distribute to each student in ~~maintaining~~ grades 11 and 12 ~~shall distribute to each student in those grades~~ an announcement explaining the California High School Proficiency Examination (CHSPE). Announcements from the California Department of Education (CDE) or its contractor shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

(cf. 5145.6 – Parental Notifications)

The principal also shall advise students that the certificate of proficiency awarded upon passing the CHSPE, while equivalent to a high school diploma, is not the equivalent of completing all coursework required for high school graduation and therefore students should contact the admissions office of the college or university they are interested in attending to determine if the certificate satisfies college admission requirements.

Any student may take the CHSPE if the student ~~she/he~~ meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the proficiency certificate, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR 11521)

(cf. 5125 - Student Records)

Any student who has received a certificate of proficiency may be exempted from compulsory school attendance upon the student's ~~his/her~~ request, with verified parent/guardian consent as appropriate. For this purpose, the Superintendent or designee shall provide a consent form which contains at least the following information: (Education Code 48410; 5 CCR 11522)

~~The consent form to be exempted from compulsory school attendance shall be provided by the Superintendent or designee and shall contain at least the following information: (5 CCR 11522)~~

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6146.2(b)

2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

(cf. 5112.1 - Exemptions from Attendance)

If a student age 16 or 17 terminates ~~his/her~~ enrollment after receiving the high school proficiency certificate, ~~the student~~ ~~he/she~~ may re-enroll in the district. If ~~he/she~~ ~~the student~~ subsequently terminates enrollment again, ~~he/she~~ ~~the student~~ may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 – Continuation Education)

High School Equivalency Certificate/~~GED~~

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to Education Code 51420, including the General Educational Development (GED) test ~~or~~; the High School Equivalency Test (HiSET); ~~or the Test Assessing Secondary Completion (TASC).~~

Any person is eligible to take a test leading to a high school equivalency certificate if ~~the person~~ ~~he/she~~ is a resident of California or a member of the armed forces assigned to duty in California and meets ~~any~~ one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or within 60 days of ~~the person's~~ ~~his/her~~ 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when ~~the person~~ ~~he/she~~ would have graduated from high school had ~~the person~~ ~~he/she~~ remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility and meets other criteria listed in 5 CCR 11532
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6146.2(c)

enrollment in an academic program offered by a dropout recovery high school as defined in Education Code 52052, and has successfully completed the dropout recovery high school's instructional program which is aligned to state standards, offers the opportunity for a high school diploma, and provides services for at least one year.

Adopted: 11-19-80

Amended: 9-17-02, 11-07, 7-12, 8-14, [6-22-21](#)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

E 6146.2(a)

Certificate Of Proficiency/High School Equivalency

NOTICE AND CONSENT TO DISCONTINUE SCHOOL ATTENDANCE FOR STUDENTS WITH A CERTIFICATE OF PROFICIENCY

Notice of Student Rights: Students who pass the California High School Proficiency Examination (CHSPE) and receive a Certificate of Proficiency issued by the State Board of Education may continue to attend school, but upon request will be exempted from compulsory school attendance pursuant to Education Code 48410. If the student is under 18 years of age, the student's parent/guardian must also provide approval in order for the student to discontinue school attendance.

If the student leaves school after receiving a Certificate of Proficiency and is under 18 years of age, the student may later decide to re-enroll in the district with no adverse consequences. In this case, the student may be required to meet new or additional requirements established since the student was previously enrolled. If the student re-enrolls and then leaves school again, the student may be denied re-admittance until the beginning of the following semester.

For further information about leaving school after obtaining the Certificate of Proficiency, contact the principal or school guidance counselor.

Student's name: _____

School: _____

Date on which the Certificate of Proficiency was issued: _____

To be completed by student: I understand the rights granted to students who are awarded the Certificate of Proficiency to disenroll from school, and to re-enroll if desired before the age of 18. I hereby notify the school district of my intent to disenroll from school.

Student's signature: _____ Date: _____

To be completed by parent/guardian: I hereby grant consent for my minor child to disenroll from school.

Parent/guardian's name (please print): _____

Signature: _____ Date: _____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

E 6146.2(b)

To be completed by school administrator: I hereby verify the parent/guardian's signature and date recorded above.

Name of school administrator (please print): _____

Position: _____

Signature: _____ Date: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
**SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE 6020 PARENTAL INVOLVEMENT**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 6020 Parental Involvement?

BACKGROUND: Board Policy 6020 updated to reflect the requirements to work with parents/guardians and family members to jointly develop the district's parent involvement policy and to include strategies for family engagement in the local control and accountability plan (LCAP). For districts that receive federal Title IV funding for family engagement programs, policy adds the requirement to inform parents/guardians and organizations of the existence of the program. Policy also contains material formerly in the AR regarding the inclusion of the Title I local educational agency plan into the LCAP and the distribution of the district and school-level parent involvement policies. Regulation updated to revise the section on "District Strategies for Title I Schools," including moving and adding strategies under item #2 to reflect means by which the district may provide coordination, technical assistance, and other support to build school capacity for parent involvement activities, and adding strategies under item #5 to reflect means by which the district may use evaluation findings to design evidence-based strategies for more effective parent/guardian and family involvement. Section on "School-Level Strategies for Title I Schools" revises item #7 to include strategies formerly in section on "District Strategies for Title I Schools." Minor changes made throughout section on "District Strategies for Non-Title I Schools" to more directly reflect law. Board Policy 6020 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 6020 Parental Involvement as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 6020 Parental Involvement as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 6020 Parental Involvement.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JUNE 22, 2021

Approve amendment to Board Policy and Administrative

Regulation 6020 Parental Involvement

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6020(a)

Parent Involvement

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall ~~consult~~work with parents/guardians and family members ~~in the development of meaningful opportunities for them to be involved~~to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

(cf. 0500 - Accountability)

Title I Schools

The Superintendent or designee shall- involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, -as contained in the -accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6020(b)

(cf. 6171 - Title I Programs)

(cf. 3100 - Budget)

1. Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)
2. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
3. Support for programs that reach parents/guardians and family members at home, in the community, and at school
4. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
5. Collaboration, [or the provision of subgrants to schools to enable collaboration](#), with community-based or other organizations or employers with a record of success in improving and increasing parent/[guardian](#) and family engagement
6. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

[District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. \(20 USC 6318\)](#)

(cf. 5145.6 - Parental Notifications)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6020(c)

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:

EDUCATION CODE

11500-~~11506~~11505 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities-

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 ~~Single~~ School plan for student achievement, consolidated application programs

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State ~~Plan~~plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

7241-7246 Family engagement in education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

U.S. DEPARTMENT OF EDUCATION- PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

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

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Adopted: 5-17-94

Amended: 9-17-02, 11-14-06, 9-17-19, 6-22-21

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(a)

Parent Involvement

District Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of) a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the ~~plan~~-district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board
- b. Invite input on the plan from other district committees and school site councils

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
 - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
 - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
 - f. Ensure that school-level policies on parent guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
1. Provide coordination, technical assistance, and other support necessary to assist **and build the capacity of** Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(b)

leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

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

The Superintendent or designee ~~may~~: ~~shall~~: ~~(20 USC 6318)~~

- a. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
 - b. Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs
 - c. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist in facilitating the planning and implementation of related activities
 - d. With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements
 - e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
2. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements

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

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

- b. Involve district and school site representatives from other programs to assist in

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(c)

identifying specific population needs

- c. Schedule joint meetings with representatives from related programs and share data and information across programs
 - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
3. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
- a. Barriers to participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
 - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
 - c. Strategies to support successful school and family interactions.

(cf. 0500 - Accountability)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
- b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
- c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

- 4. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(d)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
- b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups
- c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
5. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

In addition, the district shall promote the effective involvement of parents/guardians and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(e)

requirements and the right of parents/guardians to be involved

2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards
 - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(g)

- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5113 - Absences and Excuses)

(cf. 6145 - Extracurricular/Cocurricular Activities)

(cf. 6154 - Homework/Makeup Work)

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - 1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
 - 2. Frequent reports to parents/guardians on their children's progress
 - 3. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
 - 4. Regular two-way, meaningful communication between family members and school staff,
and, to the extent practicable, in a language that family members can understand
- 7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in item #2 in the section "District Strategies for Title I Schools" above
 - a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement,
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(h)

parent/guardian programs, and build ties between parents/guardians and the schools

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request
- ~~g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students~~

In addition, the ~~Superintendent or designee~~ school plan may include strategies to:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a districtwide parent advisory council to provide advice on all matters related to

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(i)

parent/guardian involvement in Title I programs

- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families

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

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

- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means
- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions

(cf. 1230 - School-Connected Organizations)

- m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
- n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
- o. Provide ongoing district-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
- p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities
- q. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- r. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(j)

(cf. 4315 - Evaluation/Supervision)

8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The school policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

~~The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's local control and accountability plan and in accordance with 20 USC 6312 and shall be distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)~~

~~*(cf. 5145.6 - Parental Notifications)*~~

~~Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)~~

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(k)

to improve the skills of parents/guardians and enhance their ability to support their children's education

- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
 - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
 - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
 - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
- c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6020(l)

- e. Develop mechanisms to encourage parent/guardian input on district and school issues
- e. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- f. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
- g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
- 4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
- 5. Integrate parent/guardian and family engagement programs into school plans for academic accountability

The Superintendent or designee may:

- a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
- b. Involve parents/guardians and family members in school planning processes

Adopted: 8-06

Amended: 9-17-19, 6-22-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 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 May 31st of the 2020-21 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Oak Park Unified
56-73874-0000000

Cashflow Report

2020-21 2nd Interim Revision through May 2021

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

Fund 01

Object Range		Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
A. BEGINNING CASH		242,717.64	242,717.64	3,853,179.54	6,104,653.45	7,644,385.75	6,753,615.30	5,464,164.65	12,523,830.71	4,725,853.97
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,651,362.00	947,170.00	947,170.00	3,835,413.00	1,704,906.00	1,704,906.00	3,835,413.00	1,704,906.00	779,502.00
Property Taxes	8020-8079	12,211,160.00	82,487.54	254.25	26,104.62	—	459,604.48	6,615,044.08	215,978.33	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0.00	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,343,641.00	—	17,523.00	1,010,241.00	—	—	92,200.00	10,775.00	(592.00)
Other State Revenue	8300-8599	1,575,471.00	—	114,355.00	567,712.62	(323,393.91)	188,485.00	230,880.62	30,582.00	—
Other Local Revenue	8600-8799	3,769,266.00	417,797.60	218,902.76	302,711.91	330,189.39	228,701.76	229,821.13	357,032.84	189,544.25
Interfund Transfers in	8910-8929	0.00	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0.00	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,550,900.00	1,447,455.14	1,298,205.01	5,742,183.15	1,711,701.48	2,581,697.24	11,003,358.83	2,319,274.17	968,454.25
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,658,934.00	164,491.52	2,343,171.88	2,111,964.34	2,152,315.15	2,171,756.93	2,159,123.74	2,267,769.57	2,150,783.04
Classified Salaries	2000-2999	6,669,793.00	219,536.86	511,385.53	546,793.75	549,177.11	566,080.25	615,490.81	601,604.14	591,146.24
Employee Benefits	3000-3999	10,304,560.00	90,337.57	987,409.84	981,683.94	991,913.86	989,301.95	1,005,358.20	1,029,983.27	1,001,457.64
Books and Supplies	4000-4999	1,870,333.00	46,501.11	139,912.67	338,123.74	43,907.39	78,959.49	64,682.41	56,257.16	85,378.24
Services	5000-5999	3,709,844.00	176,591.51	72,092.55	474,909.30	222,915.05	256,072.01	148,739.94	474,379.09	152,706.62
Capital Outlay	6000-6999	0.00	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	567,038.00	2,395.00	2,395.00	18,827.82	4,310.00	22,773.82	37,628.00	80,420.00	72,477.82
Interfund Transfers Out	7600-7629	1,034,215.00	50,387.43	85,388.17	80,332.45	90,176.54	25,000.00	173,520.36	15,000.00	60,000.00
All Other Financing Uses	7630-7699	0.00	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		46,814,717.00	750,241.00	4,141,755.64	4,552,635.34	4,054,715.10	4,109,944.45	4,204,543.46	4,525,413.23	4,113,949.60
E. NET INCREASE/DECREASE (B - C + D)		598,562.75	3,610,461.90	2,251,473.91	1,539,732.30	(890,770.45)	(1,289,450.65)	7,059,666.06	(7,797,976.74)	(2,817,992.38)
F. ENDING CASH (A + E)			3,853,179.54	6,104,653.45	7,644,385.75	6,753,615.30	5,464,164.65	12,523,830.71	4,725,853.97	1,907,861.58
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

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

Fund 01

Object Range		Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		242,717.64	1,907,861.58	6,391,105.64	7,557,946.92	6,315,189.44	—	—	—	—
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,651,362.00	2,652,260.00	367,537.00	362,766.00	2,178,738.00	5,642,690.00	—	26,663,377.01	(12,015.01)
Property Taxes	8020-8079	12,211,160.00	42,236.20	4,749,263.05	140,929.65	14,880.33	—	—	12,346,782.53	(135,622.53)
Miscellaneous Funds & LCFF Transfers	8080-8099	0.00	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,343,641.00	21,778.00	24,390.00	31,461.00	209,555.50	957,770.50	—	2,375,102.00	(31,461.00)
Other State Revenue	8300-8599	1,575,471.00	234,697.51	13,929.00	2,000,128.77	322,086.51	196,136.65	—	3,575,599.77	(2,000,128.77)
Other Local Revenue	8600-8799	3,769,266.00	227,993.40	124,628.82	107,176.68	296,060.30	580,187.42	—	3,610,748.26	158,517.74
Interfund Transfers in	8910-8929	0.00	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0.00	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,550,900.00	3,178,965.11	5,279,747.87	2,642,462.11	3,021,320.64	7,376,784.57	—	48,571,609.57	(2,020,709.57)
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,658,934.00	2,157,913.59	2,191,642.96	2,183,301.16	499,990.16	—	—	22,554,224.04	104,709.96
Classified Salaries	2000-2999	6,669,793.00	645,228.60	689,429.16	681,266.63	414,766.82	—	—	6,631,905.90	37,887.10
Employee Benefits	3000-3999	10,304,560.00	1,000,854.88	1,018,752.88	1,014,616.76	172,373.19	—	—	10,284,043.98	20,516.02
Books and Supplies	4000-4999	1,870,333.00	143,878.04	141,417.79	111,089.06	211,875.91	298,090.06	—	1,760,073.07	110,259.93
Services	5000-5999	3,709,844.00	343,825.15	172,276.77	143,578.94	433,830.14	304,614.55	—	3,376,531.62	333,312.38
Capital Outlay	6000-6999	0.00	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	567,038.00	56,827.00	1,047.00	15,551.82	46,355.04	186,869.72	—	547,878.04	19,159.96
Interfund Transfers Out	7600-7629	1,034,215.00	53,000.00	86,667.00	77,000.00	251,409.67	—	—	1,047,881.62	(13,666.62)
All Other Financing Uses	7630-7699	0.00	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		46,814,717.00	4,401,527.26	4,301,233.56	4,226,404.37	2,030,600.93	789,574.33	—	46,202,538.27	612,178.73
E. NET INCREASE/DECREASE (B - C + D)		598,562.75	4,483,244.05	1,166,841.28	(1,242,757.48)	(843,406.58)	(1,172,870.96)	—	4,056,194.26	
F. ENDING CASH (A + E)			6,391,105.64	7,557,946.92	6,315,189.44	5,471,782.86	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									4,298,911.90	

Oak Park Unified
56-73874-0000000

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

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	2,000.00	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	7,186,634.16	5,574,399.68	36,978.63	64,505.26	1,248,599.04	1,288.02	3,772.84	9,118.55	11,414.03
Due From Other Funds	9310	3,468.34	—	3,468.34	—	—	—	—	—	—
Stores	9320	0.00	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	15,899.06	5,952.77	—	—	—	—	—	—	—
Other Current Assets	9340	0.00	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0.00	—	—	—	—	—	—	—	—
SUBTOTAL		7,208,001.56	5,580,352.45	40,446.97	64,505.26	1,248,599.04	1,288.02	3,772.84	9,118.55	11,414.03
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,657.77	3,667,104.69	(209,577.57)	(285,679.23)	(203,644.13)	(237,508.54)	(257,077.85)	(244,043.77)	(316,088.94)
Due To Other Funds	9610	966,535.04	(1,000,000.00)	1,000,000.00	—	—	—	—	—	—
Current Loans	9640	0.00	—	(5,845,000.00)	—	—	—	—	5,845,000.00	—
Unearned Revenues	9650	115,429.00	—	—	—	—	—	—	—	—
Deferred Inflows of Resources	9690	0.00	—	—	—	—	—	—	—	—
SUBTOTAL		6,345,621.81	2,667,104.69	(5,054,577.57)	(285,679.23)	(203,644.13)	(237,508.54)	(257,077.85)	5,600,956.23	(316,088.94)
Nonoperating										
Suspense Clearing	9910	0.00	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		862,379.75	2,913,247.76	5,095,024.54	350,184.49	1,452,243.17	238,796.56	260,850.69	(5,591,837.68)	327,502.97
E. NET INCREASE/DECREASE (B - C + D)		598,562.75	3,610,461.90	2,251,473.91	1,539,732.30	(890,770.45)	(1,289,450.65)	7,059,666.06	(7,797,976.74)	(2,817,992.38)
F. ENDING CASH (A + E)			3,853,179.54	6,104,653.45	7,644,385.75	6,753,615.30	5,464,164.65	12,523,830.71	4,725,853.97	1,907,861.58
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

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

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	2,000.00	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	7,186,634.16	(18,729.70)	93.03	93.03	—	(7,376,784.57)	—	(445,252.16)	
Due From Other Funds	9310	3,468.34	—	—	—	—	—	—	3,468.34	
Stores	9320	0.00	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	15,899.06	9,946.29	—	(2,000.00)	—	—	—	13,899.06	
Other Current Assets	9340	0.00	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0.00	—	—	—	—	—	—	—	
SUBTOTAL		7,208,001.56	(8,783.41)	93.03	(1,906.97)	—	(7,376,784.57)	—	(427,884.76)	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,657.77	211,100.39	(175,998.94)	(310,729.74)	1,727,481.29	383,296.63	—	3,748,634.29	
Due To Other Funds	9610	966,535.04	—	—	—	—	—	—	—	
Current Loans	9640	0.00	(5,910,000.00)	—	—	—	—	—	(5,910,000.00)	
Unearned Revenues	9650	115,429.00	(15,690.00)	(12,235.00)	(32,362.01)	106,645.00	—	—	46,357.99	
Deferred Inflows of Resources	9690	0.00	—	—	—	—	—	—	—	
SUBTOTAL		6,345,621.81	(5,714,589.61)	(188,233.94)	(343,091.75)	1,834,126.29	383,296.63	—	(2,115,007.72)	
Nonoperating										
Suspense Clearing	9910	0.00	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS		862,379.75	5,705,806.20	188,326.97	341,184.78	(1,834,126.29)	(7,760,081.20)	—	1,687,122.96	
E. NET INCREASE/DECREASE (B - C + D)										
		598,562.75	4,483,244.05	1,166,841.28	(1,242,757.48)	(843,406.58)	(1,172,870.96)	—	4,056,194.26	
F. ENDING CASH (A + E)										
			6,391,105.64	7,557,946.92	6,315,189.44	5,471,782.86	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
									4,298,911.90	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 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 June 9, 2021?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management						-		-		
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Salaries (1) (3) (4)	1,000,000	900,823	-	1,900,823	1,706,196	194,627	849,435	856,761	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	211,044	40,006	210,392	652	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty	900,000	(425,437)	-	474,563	377,093	97,470	377,093	-	In Close-Out	IN PROGRESS
	2,396,981	504,836	-	2,901,817	2,568,893	332,924	1,694,032	874,861		
Brookside Elementary School						-		-		
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,364	104,892	1,285,364	-	Future	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1 (1) (2) (3)	3,648,750	-	-	3,648,750	328,652	3,320,098	328,652	-	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	11,200	-	Complete	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
20-17S Remove and Replace Foundation on Portable C (1)	46,571	1,212	-	47,783	46,099	1,684	46,099	-	Future	
20-16S Innovation Lab BES (1)	47,200	-	-	47,200	47,200	-	47,200	-	Future	
	5,194,587	47,525	-	5,242,112	1,815,438	3,426,673	1,815,438	-		
District Office						-		-		
19-17S District Office Emergency Generator (1) (2) (4)	65,625	-	375	66,000	23,482	42,518	14,232	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	-	375	78,416	35,898	42,518	26,648	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	145,277	8,356	Future	IN PROGRESS
19-08S DW Arch Svcs for DSA Certific (1) (2)	195,035	-	(160,832)	34,203	34,203	-	34,203	-	In Close-Out	
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
20-04S Collaborative Furniture (1) (3)	102,376	-	-	102,376	102,376	0	66,573	35,803	Future	
20-10S Exterior Repairs to Portables at BES/MCMS	59,834	1,200	-	61,034	61,034	-	61,034	-	Complete	
20-21S Outdoor Furniture Purchases DW (1) (3)	107,636	-	-	107,636	106,359	1,277	106,359	0	Future	
20-23S HVAC Upgrades Districtwide (1) (3)	291,914	-	-	291,914	294,632	(2,718)	289,258	5,373	Future	
	8,962,078	47,919	(160,832)	8,849,165	8,744,226	104,939	8,694,359	49,867		
Medea Creek Middle School						-		-		
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (3)	4,902,563	550,033	-	5,452,596	5,152,675	299,922	4,942,955	209,720	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	20,707	-	20,707	-	Complete	



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
21-02S Entry Way Sign at Medea Creek Middle School (3)	14,900	-	-	14,900	14,900	-	7,450	7,450	Future	
	7,318,400	649,531	-	7,967,931	7,739,828	228,102	7,503,056	236,772		
Oak Hills Elementary School						-		-		
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	11,732	-	11,732	-	Complete	
20-03S Innovation Lab OHES (1) (2)	65,731	-	(575)	65,156	65,156	-	65,156	-	In Construction	
	837,340	53,440	54,225	945,006	671,474	273,532	671,300	174		
Oak Park High School						-		-		
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-19S Art Court Phase II (1)	229,538	-	-	229,538	223,923	5,615	222,505	1,419	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	20,052	-	Future	
20-22S Economizers OPHS F Bldg. HVAC's (1) (4)	25,756	-	-	25,756	25,756	-	25,756	-	Future	
21-01S Turf Replacement and Upgrades OPHS (3)	1,118,397	-	-	1,118,397	1,070,002	48,395	898,596	171,406	Future	
	2,625,167	(211,302)	-	2,413,864	2,285,173	128,692	2,112,349	172,824		
Oak View High School						-		-		
19-26S Reno Bldg Ext at OVHS (1) (4)	176,514	-	-	176,514	164,514	12,000	164,514	-	Future	
	176,514	-	-	176,514	164,514	12,000	164,514	-		
Red Oak Elementary School						-		-		
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (3)	6,588,570	84,400	-	6,672,970	594,563	6,078,406	503,104	91,459	Future	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	NOC APPROVED 10/15/2019
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	NOC APPROVED 10/15/2019
20-11S Restroom Upgrades at ROES (1) (3)	86,466	-	-	86,466	86,466	-	86,466	-	Complete	
20-13S Paint Admin Interior	17,601	-	-	17,601	17,601	-	17,601	-	Complete	
20-14S Flooring for Admin + 7 Classrooms	49,125	-	-	49,125	49,125	-	49,125	-	In Close-Out	
20-15S Innovation Lab at ROES (1)	44,065	-	-	44,065	44,065	-	44,065	-	Planning	
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	105,853	-	-	105,853	89,073	16,780	49,599	39,474	Future	
	7,169,241	61,379	-	7,230,620	1,129,176	6,101,444	998,243	130,932		
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



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		
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	-	18,981	18,981	-	18,981	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	-	6,000	5,148	852	5,148	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	-	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgrm Grds 5-12	670,000	121,266	-	791,266	762,556	28,709	669,293	93,263	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2	243,400	7,935	-	251,335	251,335	(0)	251,335	-	Complete	BOARD APPROVED 6-4-19
19-24S Additional Security Cameras DW Phase 4	38,029	-	-	38,029	38,029	-	38,029	-	In Close-Out	
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	-	-	20,451	20,451	-	8,576	11,875	Future	
20-02S Interactive Flat Panel Displays for Element	15,000	-	-	15,000	-	15,000	-	-	Future	
20-08S Apple iPad Air Refresh (1)	34,544	-	-	34,544	34,544	-	34,544	-	Future	
20-09S District Network Firewall Refresh (1)	285,524	-	-	285,524	285,524	-	285,524	-	Out for Bid	
20-19S Staff Laptop Refresh (1)	198,069	28,916	-	226,985	227,073	(88)	207,402	19,671	In Construction	
20-20S Chromebook 1:1 Program (1)	361,738	-	-	361,738	361,738	-	361,738	-	Future	
20-24S Oak Park High School Engineering Workstatio (1)	69,534	-	-	69,534	69,534	-	69,534	-	Future	
20-25S Apple iPad Air Refresh Wave 3 (1) (3)	33,030	-	-	33,030	33,030	-	795	32,235	Future	
20-26S MCMS Computer Lab Refresh (3)	95,000	-	-	95,000	95,000	-	79,214	15,786	Future	
	3,453,251	223,990	-	3,677,241	3,432,438	244,802	3,238,316	194,122		
Totals	38,211,600	1,377,316	(106,231)	39,482,685	28,587,058	10,895,627	26,918,256	1,668,802		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: JUNE 22, 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 May 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

Financial Statement

Fund 01		Fiscal Year 2020/21 Through May 2021					
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rec'd
REVENUE DETAIL							
LCFF Revenue Sources							
8011-8019	LCFF State Aid	26,930,635.00	26,651,362.00		18,841,949.00	7,809,413.00	70.70%
8020-8079	Property Taxes	11,933,223.00	12,211,160.00		12,331,902.20	120,742.20-	100.99%
	Total LCFF Revenue Sources	38,863,858.00	38,862,522.00		31,173,851.20	7,688,670.80	80.22%
Federal Revenues							
8100-8299	Federal Revenues	1,006,772.00	2,343,641.00		1,207,776.00	1,135,865.00	51.53%
Other State Revenues							
8300-8599	Other State Revenues	1,259,020.00	1,575,471.00		3,057,376.61	1,481,905.61-	194.06%
Other Local Revenue							
8600-8799	Other Local Revenues	4,387,714.00	3,769,266.00		2,734,500.54	1,034,765.46	72.55%
	Total Year To Date Revenues	45,517,364.00	46,550,900.00		38,173,504.35	8,377,395.65	82.00%
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	17,918,712.00	18,346,520.00	.00	17,998,117.82	348,402.18	98.10%
1160	Certificated Salaries Stipends	356,389.00	385,023.00	.00	269,332.80	115,690.20	69.95%
1200	Certificated Pupil Support Salaries	1,740,521.00	1,820,118.00	.00	1,825,460.19	5,342.19-	100.29%
1260	Counselor Stipend	10,085.00	11,200.00	.00	10,080.00	1,120.00	90.00%
1300	Certificated Supervisors' & Administrators' Salaries	1,994,959.00	2,103,573.00	.00	1,951,243.07	152,329.93	92.76%
	Total Certificated Salaries	22,020,666.00	22,666,434.00	.00	22,054,233.88	612,200.12	97.30%
Classified Salaries							
2100	Classified Instructional Salaries	2,488,921.00	2,475,758.00	.00	2,374,104.68	101,653.32	95.89%
2200	Classified Support Salaries	1,723,532.00	1,816,619.00	.00	1,678,102.65	138,516.35	92.38%
2300	Classified Supervisors' & Administrators' Salaries	343,547.00	346,983.00	.00	318,067.59	28,915.41	91.67%
2400	Clerical, Technical, & Office Staff Salaries	1,615,295.00	1,680,781.00	.00	1,558,533.80	122,247.20	92.73%
2900	Other Classified Salaries	841,624.00	349,652.00	.00	288,330.36	61,321.64	82.46%
	Total Classified Salaries	7,012,919.00	6,669,793.00	.00	6,217,139.08	452,653.92	93.21%
Employee Benefits							
3100	State Teachers' Retirement System	3,492,795.00	3,597,903.00	.00	3,491,849.36	106,053.64	97.05%
3200	Public Employees' Retirement System	960,514.00	989,108.00	.00	941,289.77	47,818.23	95.17%
3400	Health & Welfare Benefits	4,436,712.00	4,508,735.00	.00	4,525,437.18	16,702.18-	100.37%
3300-3900	All Other Statutory Costs	1,230,872.00	1,208,814.00	.00	1,153,094.48	55,719.52	95.39%
	Total Employee Benefits	10,120,893.00	10,304,560.00	.00	10,111,670.79	192,889.21	98.13%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	236,529.00	416,637.00	31,040.47	353,047.15	32,549.38	84.74%
4200	Other Books and Reference Material	32,073.00	157,462.00	20,709.28	72,463.35	64,289.37	46.02%
4300	Materials & Supplies	580,605.00	1,086,144.00	168,253.18	703,165.97	214,724.85	64.74%
4400	Noncapitalized Equipment	152,956.00	200,107.00	39,070.68	121,430.63	39,605.69	60.68%
	Total Books and Supplies	1,002,163.00	1,860,350.00	259,073.61	1,250,107.10	351,169.29	67.20%
Services and Other Operating Expenditures							

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2020/21 Through May 2021					
5200	Travel and Conference	61,542.00	87,548.00	3,250.00	46,348.23	37,949.77	52.94%
5300	Dues and Memberships	38,224.00	41,176.00	.00	38,013.23	3,162.77	92.32%
5400	Insurance	472,501.00	485,026.00	.00	472,501.00	12,525.00	97.42%
5500	Operations & Housekeeping Services	625,968.00	625,968.00	33,472.36	512,393.79	80,101.85	81.86%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	331,485.00	421,586.00	216,867.43	288,418.61	83,700.04-	68.41%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,532,722.00	1,686,589.00	437,519.00	1,111,156.87	137,913.13	65.88%
5899	Legal Fees	227,000.00	230,986.00	122,912.40	72,361.25	35,712.35	31.33%
5900	Telephone and Communications	110,006.00	133,448.00	17,645.71	96,893.95	18,908.34	72.61%
Total Services and Other Operating Expenditures		3,399,448.00	3,712,327.00	831,666.90	2,638,086.93	242,573.17	71.06%
Capital Outlay							
6000	Capital Outlay	.00	.00	.00	.00	.00	0.00%
Tuition							
7100	Tuition	446,703.00	508,967.00	206,412.00	256,582.00	45,973.00	50.41%
Debt Service							
7438	Debt Service - Interest	8,771.00	8,771.00	.00	8,771.36	.36-	100.00%
7439	Debt Service - Principal	49,300.00	49,300.00	.00	49,299.92	.08	100.00%
Total Debt Service		58,071.00	58,071.00	.00	58,071.28	.28-	100.00%
Total Year To Date Expenditures		44,060,863.00	45,780,502.00	1,297,152.51	42,585,891.06	1,897,458.43	93.02%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING SOURCES							
Other Financing Sources							
8919	Other Authorized Interfund Transfer In	.00	.00	.00	.00	.00	0.00%
Total Other Financing Sources		.00	.00	.00	.00	.00	0.00%
Total Year To Date Other Financing Sources		.00	.00	.00	.00	.00	0.00%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING USES							
Interfund Transfers Out							
7611	From General to Child Development Fund	.00	386,504.00	.00	339,009.55	47,494.45	87.71%
7612	Transfer General Fund to/from Special Reserve Fund	.00	200,000.00	.00	.00	200,000.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	447,711.00	.00	457,462.40	9,751.40-	102.18%
Total Interfund Transfers Out		50,000.00	1,034,215.00	.00	796,471.95	237,743.05	77.01%
Total Year To Date Other Financing Uses		50,000.00	1,034,215.00	.00	796,471.95	237,743.05	77.01%

Fiscal13a

Financial Statement

Fund 01				Fiscal Year 2020/21 Through May 2021			
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	46,550,900.00		38,173,504.35	8,377,395.65	82.00%
	B. Expenditures	44,060,863.00	45,780,502.00	1,297,152.51	42,585,891.06	1,897,458.43	93.02%
	C. Subtotal (Revenues LESS Expense)	1,456,501.00	770,398.00		4,412,386.71-	6,479,937.22	
	D. Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	50,000.00	1,034,215.00		796,471.95	237,743.05	77.01%
	E. Net Change in Fund Balance	1,406,501.00	263,817.00-		5,208,858.66-	6,242,194.17	
	F. Fund Balance						
	Beginning Balance (9791)	725,328.00	1,105,097.00		1,105,097.01		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	725,328.00	1,105,097.00		1,105,097.01		
	G. Calculated Ending Balance	2,131,829.00	841,280.00		4,103,761.65-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,131,829.00	841,280.00				
	Other				1,297,152.51		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JUNE 22, 2021
SUBJECT: VII.4. 2020-2021 ANNUAL ATTENDANCE REPORT

INFORMATION

ISSUE: Shall the Board receive the 2020-2021 Annual Attendance Report recording the District's Average Daily Attendance (ADA) ending with the tenth and final school month of the reporting period?

BACKGROUND: The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which requires the governing board of each school district to certify actual student attendance to the State Superintendent of Instruction at three key times each school year. The First Period Attendance Report, commonly referred to as P-1, is certified and filed with the State at the end of the fourth school month. The Second Period Attendance Report, referred to as P-2, certifies the ADA through April 15 of the reporting year. The District's actual LCFF funding is normally based on the P-2 Report. As result of Governor Newsom's Executive order on March 13, 2020, local educational agencies (LEAs) were not penalized for not offering regular school days as result of closure due to the coronavirus (COVID-19) situation and were required to calculate attendance only through February 29, 2020. This order extended into the 2020-21 school year, suspending the District requirement to calculate P-1, P-2, and P-Annual Average Daily Attendance. Instead, the District was funded in 2020-21 and will be funded in 2021-22 based on the 2019-20 Hold Harmless ADA (4373.24). Starting in 2021-22 the District will resume calculating ADA for each reporting period.

FISCAL IMPACT: None; ensures compliance with statutory attendance reporting requirements.

Prepared by: Julie Townsend, Senior Accountant, Fiscal Services
Byron Jones, Director, Fiscal Services
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Attendance School District

County: Ventura

District: Oak Park Unified School District

CDS Code: 56 735874

Fiscal Year: 2020-21

Annual

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (Includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,083.35	888.52	745.56	1,579.24	4,296.67
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	-	-	-	-	-
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	-	1.03	-	-	1.03
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	-	0.13	-	-	0.13
Community Day School [EC 48660] (Divisor 70/135/180)	A-5					-
ADA Totals (Sum of A-1 through A-5)	A-6	1,083.35	889.68	745.56	1,579.24	4,297.83
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	31.73	40.74	52.49	155.39	280.35
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2					-

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens

B-3					-
-----	--	--	--	--	---

Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens

B-4					-
-----	--	--	--	--	---

ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)

B-5	58.06				58.06
-----	-------	--	--	--	-------

ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)

B-6				14.98	14.98
-----	--	--	--	-------	-------

ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)

B-7					-
-----	--	--	--	--	---