

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1023

DATE: March 16, 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 some Board and staff members attending in person. **Board Meeting room will be closed to the public.** Members of the public may offer public comment and view the meeting as provided on page 2 of this agenda.

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

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

BOARD OF EDUCATION

Allen Rosen, President

Drew Hazelton, Vice President

Derek Ross, Clerk

Denise Helfstein, Member

Tina Wang, Member

Charlotte Robertson, Student Board Member



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Anthony W. Knight, Superintendent

Ragini Aggarwal, Executive Assistant and Communications Coordinator

Adam Rauch, Assistant Superintendent, Business & Administrative Services

Stewart McGugan, Assistant Superintendent, Human Resources

Dr. Jay Greenlinger, Director Curriculum and Instruction

Enoch Kwok, Director, Educational Technology & Information Systems

Susan Roberts, Director, Pupil Services

Brendan Callahan, Director Bond Program, Sustainability, Maintenance and Operations

Sara Ahl, Director Extended Care Programs

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

3/11/21

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 ATTEND THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

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

Public Comments may be submitted via this link <http://www.opusd.org/PublicComments>. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction please submit your comment via the form accessed by the above link by 6:00 p.m. on March 16, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. Comments on a matter related to an item on the Agenda may be submitted prior to the meeting and during the meeting using the above link.

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

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

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

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

NEXT MEETING-Regular Meeting

Tuesday, April 20, 2021

Closed Session at 5:00 p.m.

Open Session at 6:00 p.m.

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1023
March 16, 2021**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G9**, Oak Park, California. Pursuant to Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this board meeting and the conference room will be closed for members of the public. The meeting will be conducted via teleconference/video conference with, with some Board and staff members attending in person. **Board Meeting room will be closed to the public.** Members of the public will have the right to observe the meeting using this link: www.opusd.org/livestream. Public Comments may be submitted via this link <http://www.opusd.org/PublicComments>

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

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

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

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

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

- 1. Remarks from Board Members
- 2. Report from Student Board Member
- 3. Remarks from Superintendent
- 4. Report from Oak Park Education Foundation
- 5. Update on COVID-19 Impact on Oak Park USD Schools
- 6. Update on Medea Creek Middle School Math Scope and Sequence During Distance Learning

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 February 16, 2021 and Special Closed Session Meetings held on February 22, 2021 and March 1, 2021

Board Bylaw 9324 requires Board approval of minutes from previous meetings

b. Approve Public Employee/Employment Changes 01CL24893-01CL24953 & 01CE10691-01CE10726

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

c. Ratify Purchase Orders - February 1 – February 28, 2021

Board Policy 3300 requires Board approval of Purchase Orders

d. Approve Student Teaching Agreement with CalStateTEACH, University – February 1, 2021 – January 31, 2024

Pursuant to Board Policy 4112.21, this agreement will provide practice teaching at District Schools to students enrolled in the teacher education program at CalState Teach University

ACTION

2. BUSINESS SERVICES

a. Accept Annual Audit Reports for Fiscal Year 2019-2020

Education Code 41020 require the Board to approve the annual audit report of the district's financial records.

b. Ratify Measure S Project 21-02S Entry Sign for Medea Creek Middle School and Associated Contract of Services

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

c. **Authorize Measure S Project 21-03S Core Network Switch Replacement and Accompanying Basic Maintenance Service Contract and Delegate Authority to the Superintendent to Award Related Contracts**

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

d. **Approve Certification of 2020-2021 Second Interim Financial Report and Budget Revisions**

Board Policy 3460 and Education Code 42130 required Board certification if the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years

3. CURRICULUM AND INSTRUCTION

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

Oak Park High School administered the Challenge Success survey in January 2021, staff will be sharing the results of the survey

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

Board Policy 5131.62 requires the District to provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students

4. HUMAN RESOURCES

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

Board approval required to approve a new classified service position

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

Board Policy 4111/4211/4311 requires staff to review the job description for a position to ensure that it accurately describes the major functions and duties of the position when a vacancy occurs

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

Board approval required to revise the number of days in a work-year for a management position

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

Board approval required for approving early retirement incentive for unrepresented employees

5. BOARD

a. **Approve Amendment to Employment Contract with Superintendent**

Board Policy 2121 requires Board approval in open session for amendments to the Superintendent's Contract

6. BOARD POLICIES

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

Board Policy revised in accordance with the Fair, Accurate, Inclusive, and Respectful Education Act (FAIR) to ensure that the contributions and roles of underrepresented racial, ethnic, and cultural populations are included in curricular materials. Language also added to reflect equity and inclusion for all protected categories to be consistent with BP 0410 Nondiscrimination in District Program and Activities. Policy also reflect the role of the Diversity and Equity Task Force in bringing equity awareness and education. Board Policy 0415 is being submitted with recommended language from staff and the District's Diversity and Equity Task Force.

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

Board Policy updated to add the requirement that the district's exposure control plan for bloodborne pathogens be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7. Legal cites added for training and hepatitis B vaccination requirements, and material deleted regarding the exemption of designated first aid providers from the pre-exposure hepatitis B vaccination, which is repeated in the AR. Paragraph added to include the district's responsibility to implement follow-up procedures in the event of an exposure incident. Regulation updated to add federal legal cites where applicable, add definition of personal protective equipment, and delete requirement to communicate hazards to employees through labels and signs, which is not applicable to school districts. Section on "Preventive Measures" expanded to include the provision of personal protective equipment, observance of universal precautions, and compliance with state regulations for needleless systems, needle devices, and non-needle sharps. Regulation also adds more detail regarding the exemption of certain first aid providers from the pre-exposure hepatitis B vaccine and adds required components of staff training. Exhibit added to specify which employees are required to sign a statement when they decline to accept the hepatitis B vaccination offered by the district.

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

Board Policy updated to include material formerly in the AR on the provision of information to employees regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B and appropriate methods to prevent exposure. Policy also adds optional paragraph regarding the inclusion of related information in employee handbooks. Regulation updated to add a definition of occupational exposure and delete other unnecessary definitions. Section on "Employee Information" moved to BP. Section on "Infection Control Practices" revised to delete detailed requirements that are specifically applicable to employees identified as having occupational exposure, which are addressed in BP/AR 4119.42 - Exposure Control Plan for Bloodborne Pathogens, and to delete items with limited applicability in school settings.

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

Board Policy updated to reflect NEW STATE REGULATION (Register 2020, No. 10) which requires districts to provide employees with access to the district's injury and illness prevention program, and to add the prohibition against discharging or discriminating against an employee for exercising any right protected by the Occupational Safety and Health Act. Regulation updated to reflect NEW STATE REGULATION (Register 2020, No. 10) which requires that access to the district's injury and illness prevention program be provided to employees by either providing access in a reasonable time, place, and manner or providing unobstructed access through the district's server or web site. Regulation also updated to add material regarding the provision of facilities for quick drenching within the work area for immediate use when there is exposure to injurious corrosive materials. Regulation adds a section on "Protection from Communicable Diseases and Infections" which includes the development of an exposure control plan for bloodborne pathogens and strategies to prevent and mitigate infectious diseases, and a section on "COVID-19 Exposure" reflecting NEW LAW (AB 685, 2020) which specifies notifications that must be provided if the district receives notice of potential exposure to COVID-19 or the Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district work site that exposes employees to the risk of COVID-19.

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

Administrative Regulation updated to reflect NEW LAW (AB 1804, 2019) which requires that a report of death or serious injury or illness be immediately reported to Cal/OSHA by telephone or through an online mechanism established by Cal/OSHA, with clarification that districts may make the report by telephone or email until Cal/OSHA has an online mechanism available, and

NEW LAW (AB 1805, 2019) which redefines "serious injury or illness." Regulation adds optional language regarding the responsibility of employees to document any incident, and combines options regarding the reporting of incidents to the insurance carrier or Department of Industrial Relations. Regulation also reflects NEW LAW (SB 1159, 2020) which provides that an employee will be presumed to be entitled to workers' compensation benefits for illness or injury resulting from COVID-19 if the diagnosis was made within 14 days after the employee performed labor or services at the place of employment and other conditions are met.

VII. INFORMATION ITEMS

1. Monthly Measure S Status Report

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 2-16-2021 #1020
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:08 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board on agenda and non-agenda items.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference regular meeting on February 16th. Members of the public were able to observe the meeting using a published live stream link. Members of the public were able to submit comments via an online form which opened at 4:30 pm on the day of the meeting and remained open for submission of comments until the end of the meeting.

BOARD PRESENT

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

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Instructional Assistant II Special Education Sub, Instructional Assistant I – Reading, Instructional Assistant III - Behavior
- C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- D. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6
Agency designated representatives: Adam Rauch and Stewart McGugan
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association
- E. CONFERENCE WITH LABOR NEGOTIATOR –** Government Code 54957.6
Agency designated representative: Allen Rosen, Board President
Unrepresented employee: Dr. Anthony Knight, Superintendent

The Board adjourned to Closed Session at 5:10 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:50 p.m.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mrs. Susan Roberts, Director of Pupil Services, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, Mr. Enoch Kwok, Director Technology, Kevin Buchanan, OPHS Principal, Mr. Jason Meskis, OPHS Assistant Principal, Mr. Brad Benioff MCMS Principal, Mrs. Stacy LaFrenz ROES Principal, and Mrs. Ragini Aggarwal, Executive Assistant.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

ADOPTION OF AGENDA

Student Board Member, Charlotte Robertson, cast a preferential vote to approve the agenda.

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

PUBLIC SPEAKERS

There were 5 public speakers on agenda item VI.A.6. Update on COVID-19 Impact on Oak Park USD Schools. One public Speaker on Agenda Item B.2.b. b. Authorize Measure S Project 21-01S, Field Turf Replacement and Field Upgrades at Oak Park High School and Approve Associated Contract.

Due to this meeting's electronic nature and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comments when the agenda items were called. One comment on a non-agenda item was submitted later during the meeting and was read by the Board President at the time it was submitted.

OPEN COMMUNICATIONS/PRESENTATIONS

The Board recognized Lauren Ross (ROES PFA Co-president), Darcy Gilbert (OHES PTA President), Ty Avendano (MCMS PFA President), and Helen Tesoro (OPHS PFA President) with the Partners in Education Award for their outstanding volunteer contributions to the District.

REPORT FROM BOARD MEMBERS

Denise Helfstein thanked the PTO presidents for their voluntary contributions to the District. Denise reported that she attended a webinar on the path to reopening schools, the Safe Kids Task Force meeting, Ventura County School Boards Association meeting on budget and finance, the Wellness Council meeting, the GATE Advisory Council meeting, and the Oak Park High School PFA meeting. Board Member Helfstein also conducted interviews for the Citizens Oversight Committee along with Board member Drew Hazelton.

Board Member Drew Hazelton thanked the PTO Presidents and expressed how fortunate the District is to have wonderful parent volunteers like Lauren, Helen, Darcy, and Ty. Drew stated that it was great to see the COVID case rate numbers starting to drop, and he is looking forward to reopening our schools as soon as we can. Drew thanked Allen for sending emails about the Superintendent Search and keeping our staff and parents informed. Board member Hazelton attended the Measure S Committee meeting, the Safety, and Security Task Force meeting, and conducted the Citizens Oversight Committee Member Selection Interviews along with Board member Denise Helfstein.

Board Member Tina Wang expressed how it made her heart happy tonight to see so many of her fellow volunteers in the district being honored. Tina stated that February was Black History Month. January 27th was Holocaust Remembrance Day. Tina felt it is our shared responsibility to protect the legacy of Holocaust history and we need to keep it at the forefront of our minds and continue to preserve and share with our children. Tina wished everyone who celebrates a Happy Lunar Year. Board member Wang attended the Ventura County School Boards Association meeting on budget and finance, the Curriculum Council, and the Oxnard Union Equity Conference.

Board Member Derek Ross thanked all the recipients of the Partners in Education Award. Derek expressed his pleasure that we will be shortly opening our schools with the COVID case rate numbers dropping significantly, and we are getting closer to the reopening threshold. Board member Ross attended the Measure S Committee meeting and the Safety and Security Task Force meeting.

Board Member Allen Rosen congratulated Jane Nye on being voted as President of the MAC. Board member Rosen attended the Oak Park Municipal Advisory Council (MAC) meeting and the Oak Park Education Foundation meeting.

Student Board Member Charlotte Robertson congratulated all of the award recipients. Charlotte also thanked board member Tina Wang for speaking on the issues of equity. Charlotte reported that ASB had been heavily focusing on senior gifts and in-person graduation. Students are super excited about that and also returning to school and they feel that it will be absolutely amazing. For Valentine's Day, ASB focused on writing letters of gratitude for essential workers as well as for children at the Saint Jude Children's Hospital. The senior class has also been discussing college decisions and their future, and ASB has been working on iFlirts to raise money for class apparel and future events.

Superintendent Tony Knight thanked the teachers for their hard work and for keeping things going every single day. Dr. Knight reiterated that the board and the whole district is focused on supporting the teachers and staff with the reopening plans while thanking and acknowledging the students, staff, and parents for their commitment and support through these 11 months of Distance Learning.

Student Board member, Charlotte Robertson left the meeting at 7:26 pm.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Scott Star, Chair of Oak Park Education Foundation (OPEF) shared that the foundation has 500 students signed up for Friday Enrichment courses for the upcoming months. Scott shared that OPEF will be hosting their second annual golf tournament on March 19.

REPORT FROM MUNICIPAL ADVISORY COUNCIL

Jane Nye, Chair of the Municipal Advisory Council reported that Alon Glickstein was elected as Vice Chair for the MAC. Rancho Simi Recreation and Park District elected three new Oak Park Planning Committee members. In January the Sheriff's senior deputy reported that there were several residential burglaries mostly in North ranch and some catalytic converters were also stolen. Jane reported that the

Ventura County Board of Supervisors made a decision to forgo collecting funds for the Kanan Shuttle this year.

REPORT ON THE COLLECTIVE EQUITY WORK

Dr. Walker, the District Equity Consultant, presented a report to the Board and the public. The report outlined the work completed so far and the recommendations from the training sessions with various groups. The Board requested that Dr. Walker provide a timeline on the recommendations and plans for upcoming training and targeted engagement with other groups at the next meeting.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

There were five public speakers on this agenda item who submitted a comment via an online form. Board President, Allen Rosen, read the comments aloud. Dr. Knight provided an overview of the drop in case rate for the county, which would make us closer to the threshold for reopening of elementary schools. Dr. Knight also shared the approval of our COVID Safety Plan by the county and state, including testing staff and students. The plan would allow our elementary schools to open as soon as the adjusted case rates in Ventura County dropped below 25 cases per 100,000 population and remained there for five consecutive days. Technology Teacher on Special Assignment (Tech TOSA) Ericka Jauchen presented the technology preparations for elementary teachers to return on-campus for Hybrid teaching. Dr. Jay Greenlinger, Director of Curriculum and Instruction talked about in-person support planned for Oak Park High School students by counselors and intervention support for students at Medea. Dr. Greenlinger also addressed parents' concerns about curriculum standards not being covered in some 7th and 8th-grade math courses and shared that he would provide a plan to address these gaps in standards at the March meeting. Board requested as part of the plan to include options to help the students before the end of the school year to try and complete the material. Susan Roberts, Director of Pupil Services, provided an update on the in-person services being provided to students with special needs in small group cohorts.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting January 19, 2021 and Special Closed Session Meeting held on January 27, 2021](#)
- b. [Approve Public Employee/Employment Changes 01CL24882-01CL24892 & 01CE10659-01CE10690](#)
- c. [Ratify Purchase Orders - January 1 – January 31, 2021](#)
- d. [Approve Notice of Completion Modular Manufacturing Services Contract for Project 20-11S, Restroom Upgrades at Red Oak Elementary School](#)

B2. BUSINESS SERVICES

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

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

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

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

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education authorized Measure S Project 21-01S, Field Turf Replacement and Field Upgrades at Oak Park High

School and Approve Associated Contract with the contingency that the contract would be reviewed by the District's legal counsel prior to signing. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

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

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the Integrated Asset Management and Help Desk Ticketing System Contract with IncidentIQ. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. [Approve a 1-year Renewal Agreement with Christy White Associates for Auditing Services for Fiscal year 2020-2021](#)

On motion of Tina Wang, seconded by Derek Ross, the Board of Education approved the 1-year Renewal Agreement with Christy White Associates for Auditing Services for Fiscal year 2020-2021. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. [Approve Appointments to the Oak Park Citizens' Oversight Committee](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the appointment of Aprylle Beck and Christopher (CJ) O'Keeffe to serve a two-year term on the 7-member citizens' oversight committee. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B3. CURRICULUM AND INSTRUCTION

a. [Approve Resolution #2021-02 Oak Park Education Foundation to Offer Fee Based Summer School Program](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved Resolution #2021-02 Oak Park Education Foundation to Offer Fee Based Summer School Program with the provision that any OPHS student who qualifies for the Free/Reduced Lunch Program will have access to Summer School at no cost to them. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. [Approve Agreement Between Ventura County Office of Education and Oak Park School District for Library Support Services](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Agreement Between Ventura County Office of Education and Oak Park School District for Library Support Services. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. [Approve Addition of Academic Weighted GPA on Oak Park High School Transcripts](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the Addition of Academic Weighted GPA on Oak Park High School Transcripts. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B4. HUMAN RESOURCES

a. [Approve Resolution #2021-03 Release Temporary Certificated Employees #1 Through #13](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Resolution #2021-03 Release Temporary Certificated Employees #1 Through #13. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. [Approve Resolution #2021-04 Reducing or Discontinuing Particular Kinds of Service for Certificated Employees](#)

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education approved Resolution #2021-04 Reducing or Discontinuing Particular Kinds of Service for Certificated Employees. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. [Approve Resolution #2021-05 Determination of Seniority Among Employees with the Same Seniority Date \(“Tie Breaker Resolution”\)](#)

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved Resolution #2021-05 Determination of Seniority Among Employees with the Same Seniority Date (“Tie Breaker Resolution”). Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. [Approve the Revised Job Description and Salary Schedule Placement for the Position of Director of Student Support and School Safety](#)

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved Revised Job Description and Salary Schedule Placement for the Position of Director of Student Support and School Safety. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. [Re-designate the Position of the Current Executive Assistant as Executive Assistant and Communications Coordinator and Approve Revised Job Description and Salary Schedule Placement](#)

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education approved the re-designation of the Position of the Current Executive Assistant as Executive Assistant and Communications Coordinator and Approve Revised Job Description and Salary Schedule Placement. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B5. BOARD

a. [Approve 2021 CSBA Delegate Assembly Election of Candidates](#)

On motion of Allen Rosen, seconded by Tina Wang, the Board of Education approved Jerri Mead (Santa Paula USD) and Matthew Almaraz (Ventura USD) for the 2021 Delegate Assembly ballot. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

At 10:29 pm on the motion on Allen Rosen, seconded by Derek Ross the board extended the meeting to 11pm.

B6. BOARD POLICIES

a. [Approve Amendment to Board Policy and Administrative Regulation 0430 Comprehensive Local Plan for Special Education – First Reading](#)

b. [Approve Amendment to Board Policy and Administrative Regulation 6159 Individualized Education Program – First Reading](#)

c. [Approve Amendment to Administrative Regulation 6159.1 Procedural Safeguards for Special Education – First Reading](#)

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

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Board policies listed under items B.6.a through B.6.d. as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. [Approve Amendment to Board Bylaw 9012 Board Member Electronic Communications – First Reading](#)

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education approved Board 9012 Board Member Electronic Communications as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

f. [Approve Amendment to Board Bylaw 9320 Meetings and Notices – First Reading](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved

Board Bylaw 9320 Meetings and Notices as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

REPORT ON CLOSED SESSION

Board President, Allen Rosen, reported that the Board took no action in closed session at this meeting and Mr. Rosen reported that the Board took no action in closed session at the January 27, 2021 meeting as well.

VIII. OPEN DISCUSSION

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

The Board discussed who would be participating in the legislative action week. Ragini to send more information to the Board regarding the date and event details.

The Board asked that the next meeting be held in G9 where members of the Board and staff could attend in person. The meeting room would be closed to the public due to social distancing rules in effect due to the COVID-19 pandemic. The meeting will still be broadcast on livestream for the public to view.

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting held on February 16, 2021 is declared adjourned at 10:47 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

2-22-2021 #1021

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 6:20 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on February 22th. Members of the public were able to submit public comments via an online form which opened at 5:30 pm on the day of the meeting and remained open for submission of comments until the Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

ADJOURN TO CLOSED SESSION

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

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

The Board adjourned to Closed Session at 5:22 p.m.

There being no further business before this Board, the special meeting held on February 22, 2021 is declared adjourned at 7:27 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

3-1-2021 #1022

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 6:03 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on March 1st. Members of the public were able to submit public comments via an online form which opened at 5:30 pm on the day of the meeting and remained open for submission of comments until the Board recessed to closed session.

BOARD PRESENT

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

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Stewart McGugan, Assistant Superintendent, Human Resources, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

ADJOURN TO CLOSED SESSION

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

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

B. PUBLIC EMPLOYEE EMPLOYMENT: Middle School Principal

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

There being no further business before this Board, the special meeting held on March 1, 2021 is declared adjourned at 7:08 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: MARCH 16, 2021
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24893	Akram Askarnia	Campus Supervisor	2/22/2021	General	\$19.92	OHES
CL24894	Michael Bartolucci	Campus Supervisor	2/22/2021	General	\$19.92	ROES
CL24895	Beth Bergner	Campus Supervisor	2/22/2021	General	\$19.92	ROES
CL24896	Michael Best	Campus Supervisor	2/22/2021	General	\$15.83	BES/ OPHS
CL24897	Evan Blank	Campus Supervisor	2/22/2021	General	\$19.92	ROES
CL24898	Patricia Bordner	Campus Supervisor	2/22/2021	General	\$19.92	BES
CL24899	Sorcoro Buchanan	Campus Supervisor	2/22/2021	General	\$19.92	OHES
CL24900	Lucia Choquette	Campus Supervisor	2/22/2021	General	\$19.92	ROES
CL24901	Nancy Corley	Campus Supervisor	2/22/2021	General	\$19.92	OHES
CL24902	Ryan Coronel	Campus Supervisor	2/22/2021	General	\$19.92	ROES
CL24903	Aura Diaz	Campus Supervisor	2/22/2021	General	\$19.92	ROES/O PHS
CL24904	Dawn Ducich	Campus Supervisor	2/22/2021	General	\$19.92	OHES/ MCMS
CL24905	Sue Ann Dumpel	Campus Supervisor	2/22/2021	General	\$19.92	BES
CL24906	Parandzem Eremian	Campus Supervisor	2/22/2021	General	\$19.92	BES/ MCMS
CL24907	Janice Fagan	Campus Supervisor	2/22/2021	General	\$17.72	ROES/ MCMS
CL24908	Jerry Frizell	Campus Supervisor	2/22/2021	General	\$19.92	BES/ OPHS
CL24909	David Garica	Campus Supervisor	2/22/2021	General	\$17.72	OHES/ OPHS
CL24910	Lynne Hoffman	Campus Supervisor	2/22/2021	General	\$19.92	ROES
CL24911	Lynne Katz	Campus Supervisor	2/22/2021	General	\$19.92	OHES
CL24912	Martin Kilner	Campus Supervisor	2/22/2021	General	\$18.79	OHES/ OPHS

TO: MEMBERS, BOARD OF EDUCATION
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SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL24913	Hai Hong Lac	Campus Supervisor	2/22/2021	General	\$16.75	BES
CL24914	Wendy LaCasse	Campus Supervisor	2/22/2021	General	\$19.92	BES/ MCMS
CL24915	Helen Massaband	Campus Supervisor	2/22/2021	General	\$19.92	BES
CL24916	Roxana Mora	Campus Supervisor	2/22/2021	General	\$19.92	OHES/O PHS
CL24917	Nooshin Nemati	Campus Supervisor	2/22/2021	General	\$17.72	ROES
CL24918	Susan O'Connor	Campus Supervisor	2/22/2021	General	\$19.92	OHES/ MCMS
CL24919	Claudette Paraltici	Campus Supervisor	2/22/2021	General	\$19.92	BES/ OPHS
CL24920	Stacey Pisarcik	Campus Supervisor	2/22/2021	General	\$19.92	OHES
CL24921	Zahra Sadighi	Campus Supervisor	2/22/2021	General	\$19.92	BES
CL24922	Tina Skultety	Campus Supervisor	2/22/2021	General	\$19.92	OHES
CL24923	Lynda Spellman	Campus Supervisor	2/22/2021	General	\$19.92	ROES/ MCMS
CL24924	Marty Therrien	Campus Supervisor	2/22/2021	General	\$19.92	BES/ MCMS
CL24925	Lisa Williams	Campus Supervisor	2/22/2021	General	\$19.92	BES
CL24926	Molly Bauer	Instructional Assistant I - PE	2/22/2021	General	\$20.57	ROES
CL24927	Gretchen Van Fossen	Instructional Assistant I - PE	2/22/2021	General	\$20.57	BES
CL24928	Alana Gurian	Campus Supervisor Temp	2/22/2021	General	\$15.83	BES
CL24929	Mridusmita Goswami	Instrustional Assistant II SpEd SUB	2/22/2021	Special Ed	\$17.69	DO
CL24930	Brad Anderson	Custodian Sub	2/22/2021	General	\$19.83	DO
CL24931	Serapio Reyfa	Custodian Part-time Temp	2/22/2021	General	\$19.83	BES

TO: MEMBERS, BOARD OF EDUCATION
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DATE: MARCH 16, 2021
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24932	Sloane Powers	Instructional Assistant III - ELL	2/22/2021	General	\$24.98	OHES
CL24933	Gio Fernando Franco	Instructional Assistant III - Behavior	2/26/2021	Special Ed	\$21.26	ROES
CL24934	Manju Nair	Instructional Assistasnt I -Math	3/8/2021	PTA	\$20.57	BES
CL24935	Shannon Neville	Instructional Assistant I - PE	2/22/2021	General	\$17.31	OHES
CL24936	Adrianna Alejo	Instructional Assistant II SpEd	3/15/2021	Special Ed	\$17.69	OHES
CL24937	Faith Wayne	Instructional Assistant II SpEd - LOA	2/5/2021	Special Ed	\$22.28	OPNS
CL24938	Amanda Chin	From SUB IAI SpEd to Reg IA I SpEd	2/8/2021	Special Ed	\$19.83	ROES
CL24939	Kelsey Dunn	From SUB IAI SpEd to Reg IA I SpEd	2/8/2021	Special Ed	\$19.83	BES
CL24940	Sadaf Farooqui	From Sub Campus Supervisor to Temp Campus Superviosr	2/22/2021	General	\$16.75	BES
CL24941	Traci Baron	From Sub Campus Supervisor to Temp Campus Superviosr	2/22/2021	General	\$19.92	ROES
CL24942	Ariel Jala	From Sub Custodian to Temp Custodian	2/22/2021	General	\$19.92	ROES
CL24943	Gerardo Guzman	From Sub Custodian to Temp Custodian	2/22/2021	General	\$19.92	ROES
CL24944	Judy Gorman	From IA I Literacy & Numeracy to Campus Supervisor	2/22/2021	General	\$19.92	ROES
CL24945	Mauren Young	Food Service Assistant I - Return to Work from LOA	4/1/2021	Fund 130	\$19.92	BES
CL24946	Faith Wayne	Instructional Assistant II SpEd - Rtn from LOA & Decrease in hours to 15 HRs. /wk	3/3/2021	Special Ed	\$22.28	OPNS
CL24947	Abimael Cortes Carrillo	From Sub Custodian to Temp Custodian	3/8/2021	General	\$24.98	OPHS
CL24948	Noah Cuning	From Computer Technician to Computer Technician Lead	3/17/2021	General	\$26.91	DO

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL24949	Julia Meyers	Instructional Assistant III Behavior	3/3/2021	Resignation	\$23.89	ROES
CL24950	Debbie Cooper	Administrative Assistant - HR	6/30/2021	Retirement	\$5,802.84	DO
CL24951	Jessica Hall	Instructional Assistant I L&N	2/23/2021	Resignation	\$18.31	ROES
CL24952	Molly Bauer	Instructional Assistant I - PE	3/1/2021	Resignation	\$20.57	ROES
CL24953	Aira Paul	Campus Supervisor	2/22/2021	Resignation	\$15.83	ROES/O PHS

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

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site	
01CE10691	Jennifer Da Casta	Principal	7/1/2021	General	MCMS	
01CE10692	Anne Jenks	Interim Dean	3/1-3/31/2021	General	MCMS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10693	Francisco Henning	Spanish Translation	2//1-5/27/2021	MHSS Grant	\$500.00	DO
01CE10694	Kathy Strong	Class Size Overages February	3/1/2021	General	\$90.00	ROES
01CE10695	Amy Buccino	Class Size Overages February	3/1/2021	General	\$105.00	ROES
01CE10696	Jamie Brown	Class Size Overages February	3/1/2021	General	\$180.00	ROES
01CE10697	Nina Johnson	Class Size Overages February	3/1/2021	General	\$270.00	ROES
01CE10698	Maureen McDowell	Class Size Overages February	3/1/2021	General	\$270.00	ROES
01CE10699	Sheri Merfeld	Class Size Overages February	3/1/2021	General	\$360.00	ROES
01CE10700	Kari Share	Class Size Overages February	3/1/2021	General	\$95.00	ROES
01CE10701	Tim Chevalier	Class Size Overages February	3/1/2021	General	\$32.00	OPHS
01CE10702	Jen Hankins	Class Size Overages February	3/1/2021	General	\$46.00	OPHS
01CE10703	Russ Peters	Class Size Overages February	3/1/2021	General	\$6.00	OPHS
01CE10704	Michelle Williams	Class Size Overages February	3/1/2021	General	\$180.00	OHES
01CE10705	Joy Reints	Class Size Overages February	3/1/2021	General	\$270.00	OHES
01CE10706	Lianne Arnold	Class Size Overages February	3/1/2021	General	\$180.00	OHES
01CE10707	Denise Wall	Class Size Overages February	3/1/2021	General	\$110.00	OHES
01CE10708	Kim Annino	Class Size Overages February	3/1/2021	General	\$45.00	BES
01CE10709	Barbie Lee	Class Size Overages February	3/1/2021	General	\$45.00	BES
01CE10710	Kellie Milbourn	Class Size Overages February	3/1/2021	General	\$90.00	BES
01CE10711	Tawnya Watson	Class Size Overages February	3/1/2021	General	\$180.00	BES
01CE10712	Michelle Varju	Class Size Overages February	3/1/2021	General	\$180.00	BES
01CE10713	Allison Gerin	Class Size Overages February	3/1/2021	General	\$120.00	BES
01CE10714	Jessica Kudlacek	Dungeons & Dragons Club Advisor	2/10-5/14/2021	PFA	\$250.00	MCMS
01CE10715	Katie Wilsker	Enviromental Club	1/6-5/19/2021	PFA	\$250.00	MCMS
01CE10716	Kim Connelly	TUPE Training	2/10/2021	TUPE	\$50.00	MCMS
01CE10717	Christine Fersht	TUPE Training	2/10/2021	TUPE	\$50.00	MCMS
01CE10718	Kim Winthrop	TUPE Training	2/10/2021	TUPE	\$50.00	MCMS
01CE10719	Cathy Norton	TUPE Training	2/10/2021	TUPE	\$50.00	MCMS
01CE10720	Kim Sonnabend	TUPE Training	2/10/2021	TUPE	\$50.00	MCMS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site
01CE10721	Allison Kerr	Maternity Leave	2/1/2021	General	OPHS
01CE10722	Brad Benioff	Director Student Support & Sch Safety	7/1/2021	General	DO
01CE10723	Spencer Guidetti	.8 FTE to .7 FTE	3/1/2021	General	OPIS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 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
01CE10724	Julie Ross	Counselor	5/27/2021	Retirement	OPHS
01CE10725	Holly Baxter	Counselor	5/27/2021	Resignation	DO/ROES
01CE10726	Kevin Buchanan	Principal	6/30/2021	Resignation	OPHS

Prepared by:
Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – FEBRUARY 1 THROUGH FEBRUARY 28, 2021

CONSENT

ISSUE: Shall the Board ratify the following purchase orders issued for the period February 1 through February 28, 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 February 1 through February 28, 2021.

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

RECOMMENDATION: Alternative No. 1

Prepared by:

Byron Jones, Director Fiscal Services

Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 02/01/2021 - 02/28/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4330	Other Materials and Supplies N				
B21-00021	Do-It Center	012	DISC: Custodial /maintenance supplies	010-4330	800.00
B21-00052	Ferguson Enterprises #1350	004	2020/2021 PO for Parts & Supplies	010-4330	2,900.00
B21-00054	Dunn-Edwards Corporation	004	2020/2021 Paint & Supplies	010-4330	1,500.00
B21-00086	Regency Enterprises, Inc	013	Lighting/Custodial/Mat & Supplies	010-4330	800.00
P21-00342	Carbide 3D LLC	013	CNC Router/Oth Supply/Engineering Design/CTEIG	010-4330	3,088.80
P21-00364	Herff Jones	024	Honor Cords	010-4330	243.44
Total:010-4330 Other Materials and Supplies N					9,332.24
010-4410	Equipment New Non-Capitalized				
TB21-00015	Monoprice	007	COVID Tech Supplies #032433	010-4410	5,000.00
Total:010-4410 Equipment New Non-Capitalized					5,000.00
010-5200	Travel and Conference				
P21-00359	VCOE	006	VCOE payment for 2020-21 Teache/Adminr Induction	010-5200	26,575.00
Total:010-5200 Travel and Conference					26,575.00
010-5600	Rents, Leases, and Repairs				
B21-00026	Pitney Bowes Lease Global	012	Open PO for postage machine lease	010-5600	1,050.00
B21-00210	SiteOne Landscape Supply, LLC	004	WeatherTrak Pro3 Upgrade from Pro 2 DW	010-5600	27,942.98
B21-00212	Channel Islands Roofing	004	2020/2021 Open PO for Roof/ Gutter Repairs	010-5600	3,000.00
P21-00339	ChargePoint, Inc.	004	Upgrade 10 Chargepoints to 4G Districtwide	010-5600	6,854.25
P21-00340	Rose Brand Wipers Inc dba Rose Brand	004	Drapes and side curtains for BES	010-5600	6,453.36
P21-00344	Fence Factory	004	Supply/install swing gate @Brookside ES	010-5600	2,588.80
P21-00345	Also Energy Inc	000	Renew OPHS Solar PV 12/2020-12/2021	010-5600	523.00
P21-00346	Taft Electric Company	004	Replace Musco Light Feeder Box Cable OPHS	010-5600	2,625.00
P21-00348	NIMCO INC DBA Mobile Lift Gate Service	004	Lift Gate Repair Ford Transit Van	010-5600	1,395.59
P21-00349	Signature Signs	004	Building Address Replacement @ROES	010-5600	711.35
P21-00352	Reliable Floor Coverings, Inc	004	Replace carpet tile in Classroom #215 @BES	010-5600	4,910.00
P21-00353	REC Solar Commercial Corp	004	Diagnose Inverter A1 and restore @BES	010-5600	721.41
P21-00354	Cold Tech Refrigeration	000	Service Calls to OPHS/OPIS	010-5600	285.73
P21-00355	Reliable Floor Coverings, Inc	004	Replace carpet tile in H Classrooms @OPHS	010-5600	28,283.00

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 02/01/2021 - 02/28/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P21-00357	Reliable Floor Coverings, Inc	004	Replace carpet tile in several classrooms@ROES	010-5600	28,658.00
P21-00358	Ecobee Ltd.	004	Ecobee Service Agreement	010-5600	4,800.00
Total:010-5600 Rents, Leases, and Repairs					120,802.47
010-5820	Other Operating Expense				
B21-00040	California Pest Management	004	2020/2021 School Pest Monthly Management Svcs	010-5820	14,086.29
B21-00192	Tori Nisperos	013	AP Reader/PFA Funded	010-5820	5,000.00
B21-00211	Alba-Walker Life Strategies	000	2020/2021 Diversity Training	010-5820	1,200.00
P21-00338	Anti-Defamation League	013	Classroom Training/CTEIG/Edu	010-5820	50.00
P21-00341	Homeboy Industries	013	Awareness Week Speaker/CTEIG/Education	010-5820	500.00
P21-00347	Leadership Associates, LLC	002	Superintendent Search Services 2020-21	010-5820	23,500.00
P21-00350	Laserbits, Inc. dba Johnson Plastic Plus	013	Awards/Other/Exp/Disc	010-5820	100.67
P21-00356	Change Academy at Lake of the Ozarks, LLC	000	2020/2021 - SpEd - NPS Residential School	010-5820	88,801.84
P21-00360	CR Print	004	Culmination Yard Signs	010-5820	2,110.68
P21-00361	Herff Jones	015	OVHS Cap & Gowns	010-5820	333.29
P21-00362	Paper Direct	013	Certificates/Admn/Other Expense	010-5820	39.29
P21-00363	Memorablegifts.com Inc Att Ale x Rogers	013	Retirement/Other Exp/Disc	010-5820	182.22
P21-00365	VENTURA COUNTY STAR	006	2020-2012 Employment Ads	010-5820	6,307.00
P21-00366	Project Lead the Way (PLTW)	013	Training PLTW/CTEIG/Oth Exp/Engineering	010-5820	2,400.00
T21-00028	Incident IQ, LLC	007	Incident IQ Asset Management System	010-5820	13,694.59
Total:010-5820 Other Operating Expense					158,305.87
211-4330	Other Materials and Supplies N				
P21-00351	Office Depot Customer Service Center	004	New Classroom Entrance Carpets MCMS	211-4330	1,179.47
Total:211-4330 Other Materials and Supplies N					1,179.47
211-6209	Main Construction-Buildings				
P20-00437	SBS Corporation	004	Proj 18-21S Construction of MCMS Classroom Mods	211-6209	993,050.40
				211-6209	1,973,073.93
Total:211-6209 Main Construction-Buildings					2,966,124.33
211-6272	Construction Management Fees				
P21-00343	Balfour Beatty Construction	004	Const Mgmt Services 12/1-12/30/2020 INV 34000	211-6272	3,450.00
Total:211-6272 Construction Management Fees					3,450.00
211-6500	Equipment Replacement \$5000+				

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 02/01/2021 - 02/28/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
DIR21-00002	Reed Mechanical Systems, Inc	004	Proj 20-23S HVAC Replacement for 7 units @OHES	211-6500	34,200.00
P21-00337	M.W. Sausse & Co. Inc	004	Proj 20-23S HVAC Upgrade DW OHES MPR	211-6500	6,400.00
Total:211-6500 Equipment Replacement \$5000+					40,600.00
Total Number of POs				44	Total
					3,331,369.38

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	39	320,015.58
		Total Fiscal Year 2021	320,015.58
211	Measure S Facilities & Tech	1	993,050.40
		Total Fiscal Year 2020	993,050.40
211	Measure S Facilities & Tech	5	2,018,303.40
		Total Fiscal Year 2021	2,018,303.40
		Total	3,331,369.38

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 02/01/2021 - 02/28/2021

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4200	Other Books and Reference Mate			
P21-00135	1,787.12	010-4200	General Fund/Other Books and Reference Mate	89.85
Total:010-4200 Other Books and Reference Mate				89.85
010-4330	Other Materials and Supplies N			
B21-00152	12,600.00	010-4330	General Fund/Other Materials and Supplies N	4,097.78
Total:010-4330 Other Materials and Supplies N				4,097.78
Total PO Changes				4,187.63

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: MARCH 16, 2021

**SUBJECT: B.1.d. APPROVE STUDENT TEACHER AGREEMENT WITH CAL STATE
TEACH FEBRUARY 1, 2021 – JANUARY 31, 2024**

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with CalStateTEACH, commencing February 1, 2021 ending January 31, 2024?

STATEMENT: Board Policy 4112.21 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience. This agreement is to provide practice teaching to students enrolled in the teacher education program through CalStateTEACH to help them acquire the skills and knowledge needed to become professional teachers. Currently we have one student teacher from this university who is participating in virtual student teaching at Oak Park Unified School District.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve Student Teaching Agreement with CalStateTEACH beginning February 1, 2021 ending January 31, 2024.
2. Do not approve Student Teaching Agreement with CalStateTEACH.

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

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

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



California State University's CalStateTEACH Program

**Memorandum of Understanding and Agreement to
Provide Student Teacher Placements to University Students**

This agreement is between the Oak Park Unified School District ("District") and the California State University's CalStateTEACH Program ("University"), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Student Teaching Program through which University students enrolled in a credentialing program ("Student Teachers") will gain experience in the public school setting.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for a term of 3 years beginning February 1, 2021 and ending January 31, 2024, unless terminated sooner. Either party may terminate this Agreement on 30 days' written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES

1. The District will provide the Student Teachers with supervised clinical experience. The District's Designated Supervisor(s) will hold an appropriate degree, credential or license in the specified field, if any is required for that field, and at least five years' experience in that field. The Supervisor will provide the Student Teacher with at least two hours of face-to-face supervision per week for the duration of the internship. Supervision may be shared among more than one qualified District staff member.
2. The District will designate a member of its staff to participate with the University's designee in planning, implementing, and coordinating the Internship Program.
3. The District will maintain complete records and reports on each Student Teacher's performance and provide an evaluation to the University on forms the University shall provide.
4. The District may, in its sole discretion, refuse to accept as a participant in the Internship Program any University student assigned to participate, and, upon request of the District, University shall withdraw the assignment of any University student participant.
5. After the District accepts the assignment of a Student Teacher, the District may terminate the internship for "good cause." "Good cause" may include, but is not limited to failure to perform satisfactorily, refusal to follow District administrative policies, procedures, rules and regulations, or violation of any federal or state law. The District will immediately notify University in writing if it terminates an assignment. The District reserves the right to ban anyone from District facilities when the District finds, in its sole discretion that the presence of the person poses a threat or disrupts operations. University is responsible for informing its student participants of the provisions of this Section. District will immediately notify University, if District knows or suspects any professional or ethical or legal violations. University will cooperate with District in any investigation concerning the reported violation.



6. District shall, on any day when a Student Teacher is receiving training at its facilities, arrange for the Student Teacher to receive any necessary emergency health care or first aid for accidents occurring in its facilities. Except as provided in this paragraph, District shall have no obligation to furnish medical care, surgical care or other health care to any Student Teacher.
7. The District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". The District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. The District to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable governmental directives are modified, changed or updated, the District will take the steps to comply with the modified, changed, or updated guidelines or directives. If at any time the District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify Dr. Nan Barker (Regional Director).

UNIVERSITY RESPONSIBILITIES

1. University will work collaboratively with the District's HR department, school site administration, and staff in the assignment of the Student Teacher.
2. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
3. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by a Student Teacher in the school. University and District agree they will cooperate in any investigation concerning the reported violation.
4. University will guarantee that Student Teachers and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
5. University will instruct Student Teachers in state laws regarding child abuse reporting, sexual harassment and professional conduct.
6. University supervisors will conduct systematic and regular observations of Student Teachers' performances in the District's classrooms.
7. University will be responsible for ensuring that Student Teachers have appropriate insurance coverage.

STUDENT TEACHER RESPONSIBILITIES

1. Provide the District with the following documentation:
 - a. a copy of the letter from the University assigning the student to the District.
 - b. a background check fingerprint clearance report.
 - c. a negative tuberculosis test result, and
2. Comply with all applicable terms and provisions of this Agreement while serving as a Student Teacher.
3. Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as a Student Teacher.



4. Provide services to District pupils only under the direct supervision of District staff.
5. Maintain the confidentiality of pupil information. No Student Teacher will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the internship program. The discussion, transmission, or narration in any form by Student Teachers of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the internship program is forbidden except as a necessary part of the practical internship experience. Otherwise, Student Teachers shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with University, its employees, agents or others.

STATUS OF DISTRICT AND UNIVERSITY STUDENTS

The parties expressly understand and agree that all University students serving as Student Teachers in District schools pursuant to this Agreement are doing so for educational purposes only, and Student Teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. It is the responsibility of University to provide notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the termination or expiration of this Agreement.

LIABILITY INSURANCE & WORKERS' COMPENSATION

The University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than \$1 million per loss and damage to property of others up to \$5,000 per incident), with extended reporting period of three (3) years, covering Student Teachers, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a minimum of Five Million Dollars (\$5,000,000) per occurrence and Twenty-Five Million Dollars (\$25,000,000) in aggregate throughout the course of this Agreement.

Further, University shall provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. University also agrees to maintain statutory Workers' Compensation coverage on Student Teachers, any individuals characterized as employees of University and instructors working at District pursuant to this Agreement at all times during the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The University is permissibly self-insured through the State of California for automobile liability.



The District shall be named as an additional insured or covered party on the liability coverages maintained by the University set forth above, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least \$1 million per claim per occurrence/ \$2 million aggregate.

NO WORKERS' COMPENSATION LIABILITY

The Parties agree that the District is not to assume, nor shall it assume by this Agreement any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any Student Teacher or University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the internship placement sites. University shall provide written notice to each Student Teacher regarding the lack of coverage of Workers' Compensation insurance by the District.

INDEMNIFICATION

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

ADDITIONAL PROVISIONS

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.
3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.
4. In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law.



5. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
6. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.
7. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument.

Signed this _____ date of _____.

School District Designee

Brian Cotham, Director of Procurement and Support Services
California State University's CalStateTEACH

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.2.a. ACCEPT ANNUAL AUDIT REPORTS FOR FISCAL YEAR 2019-2020

ACTION

ISSUE: Shall the Board receive and accept the annual financial audit reports for fiscal year 2019-20?

BACKGROUND: As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2020. The audit report, prepared by the accounting firm of Christy White Accountancy Corp., may be accessed at the following link: <http://bit.ly/2PgJWdY>. Acceptance of the annual audits fulfills the Board's obligation as required by EC 41020 and Article XIII.B of the State Constitution.

The financial and performance audits of Fund 211 (Measure S), Fund 212 (Measure C6), and Fund 213 (Measure R), and two selected auxiliary organizations will be presented to the Board on or before the April meeting.

FISCAL IMPACT: None; the Annual Financial Audit Report is generated in compliance with EC 41020 and Article XIII.B of the State Constitution.

ALTERNATIVES: 1. Accept as record the 2019-20 annual audit report.
2. Do not accept the 2019-20 annual audit reports.

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	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.2.b. RATIFY MEASURE S PROJECT 21-02S ENTRY SIGN FOR MEDEA CREEK MIDDLE SCHOOL AND ASSOCIATED CONTRACT OF SERVICES

ACTION

ISSUE: Shall the Board of Education approve an agreement with Signature Signs for fabrication and installation services for Project 21-02S, Entry Sign for Medea Creek Middle School to be funded from the Measure S bond fund?

BACKGROUND: The existing entry sign for Medea Creek Middle School is original to the campus, difficult to read, and is in need of replacing. This project has been discussed by the Measure S Planning Committee at multiple meetings. At their February 22, 2021 meeting, the committee reviewed and approved the design of the new sign. Additionally, this project is included in the Measure S Master Plan that was approved by the Board on October 15, 2019. Demolition of the existing sign will be done by the District's Maintenance and Operations Department. The contract with Signature Signs is for the fabrication and installation of a new sign.

FISCAL IMPACT: The cost of this project is \$14,899.70 and is to be funded by the Measure S bond fund.

ALTERNATIVES:

1. Ratify Measure S Project 21-01S and associated agreement with Signature Signs.
2. Do not ratify.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



2635 Lavery Court, Unit 1, Newbury Park, CA 91320
Ph: (805) 499-3343 Fax: (805) 499-4636
www.sigsigsigns.com

Oak Park Unified School District
Brendan Callahan
5801 E. Conifer St.
Oak Park, CA 91377

PROPOSAL

Date 2/20/2021 Proposal # 2021-13903

Ship To

Medea Creek Middle School
1002 Doubletree Rd.
Oak Park, CA 91377

Description	Qty	Rate	Total
SINGLE-SIDED CUSTOM MONUMENT SIGN OPT 3 (CONCRETE & MATERIALS) -- To be fabricated as follows (refer to art proof updated 02/18/2021): Freestanding "pour-in-place" reinforced concrete monument sign to measure approx. 72"H x 108"W x 8"D above grade. Sign will be installed atop a reinforced concrete pad footing, approx. 18-24"D for stability and to raise the bottom edge of sign +/-2" above grade. Monument will have 1"D inset reveal for the entire face, creating a raised perimeter border. All will have a troweled stucco finish, painted light gray or off-white(eggshell or satin.) Quote includes fabrication of custom concrete forms and molds for logo and reveal insets.	1	2,240.00	2,240.00T
SIGN LETTERS & LOGO -- To be fabricated as follows: Letters reading "Medea Creek Middle School" (7"H) and underscore will be waterjet-cut from 0.375" thick aluminum. "1002 Doubletree Road" (4.25"H) will be cut from 0.25" thick aluminum. All letters will be painted Pantone 4141c and tapped on reverse for installation FLUSH to monument face with threaded studs & silicone adhesive. OPUSD Logo will be a machined aluminum plaque measuring approx. 20.0"H x 29.25"W. Inset border, text and graphics will be recessed, paint filled Pantone 1414c. Background will be raised, brushed horizontal grain with satin clear coat. Logo will be RECESSED into a 0.5"D secondary inset reveal.	1	1,020.00	1,020.00T
ON-SITE LABOR -- Installation labor as required to set forms, pour footing and wall, concrete finishing & smooth coat, and installation of logos & lettersets. Sign is to be set in landscaping at 45 angle to roadway intersection (same as existing). Demolition and removal of existing sign and footing are not included.*	1	11,180.00	11,180.00

Subtotal

Sales Tax (9.5%)

Grand Total

Due Upon Acceptance: \$7,449.85

Due Upon Completion:* \$7,449.85

*Plus applicable permit fees, change orders, and/or additional items.

Signature Signs Inc. is Licensed, Bonded & Insured, CL# 891120

Proposal is valid for 30 Days, unless extended by Issuer.

Past-Due invoices subject to a monthly late fee of 1.5% (minimum \$20).

Client Signature of Acceptance: Brendan Callahan

Date: 2/22/21

Phone: (818) 355-7176 Cell Email: bcallahan@opusd.org



2635 Lavery Court, Unit 1, Newbury Park, CA 91320
Ph: (805) 499-3343 Fax: (805) 499-4636
www.sigsigns.com

Oak Park Unified School District
Brendan Callahan
5801 E. Conifer St.
Oak Park, CA 91377

PROPOSAL

Date 2/20/2021 Proposal # 2021-13903

Ship To

Medea Creek Middle School
1002 Doubletree Rd.
Oak Park, CA 91377

Description	Qty	Rate	Total
<p>DESIGN SERVICES -- Art proof(s) have been provided to Client for a flat fee. Includes initial proof and up to two additional revisions; additional proofs, if required, will be invoiced at \$25 each.</p> <p>NOTES/EXCLUSIONS:</p> <p>* Demolition and haul-away of existing concrete monument sign and footing IS NOT INCLUDED; are to be provided BY OTHERS prior to sign installation.</p> <p>Removal of excavated soil and plantings is not included; soil will be relocated on-site within reasonable proximity. If required, Dumpster rental will be at additional cost.</p> <p>Although great care will be exercised, Signature Signs is not responsible for damage to landscaping or irrigation systems. Client is advised that landscaping restoration will be needed following sign installation.</p> <p>Changes in sign size, fabrication or installation requirements or other specifications per Client may be at additional cost, subject to Change Order or proposal revision.</p> <p>Final monument and letter colors are to be verified by Client.</p> <p>Sign location shown on rendering is preliminary and subject to adjustment to accommodate existing utilities or other obstructions that may impeded sign visibility.</p> <p>Signature Signs reserves the right to make "minor" adjustments in sign sizes, materials or fabrication methods as required to produce signage consistent with the requirements described above.</p> <p>PERMITS NOT INCLUDED -- It is presumed that Permits from City and/or School District are not required for this project. To the extent required, Client will be solely responsible for obtaining permit(s) and applicable District clearance(s).</p> <p>TIMELINE: Please allow approx. 6-8 weeks for project completion following receipt of approved proposal, artwork and receipt of deposit. Multiple trips to jobsite will be required, as well as extended cure time for concrete footing and wall, plus plaster and paint application.</p>	1	150.00	150.00

Signature Signs Inc. is Licensed, Bonded & Insured, CL# 891120

Proposal is valid for 30 Days, unless extended by Issuer.

Past-Due invoices subject to a monthly late fee of 1.5% (minimum \$20).

Client Signature of Acceptance: Brendan Callahan

Date: 2/22/21

Phone: (818) 355-7176 Cell Email: bcallahan@opusd.org

Subtotal \$14,590.00

Sales Tax (9.5%) \$309.70

Grand Total \$14,899.70

Due Upon Acceptance: \$7,449.85

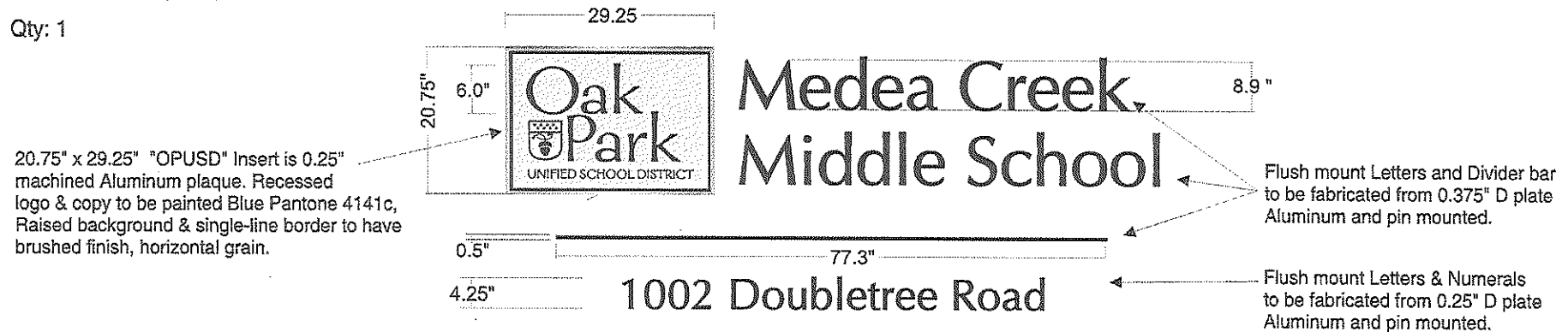
Due Upon Completion:* \$7,449.85

*Plus applicable permit fees, change orders, and/or additional items.

Concrete Monument Sign (Replacement) Option 3

8" Thick pour-in-place concrete sign with formed inset reveal & smooth stucco finish. 0.375" Thick Aluminum Letters and OPUSD Plaque to be painted to match Pantone 4141c (satin).

Qty: 1

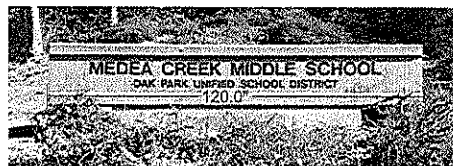


1.0" D Face inset reveal

0.5" D plaque inset reveal

72.0"

Existing



+/- 2.0" H concrete pad above grade

CALIC. #891120



PH: (805)499-3343
FAX: (805)499-4636
www.SigSigns.com

2635 LAVERY CT, UNIT #1
NEWBURY PARK, CA 91320

Project:	Monument Sign (Replacement)	Date:	02/18/2021
Client:	Medea Creek Middle School	Revision:	1 2 3 4 5
Address:	1002 Doubletree Rd., Oak Park, CA	Rep:	Mark
File:	Medea Creek Middle School - Monument Sign Replacement - Concrete Option 3	Designer:	Rich
Client Approval Signature:			
		Date:	2/22/21

© 2021 Signature Signs Inc. All Rights Reserved.
This illustration is the intellectual property of Signature Signs and protected by all applicable Copyright laws. It is provided to the Client for the purposes of evaluation and approving sign design(s) that are presented to be later fabricated and/or installed by the Company. Distribution to, or use of, this document by parties other than the Client for whom it was prepared, and appropriate third-party entities who must approve the design prior to its fabrication and/or installation, is expressly prohibited without prior written consent.
Signature Signs reserves the right to collect from Client appropriate fees for graphic services rendered should the design (whether identical or substantially similar) be fabricated and installed by third party without express consent.

SIGNATURE SIGNS, INC.
2635 Lavery Court, Unit 1
Newbury Park, CA 91320

Date 2/23/2021
Invoice # 2021-12972

INVOICE

Oak Park Unified School District
Brendan Callahan
5801 E. Conifer St.
Oak Park, CA 91377

Ship to:
Medea Creek Middle School
1002 Doubletree Rd.
Oak Park, CA 91377

Description	P.O. No.	Rep	Terms	
	TBD	Mark	50% Dep, Bal. Upon Co...	
	Qty	Rate	Amount	
50% DEPOSIT DUE TO START				
SINGLE-SIDED CUSTOM MONUMENT SIGN OPT 3 (CONCRETE & MATERIALS) -- To be fabricated as follows (refer to art proof updated 02/18/2021): Freestanding "pour-in-place" reinforced concrete monument sign to measure approx. 72"H x 108"W x 8"D above grade. Sign will be installed atop a reinforced concrete pad footing, approx. 18-24"D for stability and to raise the bottom edge of sign +/-2" above grade. Monument will have 1"D inset reveal for the entire face, creating a raised perimeter border. All will have a troweled stucco finish, painted light gray or off-white(eggshell or satin.) Quote includes fabrication of custom concrete forms and molds for logo and reveal insets.	0.5	2,240.00	1,120.00T	
SIGN LETTERS & LOGO -- To be fabricated as follows: Letters reading "Medea Creek Middle School" (8.9"H) and underscore will be waterjet-cut from 0.375" thick aluminum. "1002 Doubletree Road" (4.25"H) will be cut from 0.25" thick aluminum. All letters will be painted Pantone 4141c and tapped on reverse for installation FLUSH to monument face with threaded studs & silicone adhesive. OPUSD Logo will be a machined aluminum plaque measuring approx. 20.0"H x 29.25"W. Inset border, text and graphics will be recessed, paint filled Pantone 1414c. Background will be raised, brushed horizontal grain with satin clear coat. Logo will be RECESSED into a 0.5"D secondary inset reveal.	0.5	1,020.00	510.00T	
ON-SITE LABOR -- Installation labor as required to set forms, pour footing and wall, concrete finishing & smooth coat, and installation of logos & lettersets. Sign is to be set in landscaping at 45 angle to roadway intersection (same as existing). Demolition and removal of existing sign and footing are not included.*	0.5	11,180.00	5,590.00	
DESIGN SERVICES -- Art proof(s) have been provided to Client for a flat fee. Includes initial proof and up to two additional revisions; additional proofs, if required, will be invoiced at \$25 each.	0.5	150.00	75.00	

Subtotal
Sales Tax (9.5%)
GRAND TOTAL
Deposits/Payments
NOW DUE

Phone: (805) 499-3343 Fax: (805) 499-4636 www.sigsigns.com

Client Contact: (818) 355-7176 Cell bcallahan@opusd.org

Past-Due Invoices Subject to monthly late fee of 1.5% (minimum \$20)

SIGNATURE SIGNS, INC.
2635 Lavery Court, Unit 1
Newbury Park, CA 91320

Date 2/23/2021
Invoice # 2021-12972

INVOICE

Oak Park Unified School District
Brendan Callahan
5801 E. Conifer St.
Oak Park, CA 91377

Ship to:
Medea Creek Middle School
1002 Doubletree Rd.
Oak Park, CA 91377

	P.O. No.	Rep	Terms	
	TBD	Mark	50% Dep, Bal. Upon Co...	
Description	Qty	Rate	Amount	
NOTES/EXCLUSIONS:				
* Demolition and haul-away of existing concrete monument sign and footing IS NOT INCLUDED; are to be provided BY OTHERS prior to sign installation.				
Removal of excavated soil and plantings is not included; soil will be relocated on-site within reasonable proximity. If required, Dumpster rental will be at additional cost.				
Although great care will be exercised, Signature Signs is not responsible for damage to landscaping or irrigation systems. Client is advised that landscaping restoration will be needed following sign installation.				
Changes in sign size, fabrication or installation requirements or other specifications per Client may be at additional cost, subject to Change Order or proposal revision.				
Final monument and letter colors are to be verified by Client.				
Sign location shown on rendering is preliminary and subject to adjustment to accommodate existing utilities or other obstructions that may impeded sign visibility.				
Signature Signs reserves the right to make "minor" adjustments in sign sizes, materials or fabrication methods as required to produce signage consistent with the requirements described above.				
PERMITS NOT INCLUDED -- It is presumed that Permits from City and/or School District are not required for this project. To the extent required, Client will be solely responsible for obtaining permit(s) and applicable District clearance(s).				
TIMELINE: Please allow approx. 6-8 weeks for project completion following receipt of approved proposal, artwork and receipt of deposit. Multiple trips to jobsite will be required, as well as extended cure time for concrete footing and wall, plus plaster and paint application.				

Subtotal	\$7,295.00
Sales Tax (9.5%)	\$154.86
GRAND TOTAL	\$7,449.86
Deposits/Payments	\$0.00
NOW DUE	\$7,449.86

Phone: (805) 499-3343 Fax: (805) 499-4636 www.sigsigns.com

Client Contact: (818) 355-7176 Cell bcallahan@opusd.org

Past-Due Invoices Subject to monthly late fee of 1.5% (minimum \$20)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.2.c. AUTHORIZE MEASURE S PROJECT 21-03S, CORE NETWORK SWITCH REPLACEMENT AND ACCOMPANYING BASIC MAINTENANCE SERVICE CONTRACT AND DELEGATE AUTHORITY TO THE SUPERINTENDENT TO AWARD RELATED CONTRACTS

ACTION

ISSUE: Shall the Board authorize Measure S Project 21-03S, Core Network Switch Replacement to be funded from the Measure S bond fund and the basic maintenance service contract to be funded by the general fund and delegate authority to the Superintendent to award related contracts?

BACKGROUND: The district's office's core network switch, which controls the entire network across the district is 14 years old and no longer supported by the manufacturer. As part of the Measure S Master Plan that was approved by the Board on October 15, 2019, the Board is respectfully requested to authorize Measure S Project 21-03S and establish a project budget for equipment of \$50,000 to be funded from Measure S bond funds. Additionally, the Board is requested to authorize the future award of the basic maintenance service contract for all district network switches, establishing a budget of \$30,000 for the agreement. The procurement of the equipment and service agreement are being done through ERATE, which potentially qualifies the district for a 40% reduction in cost. Request for Proposals (RFPs) have been created by our ERATE consultants, Infinity Communications, with bids due by March 22.

The winning bids must be approved with contract signed by March 25, 2021 to fall within the federal deadline for ERATE contract approvals. Being that staff will need to execute the contracts prior to the April 20, 2021 board meeting to qualify through ERATE, it is requested that the Board delegate authority to the Superintendent to award and execute contracts prior to the March 25, 2021 deadline. Education Code 17604 permits the Board to delegate the authority to award contracts to the Superintendent, provided that the Board ratifies or formalizes the award at a subsequent meeting. The scope of the requested authorization is as follows: 1) the award of contracts will be limited to Measure S Project 21-03S, Core Network Switch Replacement; 2) the basic maintenance agreement for all district core switches; 3) the contracts will be awarded in strict conformance with the requirements of Public Contract Code and all other applicable law; 4) proposed contracts will be reviewed by the Superintendent and staff, considering price, quality, value and needs of the District; 5) any contracts awarded shall be presented for Board ratification at its next regular meeting after the award of the contracts.

FISCAL IMPACT: Measure S Project 21-03S is initially expected not to exceed \$50,000 and is to be funded through the Measure S bond fund. The proposed service agreement is initially expected not to exceed \$30,000 and is to be funded by the General Fund as part of the Technology Department operating budget. These costs do not include the ERATE discounts. If approved the costs will be reduced by approximately 40%.

BOARD OF EDUCATION MEETING, MARCH 16, 2021

Authorize Measure S Project 21-03s, Core Network Switch Replacement
and Accompanying Basic Maintenance Service Contract and Delegate
Authority to The Superintendent to Award Related Contracts
Page 2

- ALTERNATIVES:**
1. Authorize Measure S Project 21-03S, Core Network Switch Replacement (\$50,000) and the basic service agreement (\$30,000) and authorize limited authority to the Superintendent to award contracts for these project as specified above.
 2. Do not authorize.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.2.d. APPROVE FISCAL YEAR 2020-2021 SECOND INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS

ACTION

ISSUE: Shall the Board review and certify the 2020-21 Second Interim Financial Report and Budget Revisions?

BACKGROUND: Per Education Code Section 42131, after the adoption of the District's annual budget each June, school districts are required to certify twice a year regarding their ability to meet financial obligations for the remainder of the current fiscal year and the subsequent two fiscal years. The Second Interim report details the District's financial status and projections as of January 31. This includes anticipated revenue and expenditures for the current fiscal year, a multiyear financial projection, and the State's criteria and standards report. The certifications are as follows:

- **POSITIVE:** Will meet financial obligations for the current and two subsequent years.
- **QUALIFIED:** May not meet financial obligations for the current or two subsequent years.
- **NEGATIVE:** Unable to meet financial obligations for the current or two subsequent school years.

Staff is recommending a positive certification.

The OPUSD 2020-21 Second Interim Financial Report is available on the District's website and may also be accessed at the following link:
<http://bit.ly/2MPC2tS>

FISCAL IMPACT: None

ALTERNATIVES:

1. Certify the 2020-21 Second Interim Financial Report and Budget Revisions.
2. Do not certify the Second Interim 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 OF EDUCATION MEETING, MARCH 16, 2021

Review and certify the 2020-21 Second Interim Financial

Report and Budget Revisions

Page 2

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MARCH 16, 2021

**SUBJECT: B.3.a. REVIEW AND DISCUSS THE CHALLENGE SUCCESS SURVEY
RESULTS FOR OAK PARK HIGH SCHOOL**

INFORMATION/DISCUSSION

ISSUE: Shall the Board review and discuss Challenge Success Survey Data for Oak Park High School?

BACKGROUND: Oak Park High School administered the Challenge Success survey in January 2021. The results of this survey provide insight into student stress, wellness, sleep, views on learning, and school connectedness. The Challenge Success survey was previously administered in 2014 and 2018, and this year's results will be viewed in comparison to previous survey administrations. The results of this survey will help Oak Park High School evaluate the impact of Distance Learning and what steps can be taken to improve student wellness. The executive summary from challenge success and survey results follow for the board's review

FISCAL IMPACT: None

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

Challenge Success – Stanford Surveys of School Experiences:
Student Version – **Oak Park High School**
Winter/Spring 2021
EXECUTIVE SUMMARY REPORT

SURVEY BACKGROUND

The Challenge Success – Stanford Surveys of School Experiences are online surveys that ask students and parents to give their perspectives on a variety of areas related to their school lives. These areas include: perspectives on homework, extracurricular activities, free time, sleep, physical health, stress related to school and academics, cheating, academic engagement, teacher support, and parent expectations. The results of the student survey are intended to help your school identify students' perspectives on what the school currently does well, as well as areas for growth. The data and findings can be useful tools in guiding practice and policy changes.

Oak Park High School students took the Student Survey in **January 2021**. Approximately, **1111** students completed the high school survey. Parents were given the opportunity to opt their children out of the survey and students were asked to give their assent in order to take the survey. Student responses are confidential; students were not asked for their names, birthdates, or identification numbers.

This report summarizes key findings. The full results are available in your school's dashboard. We encourage sharing this executive summary report with key stakeholders across your school community.

KEY FINDINGS

School Perception & Health & Stress

- » **"Difficult or Stressful,"** used by 37% of students, is the most common category of words students use to describe Oak Park High School. "Challenging or Rigorous" and "Caring and Welcoming" are the next most common, used by 23% and 17% of students, respectively.
- » After being able to select multiple stressors, the most common major source of stress students experience is **"Grades, tests, quizzes, finals, or other assessments"** (70% of students). Other sources reported by more than 47% of students are: **"Overall workload and homework," "Procrastination or time management,"** and **"College/University (attendance, admissions, scholarships, etc.) and your future."**

Sleep

- » Students report getting an **average of 7.1 hours of sleep per weeknight** and the most common weekday bedtime is 12 AM. Only 6.5% of students report sleeping at least the 9 hours per night that adolescent health and sleep experts recommend for teenagers.
- » **84% of students keep their phone in their bedroom at night** and **68%** "often" or "always" use their phone as an alarm clock.

School Support & Engagement

- » **57% of students feel they have an adult they can go to at school** if they have a problem.
- » On a scale of 1 to 5, where 1 means students strongly disagree and 5 means they strongly agree, **students report an average of 3.8 (between neutral—3—and agree—4)** in response to statements indicating they feel teachers care and support them as learners.
- » On a scale of 1 to 5, where 1 means students strongly disagree and 5 means they strongly agree, **students report an average of 3.3 (between neutral—3—and agree—4)** in response to statements indicating they feel a sense of belonging at their school.
- » **60% of students are Doing School**, meaning they “often” or “always” do their work, but “rarely” or “never” enjoy or value it. An additional 25% are Purposefully Engaged, meaning they “often” or “always” do their work and value it, but “never” or “rarely” enjoy it. 8% are Disengaged, meaning they neither do, enjoy, nor find value in their schoolwork. 7% are Fully Engaged, meaning they “often” or “always” do their work, value it, and enjoy it.

Homework & Extracurriculars

- » Students do **3.1 hours of school-assigned homework per weeknight**, on average, and 2.7 hours on the weekend. They report an average heaviest load in the past week of 3.1 hours in one day.
- » **67% of students feel that half or less of their homework is useful** and **60% of students feel they have too much homework**. 74% report being “often” or “always” stressed by their schoolwork.
- » Of the students who participate in extracurriculars, the **most common types of extracurriculars are School Sports**, played by 51% of students, and **Community Service**, participated in by 29%.
- » Students report participating in an average of **8.2 hours of extracurriculars per week**.

Parent Expectations

- » **60% of students believe they can “often” or “always” meet their parents’ expectations**.
- » On a scale of 1 to 5, where 1 means students strongly disagree, and 5 means they strongly agree, **students report an average of 3.3 (between neutral—3—and agree—4)** to statements indicating that their parents hold them to high expectations.

Remote Learning

- » **In the past week, 58% of students have experienced Internet connectivity issues/no internet at home issues when completing their schoolwork**.
- » Compared to before the coronavirus impacted their community, 55% of students report that worries about college/university have increased and 63% report that strength of relationships with teachers has decreased.
- » In the remote learning environment, 69% of students report that most or all of their teachers are able to meet virtually in real time, and 25% report that most or all of their teachers understand the challenges students face right now.

Possible School Changes

- » **The most effective ways to reduce stress** and improve engagement and well-being, according to students, would be **a reduced homework load, no homework on weekends/over breaks, having teachers coordinate due dates for major projects and assessments, creating more time for students to work on homework/projects in school, and incorporating more free time into online/remote learning schedule**. Between 60% and 77% of students feel these would be “quite” or “very” effective changes.

CHALLENGE SUCCESS

Stanford Survey of School Experiences

Stanford

GRADUATE SCHOOL OF
EDUCATION

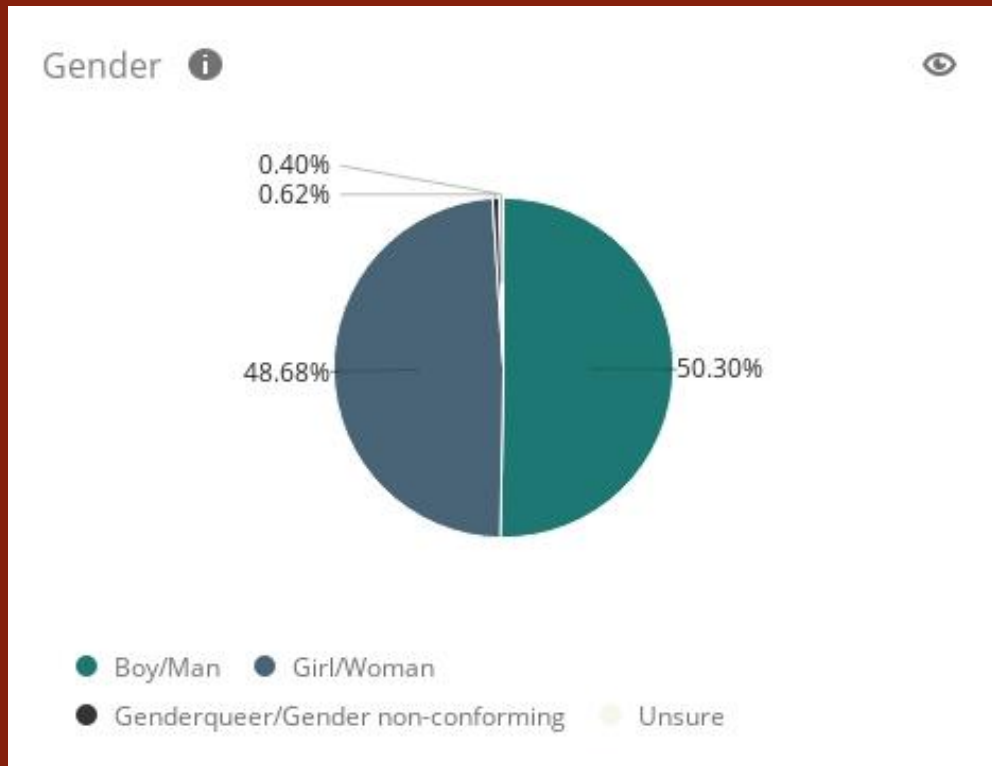
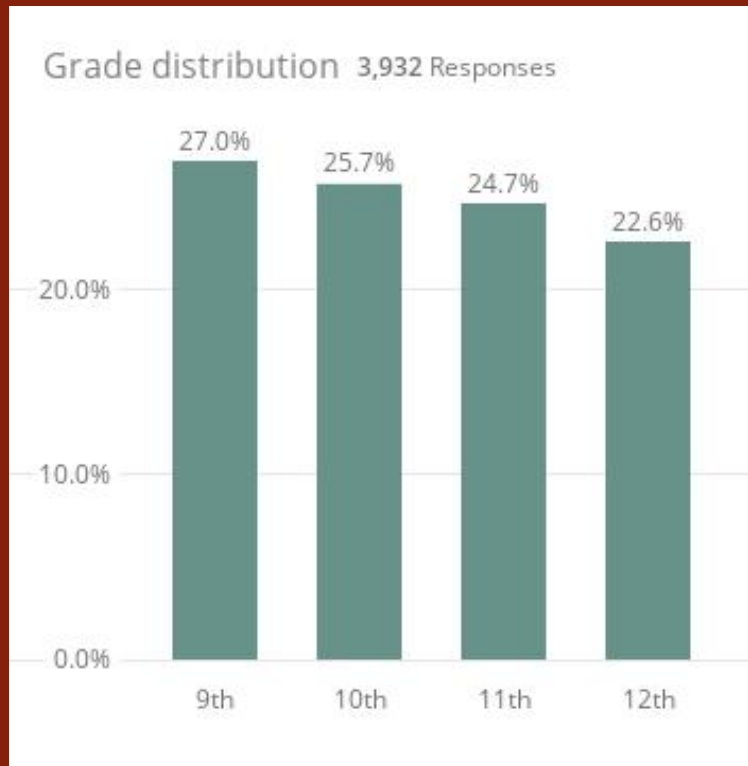
OPUSD Goal #2 - Strengthen the Climate of Care

WASC/SSC - Critical Area Goal #2

WASC Action Plan 2016

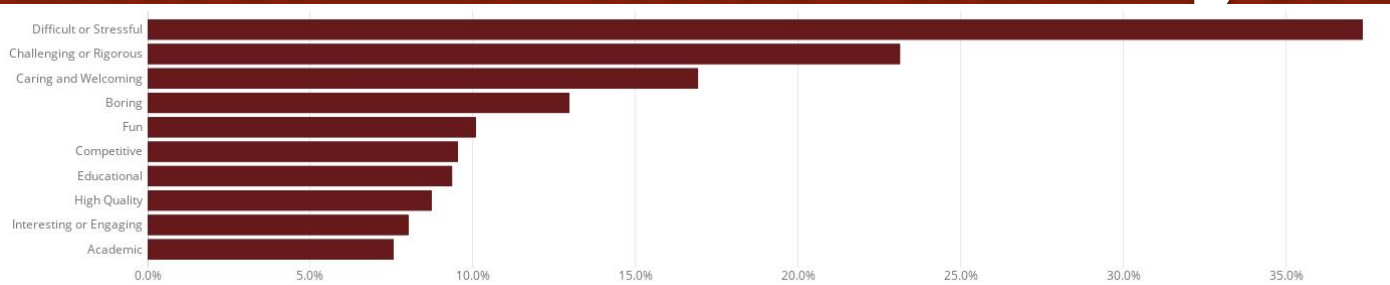
Develop a school-wide focus on understanding the causes of, and methods to alleviate, student stress.

Grade Distribution



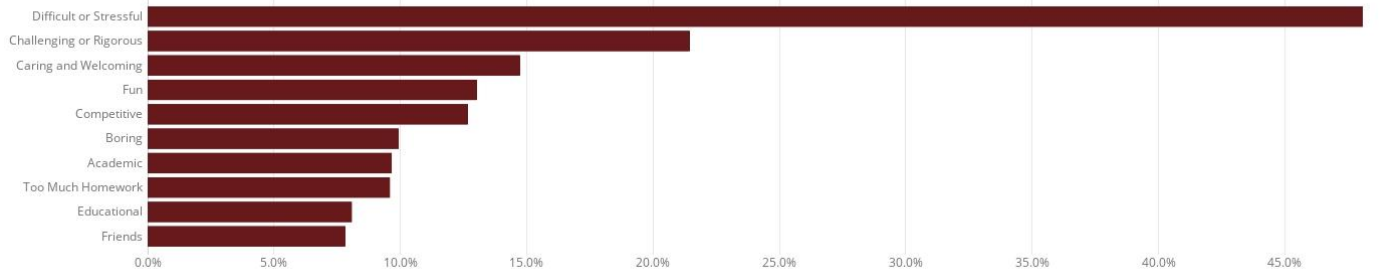
Most Common Words Describing OPHS

2021

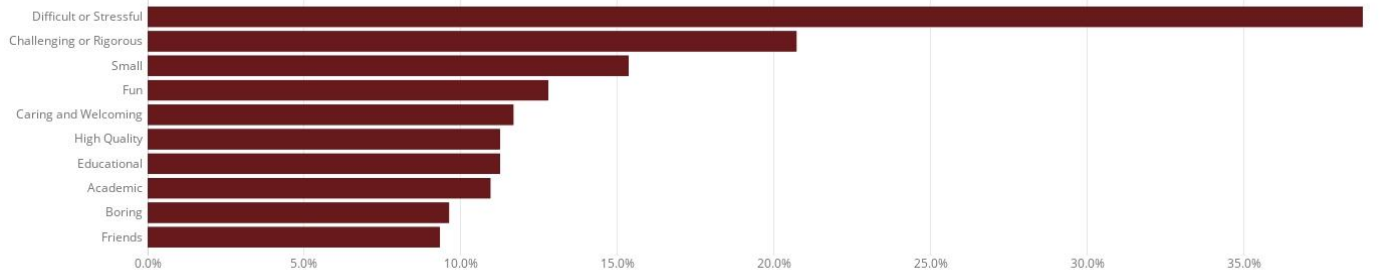


2018

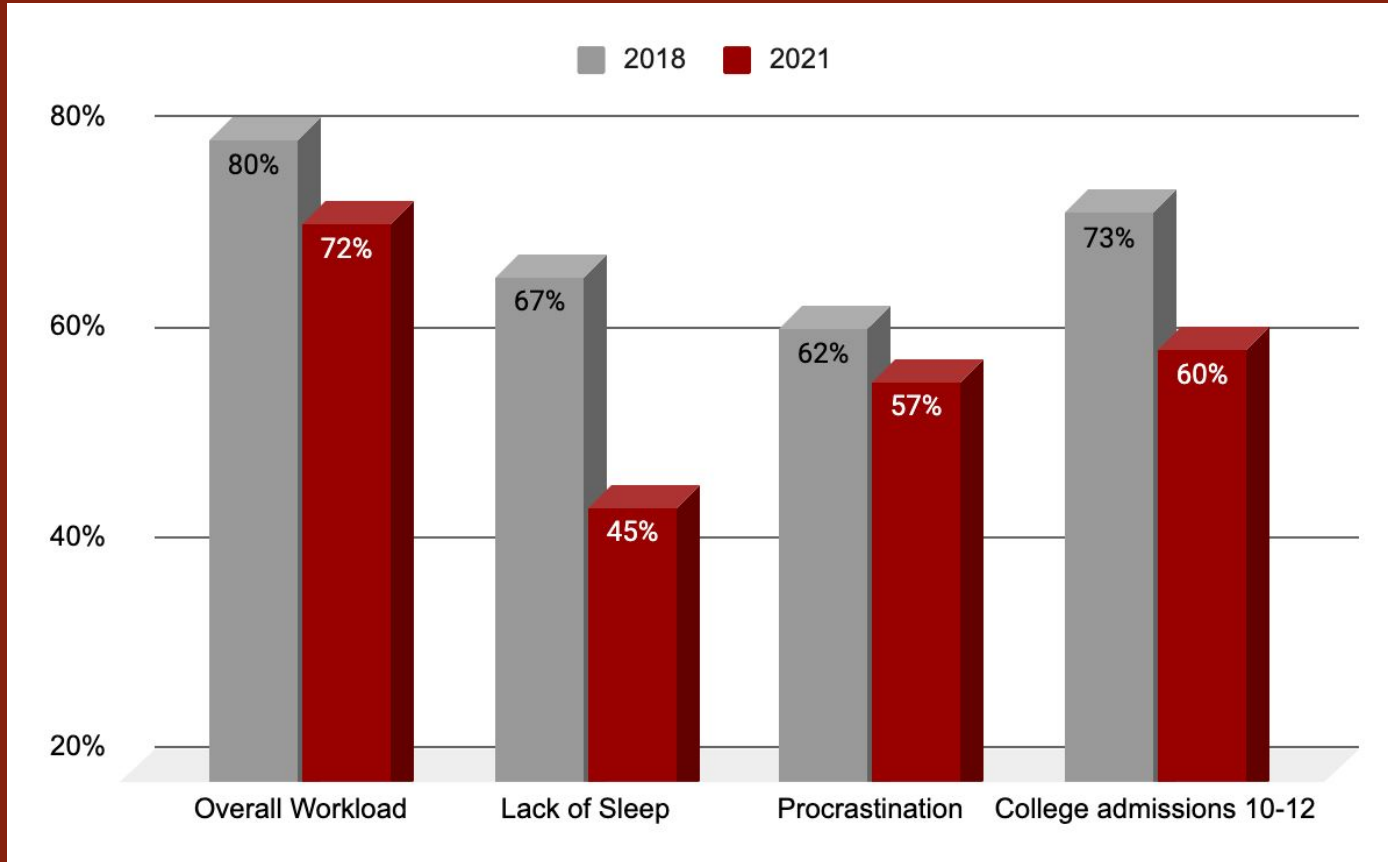
Most common categories of words describing Oak Park High School ⓘ 1,301 Responses



2014



Major Sources of Stress for Students



Stress Management for Students

Students who are
"somewhat," "quite," or
"very" confident in their
ability to cope with
stress

64%

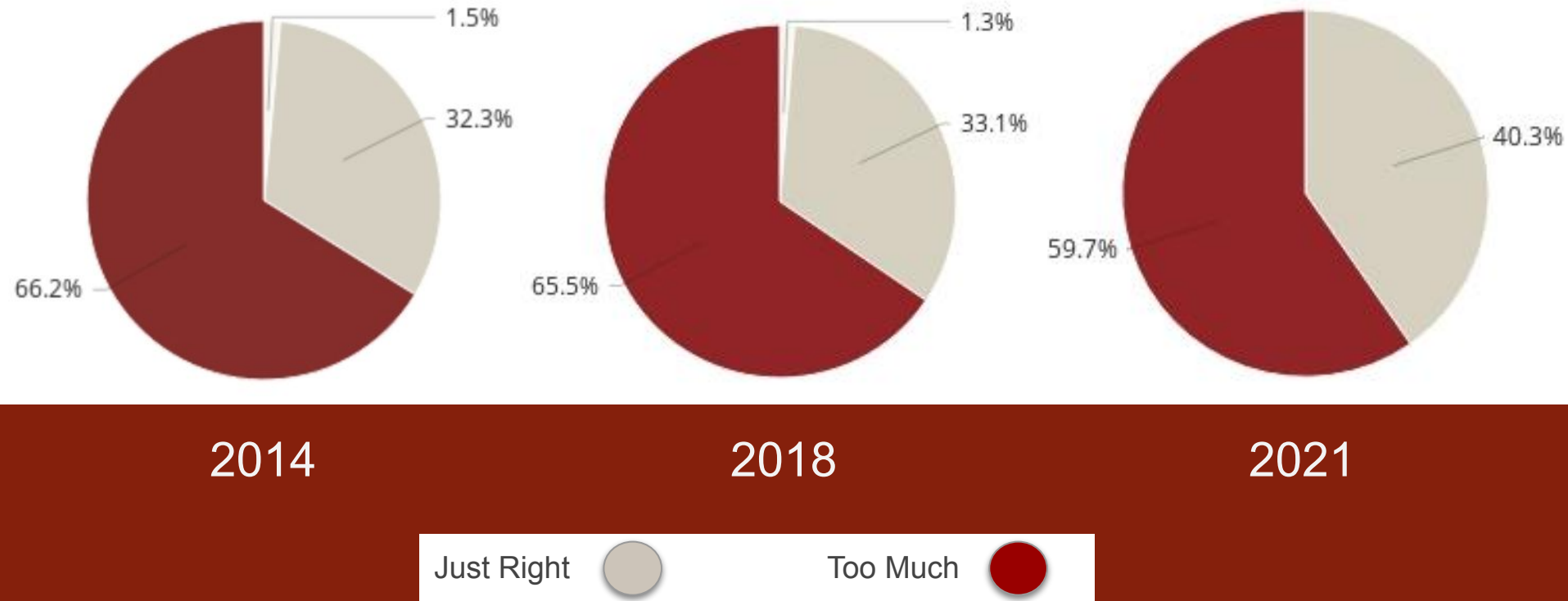
2018

Students who are
"somewhat," "quite," or
"very" confident in their
ability to cope with
stress

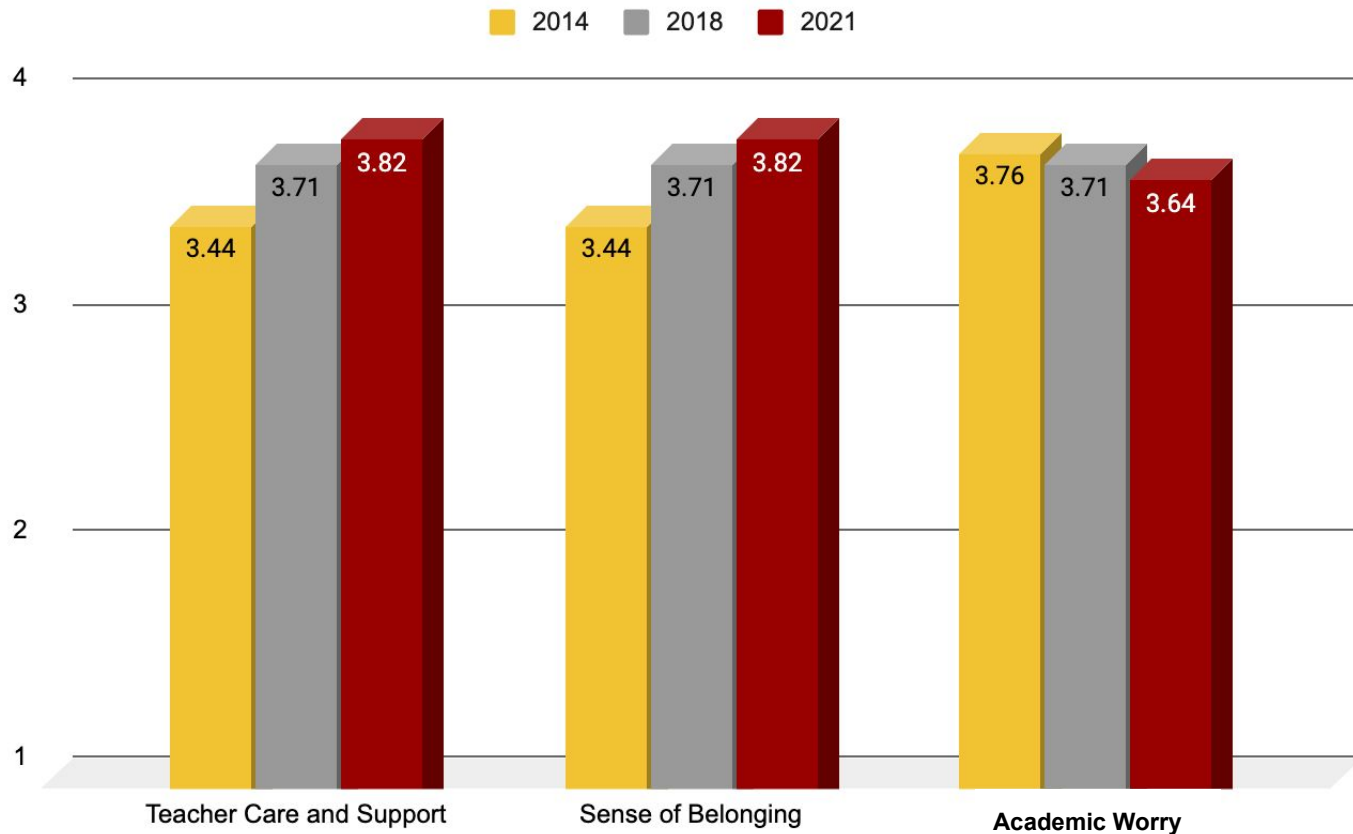
70%

2021

How Much Homework?

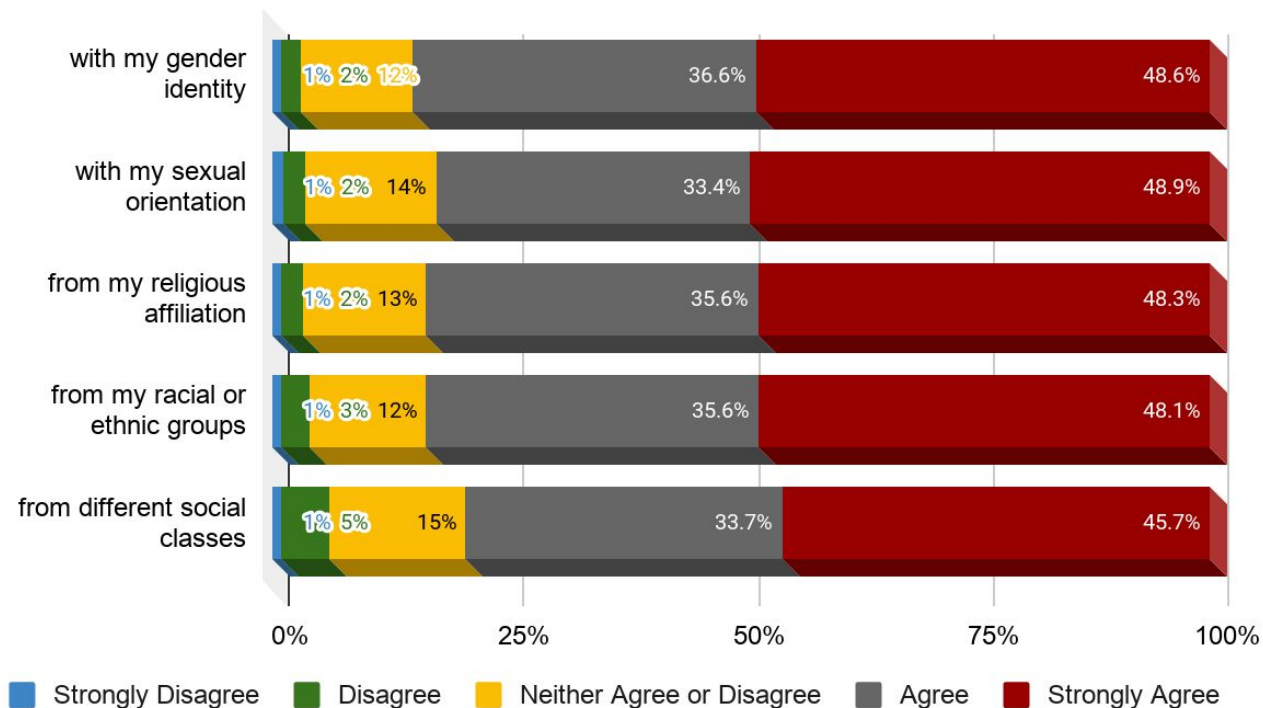


Teacher Care and Support



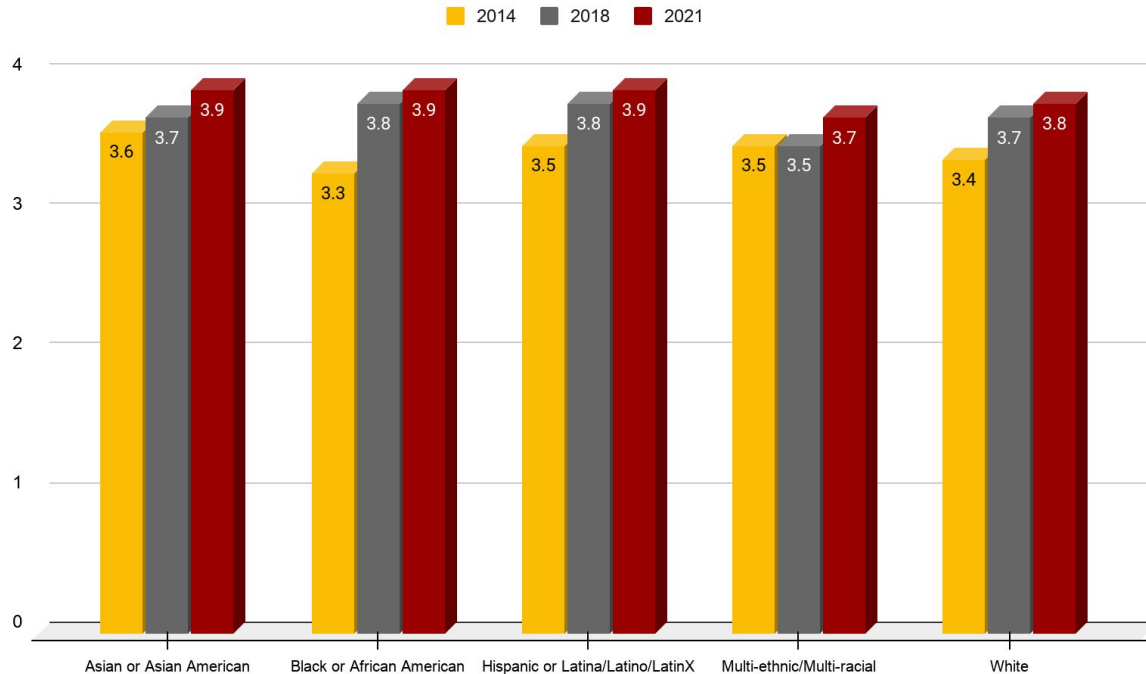
Teacher Care and Support - Respecting Diversity

Adults in my school respect people...

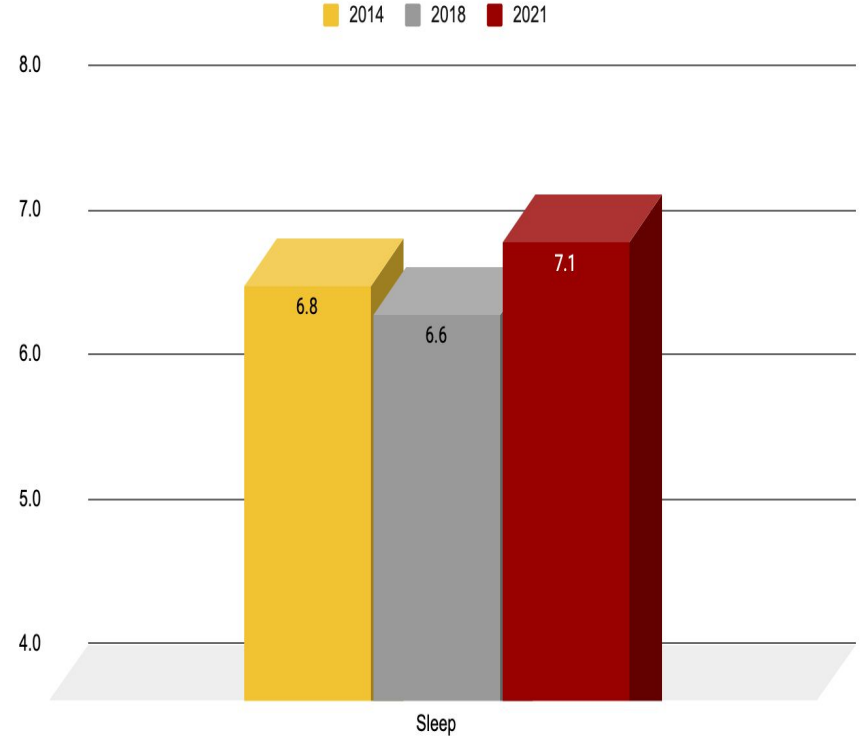
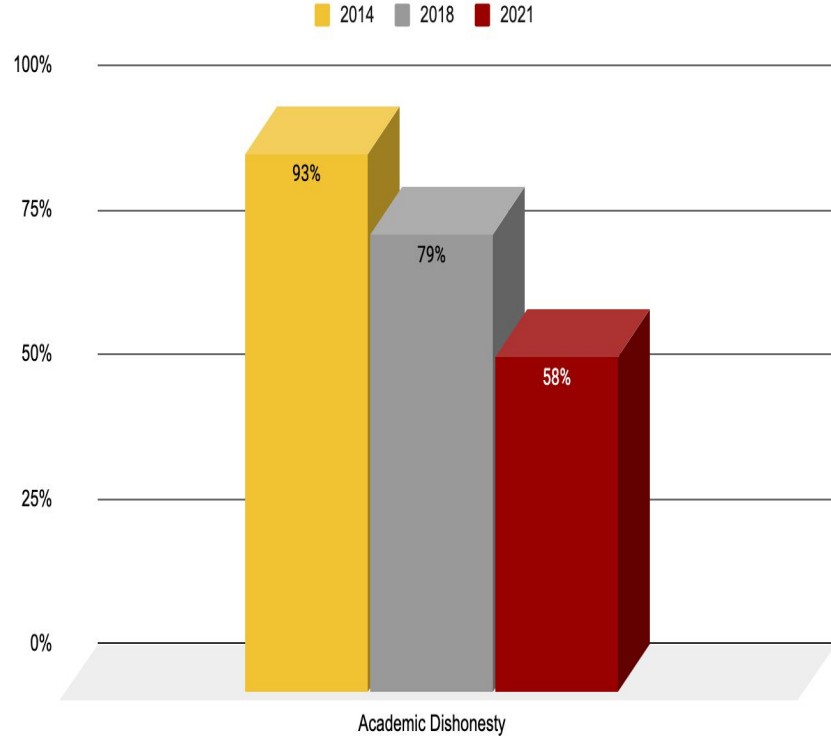


Teacher Care and Support - Respecting Diversity

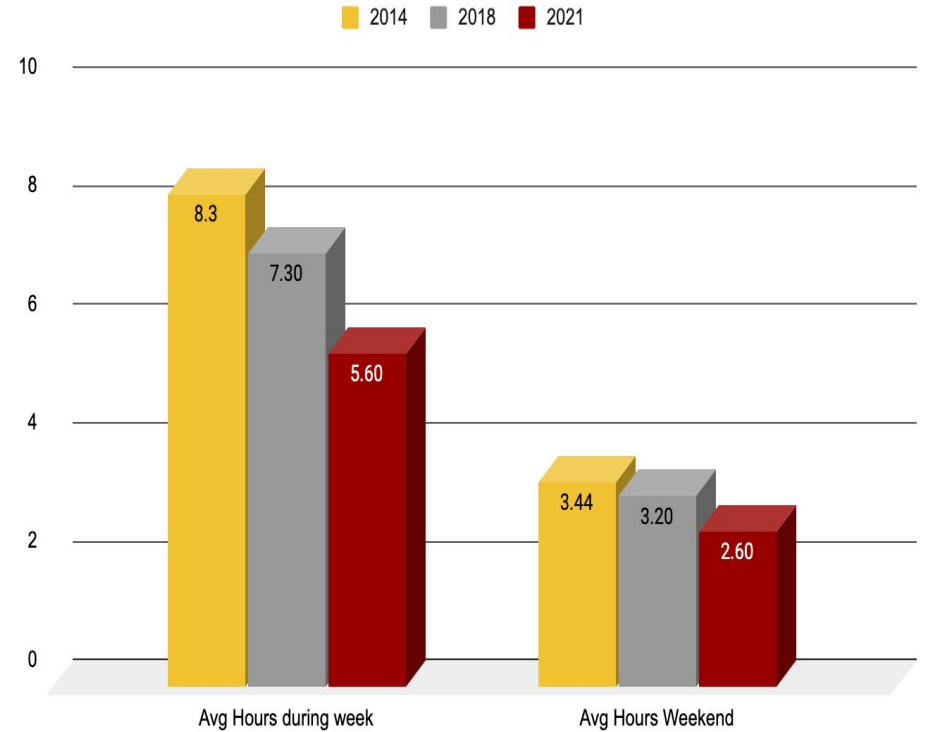
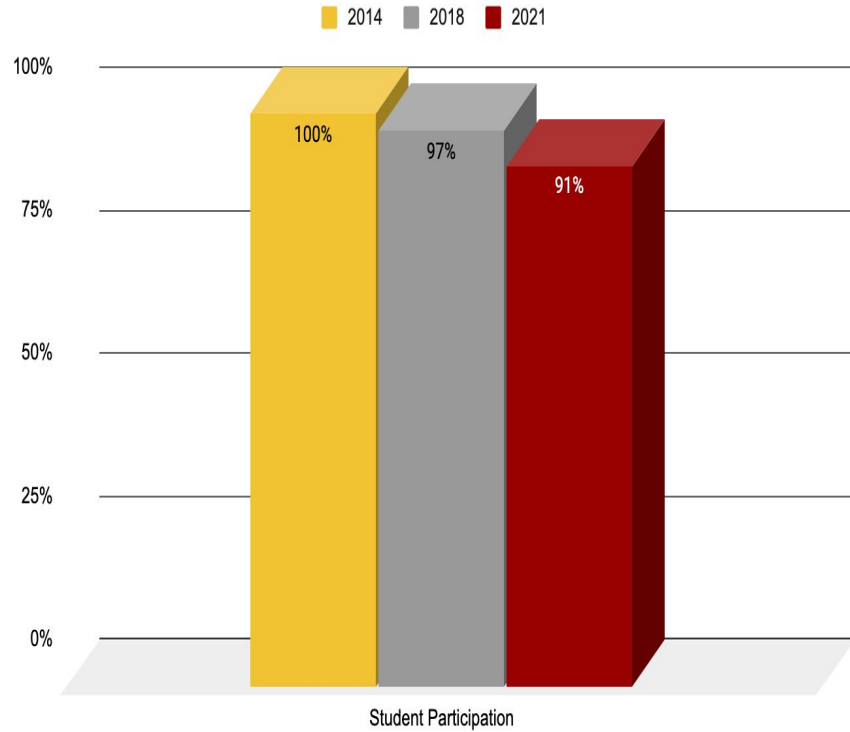
Teacher Care and Support Scale by Race and Ethnicity 2014-21



Academic Dishonesty & Sleep



Extra Curriculars



The Good News...

3 Years of Data 2014, 2018, 2021

- Positive shifts in multiple critical areas
- Student feelings of teacher care and support up dramatically, higher than peer schools, even during COVID
- Sleep is Up to 7.1 hours per night
- Less Weekend Homework
- Decrease in Cheating
 - 93% in 2014
 - 80% in 2018
 - 58% in 2021
- Academic Worry Scale downward trend
 - 3.76 in 2014
 - 3.71 in 2018
 - 3.64 in 2021
- Better across the board when compared to similar schools, (e.g. cheating avg 76%)

Processes and Actions

- Revised Homework Guidelines
- Revised School Calendar
- Revised Academic Dishonesty Policy
- Increased SEL Counseling Services
- Revised Graduation Requirements
- Created Homework Free Breaks
- Reduced Summer H/AP work
- Added Study Halls
- Added Sports Classes
- Revised PE requirements
- Improved Title IX Metrics
- Gender Neutral Dress Code
- Increased/revised Extracurricular activities
- Revised Athletic League configuration
- Increased Mindfulness Activities
- Increased Staff and Student Awareness of Stress Management Strategies
- CS Counseling/Course Advisement Strategies
- GPA Revisions
- Dual Enrollment Courses

To Do

- Site Council - Single Plan for Student Achievement
- Continue to explore a testing calendar
- Continue to increase Mindfulness and stress management strategies and awareness
- Sleep Campaign
- Increase Student Recognitions
- Tiered Academic Interventions
- True Restorative Discipline System
- Equity and Diversity
- Gender Studies Course
- Ethnic Studies Course
- Revise Outside Credit Policy
- Explore a 2021-22 “Connect” option
- WASC Self-Study - Action Plan Goals 2022

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MARCH 16, 2021

**SUBJECT: B.3.b. APPROVE MEMORANDUM OF UNDERSTANDING WITH
VENTURA COUNTY OFFICE OF EDUCATION FOR TOBACCO
USE PREVENTION EDUCATION CONSORTIUM GRANT**

ACTION

ISSUE: Shall the Board approve Memorandum of Understanding (MOU) with Ventura County Office of Education (VCOE) for Tobacco Use Prevention Education (TUPE) Consortium Grant?

BACKGROUND: Oak Park Unified School District (OPUSD) participates as a consortium member in the TUPE program. The TUPE program is designed to prevent youth tobacco use by providing students with the knowledge and skills that enable them to be tobacco free. The grant also supports curriculum and activities related to Youth Development, healthy living habits, and smoking cessation. A Memorandum of Understanding between VCOE and OPUSD has been included for the Board's information, along with a general budget for expenditures to be reimbursed by the grant.

FISCAL IMPACT: OPUSD will received \$25,000 in grant funds as reimbursement.

ALTERNATIVES: 1. Approve the MOU with VCOE for TUPE Consortium grant.
2. Do not approve the MOU with VCOE

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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

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

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

This Memorandum of Understanding (Agreement) is made and entered into by and between **Ventura County Office of Education (hereinafter referred to as VCOE) and Oak Park Unified School District (hereinafter referred to as District)**. This Agreement confirms the District's implementation of the Tobacco-Use Prevention Education (TUPE) Tier 2 consortium grant. Agreement term is **July 1, 2020 to June 30, 2021**. Thereafter, the Agreement may be extended for up to two (2) additional one (1) year periods based on continued funding from California Department of Education (CDE) until June 30, 2023. Each agency agrees to participate fully in the TUPE program by providing the following services.

VCOE will:

- Provide TUPE Consortium Project Coordinator to monitor program implementation and compliance of a comprehensive tobacco-use prevention education program and support District in all areas of program implementation and evaluation.
- Provide Project Specialist Technician to oversee grant invoicing, contracts, budget and reporting deliverables, and tobacco-free certification.
- Provide Youth Development Operations Specialist to coordinate trainings and support District in Youth Development and Family and Community Engagement activities and programs, such as Friday Night Live (FNL), Friday Night Live Mentoring, FNL Youth Advisory Council, school and other community presentations and Teens Kick Ash Conference.
- Provide Project Specialist to support Youth Development and Family and Community Engagement activities and programs in District.
- Provide VCOE Department of Research and Evaluation Director to review accountability logs, other process data, and data related to measurable objectives on an ongoing basis which will be supplemented with California Healthy Kids Survey data as that data becomes available; analyze data collected from staff through the CSCS in combination with CHKS and other program data to provide a broad picture of progress toward both process and outcome objectives; analyze other program data related to the level of program implementation within each district; summarize data and provide reports to the collaborative and district implementers each year; meet regularly with TUPE District coordinators, VCOE TUPE Project Coordinator and collaborative members to present data and facilitate discussion regarding areas of program need and improvement.
- Provide and support CDE-approved TUPE curriculum, as well as, TUPE training opportunities, as applicable to the District, for the CATCH My Breath for grade 6; Project ALERT for grades 7 and 8; and the Stanford Tobacco Prevention Toolkit for grades 9-12. Discussions to substitute curriculum to accommodate distance learning will be directed by VCOE Project Coordinator with CDE consultation. At the end of year 1, CATCH My Breath will be reviewed by Project Coordinator, District Coordinators and teachers to determine if CATCH My Breath will be implemented again for years two and three.

TUPE Tier 2 Consortium Grant 2020-2023

- Provide training and/or support in the CDE-approved tobacco-use intervention strategies including Brief Intervention, Stanford Toolkit Healthy Futures Intervention Curriculum, and Brief Risk Reduction Interview Intervention Model.
- Provide District with Intervention Tracking Tool to monitor and report all intervention contacts.
- Provide and deliver through Cal-SAFE the Stanford Toolkit Healthy Futures Intervention curriculum to all identified pregnant and parenting minors.
- Provide information on cessation services, including the California Smokers' Helpline, through the Cessation Services and Resources Information document.
- Provide District with tracking tool to track cessation services referrals and follow up contacts.
- Coordinate and provide technical assistance (TA) for the administration of the California Healthy Kids Survey (CHKS), California School Staff Survey (CSSS), and California School Parent Survey (CSPS) in the 2020-2021 school year. VCOE will purchase required materials and cover the cost of required surveys; collaborate with WestEd to coordinate and schedule survey administration; collaborate with District to develop and submit Ventura County Custom Module to WestEd for review and approval;
- Provide technical assistance to ensure compliance with Tobacco-Free Certification requirements and signage.
- Facilitate five bi-monthly (every other month) TUPE Consortium Coordinator meetings.
- Meet individually with District quarterly to monitor progress towards goals, identify areas of need, and provide technical assistance.
- Collect District program implementation data and submit TUPE Data Collection Tool quarterly to track progress and outcome measures to determine areas for program improvement.

District will:

- Recruit and assign staff to serve as the District TUPE Coordinator. The Coordinator will participate in program implementation, monitoring, and evaluation including distributing and facilitating completion of accountability reporting logs, recording and reporting activities, and ensuring compliance with all grant requirements. Completed accountability reporting logs to be monitored and reviewed each semester.
- Assure the TUPE District Coordinator's participation in at least four of the five bi-monthly (every other month) TUPE Consortium Coordinator meetings. If the TUPE District Coordinator is unable to attend, a representative should attend in their place.
- Support the TUPE District Coordinator's participation in provided TUPE related professional development, program improvement, needs assessment and evaluation meetings and activities.
- Encourage TUPE District Coordinator's collaboration with site administrators (Principals, Assistant Principals or Designee) to generate and sustain support for the TUPE program. Components include: informing staff of and enforcing tobacco use policies; and ensuring delivery of the CDE-approved TUPE curriculum and efforts to provide intervention and cessation services, including appropriate referrals.

TUPE Tier 2 Consortium Grant 2020-2023

- Provide list of all District, schools and teachers to deliver TUPE curriculum, including grade level, class name, periods, number of students enrolled in each class, and projected month(s) that specific curriculum will be delivered.
- Designate teachers or other appropriate staff to participate in TUPE curriculum training and ensure effective delivery of the CDE-approved, research-validated TUPE curriculum as applicable to the District.
- Assure timely and accurate completion of accountability reporting logs for all TUPE curriculum and other TUPE services provided as required by the grant.
- Designate administrator, counselor or other appropriate staff to participate in tobacco-use/vaping intervention trainings and ensure that intervention counseling sessions are conducted by trained staff for students in violation of tobacco policies as a part of an alternative to suspension model, as well as identified tobacco users. Additionally, provide referrals to the California smoker's helpline and other available cessation resources both locally and online. Assure timely and accurate completion of Intervention Tracking Tool and Cessation Referral Tracking Tool.
- Refer pregnant minors and/or minor parents to Cal-SAFE and/or Ventura County Public Health for tobacco education, intervention and cessation support, and/or other prevention and support services.
- Collaborate with VCOE staff to organize TUPE specific youth development and engagement outreach and youth advocacy activities that may include workshops, skits, rallies, poster contests, creation of tobacco prevention public service announcements and other activities.
- Support the development and implementation of youth development and engagement activities such as Friday Night Live (FNL), FNL Mentoring, and FNL Youth Advisory Council.
- Coordinate and encourage student participation in school-wide and community activities and projects such as Red Ribbon Week, Great American Smoke Out, Kick Butts Day, and World No Tobacco Day. Provide tobacco-free incentive materials that encourage and support student participation at all participating school sites. Student incentives must have a tobacco-free message on the item and cannot be in the form of cash. Coordinate with VCOE for students to participate in annual Teens Kick Ash Conference.
- Assure compliance with the District Tobacco-Free Policy Certification requirements according to CDE regulations by ensuring effective communication of the Tobacco-Free board policies and administrative regulations to staff, students, families and community. District communication will include: bilingual Tobacco-Free signage at all district-owned property entrances and key areas, stating "Tobacco and Drug Use are Prohibited: Including E-Cigs and Vapes", staff and student handbooks, district and school websites, annual notifications, Annual Notice of Parents' Rights and Responsibilities, and announcements and reminders made at beginning of all school events.
- Annually review and update, if necessary, any applicable District Board Policies and Administrative Regulations that require updated tobacco specific language, procedures, and practices.

- Administer the CDE required components of: 1) the Cal-SCHLS System [California Healthy Kids Survey (CHKS), California School Staff Survey (CSSS), and California School Parent Survey (CSPS)] and, 2) the VCOE Custom Module. Districts who did not complete the administration of all required CHKS surveys in the 2019-20 School Year, due to school closures, will be required to administer CHKS to grades **8, 10, and 12** prior to **December 30, 2020**, to meet the TUPE grant mandates. In Year 2 (2021-22) of the grant, surveys to be administered to students in grades 6, 7, 9, 11, and to all students attending alternative educational programs. Students in grade 5 may be surveyed under the umbrella of TUPE with prior approval. Ensure that district policies and practices regarding the administration of surveys are followed, including, but not limited to, California Education Code, Board approval, and parent consent.
- If selected, participate in the statewide California Student Tobacco Survey (CSTS) and the Evaluation of Tobacco-Use Prevention Education Programs in California.
- Complete and submit district-level TUPE Data Collection Tool, online accountability reporting logs, and intervention and cessation tracking tools quarterly. Submission dates will be October 10th; January 10th; April 10th; and June 20th.
- Neither receive nor apply for funds, educational materials, or services from the tobacco or cannabis industries or any agency which has received funding from the tobacco or cannabis industries to implement tobacco-use prevention or intervention programs.

Fiscal Responsibilities:

The annual amount of the Agreement for the period of July 1, 2020 through June 30, 2021 shall not exceed a budget of **\$25,000.00** According to the CDE, if there is legislative action to reduce or defer the funding, the budgets will be amended accordingly for Year 2 and Year 3. **Funds are provided annually and carry over funds will not be allowed from year to year.**

Year 1 (20-21): **\$25,000.00**

Estimated Year 2 (21-22): **\$26,278.76.**

Estimated Year 3 (22-23): **\$26,319.66.**

District will:

- Submit quarterly fiscal reports to include the Quarterly Expenditure Report and Invoice, as well as supporting documentation and the TUPE Fiscal Quarterly Narrative on the following due dates; **October 10th, January 10th, April 10th, and June 20th**. Contact VCOE, Project Specialist Technician for specific submission requirements.
- Expend funds as allowable. Examples of allowable budget categories considered for reimbursement by the VCOE Tier 2 Consortium grant include:
 - **Certificated and Classified Salaries** (District Coordinator, Site Coordinators, Youth Development Coordinators, and sub-costs) A District Coordinator is required. Funding for administrative personnel, other than the district coordinator cannot be funded through the TUPE grant.
 - **Employee Benefits** (Certificated/Classified)
 - **Materials & Supplies** (Office supplies, youth development activities)

- **Travel and Conference** (In-county mileage and out-of-county travel expenses associated with VCOE approved Youth Development activities)
- **Youth Development Transportation**

Please see Funding Restrictions for TUPE grants. (Exhibit B).

- Participate in annual budget meeting between VCOE staff and District designated TUPE Coordinator and at least one District fiscal staff representative.

TUPE Reporting Requirements:

All reports are due by the dates indicated below. Failure to submit all required reports by the appropriate due dates will result in future payments being delayed.

Accountability Reporting Logs:

- ☐ **Data entered at time of service and reviewed quarterly by District Coordinator** on the following dates: **October 10th, January 10th, April 10th, and June 20th**

TUPE Data Collection Tool

- ☐ **Due quarterly** on the following dates: **October 10th, January 10th, April 10th, and June 20th**

Termination

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

Default

If District defaults in the performance of any term or condition, District must remedy that default by a satisfactory performance within 10 days after receipt of written notice of the default. If the District fails to remedy the default within that time, then VCOE may terminate this contract with a final notice.

My signature below certifies that I understand the terms and conditions of this agreement and will fully participate in the implementation of the program and services described herein.

Insurance

VCOE and District each participate in the Ventura County Schools Self-Funding Authority (VCSSFA), and therefore collectively self-insure for worker's compensation, general liability, and property coverage under the VCSSFA self-insurance program.

Indemnification

VCOE and District each participate in the VCSSFA, and therefore collectively indemnify and defend the other for general liability coverage under the VCSSFA self-insurance program.

TUPE Tier 2 Consortium Grant 2020-2023

Authorized District Representative

Signature

Date

Authorized District Fiscal Representative

Signature

Date

Lisa Cline,_____

VCOE Exec. Director Internal Business Services

Signature

Date

Dr. Antonio Castro,_____

VCOE Associate Superintendent

Signature

Date

A. Funding Restrictions

TUPE Grant funds are intended to supplement existing programs and must not be used to supplant other state or federal funds now being used for existing staff or activities. Grant funds cannot be transferred to any other program accounts that are for specific purposes other than tobacco-use prevention education, youth development, intervention, implementation or cessation/referral.

Funds may **not** be used for:

- a. Activities that supplant or duplicate existing TUPE programs or services funded by TUPE Program.
- b. Expenditures for land, buildings, and other intangible capital assets, including items acquired through leases with option to purchase and capitalized equipment costs in excess of \$5,000.
- c. Applicants are encouraged to review Procedure 770, Distinguishing between Supplies and Equipment, in the California School Accounting Manual (CSAM) for further discussion regarding capitalized equipment, noncapitalized equipment, and supplies. The CSAM can be downloaded from the CDE CSAM web page at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>.
- d. Vaping and bullying detectors.
- e. Purchase of vehicles.
- f. Out-of-state travel.
- g. Food—exceptions may be allowed if the agency can provide a justification that the provision of food is necessary to implement a student strategy or other TUPE Program: Tier 2 Grant training event for students, staff, or parents conducted beyond normal school hours or off-site.
- h. Payment of any kind to law enforcement agencies for enforcement, lesson delivery, or other activities and services.
- i. Campus monitoring and supervision.
- j. Incentives in the form of cash or merchandise cards that can be used to purchase tobacco and nicotine products in any forms.
- k. Preparation, delivery, and travel costs associated with submitting this or subsequent TUPE applications.
- l. Child care—exceptions may be allowed if the agency can provide a justification that the child care is necessary to implement a meeting strategy or other TUPE Program Tier 2 training event for parents conducted beyond normal school hours or off site.

Exhibit B

- m. Reimbursement of costs incurred prior or beyond to the effective date of the Grant Agreement or considered unreasonable for the TUPE program.
- n. Reimbursement of costs that are currently covered by another TUPE grant or contract.
- o. Reimbursement of costs that are not consistent or allowable according to local and state guidelines or regulations.
- p. Reimbursement of costs in support of planning activities or preparation and submission of the grant application in response to the RFA.
- q. Reimbursement of any cost associated with the collection and/or disposal of any tobacco or e-cigarette delivery system waste.

B. Other Costs Requirements

- a. Student incentives, awards, and recognitions
 - i. Incentives are allowed to motivate and/or reinforce positive: behavior, participation, and/or involvement and should include educational items. These items must be directly related to tobacco-use prevention education.
 - ii. Incentives, when possible, should provide a tobacco-free message on the item.
 - iii. The use of incentives must be tied to an activity in the program plan and confirms that each recipient participated in the activity recommended for receipt. The budget justification must describe the activity required to receive the incentive.
 - iv. Total planned expenditures for all incentives, awards, and recognitions must not exceed 10 percent of the total grant award. Applicants are encouraged to review the LEA's policies regarding use of funds for such items.
 - v. The cost of the incentive, including gift cards, may not exceed \$25 in value, per person, per year, and shall not include merchandise or gift cards to locations that sell or promote the purchase of tobacco products.
 - vi. A log must be kept that includes, at a minimum, the recipient's name, item, dates of service, and how/where the incentive was distributed.
 - vii. Incentives, awards, and recognitions, including gift cards, can be used toward school purchases and cannot be in the form of cash or for individual or personal use.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.4.a. ESTABLISH THE POSITION OF DISTRICTWIDE HEAD CUSTODIAN AND APPROVE JOB DESCRIPTION AND PLACEMENT ON SALARY SCHEDULE

ACTION

ISSUE: Shall the Board authorize the establishment of a new classified service position, Districtwide Head Custodian, and approve the associated job description and salary placement?

BACKGROUND: Each school campus in Oak Park Unified School District (OPUSD) has a Head Custodian along with additional daytime and evening custodian, which form the site custodial team. Up to this point, our District has not utilized a Districtwide Head Custodian to support all custodial teams at all school sites. The vision for this new position is to mainly offer direct support in the areas of training staff on best practices for cleaning and safety and to help identify areas for improvement. Additionally, the Districtwide Head Custodian will also be able to centralize custodial purchasing and to support bringing on daily substitute custodians as needed when custodial staff are unavailable for work.

The Districtwide Head Custodian role is a 0.5 FTE (Full Time Equivalent) position with a Range 21 placement on the Classified Salary Schedule. The Districtwide Head Custodian will report to the Director of Bond Programs, Sustainability, Maintenance, and Operations. A copy of the proposed job description and salary schedule placement follows for the Board's review and approval.

FISCAL IMPACT: The salary for the .5 FTE Districtwide Head Custodian is \$32,088 excluding benefits. This has been included in the second interim report for 2020-2021.

ALTERNATIVES:

1. Authorize the establishment of a new classified service position, Districtwide Head Custodian, and approve the associated job description and salary placement.
2. Do not authorize the establishment of the new position.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, MARCH 16, 2021

B.4.a. Authorize the establishment of a new classified service position, Districtwide Head Custodian, and approve the associated job description and salary placement

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

DISTRICTWIDE HEAD CUSTODIAN

DEFINITION

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

The Districtwide Head Custodian role is a hybrid position, with responsibilities split between a Head Custodian position for a single school and Districtwide Head Custodian with responsibilities coordinating with custodians at all sites.

The Districtwide Head Custodian is a 0.5 FTE (Full-time Equivalent).

CLASS CHARACTERISTICS

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

EXAMPLES OF DUTIES

Training and Spreading Best Practices

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

Staffing Support

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

Codify Processes

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

Project Management

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

Continuous Improvement

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

LICENSE REQUIRED

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

MINIMUM QUALIFICATIONS

Knowledge of:

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

Ability to:

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

TRAINING AND EXPERIENCE

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

or

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

PHYSICAL DEMANDS AND WORKING CONDITIONS

Ability to lift, carry and/or push 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds, and ability to climb, bend, stoop, and kneel for prolonged periods of time.

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

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

Proposed Date of Board Approval: March 16, 2021

Effective: July 1, 2020

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

	Head Custodian I	15.5	20.04	21.26	22.52	23.89	25.31	12 Month
			3474.32	3686.17	3904.59	4140.23	4388.64	
	Head Custodian II	17	21.47	22.77	24.13	25.57	27.13	12 Month
			3723.66	3946.59	4182.05	4433.27	4700.12	
	General Maintenance Worker	18	21.81	23.11	24.48	25.96	27.51	12 Month
			3780.19	4006.25	4244.88	4499.19	4769.19	
	Head Custodian III	18.5	22.21	23.54	24.96	26.46	28.06	12 Month
			3849.30	4081.56	4326.49	4587.09	4863.41	
	Maintenance Engineer	20	23.23	24.64	26.12	27.68	29.34	12 Month
			4028.59	4270.30	4526.50	4798.11	5086.00	
	Grounds Maintenance Supervisor	21	24.64	26.12	27.68	29.34	31.16	12 Month
	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	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MARCH 16, 2021

SUBJECT: B.4.b. APPROVE THE REVISED THE JOB DESCRIPTION FOR THE POSITION OF ADMINISTRATIVE ASSISTANT CERTIFICATED PERSONNEL

ACTION

ISSUE: Shall the Board approve the revised job description for the confidential position of Administrative Assistant Certificated Personnel?

BACKGROUND: The current Administrative Assistant Certificated Personnel will be retiring on June 30, 2021. Per Board Policy 4111/4211/4311 Recruitment and Selection staff is required to review the job description for any position prior to posting the vacancy to ensure that it accurately describes the major functions and duties of the position. Staff is recommending that the Board approve the revision of the job description for this position as the previous job description for this position is more than 15 years old. This review process ensures that the district uses equitable, fair, and transparent recruitment processes that ensure that individuals are selected based on demonstrated knowledge, skills, and competence. A copy of the proposed job description is included for the Board's review.

ALTERNATIVES:

1. Approve the revised job description for the confidential position of Administrative Assistant Certificated Personnel.
2. Do not approve the revised job description.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT (SECRETARY) – HUMAN RESOURCES -CERTIFICATED

DEFINITION

This is a twelve (12) month, eight (8) hour per day confidential position
Administrative and Confidential Salary Schedule: Range A

SUMMARY

Under direction of Assistant Superintendent of Human Resources, perform highly-skilled, confidential and complex clerical and administrative support duties for a cabinet-level district administrator; plans, organizes and coordinates office activities and communications to ensure efficient department operations. Serves in educational certification procedures and requirements to assure compliance with State laws, Education Code and Commission on Teacher Credentialing (CTC) and Ventura County Office of education (VCOE). Serves as a confidential employee and as a member of the District Management Team; maintains confidentiality of collective bargaining information during negotiations.

ESSENTIAL DUTIES:

- Performs a variety of confidential clerical and support duties for the Assistant Superintendent of Human Resources.
- Attends to routine administrative matters not requiring the immediate attention of the Assistant Superintendent of Human Resources.
- Works extensively with administrators, staff, legal counsel and community members in a professional manner.
- Verify credential requirements and refer for selection; calculate salary placements; prepare contract.
- Advise school district staff on credentialing procedures and requirements.
- Maintain close contact with VCOE and CTC, college, universities and appropriate public agencies.
- Advise and assist District Induction Coordinator with obtaining mentor teachers for newly hired staff to clear their preliminary credential.
- Attend county and state workshops related to credentialing updates.
- Maintain the receiving of certificated evaluations.
- Oversee the preparation and distribution of yearly assignment objectives and re-election contracts for all certificated staff.
- Works with Assistant Superintendent to prepare and process March 15th reductions and releasing of certificated staff.
- Works with Assistant Superintendent to prepare and process of leaves of absence (LOA) of certificated staff.
- Plans, organizes, and coordinates communications and clerical duties in the Personnel Office.
- Exercise independent judgement in resolving a variety of complex issues & refers difficult issues to administrator.
- Prepares a wide variety of materials including correspondence, reports, bulletins, memoranda, board agenda items, and other items as requested.
- Maintains complex records, databases and filing systems containing confidential, legal and sensitive information.
- Applies and explains Education Code, district and board policies and other applicable laws.
- Prepares the personnel document and other materials for each Board of Education meeting.

- Attends, prepares materials, and take notes/minutes for OPTA negotiations.
- Attend meetings and committee meetings as assigned
- Interprets codes, regulations and contractual issues. Knowledge of OPTA collective bargaining agreements.
- Coordinates procedures relating to recruiting, hiring certificated personnel, including salary schedule placement.
- Coordinates certificated contracts, staffing and seniority lists, as well as personnel records.
- Responds to appropriate correspondence independently.
- Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Evaluates situations involving other staff: students, parents, and the public for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Updates employee files to document personnel actions and to provide information for payroll and other users.
- Monitors and adjusts workflow to ensure the timely completion of duties in accordance with established standards quality.
- Collaborate with the Business Department regarding items related to Human Resources.
- Reconcile documents for expenditures prepares requisitions & claims for reimbursements Purchase Orders and Invoices.
- Ability to update Human Resources Social Media Accounts
- Input and update a variety of data in computer system including but not limited to Google Docs, (Q) SIS System, and Escape (HR/Payroll System).
- Serve in the absence of the Executive Assistant or other Administrative Assistant as needed
- Opens, screens and routes mail.
- Maintain and update Certificated Job descriptions for Human Resources.
- Receives telephone calls and visitors, provides information or routes to administrators as necessary; handles complaints in a professional and timely manner.
- Works independently or with minimal direction.
- Ability to function under pressure with many interruptions
- Perform related duties as assigned.

KNOWLEDGE OF:

- Human Resources office function, practices and procedures.
- Best practices related to personnel.
- Principals, techniques, procedures and terminology involved in the recruitment, screening, credentialing, processing and compensation of personnel.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Record-keeping and report preparation techniques.
- State credentialing requirements and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office procedures and recording keeping techniques.
- Maintain past and current filing systems for record retrieval and storage systems.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading. Operation of a computer and assigned software.

ABILITY TO:

- Perform a variety of specialized and highly complex clerical and confidential duties to relieve the administrator of a variety of administrative details.
- Review, process and evaluate a variety of documents and information to assure certificated employees hold valid and appropriate credentials, licenses and/or certifications in accordance with position requirements.
- Prepare job announcements and place advertisements. Verify and evaluate transcripts, records and applications to determine eligibility for employment.
- Assist with and assure proper placement and assignments of staff.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve complex issues, complaints or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Determine appropriate course of action within clearly defined guidelines.
- Prioritize and schedule work independently with little direction
- Establish and maintain cooperative and effective working relationships with others.
- Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of increasingly responsible experience involving frequent contact with the public. Previous experience working with confidential records and exposure to a human resources department environment preferred.

WORKING CONDITIONS:

District office environment; subject to frequent interruptions, demanding timelines and contact with district employees and the public.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.4.c. APPROVE THE REVISED WORK YEAR FOR THE MIDDLE SCHOOL PRINCIPAL

ACTION

ISSUE: Shall the Board approve the revised work-year for the middle school principal?

BACKGROUND: The Middle School Principal position is currently 210 days on the administrative salary schedule, which is the same as the Elementary School Principal work-year. This proposal makes the Middle School Principal position the same as the High School principal, 222 days, which the staff recommends is the appropriate and necessary work-year for that position. A copy of the revised work-year on the administrative salary schedule is included for the Board's review.

ALTERNATIVES:

1. Approve the revised work-year for the middle school principal.
2. Do not approve the revised work-year for the middle school principal.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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

Proposed Date of Board Approval: March 16, 2021

Effective: July 1, 2020

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
CONFIDENTIAL-Rates listed as Monthly and Annually							
Administrative Secretary	A	4,596.39 55,156.67	4,872.18 58,466.15	5,164.50 61,974.04	5,474.38 65,692.58	5,802.84 69,634.13	12 Month
Executive Assistant	B.1	5,289.35 63,472.20	5,608.40 67,300.78	5,944.56 71,334.68	6,301.50 75,618.01	6,681.66 80,179.86	12 Month
Executive Assistant and Communications Coordinator	B.2	7,003.21 84,038.54	7,425.64 89,107.69	7,870.72 94,448.69	8,343.32 100,119.84	8,846.66 106,159.92	12 Month
ADMINISTRATION - Rates listed as Daily and Annually							
Director Child Nutrition Services	C	378.11 83,941.24	389.46 86,459.23	401.15 89,055.70	413.20 91,730.64	425.59 94,481.82	222
Director Fiscal Services	E	514.72 114,267.00	530.17 117,697.56	546.07 121,226.79	562.46 124,865.88	579.33 128,610.35	222
Middle School Dean	F	467.13 91,089.38	485.26 94,626.60	502.21 97,931.42	519.06 101,216.54	536.06 104,531.21	195
Program Specialist	G.1	497.66 99,531.46	512.76 102,551.36	527.76 105,551.06	543.22 108,643.68	559.11 111,821.14	200
Middle School Assistant Principal	G.2	504.28 100,856.58	519.41 103,882.54	535.00 106,999.40	551.05 110,209.18	567.59 113,517.94	200
High School Assistant Principal Principal OVHS/OPIS	H	531.98 109,055.31	547.91 112,322.55	564.32 115,685.05	581.27 119,159.35	598.73 122,739.24	205
Director Extended Care	I	521.37 114,701.86	536.35 117,997.09	551.73 121,381.19	567.62 124,876.40	583.96 128,471.60	220
Elementary School Principal	J	546.20 114,701.56	561.88 117,995.47	578.01 121,382.71	594.65 124,876.00	611.77 128,471.09	210
Middle School Principal	K	554.86 123,179.74	570.80 126,717.93	587.19 130,357.02	604.05 134,099.26	621.46 137,964.81	222
Director Student Support & School Safety	K	554.86 119,294.90	570.80 122,722.00	587.19 126,245.85	604.05 129,820.75	621.46 133,613.90	215
Director Pupil Services	L	596.08 125,177.18	613.96 128,931.35	632.39 132,802.17	651.35 136,783.29	670.89 140,887.43	210
Director Curriculum and Instruction	L	596.08 125,177.18	613.96 128,931.35	632.39 132,802.17	651.35 136,783.29	670.89 140,887.43	210
Director Bond Programs, Sustainability, Maintenance, and Operations	L	596.08 132,330.16	613.96 136,298.85	632.39 140,390.87	651.35 144,599.48	670.89 148,938.14	222
Director Educational Technology and Information Systems	L	596.08 132,330.16	613.96 136,298.85	632.39 140,390.87	651.35 144,599.48	670.89 148,938.14	222
High School Principal	M	618.75 137,361.66	636.20 141,236.18	653.62 145,103.97	671.19 149,003.16	688.60 152,868.71	222
Assistant Superintendent, Human Resources	O	686.55 152,413.55	707.14 156,985.39	728.35 161,694.01	750.20 166,543.89	772.71 171,541.75	222
Assistant Superintendent, Business Services	O	686.55 152,413.55	707.14 156,985.39	728.35 161,694.01	750.20 166,543.89	772.71 171,541.75	222

Annual stipend of \$1,000.00 for Doctorate.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
**SUBJECT: B.4.d. APPROVE 2020-2021 RETIREMENT INCENTIVE FOR
MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

ACTION

ISSUE: Shall the Board approve an retirement incentive for the 2020-2021 school year for management and confidential employees?

BACKGROUND: Consistent with the Retirement Incentive Memorandum of Understanding (MOU) between the District and the Oak Park Teachers Association (OPTA) agreement that was approved by the board on December 15, 2020, it is recommended that the Board approve the retirement incentive for management and confidential employees.

In the past management and confidential employees have been receiving the same retirement incentive as is specified in the MOU with OPTA. District staff recommend that the retirement incentive be approved for the management and confidential employees annually as a separate board action from that with OPTA. The retirement incentives will be the same as the ones stated in the MOU for 2020-2021 with OPTA. The benefits are outlined in the accompanying document.

FISCAL IMPACT: Retirement incentives are funded by the General Fund 2020-2021 Retirement incentives will be included in the following year's budget.

ALTERNATIVES:

1. Approve the retirement incentive for the 2020-2021 school year for management and confidential employees.
2. Do not approve the retirement incentive

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

**RETIREMENT INCENTIVE FOR THE 2020-2021 SCHOOL YEAR
MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

Whereas the Oak Park Unified School District ("District") desires to recognize the contributions of longtime employees of the District and in conjunction with the approval of the Retirement Incentive Memorandum of Understanding between the District and the Oak Park Teachers Association, the following retirement incentive is agreed to for the 2020-2021 school year.

1. Eligibility requirement for participating in the retirement incentive:
 - a. Management, Confidential Employee must have attained the age of 55 by June 30, 2021.
 - b. Management, Confidential Employee must retire from the California Retirement System.
 - c. Management, Confidential Employee must have served a minimum of twelve (12) years of permanent employment with the Oak Park Unified School District.
 - d. Management, Confidential Employee must commit to retirement, and inform the District of their decision to retire no later than March 31, 2021.
2. Retirement Incentive for the 2020-2021 school year:
 - a. Eligible permanent management, confidential employee may elect either a one-time cash incentive of thirty thousand dollars (\$30,000), or
 - b. A single HMO health benefits package, including vision and dental (at the District's prevailing rate for retirees), not to exceed twelve thousand dollars (\$12,000) annually, for up to five years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
3. If an eligible management, confidential employee selects the single HMO, vision, and dental benefits package, the amount of the premium for single health coverage (not to exceed \$12,000) will be paid by the District for up to five (5) years, or until the retiree attains the age of 65.
4. An management, confidential employee may elect to use the single HMO incentive as credit to either a dual or family plan (including any PPO plan offered by-the District), with any additional premium cost for such coverage being paid for by the retiree.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.5.a. APPROVE ADDENDUM TO EMPLOYMENT CONTRACT WITH THE SUPERINTENDENT

ACTION

ISSUE: Shall the Board approve an addendum to the Employment Contract with the Superintendent?

BACKGROUND: The parties negotiated a 1% salary increase for certificated employees, effective July 1, 2020. Additionally, historically, the Superintendent (and other certificated administrators) receives the same longevity increase as provided certificated unit members. The Superintendent does not automatically receive either the same salary increase or longevity increase provided certificated employees. Any salary or longevity increase the Superintendent receives must be in the form of a written amendment. The Board of Education would like to consider and possibly approve an amendment to the Superintendent's employment contract to include a 1% salary increase and 3% longevity increase in salary, effective July 1, 2020; the same salary and longevity increase provided other certificated employees. For the 2020-2021 school year, the Superintendent work year will include up to twenty additional days beyond the 221 days required (Comp Time Earned, "CE," days).

FISCAL IMPACT: The revised salary in the proposed addendum of the Superintendent's contract will be funded by the General Fund and is included in the Second Interim Financial Report.

ALTERNATIVES:

1. Approve the Addendum to the Employment Contract for the Superintendent.
2. Do not approve the Addendum to the Employment Contract for the Superintendent.

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY 0415 EQUITY– First Reading

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy 0415 Equity?

BACKGROUND: Board Policy revised in accordance with the Fair, Accurate, Inclusive, and Respectful Education Act (FAIR) to ensure that the contributions and roles of underrepresented racial, ethnic, and cultural populations are included in curricular materials. Language also added to reflect equity and inclusion for all protected categories to be consistent with BP 0410 Nondiscrimination in District Program and Activities. Policy also reflect the role of the Diversity and Equity Task Force in bringing equity awareness and education. Board Policy 0415 is being submitted with recommended language from staff and the District's Diversity and Equity Task Force.

ALTERNATIVES: 1. Approve amendment to Board Policy 0415 Equity.
2. Do not approve amendment to Board Policy 0415 Equity.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(a)

Equity

The Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgment that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by [students with physical and mental disabilities](#), students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, [gender](#), ethnicity, [physical and mental disability](#), and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(b)

(cf. 6162.5 - Student Assessment)

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

(cf. 0440 - District Technology Plan)

(cf. 3100 - Budget)

(cf. 4113 - Assignment)

(cf. 7110 - Facilities Master Plan)

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6143 - Courses of Study)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6152.1 - Placement in Mathematics Courses)

1. Building a positive school climate that promotes **inclusion**, student engagement, safety, and academic and other supports for **all** students **irrespective of their actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.**

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

(cf. 5137 - Positive School Climate)

2. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups.
 - a. **Include a multicultural education component which is designed to teach students to respect and appreciate cultural diversity and different points of view while also developing their understanding of commonalities and collective experiences.**
 - b. **Reflect the experiences of people of all genders, gender and sexual identities, physical and mental abilities, and their various cultural, ethnic, racial, religious, and social groups and their contributions to the history, life, and culture of the local community, California, the United States, and other nations.**

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(c)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6115 - Ceremonies and Observances)
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

3. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6179 - Supplemental Instruction)

4. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community
5. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

6. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

(cf. 0500 - Accountability)

The Board shall regularly monitor the intent and impact of district goals, policies, and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services. To that effect, the Superintendent shall establish and maintain a Diversity and Equity Task Force (DETF) that will include students, parents, teachers, administrators, and classified staff who will meet regularly to review the district's diversity, equity, and inclusion procedures, suggest recommendations that promote equity awareness and education. The task force will present a report to the Board twice a year.

Legal Reference:

EDUCATION CODE

200-262.4 Educational equity

52077 Local control and accountability plan

60040 Selection of instructional materials

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0415(d)

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2414 Strengthening Career and Technical Education for the 21st Century Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

Meeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017

The School Board Role in Creating the Conditions for Student Achievement, 2017

African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016

African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016

Latino Students in California's K-12 Public Schools, 2016

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

Climate for Achievement Governance Brief Series, 2015

Math Misplacement, 2015

CENTER FOR URBAN EDUCATION PUBLICATIONS

Protocol for Assessing Equity-Mindedness in State Policy, 2017

WEBSITES

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

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

Center for Urban Education: <http://cue.usc.edu>

Safe Schools Coalition: <http://www.casafeschools.org>

Adopted: 10-16-18

Amended: 3-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY, ADMINISTRATIVE REGULATION, AND EXHIBIT 4119.42/4219.42/4319.42 - EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS – First Reading ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy, Administrative Regulation, and Exhibit 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens?

BACKGROUND: Board Policy updated to add the requirement that the district's exposure control plan for bloodborne pathogens be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7. Legal cites added for training and hepatitis B vaccination requirements, and material deleted regarding the exemption of designated first aid providers from the pre-exposure hepatitis B vaccination, which is repeated in the AR. Paragraph added to include the district's responsibility to implement follow-up procedures in the event of an exposure incident. Regulation updated to add federal legal cites where applicable, add definition of personal protective equipment, and delete requirement to communicate hazards to employees through labels and signs, which is not applicable to school districts. Section on "Preventive Measures" expanded to include the provision of personal protective equipment, observance of universal precautions, and compliance with state regulations for needleless systems, needle devices, and non-needle sharps. Regulation also adds more detail regarding the exemption of certain first aid providers from the pre-exposure hepatitis B vaccine and adds required components of staff training. Exhibit added to specify which employees are required to sign a statement when they decline to accept the hepatitis B vaccination offered by the district. Board Policy 4119.42/4219.42/4319.4 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy, Administrative Regulation, and Exhibit 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens.
2. Do not approve amendment to Board Policy, Administrative Regulation, and Exhibit 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, MARCH 16, 2021

Approve Amendment to Board Policy, Administrative Regulation, and
Exhibit 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4119.42, 4219.42, 4319.42(a)

Exposure Control Plan for Bloodborne Pathogens

As part of its commitment to provide a safe and ~~healthful~~healthy work environment, the Governing Board recognizes the importance of ~~developing an exposure control plan~~protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV). The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace ~~to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).~~.

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.6 - School Health Services)

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

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

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall receive training and be offered the hepatitis B vaccination. (8 CCR 5193; 29 CFR 1910.1030)

~~The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))~~

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

Legal Reference:

GOVERNMENT CODE

3543.2 Scope of bargaining

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

6401.7 Injury and illness prevention program

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BP 4119.42, 4219.42, 4319.42(b)

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

~~*1016.89—Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings*~~

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Frequently Asked Questions About the Bloodborne Pathogens Standard

A Best Practices Approach for Reducing Bloodborne Pathogens Exposure, 2001

Exposure Control Plan for Bloodborne Pathogens, 2001

WEB SITES

~~*OSHA: <http://www.osha.gov>*~~

~~*Cal/OSHA*~~

California Department of Industrial Relations, Occupational Safety and Health:

http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

Adopted: 2-1-94

Amended: 9-17-02, 3-16-21

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ADMINISTRATIVE REGULATION

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AR 4119.42, 4219.42, 4319.42(a)

Exposure Control Plan for Bloodborne Pathogens

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193~~(b)~~); 29 CFR 1910.1030)

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that ~~result~~results from the performance of an employee's duties. (8 CCR 5193~~(b)~~); 29 CFR 1910.1030)

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193~~(b)~~); 29 CFR 1910.1030)

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193~~(b)~~)

A sharps injury is any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks. (8 CCR 5193~~(b)~~)

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193~~(b)~~); 29 CFR 1910.1030)

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193~~(b)~~); 29 CFR 1910.1030)

Engineered sharps injury protection is a physical attribute, such as a barrier, blunting, encapsulation, withdrawal, or other effective mechanism, built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193~~(b)~~); 29 CFR 1910.1030)

Personal protective equipment is specialized clothing or equipment worn or used by an employee for protection against a hazard, such as gloves, gowns, laboratory coats, face shields or masks. (8 CCR 5193)

Exposure Control Plan

The district's written exposure control plan for bloodborne pathogens shall contain at least the following components: (8 CCR 5193~~(e)~~); 29 CFR 1910.1030)

1. A determination of which employees have occupational exposure to blood or other

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AR 4119.42, 4219.42, 4319.42(b)

potentially infectious materials, which shall be made without regard to employees' use of personal protective equipment and shall include a list of:

~~The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:~~

- a. All job classifications in which all employees have occupational exposure–
- b. Job classifications in which some employees have occupational exposure
- c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #b1b above

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.6 - School Health Services)

2. The schedule and method of implementing– each of the following in accordance with 8 CCR 5193 and this administrative regulation:

- a. Methods of compliance required by 8 CCR 5193(d), ~~such as~~ and 29 CFR 1910.1030, including universal precautions, general and specific engineering and work practice controls, and personal protective equipment

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

- b. Hepatitis B vaccination
 - c. Bloodborne pathogen post-exposure evaluation and follow-up–
 - d. Communication of hazards to employees, ~~including labels, signs,~~ through information and training
 - e. Recordkeeping, including medical records, training records, and a log of sharps injuries
3. The district's procedure for ~~evaluating~~ documenting the route(s) of exposure and the circumstances ~~surrounding~~ under which exposure incidents occurred
 4. An effective procedure for gathering information about each exposure incident involving a sharp, ~~as required for the log of sharps injuries~~
 5. An effective procedure for periodically determining the frequency of use of the types and

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brands of sharps involved in exposure incidents ~~documented in the sharps injury log~~

6. An effective procedure for identifying currently available engineering controls and selecting such controls, as appropriate, for the procedures performed by employees in their work areas or departments
7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in ~~a patient's care determines, in the reasonable exercise of clinical judgment,~~ an employee's care determines that the use of an engineering control would jeopardize the employee's safety or the success of a medical, dental, or nursing procedure involving the employee ~~that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual~~
8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193~~(e)~~); 29 CFR 1910.1030)

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. ~~To~~ Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens and, to the extent that sharps are used in the district, ~~reflect progress in implementing the use~~ document consideration and implementation of appropriate commercially available needleless systems and needle devices and sharps with engineered sharps injury protection
3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update-
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e), 5193; 29 CFR 1910.1030)

Preventive Measures

The Superintendent or designee shall use engineering controls and work practice controls, as defined above, to eliminate or minimize employee exposure; to bloodborne pathogens. Engineering controls and work practice controls shall ~~regularly examine~~ be evaluated on a regular

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schedule and ~~update controls~~, as applicable, maintained, replaced, or updated to ensure their effectiveness. (8 CCR 5193; 29 CFR 1910.1030)

Whenever potential occupational exposure continues to exist after institution of engineering and work practice controls, the district shall provide, at no cost to the employee, appropriate personal protective equipment. (8 CCR 5193; 29 CFR 1910.1030)

Employees shall observe universal precautions to prevent contact with blood or other potentially infectious materials, including, but not limited to, handwashing, proper use of personal protective equipment, and proper disposal or washing of contaminated garments or objects. (8 CCR 5193; 29 CFR 1910.1030)

Any use of needleless systems, needle devices, or non-needle sharps shall adhere to the specific requirements of 8 CCR 5193(d) and 29 CFR 1910.1030.

Pre-Exposure Hepatitis B Vaccination

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. ~~The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or vaccination is contraindicated for medical reasons.~~ (8 CCR 5193(f); 29 CFR 1910.1030)

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f); 29 CFR 1910.1030)

The Superintendent or designee may exempt ~~designated first aid providers~~ from the pre-exposure hepatitis B vaccine ~~in accordance with 8 CCR 5193 (f). Information~~ designated first aid providers whose primary job assignment is not the rendering of first aid, provided that the district implements the procedures in its exposure control plan for providing hepatitis B vaccine to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials and provides appropriate follow-up for those who experience an exposure incident. (8 CCR 5193)

Training

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program ~~containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered~~ at the time of initial assignment to tasks where occupational exposure may take place, and at least annually thereafter, ~~and whenever a change of tasks or procedures affects the employee's exposure.~~ The training

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shall be offered during working hours and at no cost to the employee. (8 CCR 5193~~(e)~~); 29 CFR 1910.1030)

1. The training shall address, at a minimum: (8 CCR 5193; 29 CFR 1910.1030)
2. The exposure control standard contained in 8 CCR 5193 and 29 CFR 1910.1030
3. The epidemiology and symptoms of bloodborne diseases
4. Modes of transmission of bloodborne pathogens
5. The district's exposure control plan and the means by which employees may obtain a copy of the written plan
6. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
7. The use and limitations of methods to prevent or reduce exposure, including appropriate engineering controls, administrative or work practice controls, and personal protective equipment
8. The types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
9. The basis for selecting personal protective equipment
10. The hepatitis B vaccine, including its efficacy, safety, and method of administration; the benefits of being vaccinated; and that the vaccine will be offered free of charge
11. Appropriate actions to take and persons to contact in an emergency or exposure incident involving blood or other potentially infectious materials
12. The post-exposure evaluation and follow-up that the district is required to provide for the employee following an exposure incident

Additional training shall be provided to affected employees whenever a change, such as the introduction or modification of tasks or procedures or the introduction of new engineering, administrative, or work practice controls, affects the employee's exposure. The additional training may be limited to addressing the new exposures created. (8 CCR 5193; 29 CFR 1910.1030)

Designated first aid providers shall receive training that includes the specifics of reporting first-

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aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193~~(g)~~)

Reporting Incidents

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193~~(f)~~)

Sharps Injury Log

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. (8 CCR 5193; 29 CFR 1910.1030)

The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193~~(e)~~)

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193~~(e)~~; 29 CFR 1910.1030)

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
 - a. Job classification of the exposed employee
 - b. Department or work area where the exposure incident occurred
 - c. The procedure that the exposed employee was performing at the time of the incident
 - d. How the incident occurred
 - e. The body part involved in the incident
 - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during, or after the protective mechanism was activated

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- g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury
- h. The employee's opinion about whether any other engineering, administrative, or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation, and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193~~(f)~~; 29 CFR 1910.1030)

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is ~~infeasible~~not feasible or is prohibited by law
3. ~~Provide~~With the consent of the exposed employee, provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C, and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional responsible for the employee's hepatitis B vaccination with a copy of 8 CCR 5193 and 29 CFR 1910.1030; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193~~(f)~~; 29 CFR 1910.1030)

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193~~(f)~~)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

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AR 4119.42, 4219.42, 4319.42(h)

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location, and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The district shall maintain a medical record of each employee with occupational exposure, including the employee's hepatitis B vaccination status, the results of any post-exposure medical examinations and follow-up procedures, a copy of the information provided to the health care professional, and a copy of the health care professional's written opinion. The medical record shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h)); 29 CFR 1910.1030)

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place, and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h)); 29 CFR 1910.1030)

1. ~~Medical~~The medical records of each employee with occupational exposure shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

Adopted: 2-1-94

Amended: 9-17-02, 3-16-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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E 4119.42, 4219.42, 4319.42

Exposure Control Plan for Bloodborne Pathogens

HEPATITIS B VACCINE DECLINATION

In accordance with 8 CCR 5193 and 29 CFR 1910.1030, the district makes the hepatitis B vaccine available to employees who may reasonably be expected to have contact with blood or other potentially infectious materials in the performance of their duties. Any employee who declines this vaccine is required to read and sign the following statement:

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

Employee Name (Please print)

Signature

Date

Adopted: 3-16-2021

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
**SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 4119.43/4219.43/4319.43 -
UNIVERSAL PRECAUTIONS – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 4119.43/4219.43/4319.43 - Universal Precautions?

BACKGROUND: Board Policy updated to include material formerly in the AR on the provision of information to employees regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B and appropriate methods to prevent exposure. Policy also adds optional paragraph regarding the inclusion of related information in employee handbooks. Regulation updated to add a definition of occupational exposure and delete other unnecessary definitions. Section on "Employee Information" moved to BP. Section on "Infection Control Practices" revised to delete detailed requirements that are specifically applicable to employees identified as having occupational exposure, which are addressed in BP/AR 4119.42 - Exposure Control Plan for Bloodborne Pathogens, and to delete items with limited applicability in school settings. Board Policy 4119.43/4219.43/4319.43 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 4119.43/4219.43/4319.43 - Universal Precautions.
2. Do not approve amendment to Board Policy and Administrative Regulation 4119.43/4219.43/4319.43 - Universal Precautions.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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BP 4119.43, 4219.43, 4319.43(a)

Universal Precautions

In order to protect [all](#) employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.6 - ~~Student~~[School](#) Health ~~and Social~~ Services)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code 120875, 120880)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan [for bloodborne pathogens](#) or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Legal Reference:

GOVERNMENT CODE

[3543.2 Scope of bargaining](#)

HEALTH AND SAFETY CODE

[117600-118360 Handling and disposal of regulated waste-](#)

[120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B](#)

[120880 Information to employees of school district](#)

LABOR CODE

[6401.7 Injury and illness prevention program](#)

CODE OF REGULATIONS, TITLE 8

[3203 Injury and illness prevention program](#)

[5193 California bloodborne pathogens standard](#)

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BP 4119.43, 4219.43, 4319.43(b)

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

~~CDC PROGRAM ADVISORIES~~

~~1016.89—Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings~~

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Hepatitis B Questions and Answers for the Public

WEB SITES

American Federation of Teachers: <http://www.aft.org>

California Department of Industrial Relations, Occupational Safety and Health:

http://www.dir.ca.gov/occupational_safety.html

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

Adopted: 2-1-94

Amended: 9-17-02, [3-16-21](#)

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AR 4119.43, 4219.43, 4319.43(a)

Universal Precautions

Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including, but not limited to semen, vaginal secretions, and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other bloodborne pathogens. (8 CCR 5193(b)); 29 CFR 1910.1030)

~~Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))~~

Occupational exposure means reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193; 29 CFR 1910.1030)

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

~~Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))~~

Employee Information. – NOTE: This section moved to the Board Policy

~~The Superintendent or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)~~

~~(cf. 4112.9/4212.9/4312.9 – Employee Notifications)~~

~~(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)~~

~~The Superintendent or designee shall ensure that the worksite is effectively maintained in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. (8 CCR 5193(d))~~

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Personnel

AR 4119.43, 4219.43, 4319.43(b)

~~Where occupational exposure remains after the institution of engineering and work practice controls, the Superintendent or designee shall provide appropriate personal protective equipment at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))~~

~~The Superintendent or designee shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, the Superintendent or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))~~

~~For the prevention of infectious disease, employees shall routinely: (8 CCR 5193(d))~~

~~1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.~~

~~2. Use personal protective equipment as appropriate.~~

~~—a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.~~

~~If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.~~

~~—b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.~~

~~Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.~~

~~—c. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.~~

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AR 4119.43, 4219.43, 4319.43(c)

Infection Control Practices

For the prevention of infectious disease, the district shall:

1. Effectively maintain the worksite in a clean and sanitary condition, and implement an appropriate written schedule for cleaning and decontamination of the worksite

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

2. When necessary for employees with occupational exposure to bloodborne pathogens, provide appropriate personal protective equipment, such as gloves, masks, and outer garments, at no cost to the employee (8 CCR 5193)
3. Provide handwashing facilities which are readily accessible to employees, or, if not feasible, provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes

Any employee who has contact with blood or other body fluid, regardless of whether bloodborne pathogens are known to be present, shall:

1. Use personal protective equipment as appropriate.
2. Wash hands and other skin surfaces thoroughly with soap and running water:
 - a. Immediately or as soon as feasible following contact ~~of hands or any other skin or mucous membranes~~ with blood or other potentially infectious materials
 - b. Immediately after removing gloves or other personal protective equipment
3. When handwashing facilities are not available, ~~the employee shall~~ use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.
4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure ~~to~~ **to bloodborne pathogens.**
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs, or forceps to clean up broken glassware which may be contaminated.

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AR 4119.43, 4219.43, 4319.43(d)

7. Use effective ~~patient handling~~ techniques ~~and other methods~~ designed to minimize the risk of a sharps injury in all procedures involving the use of sharps ~~in patient care~~.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.24 - Specialized Health Care Services)

NOTE: Incorporated into BP/AR 4119.42 - Exposure Control Plan for Bloodborne Pathogens

~~—a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.—~~

~~—b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.~~

~~—c. Disposable sharps shall not be reused.~~

8. Handle, store, treat, and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.
 - a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). ~~Containers shall be easily accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.~~
 - b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

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

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.6 - ~~Student~~School Health ~~and Social~~ Services)

(cf. 6145.2 - Athletic Competition)

Adopted: 2-1-94

Amended: 9-17-02, 3-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND
ADMINISTRATIVE REGULATION 4157/4257/4357 – EMPLOYEE
SAFETY – First Reading**

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 4157/4257/4357 – Employee Safety?

BACKGROUND: Board Policy updated to reflect NEW STATE REGULATION (Register 2020, No. 10) which requires districts to provide employees with access to the district's injury and illness prevention program, and to add the prohibition against discharging or discriminating against an employee for exercising any right protected by the Occupational Safety and Health Act. Regulation updated to reflect NEW STATE REGULATION (Register 2020, No. 10) which requires that access to the district's injury and illness prevention program be provided to employees by either providing access in a reasonable time, place, and manner or providing unobstructed access through the district's server or web site. Regulation also updated to add material regarding the provision of facilities for quick drenching within the work area for immediate use when there is exposure to injurious corrosive materials. Regulation adds a section on "Protection from Communicable Diseases and Infections" which includes the development of an exposure control plan for bloodborne pathogens and strategies to prevent and mitigate infectious diseases, and a section on "COVID-19 Exposure" reflecting NEW LAW (AB 685, 2020) which specifies notifications that must be provided if the district receives notice of potential exposure to COVID-19 or the Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district work site that exposes employees to the risk of COVID-19. Board Policy 4157/4257/4357 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 4157/4257/4357 – Employee Safety.
2. Do not approve amendment to Board Policy and Administrative Regulation 4157/4257/4357 – Employee Safety.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, MARCH 16, 2021

Approve Amendment to Board Policy and
Administrative Regulation 4157/4257/4357 – Employee Safety
Page 2

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

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

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BP 4157, 4257, 4357(a)

Employee Safety

The Governing Board is committed to maximizing employee safety and believes that workplace safety is ~~every employee's~~ responsibility. ~~of every employee.~~ Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

~~The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.~~

The Superintendent or designee shall promote safety and correct any unsafe work practices through education, ~~training~~ and enforcement.

~~All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.~~

~~*(cf. 4117.4 - Dismissal)*~~

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

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

The Superintendent or designee shall establish and implement a written injury and illness prevention program, ~~and provide employees with access to such program,~~ in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

~~*(cf. 3514 - Environmental Safety)*~~

~~*(cf. 3514.1 - Hazardous Substances)*~~

~~*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*~~

~~*(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)*~~

~~*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*~~

~~*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*~~

~~*(cf. 4157.2/4257.2/4357.2 - Ergonomics)*~~

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

The Superintendent or designee shall ~~ensure the ready availability of~~ ~~make~~ first aid materials ~~readily available~~ at district workplaces and shall make effective provisions, ~~in advance, to prepare~~ for prompt medical treatment in the event of an ~~employee's~~ ~~employee's~~ serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for ~~exercising any right regarding~~

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BP 4157, 4257, 4357(b)

employee safety or health specified in ~~making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)~~, including:

1. Making a report or complaint
2. Instituting proceedings or causing proceedings to be instituted
3. Testifying with regard to employee safety or health
4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

Legal Reference:

EDUCATION CODE

32030-32034 Eye safety

32225-32226 Communications devices in classrooms

32280-32289.5 School safety plans

44984 Required rules for industrial accident and illness leave of absence

GOVERNMENT CODE

3543.2 Scope of bargaining

LABOR CODE

132a Workers' compensation; nondiscrimination

3300 Definitions of employer

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

6400-6413.5 Responsibilities and duties of employers and employees, especially:

6401.7 Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

3204 Access to employee exposure and medical records

3400 Medical services and first aid

5095-5100 Control of noise exposure

5193 Bloodborne pathogens

14000-14316 Occupational injury or illness reports and records

CODE OF REGULATIONS, TITLE 17

2508 Reporting of communicable diseases

CODE OF FEDERAL REGULATIONS, TITLE 29

651-678 Occupational safety and health

1910.95 ~~Noise standards~~ Occupational noise exposure

1910.1030 Bloodborne pathogens

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

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Guide to Developing Your Workplace Injury and Illness Prevention Program, ~~revised April 1998 2005~~ rev. August 2011

WEB SITES

California Department of Industrial Relations, Occupational Safety and Health:

http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Hearing Conservation Association: <http://www.hearingconservation.org>

National Institute for Occupational Safety and Health: <http://www.cdc.gov/niosh>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

Adopted: 1-25-78

Amended: 2-14-79, 11-17-82, 7-23-85, 1-21-92, 9-17-02, 6-8-10, [3-16-21](#)

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AR 4157, 4257, 4357(a)

Employee Safety

The Superintendent or designee shall provide safety devices and implement ~~safety devices,~~ safeguards, methods, and processes that are reasonably ~~adequate to render~~ necessary for the ~~employment~~safety and ~~place~~health of ~~employment safe and healthful.~~employees in the workplace. (Labor Code 6401)

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

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

~~(cf. 4261.1 - Industrial Accident/Illness Leave)~~

Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but not be limited to:
 - a. Recognition of employees who follow safe and healthful work practices

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

- b. Training and retraining programs
 - c. Disciplinary actions

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

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

3. A system for communicating with employees, in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. ~~This~~The communications system may include, but not be limited to:

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- a. Meetings
 - b. Training programs
 - c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
- a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the district is made aware of a new or previously unrecognized hazard

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)

5. A procedure for investigating occupational injury or illness.
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Provision of training and instruction as follows:
- a. To all new employees
 - b. To all employees given new job assignments for which training has not previously been received
 - c. Whenever new substances, processes, procedures, or equipment ~~are~~is introduced into the workplace and represents a new hazard

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- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or web site, which allows an employee to review, print, and email the current version of the district's injury and illness prevention program

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified in law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, [audiogram evaluation](#) and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)–

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Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030-[32034](#))

First Aid and Medical Services

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a ~~workplace~~ [is district facility or district grounds are](#) not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

[The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. \(8 CCR 3400\)](#)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness.

(cf. 5141.6 - School Health Services)

3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.

Protection from Communicable Diseases and Infections

[The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens](#)

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that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

COVID-19 Prevention Program- Recommended by our JPA

The Superintendent or designee shall develop and implement an effective written COVID-19 Safety Plan (CSP) which consists of two elements: pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(e)) which sunsets on 1/1/2023 the COVID-19 Prevention Program (CPP), and CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH and should be posted publicly on the website and in the district's injury and illness prevention program (IIPP).

COVID-19 Exposure

If the district receives notice of potential exposure to COVID-19, the Superintendent or designee shall, within one business day of the notice, take all of the following actions: (Labor Code 6409.6)

1. Provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19. The notice shall be

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provided in a manner normally used to communicate employment-related information, which may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending.

2. Provide a written notice to the exclusive representative, if any, of employees who were on the premises within the infectious period
3. Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding:
 - a. COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation
 - b. Available leave options for exposed employees
 - c. Antiretaliation and antidiscrimination protections of the employee
4. Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, of the disinfection and safety plan that the district plans to complete in accordance with Centers for Disease Control and Prevention guidelines

The above notifications shall be maintained for a period of at least three years. (Labor Code 6409.6)

If the district is notified of the number of cases that meet the definition of a COVID-19 outbreak, as defined by the California Department of Public Health, within 48 hours, the Superintendent or designee shall, within 48 hours of the notice, notify the local public health agency of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual. The Superintendent or designee shall continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite. (Labor Code 6409.6)

In the event that Cal/OSHA prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of COVID-19 infection and constitutes an imminent hazard to employees, the district shall post a notice thereof provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the place of employment, operation, or process is made safe and the required safeguards or safety appliances or devices are provided. (Labor Code 6325)

Adopted: 9-17-02

Amended: 3-10, 3-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT
DATE: MARCH 16, 2021
**SUBJECT: B.6.e. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION
4157.1/4257.1/4357.1 WORK-RELATED INJURIES – First Reading**
ACTION

ISSUE: Should the Board of Education approve the amendment to 4157.1/4257.1/4357.1 Work-Related Injuries?

BACKGROUND: Administrative Regulation updated to reflect NEW LAW (AB 1804, 2019) which requires that a report of death or serious injury or illness be immediately reported to Cal/OSHA by telephone or through an online mechanism established by Cal/OSHA, with clarification that districts may make the report by telephone or email until Cal/OSHA has an online mechanism available, and NEW LAW (AB 1805, 2019) which redefines "serious injury or illness." Regulation adds optional language regarding the responsibility of employees to document any incident, and combines options regarding the reporting of incidents to the insurance carrier or Department of Industrial Relations. Regulation also reflects NEW LAW (SB 1159, 2020) which provides that an employee will be presumed to be entitled to workers' compensation benefits for illness or injury resulting from COVID-19 if the diagnosis was made within 14 days after the employee performed labor or services at the place of employment and other conditions are met. Administrative Regulation 4157.1/4257.1/4357.1 is being submitted with recommended language from CSBA.

ALTERNATIVES: 1. Approve amendment to Administrative Regulation 4157.1/4257.1/4357.1 Work-Related Injuries.
2. Do not approve amendment to Administrative Regulation 4157.1/4257.1/4357.1 Work-Related Injuries.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

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Work-Related Injuries

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

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

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

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

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

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of ~~his/her~~the employee's right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, ~~he/she~~the employee shall report the work-related injury or illness to the Superintendent or designee as soon as practicable. The employee and appropriate district staff shall also promptly document the date and time of any incident, a description of the incident, and any persons present.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to ~~his/her~~the employee's dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

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AR 4157.1, 4257.1, 4357.1(b)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the ~~DIR~~district's insurance carrier or DIR, as applicable, within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death ~~must~~shall be filed ~~with the DIR~~within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report ~~by telephone or email~~ to the Division of Occupational Safety and Health (Cal/OSHA) by telephone or through an online mechanism made available by Cal/OSHA. (Labor Code 6409.1)

For the purpose of this report, serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement. (Labor Code 6302)

Claims Related to COVID-19

Until January 1, 2023, an employee is presumed to be entitled to workers' compensation benefits for illness or death resulting from COVID-19 if the diagnosis was made within 14 days after the employee performed labor or services at the place of employment and if the employee contracted COVID-19 during an outbreak at the employee's specific place of employment. (Labor Code 3212.86, 3212.88)

For this purpose, an outbreak means that, within 14 calendar days, one of the following occurs at a specific place of employment: (Labor Code 3212.88)

1. If a specific place of employment has 100 employees or fewer, four employees test positive for COVID-19.
2. If a specific place of employment has more than 100 employees, four percent of the number of employees who reported to the specific place of employment test positive for COVID-19.
3. A specific place of employment is ordered to close by a local public health department, the California Department of Public Health, Cal/OSHA, or the Superintendent due to a risk of infection with COVID-19.

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Series 4000

Personnel

AR 4157.1, 4257.1, 4357.1(c)

The Superintendent or designee may rebut a presumption that COVID-19 was contracted during the course and scope of employment by offering evidence to the Workers' Compensation Appeals Board, such as the measures that were in place at the employee's specific place of employment to reduce potential transmission of COVID-19 and evidence of an employee's nonoccupational risk of contracting COVID-19. (Labor Code 3212.86, 3212.88)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-~~4855~~4856 Workers' compensation, especially:

3212.86 COVID-19: critical workers pre-July 5, 2020

3212.88 COVID-19: critical workers post-July 5, 2020

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6302 Definition of serious injury or illness

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights to workers' compensation benefits

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Workers' Compensation in California: A Guidebook for Injured Workers, 2016

Notice to Employees - Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

California Department of Public Health: <http://www.cdph.ca.gov>

Adopted: 4-18-17

Amended: 3-16-21

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MARCH 16, 2021

SUBJECT: VII.1. 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 March 2, 2021?

BACKGROUND: As an ongoing tool to assist the Administration and Board in implementing and managing the District's Measure S bond program and master plan, the Business Office, in conjunction with its construction management team, has produced the following monthly status report on the progress of authorized Measure S bond projects for the Board's information and review.

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management					-		-			
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Salaries (3)	1,000,000	281,190	-	1,281,190	1,086,563	194,627	849,435	237,128	Future	
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su (1) (4)	251,000	50	-	251,050	210,996	40,054	210,392	604	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty	900,000	(425,437)	-	474,563	376,633	97,930	376,633	-	In Close-Out	IN PROGRESS
	2,396,981	(114,797)	-	2,282,184	1,948,753	333,432	1,693,572	255,180		
Brookside Elementary School					-		-			
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,364	104,892	1,285,364	-	Future	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1 (1) (2) (3)	3,648,750	-	-	3,648,750	328,652	3,320,098	328,652	-	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	11,200	-	Complete	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
20-17S Remove and Replace Foundation on Portable C (1)	46,571	1,212	-	47,783	46,099	1,684	46,099	-	Future	
20-16S Innovation Lab BES (1)	47,200	-	-	47,200	47,200	-	47,200	-	Future	
	5,194,587	47,525	-	5,242,112	1,815,438	3,426,673	1,815,438	-		
District Office					-		-			
19-17S District Office Emergency Generator	65,625	-	-	65,625	22,640	42,985	13,390	9,250	In Design	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	78,041	-	-	78,041	35,056	42,985	25,806	9,250		
District Wide					-		-			
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract (1) (3)	256,055	-	-	256,055	153,633	102,422	133,019	20,614	Future	IN PROGRESS
19-08S DW Arch Svcs for DSA Certific (1) (2)	195,035	-	(160,832)	34,203	34,203	-	34,203	-	In Close-Out	
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
20-04S Collaborative Furniture (1) (3)	102,376	-	-	102,376	102,376	0	66,573	35,803	Future	
20-10S Exterior Repairs to Portables at BES/MCMS	59,834	1,200	-	61,034	61,034	-	61,034	-	Complete	
20-21S Outdoor Furniture Purchases DW (1) (3)	107,636	-	-	107,636	104,759	2,877	104,759	0	Future	
20-23S HVAC Upgrades Districtwide (1) (3)	247,126	-	-	247,126	265,094	(17,968)	105,159	159,936	Future	
	8,917,290	47,919	(160,832)	8,804,377	8,713,089	91,288	8,496,402	216,687		
Medea Creek Middle School					-		-			
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (2) (3)	4,903,463	505,862	19,496	5,428,821	5,135,892	292,929	4,934,451	201,441	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	20,707	-	20,707	-	Complete	
	7,304,400	605,360	19,496	7,929,256	7,708,146	221,110	7,487,103	221,043		
Oak Hills Elementary School						-		-		
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	11,732	-	11,732	-	Complete	
20-03S Innovation Lab OHES (1) (2)	65,731	-	(575)	65,156	65,156	-	65,156	-	In Construction	
	837,340	53,440	54,225	945,006	671,474	273,532	671,300	174		
Oak Park High School						-		-		
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-19S Art Court Phase II (1)	229,538	-	-	229,538	223,923	5,615	222,505	1,419	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	20,052	-	Future	
20-22S Economizers OPHS F Bldg. HVAC's (1) (4)	25,756	-	-	25,756	25,756	-	25,756	-	Future	
	1,506,770	(211,302)	-	1,295,467	1,215,171	80,297	1,213,752	1,419		
Oak View High School						-		-		
19-26S Reno Bldg Ext at OVHS	175,763	(763)	-	175,000	163,763	11,237	163,763	-	Future	
	175,763	(763)	-	175,000	163,763	11,237	163,763	-		
Red Oak Elementary School						-		-		
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (3)	6,588,570	84,400	-	6,672,970	597,323	6,075,646	502,644	94,679	Future	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	NOC APPROVED 10/15/2019
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	NOC APPROVED 10/15/2019
20-11S Restroom Upgrades at ROES (1) (3)	86,466	-	-	86,466	86,466	-	86,466	-	Complete	
20-13S Paint Admin Interior	17,601	-	-	17,601	17,601	-	17,601	-	Complete	
20-14S Flooring for Admin + 7 Classrooms	49,125	-	-	49,125	49,125	-	49,125	-	In Close-Out	



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
20-15S Innovation Lab at ROES (1)	44,065	-	-	44,065	44,065	-	44,065	-	Planning	
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	105,853	-	-	105,853	88,153	17,700	38,228	49,925	Future	
	7,169,241	61,379	-	7,230,620	1,131,016	6,099,604	986,412	144,604		
TECH						-		-		
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	-	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	-	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	(794)	-	17,206	17,206	-	17,206	-	Complete	Project complete
18-30S MCMS Library Computer Lab Refresh	47,000	-	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	-	31,500	26,882	4,618	26,882	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	-	18,981	18,981	-	18,981	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	-	6,000	5,148	852	5,148	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	-	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home 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	37,033,665	712,750	(87,110)	37,659,305	26,834,344	10,824,961	25,791,865	1,042,479		