

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1035

DATE: May 18, 2021

PLACE: Oak Park High School Presentation Room – G9

899 N. Kanan Road, Oak Park, CA 91377

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

TIME: 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

5/13/2021

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

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

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

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

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

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

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

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

Public Comments may be submitted via this link www.opusd.org/PublicComments. If you wish to make a comment regarding a matter on the agenda or within the board's jurisdiction, please submit your comment via the form accessed by the above link before 6:00 p.m. on May 18, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. If your comment is on a non-agenda item but within the subject matter jurisdiction of the Board the comment will be read aloud at the beginning of the meeting. If the comment is on a specific Agenda Item, the comment will be read at the time the item is called.

This public comment form will be open to members of the public 2 hours (at 3:00 pm) prior to the closed session of the public meeting which begins at 5:00 pm and will close at 6:00 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.

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

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

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

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

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

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

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

Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 Conifer Street, Oak Park, CA 91377

NEXT MEETING-Regular Meeting

Tuesday, June 22, 2021

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1035
May 18, 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 at www.opusd.org/livestream. For Public comments please follow the procedures provided on pages 2&3 of this agenda.

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

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

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

- A. ROLL CALL**
- B. FLAG SALUTE**

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C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Recognition to the Oak Park High School Boys Soccer Team – 2020-2021 League Co-Champions
2. Presentation of Recognition to the Oak Park High School Boys Basketball Team – 2020-2021 League Champions
3. Presentation of Recognition to the Oak Park High School Speech and Debate Team
4. Remarks from Board Members
5. Report from Student Board Member
6. Remarks from Superintendent
7. Report from Oak Park Education Foundation
8. Report from Diversity and Equity Task Force and District's Equity Consultant
 - a. [Annual Update Diversity and Equity Task Force](#)
 - b. [Collective Report from Dr. Terry Walker, District's Equity Consultant](#)
9. Update on COVID-19 Impact on Oak Park USD Schools

B. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting April 20, 2021 and Special Meetings held on April 29, May 4, and May 11, 2021](#)

Board Bylaw 9324 requires Board approval of minutes from previous meetings

- b. [Approve Public Employee/Employment Changes 01CL24991-01CL25017 & 01CE10761-01CE10775](#)

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

- c. [Ratify Purchase Orders - April 1 – April 30, 2021](#)

Board Policy 3300 requires Board approval of Purchase Orders

- d. [Approve Designation of the 2021-2022 District/School Representatives to California Interscholastic Federation Leagues](#)

Education Code 33353(a)(1) requires Board approval for designation of CIF representatives

ACTION

2. BUSINESS SERVICES

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

A land acknowledgement statement acknowledges that the land that our schools and facilities rest on has been the home to the Ventureño Chumash indigenous communities for at least the last 13,000 years. The revised statement has been approved by the Chumash Tribal Leadership.

b. Review and Discuss 2021-2022 Enrollment Projections

Board will receive information from staff regarding the projected enrollment for the 2020-2021 school year

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

Board Policy 3312 requires Board approval for contracts for services

d. Authorize Measure S Project 21-04S Network Access Control Appliance and Approve Associated Purchase

Board approval required for projects funded by Measure S Bond fund

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

Board approval required for projects funded by Measure S Bond fund

3. CURRICULUM AND INSTRUCTION

a. Review and Discuss the Local Control and Accountability Plan (LCAP) Survey Date and Annual Update

Staff will share the results of the LCAP Parents, Student, and Staff surveys and the annual update

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

Education Code Section 43522(e) requires the board to adopt the ELO Grant Plan at a public meeting on or before June 1, 2021

c. Approve 2020-21 School Plans for Student Achievement

Education Code 64001 requires Board approval for School Plans for Student Achievement

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

Board approval required for additional instructional materials

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

Board approval required for additional instructional materials

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

Board approval required for additional instructional materials

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

Board approval required for additional instructional materials

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

Board approval required for new courses of study

i. Approve Agreement with Curtis Center for Professional Development Services

Board Policy 3312 requires Board approval for contracts for services

4. HUMAN RESOURCES

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

Board approval required for establishing a certificated position

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

Board approval required for establishing a certificated position

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

Board is being asked to approve rescinding layoffs of certificated employees and authorizing staff to rehire those employees for those particular kinds of services

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

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

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

Per Education Code 35031, 44929.20 and Board Policy 4312.1 the Board may offer a contract to an assistant superintendent and must approve the contract at a regular meeting

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

Per Education Code 35031, 44929.20 and Board Policy 4312.1 the Board may offer a contract to an assistant superintendent and must approve the contract at a regular meeting

VII. INFORMATION ITEMS

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

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 4-20-2021 #1031
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:02 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park. Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board on agenda and non-agenda items.

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

BOARD PRESENT

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

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mrs. Susan Roberts, Director of Pupil Services, Mr. Jay Fernow, District's Legal Counsel, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Campus Supervisors, Custodian Part-time temp, Instructional Assistant I - PE, Instructional Assistants I – Grade Level Temp, Clerical Sub, Technology Assistants Part Time, Maintenance Engineer, Walk-on-Coaches, Guest teacher, Mandarin Teacher, Biology Teacher, Interim Principal – Oak Park High School
- C. CONFERENCE WITH LEGAL COUNSEL— PENDING LITIGATION:** Government Code Section 54956(a) & (d)(i)
- D. CONFERENCE WITH LABOR NEGOTIATOR –** Government Code 54957.6
Agency designated representative: Dr. Anthony Knight, Superintendent
Unrepresented employee: Assistant Superintendents
- E. PUBLIC EMPLOYEE APPOINTMENT:** Government Code Section 54957
Title: Superintendent

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

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:05 p.m.

BOARD PRESENT

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

BOARD ABSENT

None

STAFF PRESENT

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

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

In closed session for Item III.c. the Board voted unanimously to accept the settlement offer of a special education student. The District will pay a total of \$18,500 to settle this case. The Board also took action on Item III.e. The Board voted unanimously to approve the appointment of Dr. Jeff Davis as Superintendent effective July 1, 2021. The Board took no other action in closed session at this meeting and also took no action in the closed session meetings of March 17, 28, 29, 31, April 2, and April 12.

Dr. Jeff Davis joined the meeting at this time and was introduced by Board President. Allen Rosen.

ADOPTION OF AGENDA

Student Board Member, Charlotte Robertson cast a preferential vote to approve the Agenda as presented. On motion of Drew Hazelton, 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.

PUBLIC SPEAKERS

There was one public speaker on a non-agenda item. Due to this meeting's electronic nature and to maintain the integrity of providing an opportunity for public comment, the Board President read the public comment at this time.

OPEN COMMUNICATIONS/PRESENTATIONS

A. BUSINESS SESSION:

1. BOARD

a. [Approve Employment Contract with Superintendent](#)

The Brown Act requires the Board, before taking final action, to orally report a summary of

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

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

- Annual base salary of \$220,000
- Health and welfare benefits granted to the District other certificated administrative employees; currently at not to exceed \$19,127 district contribution to health and welfare benefits
- Up to 10 additional days annually beyond work year, paid at daily rate
- Term life insurance with a face value approximately 3x the Superintendent’s salary
- Actual and necessary expenses incurred in the performance of services for the District
- \$75 monthly stipend for cell phone and related equipment
- Reimbursement for expenses, including participation in up to 3 professional associations, not to exceed \$5,000 total
- Other paid leave granted to the other non-teaching certificated employees

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

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Employment Contract with incoming Superintendent Dr. Jeff Davis. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

REPORT FROM BOARD MEMBERS

The Board recognized the following:

- **Oak Park High School Thespian Society** - Each year, a troupe of OPHS thespians travel to Orange, California, to compete in the Annual Henry Kemp Blair Shakespeare Festival held by the Chapman University Theater Department. This year, in accordance with COVID-19 directives, the festival took place online, and many of our students were recognized at the festival. A slideshow highlighting some student performances and their awards was shared.
- **Oak Park High School Art Students** - Our OPHS art students competed in the Cultural Arts Council Art Show and the Westlake Village Art Show of the Conejo Valley! At both these art shows, our students won multiple awards. Anna Mendez, OPHS fine arts teachers shared information about the awards won by our students. A slideshow of their winning artwork was shared.

Denise Helfstein welcomed Dr. Jeff Davis and congratulated students of the OPHS Thespian Society and Art students. Denise reported that she helped welcome students back at Medea, Oak View, and OPHS and attended the GATE DAC meeting, the Wellness Council, the EEAC Meeting, Expanded Learning Opportunities Grant Plan Webinar, LACP Community Stakeholder meeting, and the VCSBA meeting on Learning Loss Mitigation.

Board Member Derek Ross congratulated the OPHS art and Thespian society students. Mr. Ross congratulated Dr. Jeff Davis and thanked Dr. Knight for his service to the District. Board member Ross attended the Measure S Committee meeting, the Diversity, and Equity Task Force meeting, Rancho Simi Recreation, and Park District meetings. Mr. Ross thanked the community for the support of the Bond Programs.

Board Member Tina Wang congratulated Dr. Jeff Davis and expressed her happiness that the Board really valued the stakeholder's feedback in the selection of the new Superintendent. Tina expressed her happiness in welcoming students at all grade levels back to in-person learning. Tina congratulated the students who were recognized for their work tonight. Tina attended the Diversity and Equity Task Force meeting, the Curriculum Council meeting, and also the candlelight vigil in Thousand Oaks organized by community members, parents, and students in support of the Asian American Community. Tina thanked Dr. Knight for the message of support and solidarity sent out by the District condemning the violence against the Asian American community.

Board Member Drew Hazelton congratulated all the students who were recognized tonight. Drew welcomed Dr. Jeff Davis to the team and thanked Board President Allen Rosen for his leadership during this search process and also for sending out communications to keep the community and staff apprised of the search process. Drew thanked Ragini for her help with the search process. Drew reported that he attended the Measure S Committee meeting and welcomed students at Brookside elementary school.

Board Member Allen Rosen congratulated the Thespian Society and art students from Oak Park High School. Allen also acknowledged the students of the Wildfire Prevention Club for their work on wildfire prevention with the brush clearing.

Student Board Member, Charlotte Robertson reported that ASB has been planning the Prom and making college decision posters, special senior rally, and the James Storehouse fundraiser. Charlotte welcomed Dr. Davis and thanked Dr. Knight for his service.

Superintendent Tony Knight acknowledged the Board on the selection of Dr. Jeff Davis. Dr. Knight expressed how happy he is with the selection of Dr. Davis and he feels that the immense amount of experience Dr. Davis has at various school districts will be beneficial here at Oak Park. Dr. Knight reported that he has been visiting the schools, and he is pleased to see students on campus and thanked the parents and staff for all their support. KCRW did a podcast about outdoor learning happening at our schools. State testing is going on at our schools and for the students on Distance Learning. Dr. Knight stated that Oak Park USD campuses would be open for regular school in the fall with all students back at school. If students are interested in Distance Learning they will be able to avail of our Oak Park Independent School Program. Dr. Knight shared that Oak Park USD is celebrating Earth Week at our schools this week.

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

REPORT FROM OAK PARK EDUCATION FOUNDATION(OPEF)

Scott Star, Chair of Oak Park Education Foundation shared that OPEF will be holding their second annual golf tournament on May 21st. Summer School registrations are currently going on and the Friday enrichment activities are going well. Scott encouraged community members to join the foundation.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

Dr. Jay Greenlinger, Director of Curriculum and Instruction provided an update on the status of the

students who were identified as needing additional academic support at Medea. The update summarized student academic progress from Quarter 2 to Quarter 3 after receiving targeted intervention support during the week and additional support on Fridays. Dr. Greenlinger provided an update on the ALEKS program, which is being used to address gaps in individual standards this school year. Dr. Greenlinger also discussed the Early Learning Opportunities funding requirement as outlined in Assembly bill 86 to support “supplemental instruction and support for social and emotional well-being.

Sara Ahl, Director of Extended Care Programs, provided an update on the end-of-year activities including the prom, culminations, and graduations. All these events are being planned as in-person events keeping in mind the health and event guidance outlined by the state and the county public health.

UPDATE ON THE 2021-2022 LCAP TIMELINE AND DEVELOPMENT PROCESS

Dr. Jay Greenlinger shared a revised timeline about the Local Control Accountability Plan and explained the process of development.

B.1. CONSENT AGENDA

On motion of Derek Ross, seconded by Tina Wang, 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 March 16, 2021 and Special Closed Session Meetings held on March 17, 28, 29, and 31, 2021 and Special Meetings held on April 2, and 12, 2021](#)
- b. [Approve Public Employee/Employment Changes 01CL24954-01CL24990 & 01CE10727-01CE10760](#)
- c. [Ratify Purchase Orders - March 1 – March 31, 2021](#)
- d. [Approve Quarterly Report on Williams Uniform Complaint – April 2021](#)
- e. [Approve 2021-2022 Agreement for Legal Services with Fagen Friedman & Fulfrost](#)

B2. BUSINESS SERVICES

- a. [Review and Approve Land Acknowledgement Statement](#)

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the Land Acknowledgement Statement. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

At the meeting were OPHS senior Anna Stephens, who has been instrumental in bringing this proposal to the District, and Alan Salazar, an educator, visionary, and spiritual advisor of Chumash and Tatavian Native American descent.

The statement will be reviewed by the Chumash tribal leadership and brought back to the board for final approval.

- b. [Accept 2019-20 Annual Audit Reports for Bond Measures C6, R, and S and Auxiliary Organizations](#)

Natalie Palma of Christy White Accountancy Corp was present to answer any Board questions related to the audit process and findings. There were no findings reported. On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education accepted the Annual Audit Reports for Bond Measures C6, R, and S for 2019-2020, the report for Auxiliary Organization was not presented at this meeting and will be provided at a subsequent meeting. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

- c. [Approve Change Order #1 Measure S Project 21-01S, Field Turf Replacement and Field Upgrades at Oak Park High School, with Hellas Construction Inc.](#)

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Change Order #1 Measure S Project 21-01S, Field Turf Replacement and Field Upgrades

at Oak Park High School, with Hellas Construction Inc. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. [Ratify Contracts for Measure S Project 21-03S Core Network Switch Replacement and Basic Maintenance](#)

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education ratified Contracts for Measure S Project 21-03S Core Network Switch Replacement and Basic Maintenance. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. [Adopt Resolution #2021-06, Participation in CSBA California School Cash Reserve Program](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education adopted Resolution #2021-06, Participation in CSBA California School Cash Reserve Program. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

f. [Approve Acceptance of Donations](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the acceptance of Donations to the Oak Park High School Rocket Team with gratitude. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B3. HUMAN RESOURCES

a. [Approve Resolution #2021-07 to Not Reemploy Certificated Employees Due to a Reduction or Elimination of Particular Kinds of Services](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved Approve Resolution #2021-07 to Not Reemploy Certificated Employees Due to a Reduction or Elimination of Particular Kinds of Services. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B6. BOARD POLICIES

a. [Approve Amendment to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures](#)

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved amendment to Board Policy and Administrative Regulation 1312.3 Uniform Complaint Procedures as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. [Approve Amendment to Board Policy and Administrative Regulation 4119.25/4219.25/4319.25 Political Activities of Employees](#)

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved amendment to Board Policy and Administrative Regulation 4119.25/4219.25/4319.25 Political Activities of Employees as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. [Approve Amendment to Board Policy and Administrative Regulation 5113.2 Work Permits](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved amendment to Board Policy and Administrative Regulation 5113.2 Work Permits as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. [Approve Amendment to Board Policy and Administrative Regulation 6115 Ceremonies and Observances](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved amendment to Board Policy and Administrative Regulation 6115 Ceremonies and

Observances as first and final reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. Approve Amendment to Board Policy 6170.1 Transitional Kindergarten

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education approved amendment to Board Policy 6170.1 Transitional Kindergarten as first and final reading.

Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

On motion of Drew Hazelton, seconded by Denise Helfstein, there being no further business before this Board, the Regular meeting held on April 20, 2021 is declared adjourned at 8:31 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

4-29-2021 #1032

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 6:03 pm at Oak Park High School, Presentation Room G9. 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 April 29th with members of the Board and Staff attending in person. Members of the public were able to submit public comments via an online form before the board meeting as well as via email during the meeting as outlined in the Agenda. Members of the public were able to observe the meeting via a published livestream link.

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

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

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.

OPEN SESSION

1. BUSINESS SESSION

ACTION

- a. [Approve Revised Job Description for Districtwide Head Custodian](#)

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the revised Job Description for Districtwide Head Custodian. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0. Absent – 0.

b. Review and Discuss the Expanded Learning Opportunities Grant Plan

Dr. Jay Greenlinger shared an overview of the results of the stakeholder survey and the Board reviewed and discussed the proposed ELO Plan and provided further guidance to ensure the plan addressed the needs of the school community. The Board requested another discussion meeting to review the revised plan based on the recommendations provided to staff.

On motion of Denise Helfstein, seconded by Tina Wang, there being no further business before this Board, the special meeting held on April 29, 2021 is declared adjourned at 9:13 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

5-4-2021 #1033

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Drew Hazelton, called the Special meeting to order at 6:05 pm at Oak Park High School, Presentation Room G9. 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 May 4th with some members of the Board and Staff attending in person. Members of the public were able to submit public comments via an online form before the board meeting as well as via email during the meeting as outlined in the Agenda. Members of the public were able to observe the meeting via a published livestream link.

BOARD PRESENT

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

BOARD ABSENT

Mr. Allen Rosen, President, and Charlotte Robertson, Student Board Member

STAFF PRESENT

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

FLAG SALUTE

Adam Rauch led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

None

ADOPTION OF AGENDA

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

OPEN SESSION

1. BUSINESS SESSION

ACTION

a. [Review and Discuss the Revised Expanded Learning Opportunities Grant Plan](#)

Dr. Jay Greenlinger shared the revised ELO Plan. The Board held a discussion and recommend

that the proposed plan be shared with the Oak Park teachers Association, School Site Council and teachers at all school sites for feedback and review. The proposed plan will be shared at the May 18th regular board meeting for formal approval.

On motion of Denise Helfstein, seconded by Tina Wang, there being no further business before this Board, the special meeting held on May 4, 2021 is declared adjourned at 7:24 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

5-11-2021 #1034

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the Special meeting to order at 4:59 pm at Oak Park High School, Great Lawn. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advance notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to address the governing board.

Based on these guidelines, the OPUSD Board of Education held a video conference/teleconference special meeting on May 11th with members of the Board and Staff attending in person. Members of the public were able to submit public comments via an online form before the board meeting as well as via email during the meeting as outlined in the Agenda. The meeting was livestreamed via a published link.

BOARD PRESENT

Mr. Allen Rosen, President, Mr. Drew Hazelton, Vice President, Mr. Derek Ross, Clerk, Mrs. Tina Wang, Member, and Mrs. Denise Helfstein, Member (joined the meeting at 5:40 pm)

BOARD ABSENT

Charlotte Robertson, Student Board Member

STAFF PRESENT

Dr. Tony Knight, Superintendent, Dr. Jeff Davis, Incoming Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, Mr. Enoch Kwok, Director Technology, Mrs. Susan Roberts, Director of Pupil Services, Mrs. Sara Ahl, Director of Extended Care Programs, Mr. Brad Benioff, Principal Medea Creek Middle School, Mr. Kent Cromwell, Principal Oak Park Independent School and Oak View High School, Mr. Jason Meskis, Assistant Principal Oak Park High School, Mrs. Erin Vranesh, Principal Brookside Elementary School, Mrs. Stacy LaFrenz, Principal Red Oak Elementary School, Mr. Erik Warren Principal Oak Hills Elementary School, 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 Tina Wang, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Rosen, Ross, Wang. No - 0. Absent – Helfstein

OPEN SESSION

A. OPEN COMMUNICATIONS/PRESENTATIONS

1. Presentation of the Marie Panec Educating Compassionate and Creative Global Citizens Award to students from Medea Creek Middle School, Oak Park High School, Oak View High School and Oak Park Independent School

At 5:30 pm the Marie Panec Awards Ceremony ended, and the Board took a recess
Board Member Mrs. Denise Helfstein joined the meeting at 5:40 pm.
The Board reconvened for the retirement recognition at 6:00 pm

2. Presentation of Retirement Recognition to Linda Friedrichs, Regina Pahn, Patti Holland, Nina Johnson, Sharon Merfeld, Lynn Paniz, Jon Duim, Randi Liepman, Julie Ross, Sharon Stutz, Sherry Hung, Debbie Cooper, and Dr. Tony Knight.

On motion of Allen Rosen, seconded by Drew Hazelton, there being no further business before this Board, the special meeting held on May 11, 2021 is declared adjourned at 7:57 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: MAY 18, 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
CL24991	Marcus Jasso	Walk-On-Coach - Not to Exceed \$3,500.00	4/22/2021	Coaches, Athletics	TBD	OPHS
CL24992	Morgan Weiss	Extended Care Site Leader	8/9/2021	Fund 120	\$25.91	MCMS
CL24993	Bryce Phillips	Extended Care Assistant Site Leader	8/9/2021	Fund 120	\$22.52	OHES
CL24994	Traci Woo	Extended Care Assistant Site Leader	8/9/2021	Fund 120	\$20.04	BES
CL24995	Ashley Palmieri	Extended Care Site Leader	8/9/2021	Fund 120	\$24.50	ROES
CL24996	James Craft	District Wide Head Custodian	5/20/2021	General	\$29.34	District Office

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL24997	Abimael Cortes Carrillo	Custodian P/T Temporary to Custodian Sub	6/30/2021	General	\$19.83	District Wide
CL24998	Ariel Jala	Custodian P/T Temporary to Custodian Sub	6/30/2021	General	\$19.83	District Wide
CL24999	Gerardo Guzman	Custodian P/T Temporary to Custodian Sub	6/30/2021	General	\$19.83	District Wide
CL25000	Serapio Reyfa	Custodian P/T Temporary to Custodian Sub	6/30/2021	General	\$19.83	District Wide
CL25001	Florentino Curiel	Custodian P/T Temporary to Custodian Sub	6/30/2021	General	\$19.83	District Wide
CL25002	Ryan Coronel	Campus Supervisor - recind resignation	4/15/2021	General	\$19.92	ROES
CL25003	Hai Hong Lac	Campus Supervisor reduction of hours	4/12/2021	General	\$17.72	BES
CL25004	Lucia McHarry	Accounting Assistant II from Accounting Ast I	4/21/2021	General	\$22.74	District Office
CL25005	Jennifer Burstein	Office Manager I from Students Servcies II	7/26/2021	General	\$24.50	OPIS
CL25006	Dawn Dee Ducich	Campus Supervisor reduction of hours	3/22/2021	General	\$19.92	MCMS
CL25007	Samantha Helland	Instructional Assistant II SpEd Site Change	3/1/2021	Special Ed	\$22.28	ROES

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL25008	Wendy LaCasse	Campus Supervisor	4/12/2021	Resignation	\$19.92	MCMS
CL25009	Paula Friedman	College/Career Center Technicaian	6/4/2021	Resignation	\$24.57	OPHS
CL25010	Margaret Edison	Health Tech Rover Temporary	6/4/2021	Temp Cont End	\$22.28	District Wide
CL25011	Regina Pahn	Instructional Assistant I L & N	5/28/2021	Retirement	\$20.57	BES
CL25012	Colin Buchanan	Instructional Assistant I Literacy	5/28/2021	Resignation	\$17.31	OHES
CL25013	Katie Lague	Instructional Assistant I Literacy	5/28/2021	Resignation	\$20.57	OHES
CL25014	Lynn Paniz	Library/Media Technician	6/4/2021	Retirement	\$23.41	MCMS
CL25015	Linda Friedrichs	Student Services Assistant I	6/5/2021	Retirement	\$22.28	OHES
CL25016	Alberto Blanco	Technology Assistant Computer P/T Temp	5/28/2021	Temp Cont End	\$19.83	DO/OPHS
CL25017	Noah Rubino	Technology Assistant Computer P/T Temp	5/28/2021	Temp Cont End	\$17.69	DO/MCMS

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: MAY 18, 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
01CE10761	Vanessa Boggs	Dean of Students	7/1/2021	General	MCMS
01CE10762	Caity Katz	Counselor	8/2/2021	General	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE10763	Brianne Hazlewood	District Innovator/Tech Member	2/1-2/28/2021	COVID	\$50.00	OPHS
01CE10764	Jennifer Hankins	District Innovator/Tech Member	2/1-2/28/2021	COVID	\$50.00	OPHS
01CE10765	Julie Ross	TUPE Coordinator	2020-2021	TUPE	\$500.00	OPHS
01CE10766	Janet Svoboda	TUPE Coordinator	2020-2021	TUPE	\$500.00	OPHS
01CE10767	Paula Franco	Friday Intervention	2/19-5/27/2021	COVID	\$40 Hourly	MCMS
01CE10768	Cathy Norton	Friday Intervention	2/19-5/27/2021	COVID	\$40 Hourly	MCMS
01CE10769	Casey Webb	Friday Intervention	2/19-5/27/2021	COVID	\$40 Hourly	MCMS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site
01CE10770	Sara Lipkin	FMLA	4/27-5/27/2021	General	BES
01CE10771	Valeria Fuentes	.5 FTE to 1.0 FTE	2021-2022	General	ROES
01CE10772	Deanne Bray	Leave of Absence	2021-2022	General	OPHS

SEPARATION

Number	Name	Position	Effective Date	Separation	Site
01CE10773	Martie Ewing	Elementary Teacher	5/27/2021	Resignation	ROES
01CE10774	Angela Folendorf	Elementary Teacher	5/27/2021	Resignation	OHES
01CE10775	Erin Vranesh	Principal	6/30/2021	Resignation	BES

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: MAY 18, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – APRIL 1 THROUGH APRIL 30, 2021
CONSENT

ISSUE: Shall the Board ratify the following purchase orders issued for the period April 1 through April 30, 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 April 1 through April 30, 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 04/01/2021 - 04/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4330	Other Materials and Supplies N				
B21-00220	WELLS FARGO PAYMENT REMITTANCE CENTER	001	Superintendent/Board Supplies Open PO 2020-2021	010-4330	1,000.00
P21-00427	Riverside Insights	000	21/2022 - SpEd - Protocols Order - OPHS	010-4330	141.61
P21-00428	Document Systems	000	Pupil Services - printer waste bottle replacement	010-4330	36.47
P21-00432	Salinas & Sons Rooter Service	004	Repair main line at gymnasium boys restroom OPHS	010-4330	625.00
P21-00437	Jared Luke Kira DBA Deo Volent e Industries	004	Steel Canopies for Sites	010-4330	13,902.76
P21-00438	Brian Shore dba Totalgraphics	004	OHES Culmination Yard Signs	010-4330	707.85
P21-00439	Brian Shore dba Totalgraphics	004	ROES Culmination Yard Signs	010-4330	804.38
P21-00443	Western Psychological Services	000	21/2022 - SpEd Protocols - Psychs	010-4330	172.36
P21-00444	PEARSON ASSESSMENTS ORDER PROC ESSING	000	21/2022 - SpEd Protocols - Psychs	010-4330	1,545.85
P21-00445	Pro-Ed	000	21/2022 - SpEd Protocols - Psychs	010-4330	430.31
Total:010-4330 Other Materials and Supplies N					19,366.59
010-4410	Equipment New Non-Capitalized				
P21-00433	Container Alliance Co.	004	Storage Container M & O site	010-4410	3,300.00
P21-00435	KB Contract Interiors	004	L-Shaped stations for M&O.	010-4410	3,992.88
T21-00031	MJP Technologies Inc	007	Flat Panel Displays - Newline	010-4410	6,756.84
Total:010-4410 Equipment New Non-Capitalized					14,049.72
010-5200	Travel and Conference				
P21-00434	Carnegie Mellon University	005	Pd for Allan Prescott	010-5200	599.00
Total:010-5200 Travel and Conference					599.00
010-5600	Rents, Leases, and Repairs				
P21-00425	Signature Signs	004	Directional Sign at Medea Creek Middle School	010-5600	1,486.20
P21-00426	ChargePoint, Inc.	004	Replacement Part for EV Charging Station @OPHS	010-5600	768.75
P21-00441	Sunbelt Rentals, Inc	004	Double Drum @OPHS/Forklift Container @DO	010-5600	4,488.63
P21-00442	Fence Factory	004	Remove and Replace Damaged Chain Link Gate @OPHS	010-5600	1,664.00
Total:010-5600 Rents, Leases, and Repairs					8,407.58
010-5820	Other Operating Expense				
P21-00237	AML Global American Language Services	000	SpEd - Interpretation Services 20/21	010-5820	5,000.00
P21-00423	Special Education Services	000	20/2021 - Settlement Agreement	010-5820	17,500.00
P21-00429	CR Print	013	Laminating/Oth/Exp	010-5820	169.46
P21-00430	CR Print	005	GATE Program yellow folders	010-5820	632.78
P21-00431	Michael Walcher Engravers Lane	013	Repair Eng/Oth Exp/Disc	010-5820	2,284.00

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 3

Includes Purchase Orders dated 04/01/2021 - 04/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P21-00446	Cheryl Miller	000	Contracted Psychologist Services	010-5820	5,000.00
P21-00447	Hissho, Inc	004	Hissho Inc. School Presentation	010-5820	600.00
Total:010-5820 Other Operating Expense					31,186.24
010-5900	Telephone and Communications				
B21-00219	UPS Freight	004	Shipping Services for COVID-19 Tests	010-5900	500.00
Total:010-5900 Telephone and Communications					500.00
211-5820	Other Operating Expense				
P21-00436	Spearhead Locating Svcs, Inc	004	Proj 19-17S Emergency Gen @DO	211-5820	375.00
Total:211-5820 Other Operating Expense					375.00
211-6274	Other Construction				
P21-00440	Agoura Lock Technologies, Inc.	004	Proj 18-21S Keys for MCMS new classrooms	211-6274	590.38
Total:211-6274 Other Construction					590.38
211-6500	Equipment Replacement \$5000+				
P21-00424	Sunbelt Rentals, Inc	004	Proj 20-23S Forklift Rental for AC Units DW	211-6500	2,400.00
Total:211-6500 Equipment Replacement \$5000+					2,400.00
Total Number of POs				29	
				Total	77,474.51

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	26	74,109.13
Total Fiscal Year 2021			74,109.13
211	Measure S Facilities & Tech	3	3,365.38
Total Fiscal Year 2021			3,365.38
Total			77,474.51

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 3

Includes Purchase Orders dated 04/01/2021 - 04/30/2021

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4200	Other Books and Reference Mate			
B21-00164	5,870.00	010-4200	General Fund/Other Books and Reference Mate	1,370.00
Total:010-4200 Other Books and Reference Mate				1,370.00
010-4330	Other Materials and Supplies N			
B21-00030	3,660.00	010-4330	General Fund/Other Materials and Supplies N	660.00
B21-00043	14,000.00	010-4330	General Fund/Other Materials and Supplies N	1,000.00-
Total:010-4330 Other Materials and Supplies N				340.00-
010-4410	Equipment New Non-Capitalized			
TB21-00015	6,593.23	010-4410	General Fund/Equipment New Non-Capitalized	1,500.00
Total:010-4410 Equipment New Non-Capitalized				1,500.00
010-5600	Rents, Leases, and Repairs			
B21-00042	13,315.00	010-5600	General Fund/Rents, Leases, and Repairs	352.04
B21-00144	4,800.00	010-5600	General Fund/Rents, Leases, and Repairs	800.00
B21-00212	4,430.00	010-5600	General Fund/Rents, Leases, and Repairs	1,430.00
P21-00125	50,435.00	010-5600	General Fund/Rents, Leases, and Repairs	6,245.00
P21-00204	1,185.55	010-5600	General Fund/Rents, Leases, and Repairs	234.45-
P21-00317	2,042.50	010-5600	General Fund/Rents, Leases, and Repairs	108.69-
P21-00355	29,086.00	010-5600	General Fund/Rents, Leases, and Repairs	803.00
Total:010-5600 Rents, Leases, and Repairs				9,286.90
010-5820	Other Operating Expense			
P21-00422	728.38	010-5820	General Fund/Other Operating Expense	403.79
Total:010-5820 Other Operating Expense				403.79
211-4330	Other Materials and Supplies N			
B21-00122	1,927.20	211-4330	Measure S Facilities & Tech/Other Materials and Supplies N	122.20
Total:211-4330 Other Materials and Supplies N				122.20
211-4410	Equipment New Non-Capitalized			
P21-00390	10,000.00	211-4410	Measure S Facilities & Tech/Equipment New Non-Capitalized	5,000.00
Total:211-4410 Equipment New Non-Capitalized				5,000.00
211-6500	Equipment Replacement \$5000+			
DIR21-00002	44,053.00	211-6500	Measure S Facilities & Tech/Equipment Replacement \$5000+	9,853.00
Total:211-6500 Equipment Replacement \$5000+				9,853.00
Total PO Changes				27,195.89

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 3

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.1.d. APPROVE DESIGNATION OF THE 2021-2022 DISTRICT/SCHOOL REPRESENTATIVES TO CALIFORNIA INTERSCHOLASTIC FEDERATION LEAGUES

CONSENT

ISSUE: Shall the Board of Education appoint a representative and alternate for Oak Park High School to the California Interscholastic Federation (CIF) Leagues for the 2021-2022 school year?

BACKGROUND: Education Code 33353(a)(1) requires the Board of Education to approve the appointment of individuals by name or by title who will be school representatives to the athletic leagues for the upcoming year. If a governing board does not take appropriate action to designate representatives, CIF is required to suspend voting privileges for the affected schools. The staff is recommending that the Board approve the reappointment of Tim Chevalier, Athletic Director as the representative of the District to CIF Leagues for 2021-2022 school year. Staff is also recommending that the Board approve the reappointment of Mr. Jason Meskis, Assistant Principal of Oak Park High School who oversees Athletics to be re-designated as the alternate for CIF League for the District.

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve appointment of Tim Chevalier as representative and Jason Meskis as alternate for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2021-2022 school year.
2. Board of Education can approve appointment of an alternative representative of their choice.

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: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: RON NOCETTI, EXECUTIVE DIRECTOR

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 12, 2021

Enclosed is a form upon which to record your district and/or school representatives to leagues for **next year, 2021-2022**. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. **It is a legal requirement that league representatives be so designated.**

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you **send the names of league representatives to your CIF Section office**. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than June 28, 2021 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

2021-2022 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2021.**

Oak Park Unified School District/Governing Board at its May 18, 2021 meeting,
(Name of school district/governing board) (Date)
appointed the following individual(s) to serve for the 2021-2022 school year as the school's league representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE Tim Chevalier POSITION Athletic Director
ADDRESS 899 Kanan Road CITY Oak Park, CA ZIP 91377
PHONE 835-330018-7 FAX 818-707-7970 E-MAIL tchevalier@opusd.org

NAME OF SCHOOL Oak Park High School
NAME OF REPRESENTATIVE Jason Meskis POSITION Assistant Principal
ADDRESS 899 Kanan Road CITY Oak Park, CA ZIP 91377
PHONE 818-735-3300 FAX 818-707-7970 E-MAIL jmeskis@opusd.org

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

NAME OF SCHOOL _____
NAME OF REPRESENTATIVE _____ POSITION _____
ADDRESS _____ CITY _____ ZIP _____
PHONE _____ FAX _____ E-MAIL _____

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Anthony Knight Ed.D. Signature _____

Address 5901 Conifer Street City Oak Park, CA Zip 91377

Phone 818-735-3206 Fax 818-879-0372

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.

CIF SECTION OFFICES

CIF CENTRAL SECTION

Ryan Tos, Commissioner
764 P Street, #105
Fresno, CA 93721
Phone: (559) 781-7586
Email: kellyjones@cifcs.org

CIF CENTRAL COAST SECTION

David Grissom, Commissioner
333 Piercy Road
San Jose, CA 95138
Phone: (408) 224-2994
Email: dgrissom@cifccs.org

CIF LOS ANGELES SECTION

Vicky Lagos, Commissioner
10660 White Oak Avenue, Suite 216
Granada Hills, CA 91344
Phone: (818) 767-0800
Email: vlagos@cif-la.org

CIF NORTH COAST SECTION

Pat Cruickshank, Commissioner
5 Crow Canyon Court, Suite 209
San Ramon, CA 94583
Phone: (925) 263-2110
Email: slivingston@cifncs.org

CIF NORTHERN SECTION

Elizabeth Kyle, Commissioner
2241 St. George Lane, Suite 2
Chico, CA 95926
Phone: (530) 343-7285
Email: lkyle@cifns.org

CIF OAKLAND SECTION

Franky Navarro, Commissioner
1000 Broadway, Ste. 150
Oakland, CA 94607
Phone: (510) 879-2846
No fax number

CIF SAC-JOQUIN SECTION

Michael Garrison, Commissioner
P.O. Box 289
Lodi, CA 95241
Phone: (209) 334-5900
Email: kjohnson@cifsjs.org

CIF SAN DIEGO SECTION

Joe Heinz, Commissioner
3470 College Avenue
San Diego, CA 92115
Phone: (858) 292-8165
Email: scandia@cifsds.org

CIF SAN FRANCISCO SECTION

Don Collins, Commissioner
555 Portola Drive, Bungalow 2
San Francisco, CA 94131
Phone: (415) 920-5185
Fax: (415) 920-5189

CIF SOUTHERN SECTION

Rob Wigod, Commissioner
10932 Pine Street
Los Alamitos, CA 90720
Phone: (562) 493-9500
Email: sharonh@cifss.org

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: B.2.a. APPROVE REVISED LAND ACKNOWLEDGEMENT STATEMENT

ACTION

ISSUE: Shall the Board approve the revised Land Acknowledgement Statement for Oak Park Unified School District?

BACKGROUND: At the April 20, 2021 Meeting, the Board approved the Land Acknowledgement Statement which formally recognizes and pays respect to the indigenous communities. The statement acknowledges that the land that our schools and facilities rest on has been the home to the Ventureño Chumash indigenous communities for at least the last 13,000 years. It is intended to raise awareness regarding the enduring relationship between indigenous people and the land.

Mr. Alan Salazar who is an educator, visionary, spiritual advisor of Chumash and Tatavian Native American descendent was present at the meeting and expressed the wish that he would take the statement to the Chumash tribal leadership for approval. Mr. Salazar is a leading cultural resource consultant for the Ventura Indian Educational Consortium.

Based on the feedback provided by Mr. Salazar the Land Acknowledgement Statement was revised to accurately reflect that the Ventureño Chumash indigenous communities currently reside on this land as well. The revised statement has been approved by the Chumash tribal leadership.

The Board is requested to approve the revised Land Acknowledgment Statement and also to approve the recommendation on how this statement shall be used by the District. Staff is recommending that this statement be written in every Regular meeting agenda and also a plaque be installed with the statement at the District Office and Oak Park High School facilities.

Revised Statement

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

FISCAL IMPACT: The cost of fabrication and installation of the two plaques will be funded by the General Fund.

BOARD OF EDUCATION MEETING, MAY 18, 2021

Approve the Revised Land Acknowledgement Statement

Page 2

ALTERNATIVES:

1. Approve the revised Land Acknowledgement Statement.
2. Approve the placement of the statement on the regular meeting agenda
3. Approve the installation of a plaque with the Land Acknowledgment Statement at the District Office and Oak Park High School
4. Do not approve the revised Land Acknowledgement Statement.

RECOMMENDATION: Alternative No. 1, 2, and 3

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: ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: B.2.b. REVIEW AND DISCUSS 2021-2022 DISTRICT CAPACITY AND ENROLLMENT PROJECTIONS

INFORMATION/DISCUSSION

ISSUE: The board will receive a report from staff related to program capacity and student enrollment projections for the 2021-2022 School Year.

BACKGROUND: Current enrollment and the enrollment projections for the 2021-2022 School Year will be presented to the governing board for discussion at the meeting. New resident enrollment for next school year has taken place at the school sites during the month of January and early February. These new resident numbers, based on historical data, have been incorporated into the projections for next year.

FISCAL IMPACT: The initial budget for next school year will be based on the enrollment capacity of 4679 approved by the board at its December 15, 2020 Meeting.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - SCHOOL ENROLLMENT 2020/2021 AS OF 5/6/2021 - Table 1

[illegible]

Table 2		Table 3			Table 4		
	2021/2022	2021/2022	Enrolled	Projected	2020/2021 Begin of Year		
Capacity	4679	OPHS	1508	1450	TOTAL	DOC	PERMIT
Projected	4322	MCMS	1076	1040	4403	1541 (35%)	661 (15%)
Returning	4078	BES	589	529			
Enrolled	4490	OHES	497	513			
		ROES	612	574			
		OVHS	23	30			
		OPIS	185	185			
		NPS (not included)	1	1			
			4490	4322			

2021-2022 ENROLLMENT PROJECTIONS

This draft of enrollment projections for the 2021-2022 school year can be found in tables 1-4.

Table 1:

“Residents/Returning” refers to the number of new resident students and current students who are returning next year.

“New DOC” refers to students who signed up under the DOC program for the 21/22 school year and have completed the enrollment paperwork.

“New Permit/Staff” refers to the number of staff members who are bringing their children to our district and the number of new inter-district permits we have signed. These numbers are included in the DOC count.

“DOC Already Here” refers to the number of students who are already enrolled in our district on an inter-district permit, but who have applied for the DOC status. These numbers are included in the “Residents/Returning” students count.

“# of Sections Per Grade at K-5 Schools” refers to the number of teachers/sections that are being taught in each grade level.

“Class Size” refers to the number of students per class according to the OPTA Contract.

“Average Class Size” refers to the total of all students in that grade at all three elementary sites divided by the number of Sections. This does not equate to the actual class size at each site. This is only the math if every student were to be divided up evenly. However, we all know that we have to place DOC students based on several factors: siblings, SPED, room in that particular class and school, etc.

“Open Seats” refers to the available seats that we have for all 3 elementary sites combined.

* In 1st and K at ROES we currently we have 8 more students in K and we have 7 more student in 1st that we should staff for. We are assuming we will lose some of them over the summer

Table 2:

This table represents the 2021-2022 school year capacity, initial projections, returning students, and the number of students currently enrolled as of today.

Table 3:

This table represents the number of students who have enrolled for the 2021-2022 school year. The last column represents our projections for how many students will attend. With regards to OVHS, OPIS, and NPS we have provided our best projections, but there are several variables that may affect those schools.

Table 4:

This table represents the total number of students for the current 2020-2021 school year. There is a percentage breakdown of DOC and Permit students within the district.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.2.c. APPROVE RENEWAL OF AGREEMENT WITH DEVELOPING OUTDOORS FOR GENERAL STAFFING SERVICES FOR THE EXTENDED CARE PROGRAM FOR 2021-2022

ACTION

ISSUE: Shall the Board approve an agreement renewal with Developing Outdoors for general staffing services for the District's Extended Care Program for 2021-2022?

BACKGROUND: At its meeting on January 17, 2018, the Board of Education authorized the establishment of the OPUSD Extended Care Program in order to extend the learning experiences and methodologies present during the regular school day. The proposed 2021-2022 staffing agreement, which is included for the Board's information and review, is a minimally modified renewal of the agreement previously approved by the Board for the 2020-2021 school year. This agreement excludes the previous year's addendum in event of school and/or program closures due to COVID-19 during the 2020-2021 school year but includes COVID language in addition to language to account for unanticipated program closure as a result of wildfire, pandemic, other natural disaster, or any other unanticipated event. It is respectfully requested that the Board approve the renewal agreement with Developing Outdoors for general staffing services for the Extended Care Program. The renewal agreement has been reviewed by the District's Joint Powers Authority (JPA) and Legal Counsel (Fagen Friedman & Fulfrost) The renewal agreement follows for the board's review.

FISCAL IMPACT: The fiscal impact for this service agreement, based on 2019-20 actuals and budget projections for 2021-2022, is \$1,157,098, which will be funded out of Fund 120, Child Development Fund from revenue earned in the form of tuition and fees. This budgeted amount includes the annual payroll total for an estimated 80 Developing Outdoors employees.

ALTERNATIVES:

1. Approve the agreement with Developing Outdoors for general staffing services for the District's Extended Care Program, per the terms and conditions of the accompanying contract, to be funded from Fund 120, Child Development Fund for 2021-2022.
2. Do not approve the staffing agreement.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, MAY 18, 2021

Approve an agreement renewal with Developing Outdoors for general
staffing services for the District's Extended Care Program for 2021-2022
Page 2

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

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

GENERAL STAFFING AGREEMENT 2021-2022

Educational Learning Opportunities, Inc., a California corporation, to do business as “Growing Outdoors/Developing Outdoors with its principal office located at 5948 Lake Lindero Dr. Agoura Hills, CA 91301. (“STAFFING FIRM”), and Oak Park Unified School District, with its principal office located at 5801 Conifer St, Oak Park, CA 91377 (“CLIENT”), agree to the terms and conditions set forth in this Staffing Agreement (the “Agreement”). STAFFING FIRM and CLIENT may be individually referred to herein as a “Party” or collectively as the “Parties.”

1) CLIENT’s Program

- a. CLIENT plans to have an extended care program that operates from approximately 6:45am – 6:30pm on CLIENT's school days, staff development days, teacher prep days, and local holidays (the “Program”). Program hours and days are subject to change. This includes the Summer Gap Program, scheduled to be held from May 31 through June 17, 2022.
- b. The Program aims to maintain a ratio of approximately 1 staff member for every 10 to 15 students. CLIENT will look at enrollment and Program attendees and accordingly determine the anticipated number of Assigned Staff, as defined below, that are needed to conduct the Program. If CLIENT or STAFFING FIRM believes that additional staff is reasonably necessary to assure proper supervision and care of the attendees, each shall promptly notify the other in writing.

2) STAFFING FIRM’s Duties and Responsibilities

STAFFING FIRM represents that it has or is able to obtain personnel to serve as Assigned Staff, as defined below, to the Program, and to make available to CLIENT qualified Assigned Staff for CLIENT’s Program. For purposes of this Agreement, “Assigned Staff” shall be defined as individuals employed by STAFFING FIRM and made available to CLIENT to staff the Program under the supervision and control of CLIENT, on the terms and conditions herein contained.

STAFFING FIRM shall:

- a. Recruit, screen, interview (as outlined in Exhibit A), select and assign qualified individuals”) to perform the type of work described on Exhibit A” and as assigned and supervised by CLIENT at the locations specified on Exhibit B;
- b. STAFFING FIRM will comply with the background/qualification checks required for the Assigned Staff and any other STAFFING FIRM employees that may interact with CLIENT’s students in the Program as reasonably requested in writing by CLIENT. STAFFING FIRM, at its expense, shall perform a background search on each Assigned Staff on the “Enhanced Nationwide Criminal & Sex Offender Registry”, Megan’s Law database and the National Sex Offender Public Website. CLIENT, at its expense, shall perform such background searches as it deems appropriate to include “Live Scan” fingerprinting. Each Party hereto acknowledges that applicable state and federal privacy

laws, regulate the dissemination of the results of such searches, and therefore STAFFING FIRM will not release to CLIENT the results of any background searches. STAFFING FIRM will inform CLIENT whether the background search performed on each Assigned Staff reveals any legal prohibition that prevents the Assigned Staff from working for CLIENT or raise issues as to suitability for involvement in the Program in general or proximity to or care of young children and specifically to advise CLIENT to conduct its independent background check during which period of CLIENT investigation any such individual shall not be assigned to CLIENT. STAFFING FIRM covenants and agrees that all such checks will fully comply with California and federal requirements for employee work with, access to on school premises, and interaction with children. STAFFING FIRM shall notify CLIENT if additional checks as to prospective Assigned Staff are needed or recommended;

- c. Design and execute a training program for all Assigned Staff and the employees of Client, so designated in writing by Client as outlined in Exhibit C;
- d. Be solely responsible to pay Assigned Staff wages and be responsible for any benefits due Assigned Staff under California or federal law;
- e. Be solely responsible to pay, withhold, and transmit payroll taxes; to provide unemployment insurance and workers' compensation benefits; and to respond to and handle unemployment and workers' compensation claims involving Assigned Staff;
- f. Be responsible for any actions, omissions to act, injuries, loss or damage to CLIENT, CLIENT's property, and to any employees, students, children or other persons in the extended care firm arising out of and related to the performance of STAFFING FIRM's failure to comply with the duties under 2a;
- g. Assigned Staff shall perform all services pursuant to the Agreement, under the direction and control of CLIENT'S Site Coordinator as required by Paragraph 3.g. STAFFING FIRM shall comply with the CLIENT's reasonable requests regarding assignment of personnel. STAFFING FIRM shall commit adequate resources and qualified Assigned Staff to perform the work as requested by CLIENT pursuant to Paragraph 1.b.;
- h. Require each Assigned Staff to sign an agreement (in the form of Exhibit D) acknowledging that he or she is not an employee of CLIENT and are therefore not entitled to pay or holidays, vacations, disability benefits, insurance, pensions, or retirement plans, or any other benefits offered or provided by CLIENT;
- i. Require Assigned Staff to sign confidentiality agreements (in the form of Exhibit E) before they begin their assignments to CLIENT;
- j. In the event of any loss or claim, cooperate fully with the insurance carrier and CLIENT in the investigation and handling of same, including providing full notice, cooperation in defense, and availability for information and records.
- k. Provide insurance as required in section 7) Insurance.

3) CLIENT's Duties and Responsibilities

- a. The CLIENT will conduct background check verification through the U.S. Department of Justice in addition to any background checks completed by the STAFFING FIRM;
- b. Direct and supervise the work of Assigned Staff;

- c. Properly control and safeguard the premises, processes, or systems, and not permit Assigned Staff to operate any vehicle or entrust Assigned Staff with cash, checks, credit cards, or negotiable instruments without STAFFING FIRM's prior written approval, which may be withheld in its sole discretion;
- d. Provide Assigned Staff with safe work sites and provide appropriate information, training, and safety equipment with respect to any hazardous substances or conditions to which such Assigned Staff may be exposed at any work site;
- e. Not change the job duties of any Assigned Staff without STAFFING FIRM's express prior written approval which may be withheld in STAFFING FIRM's sole discretion *provided that* if STAFFING FIRM rejects CLIENT's request for a change in job duties not inconsistent with Program requirements, CLIENT may terminate this Agreement or reduce the number of Assigned Staff and replace them with CLIENT employees or third parties to perform as CLIENT requests.;
- f. Exclude Assigned Staff from CLIENT's payroll, benefit plans, policies, and practices;
- g. Inform STAFFING FIRM in writing within three (3) business days and attempt to do so within one (1) business day where feasible, of any incident of concern to CLIENT or any dissatisfaction with any Assigned Employee. Furthermore, CLIENT may demand that STAFFING FIRM schedule a meeting (in person or via phone) within two (2) business days of notice from CLIENT, to discuss the incident and/or Assigned Employee to decide the action to be taken, which shall be subject to CLIENT's approval;
- h. Client shall provide a Site Leader, who is an employee of CLIENT. The Site Leader's duties will be as follows:
 - i) Supervise Assigned Staff;
 - ii) Site supervision for program safety and Assigned Staff;
 - iii) Communicate with CLIENT's Director of Extended Care Program (if necessary);
 - iv) Communicate with parents of students as necessary;
 - v) If there is a problem or concern with an Assigned Staff, direct Assigned Staff to leave the CLIENT's premises immediately as needed for the Program, and address with STAFFING FIRM any reasons for removal and need for replacement; and
 - vi) Provide information and updates to STAFFING FIRM as needed for the Program, and request action by STAFFING FIRM as needed.
- i. CLIENT agrees to comply with all reasonable requests by STAFFING FIRM not inconsistent with Program requirements and the safety and care of enrolled students and CLIENT facilities and staff, and to provide access to all documents and electronic student data reasonably necessary for the performance of STAFFING FIRM's duties under this Agreement as permitted by law and CLIENT will gain parental consent of students enrolled if necessary in CLIENT's sole discretion. To the extent that STAFFING FIRM may handle student data, STAFFING FIRM agrees to comply with applicable student data privacy requirements, including, but not limited to the Children's Online Privacy Protection Act, the Family Educational Rights and Privacy Act, and California Education Code section 49073.1.

4) Payment

- a. CLIENT shall pay STAFFING FIRM for its performance of the services required of it hereunder at the hourly rates set forth in Exhibit F. For each Assigned Staff hired on or after July 15, 2020, CLIENT shall pay STAFFING FIRM for its performance of the services required of it hereunder at the hourly rates set forth in the First Amended Exhibit F. CLIENT shall maintain a time sheet for each Assigned Staff which shall be approved by CLIENT and the relevant Assigned Staff. CLIENT shall provide such timesheets to STAFFING FIRM semi-monthly, no later than 3 business days following the conclusion of the pay period. Payment is due on all undisputed amounts within thirty (30) days of receiving an invoice. Invoices will be supported by the pertinent time sheets or other agreed system for documenting time worked by the Assigned Staff. CLIENT's signature or other agreed method of approval of the work time submitted for Assigned Staff authorizes STAFFING FIRM to bill CLIENT for those hours. If a portion of any invoice is disputed, CLIENT will pay the undisputed portion.
- b. STAFFING FIRM shall charge CLIENT premium rates for overtime or holiday work only when an Assigned Staff's work on assignment to CLIENT, viewed by itself, would legally require overtime or holiday pay and CLIENT has authorized, directed, or allowed the Assigned Employee to work such overtime holiday work time. CLIENT's billing rate for premium/overtime hours will be the same multiple of the regular billing rate as STAFFING FIRM is required to apply to the Assigned Employee's regular pay rate. (For example, when federal law requires 150% of pay for work exceeding 40 hours in a week, CLIENT will be billed at 150% of the regular bill rate.) STAFFING FIRM shall cooperate with CLIENT to try to minimize need for premium work time and application of special rates to CLIENT.
- c. In addition to the rates specified in Exhibit F of this Agreement, CLIENT will pay STAFFING FIRM the amount of increased labor costs associated with CLIENT's Assigned Staff that STAFFING FIRM demonstrates to CLIENT's satisfaction that STAFFING FIRM is legally required to pay, such as wages, benefits, payroll taxes, social program contributions, or charges linked to benefit levels, until the Parties agree on new bill rates.
- d. Within ten (10) business days of receipt of the request for payment together with supporting invoices, CLIENT shall reimburse STAFFING FIRM for the cost of the insurance coverages required of STAFFING FIRM pursuant to Paragraph 2 (k) and in an amount not to exceed twenty-two thousand dollars (\$22,000).

5) Confidential Information/Non-Solicitation or Hiring

- a. Both Parties may receive information that is proprietary to or confidential to the other Party or its affiliated companies and their clients. Both Parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. Notwithstanding the foregoing, STAFFING FIRM understands and acknowledges that CLIENT is a

public entity under California law, and as such is obligated to conduct its business subject to the meeting requirements of the Ralph M. Brown Act, which calls for most business to be conducted publicly, and renders certain CLIENT's records public records for the purposes of the California Public Records Act and public rights of access. CLIENT's compliance with both shall not constitute a breach of this provision.

b. **Compensation for Hiring Assigned Staff**

In the event CLIENT hires any Assigned Staff during the Terms of the Agreement and during the one (1) year period after the expiration or termination of the Agreement for the purposes of working in the Extended Care Program (Club Oak Park or other before- or after-school program), CLIENT shall pay STAFFING FIRM the sum of five thousand dollars (\$5,000.00) for each Assigned Staff member to compensate STAFFING FIRM for its cost in finding and replacing such person and not as a penalty. CLIENT shall pay no compensation in the event STAFFING FIRM initiates the termination of the Staffing Agreement or in the event STAFFING FIRM and CLIENT determine mutually to discontinue the Agreement at any time.

i. During the 45 days immediately following the conclusion of the Summer Gap program, CLIENT shall have the ability to hire a maximum of four (4) Assigned Staff without incurring the compensation listed above.

1. In the event CLIENT does not hire all four (4) Assigned Staff during the 45 day window listed above, CLIENT shall have the ability to hire up to two (2) Assigned Staff after the 45 day period listed above, provided the total Assigned Staff hired under this provision doesn't exceed a maximum of four (4) in any one program year (*ex. one is hired in the 45 day window, CLIENT can hire up to two (2) Assigned Staff after that window OR if three (3) Assigned Staff are hired in the 45 day window, CLIENT can hire up to one (1) Assigned Staff after that window*), at no additional cost.

6) Compliance with Laws

- a. The Parties agree to cooperate fully and to provide assistance to the other Party in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve Assigned Staff.
- b. STAFFING FIRM shall cooperate with all reasonable requests of the CLIENT relating to policies for after school care, as the District may adopt from time to time, and if STAFFING FIRM objects to any policies to do so in writing promptly on receipt to the CLIENT but STAFFING FIRM shall follow the policies until otherwise resolved between CLIENT and STAFFING FIRM.
- c. STAFFING FIRM and all STAFFING FIRM's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.
- d. STAFFING FIRM shall assure that all Assigned Staff are educated in, and aware of all applicable laws as to permissible and impermissible behavior relative to conduct with CLIENT, CLIENT's employees and children in CLIENT's after

school care program, and to engage in no unlawful and wrongful conduct with same.

7) Insurance

- a. STAFFING FIRM shall, at its sole cost and expense, procure and maintain, for the duration of and period of service under this Agreement, including such tail and post-service coverage for actions and claims during the service period, liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services required by STAFFING FIRM hereunder by, or any actions, omissions to act, wrongful or intentional acts, or losses, claims or damages arising out of same, by the STAFFING FIRM, STAFFING FIRM's agents, representatives, officers, employees, or subcontractors (of all tiers), and by the STAFFING FIRM's Assigned Staff. Coverage for STAFFING FIRM, including any excess or umbrella coverage for STAFFING FIRM as required under this Agreement, shall be primary and first exhausted in lieu of any such insurance or risk pool benefits provided to CLIENT under any coverage instruments issued to it by the Ventura County Schools Self-Funding Authority ("VCSSFA"). Such coverage provided by STAFFING FIRM shall name the CLIENT as an Additional Insured and have primary limits per occurrence of no less than \$1,000,000 and in the aggregate of \$ 3,000,000, and excess umbrella coverage of \$10,000,000.
 - i. If STAFFING FIRM is providing services that require STAFFING FIRM to transport CLIENT personnel, students, or property, commercial automobile liability insurance in an amount not less than \$10,000,000 combined single limit and a \$10,000,000 aggregate. The CLIENT, its governing board, and their officials, employees, volunteers, and agents shall be named as additional insureds by endorsement to the same level of coverage as STAFFING FIRM.
 - ii. Workers' compensation benefits or coverage on the Assigned Staff, in amounts no less than required by law and statutory limits.
 - iii. Umbrella liability insurance with limits of \$10,000,000 aggregate, as to which CLIENT, its governing board, and their officials, employees, volunteers, and agents shall also be named as Additional Insured, and which extends coverage for claims, suits and losses including, but not limited to, claims against STAFFING FIRM, STAFFING FIRM's agents, representatives, officers, employees or subcontractors (of all tiers), and by the STAFFING FIRM'S Assigned Staff.
- b. STAFFING FIRM shall, at its sole cost and expense, procure and maintain, for the duration of and period of service under this Agreement, Sexual Abuse and Molestation coverage in the amounts of \$1,000,000 per occurrence and \$3,000,000 aggregate, which may be met with a combination of primary and excess general liability coverage.
- c. Acceptability of Insurers. The insurance required herein must be placed with carriers as follows:

- i. Non-admitted in California and subject to Section 1763 of the California Insurance Code with a current financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of VIII (capital surplus and conditional surplus funds of greater than \$100 million) or greater as reported by A.M. Best company or equivalent, or
 - ii. Admitted (licensed) in the State of California with a current financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of V (capital surplus and conditional surplus funds of greater than \$10 million) or greater as reported by A.M. Best Company or equivalent, or
 - iii. For Worker's Compensation only, admitted (licensed) in the State of California.
- d. Verification of Coverage. Each Party shall furnish the documentation as requested prior to performing the services and, at least 30 days prior to expiration of the insurance required herein, furnish renewal documentation. Each required document shall be signed by the insurer or a person authorized by the insurer to bind coverage on its behalf. Each Party reserves the right to require complete, certified copies of all insurance required herein at any time. Each Party shall notify the other in writing within five business days if any insurance required herein is voided by the insurer or cancelled by the insured. This notice shall be sent by certified mail, return receipt requested, and shall include a certificate of insurance and the required endorsements for the replacement coverage.
- e. Primary Coverage. It is understood that all primary and excess or umbrella coverage provided by STAFFING FIRM shall be primary and respond first in the event of any claims, suits, demands or losses which are due to or arise out of the actions, omissions to act, negligence or other conduct of STAFFING FIRM, STAFFING FIRM's agents, representatives, officers, employees or subcontractors (of all tiers), and STAFFING FIRM'S Assigned Employees or Assigned Staff, and that CLIENT shall be named as an Additional Insured on all policies as required under this Agreement. CLIENT is a member of a risk sharing pool, which is not insurance or an insurer under California law, and as such STAFFING FIRM agrees and waives any legal or other positions as to pro rata participation or primary status of any coverage CLIENT has or obtains, and that as a precondition of this Agreement all STAFFING FIRM coverages as described shall respond first and only as to matters referenced and claims, losses, suits or otherwise for STAFFING FIRM and CLIENT as an Additional Insured under STAFFING FIRM's policy or policies, and all policies secured by STAFFING FIRM shall conform to this provision.
- f. Documentation Required. The certificates and endorsements shall be received and approved by CLIENT and STAFFING FIRM before work commences. As an alternative, the CLIENT and STAFFING FIRM may submit certified copies of any policy that includes the required endorsement language set forth herein.

g. Endorsements. The following is required for the insurance policies, to CLIENT's reasonable satisfaction:

- i. "ADDITIONAL INSURED" endorsement naming the other Party, its governing board, and their officials, employees, volunteers, and agents as additional insureds.
- ii. The policies shall provide that the other Party shall be entitled to ten (10) days' written notice prior to the effective date of cancellation or nonrenewal of the policy, if cancelled for nonpayment and thirty (30) days for all other reasons, or reduction in coverage, by certified mail, return receipt requested.

8) Term; Termination for Breach

This Agreement shall be for a term of one (1) year commencing on the date on which both Parties have executed the Agreement ("Term"). Either Party may terminate the Agreement if the other Party is in material breach of the Agreement and such breach has not been corrected after written notification of the breach and thirty (30) day opportunity to cure.

9) Force Majeure

Except as otherwise expressly provided in this Agreement, in the case of any unanticipated program closure caused by an of "act of God" (including but not limited to pandemic, epidemic, labor strike, wildfire, inclement weather), the CLIENT has the option of any of the following scenarios.

- a. The Program is closed for less than 10 school days: CLIENT will pay STAFFING FIRM their full scheduled hours. CLIENT will pay to STAFFING FIRM the 37% markup as identified in the Agreement.
- b. The Program is closed for 10 or more school days: the CLIENT will pay STAFFING FIRM continuing operating costs not to exceed \$7,000 per month or pro-rata as necessary, upon Client's receipt and approval of itemized costs. No additional startup fees would be required for reopening.
- c. The Program is closed for 10 or more school days: STAFFING FIRM will immediately cease operations upon the program's closure. No services will be provided and no further costs will be incurred during the periods of the Program's closure.
 - i. Re-initiation of services:
Should the CLIENT forego the option to pay STAFFING FIRM continuing operating costs during extended closure period, the CLIENT may opt to request the re-initiation of services in advance of anticipated Program reopening and shall pay STAFFING FIRM startup fees mutually agreed upon by both Parties.

10) COVID-19 Provisions

The following provisions will remain in force for the term of the Agreement or until the State of California and all local government agencies remove all orders related to the COVID-19 pandemic, whichever comes first.

- a. The following language is hereby added to STAFFING FIRM's Duties and Responsibilities, as follows:
 - i. Provide copies of compliance with Ventura County Public Health (VCPH) as follows:
 - 1. completed detailed risk assessment in accordance with the state guidelines,
 - 2. written worksite-specific COVID-19 Prevention Plan,
 - ii. Provide copies of documentation of COVID-19 training required by VCPH as follows:
 - 1. Copy of employee sign-in sheet,
 - 2. Copy of Training Presentation,
 - 3. Copy of Handouts (if different from training presentation referred to above).
 - iii. Follow all recommendations in the most current California Department of Public Health COVID-19 Update Guidance: Child Care Programs and Providers, including, but not limited to:
 - 1. Face coverings,
 - 2. Frequent cleaning and disinfecting of all high-touch surfaces and toys,
 - 3. Hygiene,
 - 4. Health screening,
 - 5. Group size and staffing,
 - 6. Classroom space and physical distancing.

- b. The following language is hereby added to CLIENT's Duties and Responsibilities, as follows, in addition to those set forth in paragraph 3 above:
 - i. Follow all recommendations in the most current California Department of Public Health COVID-19 Update Guidance: Schools and School-Based Programs, including, but not limited to:
 - 1. Healthy hygiene practices,
 - 2. Face coverings,
 - 3. Intensify cleaning, disinfection, and ventilation, as feasible,
 - 4. Physical distancing,
 - 5. Check for signs and symptoms.

11) Minimum Hours Per Day

Each month CLIENT will send STAFFING FIRM notice of how many Assigned Staff are anticipated to be needed for the month. If CLIENT limits an Assigned Employee's work day to fewer than 50% of the hours of a shift that was requested by CLIENT, STAFFING FIRM may be required (by California law) to pay Assigned Employee 50% of the scheduled shift hours, and may bill CLIENT 50% of the hours paid to the Assigned Employee.

12) Late Payment Penalty

CLIENT agrees to pay net upon receipt of invoice and to pay interest on any undisputed balances after thirty (30) days from the date of receipt at the compounded rate of 1.5% per month (Annual Percentage Rate of 18%) or the maximum legal rate, whichever is less, calculated from the date of receipt.

13) Nature of Relationship

The services that STAFFING FIRM will render to CLIENT under this Agreement will be as an independent contractor. Nothing contained in this Agreement will be construed to create the relationship of principal and agent, or employer and employee, between STAFFING FIRM and CLIENT.

14) Headings

The headings of the paragraphs of this Agreement are inserted solely for the convenience of reference. They will in no way define, limit, extend, or aid in the construction of the scope, extent, or intent of this Agreement.

15) Arbitration

Any controversy or dispute between the Parties arising out of this Agreement including, but not limited to, interpretation, breach and performance, will be resolved by arbitration with Benchmark Resolution Group, 633 W 5th Street, Los Angeles, California, or Adjudicate West, 11601 Wilshire Boulevard, Los Angeles, California at the location closest to CLIENT's office or other agency mutually agreeable to the Parties. The costs of arbitration and of the arbitrator will be shared equally by the Parties. The arbitrator will have no authority to change any of the terms of this Agreement. All decisions of the arbitrator will be final and binding upon the Parties. The prevailing Party will be awarded reasonable attorney's fees incurred in the arbitration in addition to any other relief awarded. Judgment upon any award rendered by the arbitrator may be entered in any court of competent jurisdiction.

16) Contract Interpretation

The rule of construction that ambiguities in an agreement are to be construed against the drafter will not be invoked or applied in any dispute regarding the meaning of any provision of this Agreement.

17) Choice of Law

This Agreement will be governed by and construed in accordance with the laws of the state of California, without reference to any conflicts of law principles thereof.

18) Assignment of Agreement

Neither Party shall transfer or assign this Agreement without the written consent of the other Party, and any attempted assignment without such consent shall immediately terminate this Agreement.

19) Indemnification and Limitation of Liability

- a. STAFFING FIRM understands that the CLIENT will be adopting reopening plans designed to meet the requirements and recommendations of state agencies, health advisors and other responsible bodies. However, STAFFING FIRM also understands and acknowledges that despite the CLIENT'S efforts, the risk of infection from the COVID-19 virus, or others, cannot be eliminated at this time, and that STAFFING FIRM staff may be exposed as a result.
- b. To the extent permitted by law, STAFFING FIRM will defend, indemnify, and hold CLIENT and its directors, governing board, officers, agents, volunteers, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by STAFFING FIRM's or Assigned Staff's willful misconduct, gross negligence or breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 1 of the Agreement; or the negligence or the gross negligence, intentional acts or willful misconduct of STAFFING FIRM or STAFFING FIRM's officers, employees, or agents, or of or by Assigned Staff in the performance of the duties herein. STAFFING FIRM further hereby waives any and all rights of subrogation that it may have against the CLIENT.
- c. STAFFING FIRM also agrees to pay for any and all damage to the real and personal property of the CLIENT, or loss or theft of such property, or damage to the Property done or caused by such persons with the exception of acts within the scope of duty and with the exception of unlawful acts. CLIENT assumes no responsibility whatsoever for any property placed on CLIENT premises by STAFFING FIRM, STAFFING FIRM's agents, employees, participants, vendors, customers or subcontractors. STAFFING FIRM further hereby waives any and all rights of subrogation that it may have against the CLIENT. The provisions of this Indemnification do not apply to any damage or losses caused solely by the negligence of the CLIENT or any of its governing board, officers, agents, employees and/or volunteers.
- d. To the extent permitted by law, CLIENT will defend, indemnify, and hold STAFFING FIRM and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) (i) to the extent caused by CLIENT's breach of this Agreement; (ii) its failure to discharge its duties and responsibilities set forth in paragraph 3 of the Agreement; (iii) the negligence, gross negligence, or willful misconduct of CLIENT or CLIENT's officers, employees, or authorized agents in the discharge of those duties and responsibilities, and (iv) in any causes of action accruing after the termination of the Agreement or expiration of its Term.
- e. As a condition precedent to indemnification, the Party seeking indemnification shall inform the other Party in writing within 15 calendar days after it becomes aware of an incident that may give rise to a right of indemnity or receives notice whether oral or written of any claim, loss, liability, or demand for which it seeks indemnification from the other Party; and the Party seeking indemnification shall cooperate in the investigation and defense of any such matter.

20) Disallowance

By executing this Agreement, STAFFING FIRM certifies that STAFFING FIRM is not suspended, debarred, or otherwise excluded from participation in any federal or state school programs. STAFFING FIRM acknowledges that this certification of eligibility to receive state or federal funds is a material term of this Agreement.

21) Nonappropriation

This Agreement is subject to the budget and fiscal policies, regulations and practices of the CLIENT, and approval and appropriation of funds for the Program. Charges will accrue only after prior written authorization is provided by the CLIENT's governing board, proper execution of this Agreement by the Parties, and written certification to STAFFING FIRM by the CLIENT as to the availability of funds. The CLIENT has no obligation to renew this Agreement after expiration of its Term.

22) Conflict of Interest

STAFFING FIRM shall disclose to CLIENT any outside activities or interests that are related, directly or indirectly, to any activity that STAFFING FIRM may be involved with on behalf of the CLIENT. In addition, STAFFING FIRM shall comply with all provisions of the Political Reform Act, California Government Code, Sections 81000, et seq. and implementing regulations, as applicable, and in accordance with the CLIENT's Conflict of Interest Code, which is available at CLIENT's website (<https://www.oakparkusd.org/site/Default.aspx?PageID=23>) as Board Bylaw 9270 and accompanying exhibits and/or attachments, incorporated herein by this reference. STAFFING FIRM shall be subject to the broadest disclosure category in the CLIENT's Conflict of Interest Code during the term of this Agreement, except to the extent specifically modified in writing by the Superintendent or designee.

23) Work Performed on CLIENT'S Properties

STAFFING FIRM shall comply with the following:

- a. Identification: When performing work on CLIENT property, STAFFING FIRM shall be in appropriate work attire (or uniform, if applicable) at all times. If STAFFING FIRM does not have a specific uniform, then STAFFING FIRM shall provide identification tags and/or any other mechanism the CLIENT in its reasonable discretion determines is required to easily identify STAFFING FIRM. STAFFING FIRM and its employees shall (i) display on their clothes the above-mentioned identifying information and (ii) carry photo identification and present it to any CLIENT personnel upon request. If STAFFING FIRM cannot produce such identification or if the identification is unacceptable to CLIENT, CLIENT may provide at its sole discretion and expense, CLIENT-produced identification tags to STAFFING FIRM. CLIENT, at its sole expense shall provide shirts for the ASSIGNED STAFF to wear. CLIENT, at its sole expense shall provide any additional items required for identification. Sign-in Required: As required by schools and other CLIENT locations, each day STAFFING FIRM's employees are present on CLIENT property, those employees may be required to sign into the location's main office to receive an in-school identification/visitors tag. STAFFING FIRM employees must display this tag on their person at all times while on CLIENT property.

- b. No Smoking: All CLIENT properties are tobacco-free zones; STAFFING FIRM is prohibited from using any tobacco product on CLIENT property.
- c. No Drugs: All CLIENT properties are drug-free zones.
- d. No Weapons or Firearms: Except as provided by statute and CLIENT policy, all CLIENT properties are weapons- and firearms-free zones; STAFFING FIRM Assigned Staff is prohibited from possessing on its persons or in their vehicles any weapons or firearms while on CLIENT property.

24) Miscellaneous

- a. Provisions of this Agreement, which by their terms extend beyond the termination or nonrenewal of this Agreement, will remain effective after termination or nonrenewal.
- b. No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the Parties.
- c. Each provision of this Agreement will be considered severable, such that if any one provision or clause conflicts with existing or future applicable law or may not be given full effect because of such law, no other provision that can operate without the conflicting provision or clause will be affected.
- d. This Agreement and the exhibits attached to it contain the entire understanding between the Parties and supersede all prior agreements and understandings relating to the subject matter of the Agreement.
- e. The provisions of this Agreement will inure to the benefit of and be binding on the Parties and their respective representatives, successors, and assigns.
- f. The failure of a Party to enforce the provisions of this Agreement will not be a waiver of any provision or the right of such Party thereafter to enforce each and every provision of this Agreement.
- g. Neither Party will be responsible for failure or delay in performance of this Agreement if the failure or delay is due to labor disputes, strikes, fire, riot, war, terrorism, acts of God, epidemic, pandemic, or any other causes beyond the control of the nonperforming Party.
- h. Any notice or other communication will be deemed to be properly given upon receipt when sent via email, the United States Postal Service, or a nationally recognized courier, to the address of the Party set forth below:

CLIENT

Attn: Adam Rauch
Oak Park Unified School District
5801 Conifer Street
Oak Park, California 91377

STAFFING FIRM

Attn: Ryan Rosen
Educational Learning Opportunities, Inc.
5948 Lake Lindero Dr.
Agoura Hills, CA 91301

Authorized representatives of the Parties have executed this Agreement below to express the Parties’ agreement to its terms.

CLIENT
Oak Park Unified School District

STAFFING FIRM
Educational Learning Opportunities, Inc.

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Address

Address

Exhibit A

Hiring Process & Procedure

Educational Learning Opportunities, Inc. dba Developing Outdoors (“STAFFING FIRM”) will use the following procedure and program to recruit all Assigned Staff for Oak Park Unified School District (“CLIENT”).

STAFFING FIRM will:

- Provide a website with pertinent job details
- Provide an online application for applicants to complete
- Conduct group interviews for all applicants, assuming a minimum of 3 candidates are being considered at a time
 - Group interview will consist of a teaching component, a participation component, and a discussion component
- Conduct individual interviews of each applicant
- Receive a minimum of three (3) individual references through phone calls with each reference; written references would be in addition to the phone references listed above
- Conduct a background check using a background check service acceptable to CLIENT, and in compliance with Education Code section 45125 et seq.

Upon hiring of Assigned Employee, STAFFING FIRM will:

- Provide necessary forms as determined by CLIENT through WorkBright.com (or similar)
- Conduct training as outlined in Exhibit C that is the responsibility of STAFFING FIRM

Exhibit B

CLIENT'S LOCATIONS

Club Oak Park: Brookside Elementary
165 Satinwood Avenue, Oak Park, CA 91377
818 597-4219

Club Oak Park: Oak Hills Elementary
1010 Kanan Rd, Oak Park, CA 91377
818 707-4227

Club Oak Park: Red Oak Elementary
4857 Rockfield St, Oak Park, CA 91377
818 707-7979

Club Oak Park: Medea Creek Middle School
1002 Doubletree Rd, Oak Park, CA 91377
818 707-7924

Exhibit C Training Program

Outline of Training Program

Educational Learning Opportunities, Inc. dba Developing Outdoors (“STAFFING FIRM”) will design and execute a training program to prepare the employees and Assigned Staff of Oak Park Unified School District (“CLIENT”). Training program remains the property of STAFFING FIRM and elements may not be used by CLIENT without the written consent of STAFFING FIRM.

The general type of topics of Training Program led by STAFFING FIRM:

- Name Games/Ice Breakers (start each day with these)
- “Club Oak Park” Culture
- Expectations for working with children
- Staff Exercises
- Attention Getters-how to get your groups’ attention and keep it
- Staff Roles in Club Oak Park
- Role Plays
- Games & Activities (Play a different game every few hours)
- Parent Perspectives and Expectations
- Electronics/Social Networking Policies
- Group think
- Questions/comments
- Initiatives/Team building activities
- Walkie Talkie Protocol
- Site Time
- Activity lead by Site Leaders

The general topics of Training Program led by CLIENT:

- Daily Protocol
- Program Structure
- Child Abuse
- Sexual Harassment
- Mandated Reporter
- Emergency Procedures
- First Aid / Bloodborne Pathogens

Schedule of Training Program

STAFFING FIRM estimates the following training schedule:

- One facilitated training session for Lead staff up to eight (8) hours.
- Three facilitated training sessions for Lead and General staff up to eight (8) hours each (volunteers not included).

Exhibit D
Benefits Waiver for Assigned Staff

Agreement and Waiver

In consideration of my assignment to Oak Park Unified School District (“CLIENT”) by Educational Learning Opportunities, Inc. dba Developing Outdoors (“STAFFING FIRM”), I agree that I am solely an employee of STAFFING FIRM for benefits plan purposes and that I am eligible only for such benefits as STAFFING FIRM may offer to me as its employee. I further understand and agree that I am not eligible for or entitled to participate in or make any claim upon any benefit plan, policy, or practice offered by CLIENT, its parents, affiliates, subsidiaries, or successors to any of their direct employees, regardless of the length of my assignment to CLIENT by STAFFING FIRM and regardless of whether I am held to be a common-law employee of CLIENT for any purpose; and therefore, with full knowledge and understanding, I hereby expressly waive any claim or right that I may have, now or in the future, to such benefits and agree not to make any claim for such benefits.

Employee

Signature

Printed Name

Date

Exhibit E
Confidentiality Agreement for Assigned Staff

Assigned Employee Confidentiality Agreement

As a condition of my assignment by Educational Learning Opportunities, Inc. dba Developing Outdoors (“STAFFING FIRM”) to Oak Park Unified School District (“CLIENT”), I hereby agree as follows:

1. I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with students, staff, materials, or documents that are made available through my employment with STAFFING FIRM, assignment at CLIENT, or which I learn about during such assignment.
2. I will not disclose or in any way reveal or disseminate any information pertaining to STAFFING FIRM, CLIENT, or its operating methods and procedures that come to my attention as a result of this assignment.
3. Under no circumstances will I remove physical or electronic documents or copies of documents from the premises of CLIENT or STAFFING FIRM.
4. I understand that I will be responsible for any direct or consequential damages resulting from any violation of this Agreement.
5. The obligations of this Agreement will survive my employment by STAFFING FIRM.

Employee

Signature

Printed Name

Date

**Exhibit F - Hourly Rates
Amended as of (4/21/21)**

Staff Hired School Year 20210-212		
Pay rate to Staff		
Salary Base	Will increase as necessary with minimum wage increases. CLIENT will determine the increased amount.	
\$minimum wage in Ventura County (Currently \$14/hr, increasing to \$15/hr on 1/1/22)	Assistant Mentor	
\$16/hr.	Entry Level	
\$17/hr.	Advanced Degree (Credential or Masters) in applicable subject	
\$17/hr.	Hired Pre-9/1/18: Advanced degree in child development field	
\$18/hr.	Student Support Specialist	
\$19/hr.	Supervisor / Coordinator	
<i>Experience Qualifications</i>	Can be grouped together with a maximum of four (4)	
\$0.25/hr.	Per Experience Qualification (Entry Level - up to 4 additional \$0.25; Advanced Degree - up to 2 additional \$0.25)	
	- College Degree (undergraduate - Entry Level Only)	
	- 1-2 years applicable experience	
	- 2+ years applicable experience	
	- Specialized work with OPUSD	
	- Student Teaching experience	
<i>Example: Joe is a new staff member, started last year and has his college degree, and 1 year of applicable experience. This year, he would make \$16.50 (\$16.00 base +.25 for degree + .25 for 1-year experience)</i>		
<u>Returning Staff</u>	<u>Pay increase of \$0.50/hr of their pay rate last year across the board to account for cost of living increase and the value of having returning staff members</u>	
<u>District will be billed at 37% increase over corresponding staff salary rates for general & overtime hours. District will be billed at 15% increase over corresponding staff salary rates for sick time (including COVID leave).</u>		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.2.d. AUTHORIZE MEASURE S PROJECT 21-04S NETWORK ACCESS CONTROL APPLIANCE AND APPROVE ASSOCIATED PURCHASE

ACTION

ISSUE: Shall the Board authorize Measure S Project 21-04S, Network Access Control Appliance and approve associated purchase?

BACKGROUND: On March 16, 2021 the Board authorized Measure S Project 21-03S Core Network Switch Replacement. Since then, the district's networking consultant, AllConnected, has recommended that the district protect the new core switch with a Network Access Control (NAC) appliance, which is a current enterprise network best practice. This will help prevent corruptions of the district network due staff members plugging in a network cable into the wrong network jack, the propagation of malware from an infected machine inside the district's network, and provide a better ability to diagnose, troubleshoot, and safeguard the district's WiFi network infrastructure.

After exploring multiple options, the technology department is recommending the purchase of Fortinet's FortiNAC virtual appliance, which has an up-front cost of \$21,000 for the virtual appliance and an ongoing license cost of \$2,000. It is worth noting that this was determined to be the most cost-effective option. The quote follows for the Board's review. While not originally identified in the technology portion of the Measure S Master Plan, the increase can be justified by the reduced actual cost of the Core Network Switch (21-03S) project, once the anticipated \$30,000 rebate is received as part of the ERATE program. The district Tech Committee has reviewed and recommend the purchase. The proposal is going to the Measure S committee on May 17, 2021 and staff will share the response and recommendation from the committee with the Board at this meeting.

FISCAL IMPACT: The proposed project will be funded from the Measure S bond fund. The ongoing licensing costs will become a part of the technology department's operating costs, to be funded by the General Fund.

ALTERNATIVES:

1. Authorize Measure S Project 21-04S Network Access Control Appliance and approve associated purchase.
2. Do not authorize project.

RECOMMENDATION: Alternative No. 1

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

BOARD OF EDUCATION MEETING, MAY 18, 2021

Authorize Measure S Project 21-04S Network Access Control

Appliance and approve associated purchase

Page 2

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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



Pricing Proposal
Quotation #: 20156516
Created On: 3/5/2021
Valid Until: 3/31/2021

Oak Park Unified School District

Enoch Kwok

5801 E. Conifer Street
Oak Park, CA 91377
UNITED STATES
Phone: (818) 735-3201
Fax:
Email: EKwok@oakparkusd.org

Senior Inside Account Executive

Nick Voelker

290 Davidson Ave.
Somerset, NJ 08873
Phone: 732.652.0263
Fax: 732.652-3099
Email: Nick_Voelker@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 FORTINET INC. : FortiNAC Control and Application VM Server (Vmware or Hyper-V), for up to 15,000 concurrent ports (see datasheet for details) Fortinet - Part#: FNC-CA-VM	1	\$1,675.03	\$1,675.03
2 FORTINET INC. : FortiNAC Control and Application VM 24x7 FortiCare Contract Fortinet - Part#: FC-10-NCVCA-248-02-12	1	\$426.38	\$426.38
3 FORTINET INC. : FortiNAC Base License for 1K concurrent endpoint devices Fortinet - Part#: LIC-FNAC-BASE-1K	2	\$4,078.82	\$8,157.64
4 FORTINET INC. : FortiNAC Base License 24x7 FortiCare Contract (100 Endpoints) for FortiNAC BASE deployments. Fortinet - Part#: FC1-10-FNAC0-240-02-12	20	\$48.94	\$978.80
5 FORTINET INC. : Remote Service Forticare Contr Fortinet - Part#: FP-10-PS001-801-01-01	3	\$3,070.09	\$9,210.27
Subtotal			\$20,448.12
Shipping			\$0.00
*Tax			\$0.00
Total			\$20,448.12

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.2.e. AUTHORIZE MEASURE S PROJECT 21-05S SMARTBOARD REPLACEMENT DISTRICTWIDE AND ESTABLISH A BUDGET

ACTION

ISSUE: Shall the Board authorize Measure S Project 21-05S, Smartboard Replacement Districtwide and establish a budget to be funded by the Measure Bond Fund?

BACKGROUND: The Board of Education is respectfully requested to Authorize Measure S Project 21-05S, Smartboard Replacement Districtwide and establish a not to exceed budget of \$250,000 to complete this project. The district began purchasing Smartboards in 2007. Many of these boards have begun to fail and are no longer serviceable. Two years ago, the district began replacing these boards, utilizing the \$75,000 annual budget identified in the technology portion of Measure S Master Plan. With the increased number of issues reported by teachers related to these aging displays the technology department has conducted an inventory of all SMARTboards and projectors across the district to determine how many DLP based projectors there are and the state of image quality on each one. The inventory of moderate and critical need inventory of these displays follows for the Board's review. Given the number of boards that currently need to be replaced and the importance of maintaining high quality learning environments, the technology department would like to accelerate the refresh by combining approximately three years of the budgeted amount in order to replace 51 failing boards during this summer and allow for some spares to accommodate boards that fail during the next school year.

The district Tech Committee has reviewed the request and recommend the replacement. The proposal is going to the Measure S committee on May 17, 2021 and staff will share the response and recommendation from the committee with the Board at this meeting.

The new boards expand the type of teaching and learning possible by allowing everyone in the class to display their work/mirror their device for the entire class to view. Additionally, the new boards provide a much brighter and higher resolution image.

FISCAL IMPACT: The proposed project will be funded from the Measure S bond fund and is identified in the technology portion of Measure S Master Plan.

ALTERNATIVES:

1. Authorize Measure S Project 21-05S and establish a not to exceed budget of \$250,000.
2. Do not authorize project.
- 3.

RECOMMENDATION: Alternative No. 1

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

BOARD OF EDUCATION MEETING, MAY 18, 2021

Authorize Measure S Project 21-05S, Smartboard Replacement Districtwide
and establish a budget to be funded by the Measure Bond Fund

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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	_____	_____	_____	_____

Room	Site	Date checked	ARTboard Mo	Asset Tag	rojector Mode	Condition	Department	Replace with	Tier 1 Cost	Tier 2 Cost
209	BES		Smart600	T31155	Smart70	Slightly Blurry		Promethean		\$5,000
102	BES					Slightly Blurry		Promethean		\$5,000
A10	ROES		Smart600	T-32366	Smart65	Slightly Blurry		Promethean		\$5,000
B12	ROES		Smart600	T-32381	Smart75	Slightly Blurry		Promethean		\$5,000
B21	ROES		Smart600	T-32367	Smart70	Out of Focus		Promethean	\$5,000	
B22	ROES		Smart600	T-32370	Smart70	Slightly Blurry		Promethean		\$5,000
B24	ROES		Smart600	T-32375	Smart65	Dim		Promethean		\$5,000
C31	ROES		Smart600		Smart75	Out of Focus		Promethean	\$5,000	
C32	ROES		Smart600	T-0964	Smart65	Slightly Blurry		Promethean		\$5,000
C33	ROES		Smart600	T-32586	Smart75	Slightly Blurry		Promethean		\$5,000
C41	ROES		Smart600	T-32566	Smart70	Slightly Blurry		Promethean		\$5,000
C42	ROES		Smart600	T-32572	Smart65	Dim		Promethean		\$5,000
C43	ROES		Smart600	T-0980	Epson1	Dim		Promethean		\$5,000
C44	ROES		Smart600	T-32577	Smart70	Slightly Blurry		Promethean		\$5,000
C45	ROES		Smart600	T-32593	Smart70	Slightly Blurry		Promethean		\$5,000
C47	ROES		Smart600		Smart70	Slightly Blurry		Promethean		\$5,000
D53	ROES		Smart600		Smart75	Slightly Blurry		Promethean		\$5,000
E-7	MCMS	3/16/21	Smart600	T31816	Smart70	Slightly Blurry	Humanities	Promethean		\$5,000
R-1	MCMS	3/15/21	Smart600	T31785	Casio	Slightly Blurry	Math	Promethean		\$5,000
R-2	MCMS	3/15/21	Smart600	T31780	Smart70	Slightly Blurry	Math	Promethean		\$5,000
C-11	MCMS	3/17/21	Smart800	T32077	Casio	Dim	Math/Science	Promethean		\$5,000
C-15	MCMS	3/16/21	Smart800	T31846	Casio	Dead Pixels	Science	Promethean	\$5,000	
C-18	MCMS	3/16/21	Smart600	T31858	Casio	Out of Focus	Science	Promethean	\$5,000	
C-20	MCMS	3/16/21	Smart800	T31868	Casio	Slightly Blurry	Science	Promethean		\$5,000
C-7	MCMS	3/17/21	Smart800	T32063	Casio	Slightly Blurry	Math	Promethean		\$5,000
D -2	MCMS	3/17/21	Smart600	T32092	Smart65	Dim	Art	Promethean		\$5,000
E-10	MCMS	3/16/21	Smart600	T31804	Smart65	Slightly Blurry	Humanities	Promethean		\$5,000
E-3	MCMS	3/15/21	Smart800	T31792	Smart75	Slightly Blurry	Humanities	Promethean		\$5,000
E-4	MCMS	3/16/21	Smart600	T31800	Smart70	Slightly Blurry	World Language	Promethean		\$5,000
C-08	OPHS	3.17.2021	Smart600	T32797	Smart65	Out of Focus	Art	Promethean	\$5,000	
C-10	OPHS	3.17.2021	Smart600	T32753	Smart70	Out of Focus	World Language	Promethean	\$3,600	
E-04	OPHS	3.11.2021	Smart800	T32773	Smart75	Out of Focus	Science	Promethean	\$3,600	
E-05	OPHS	3.17.2021	Smart800	T32784	Smart75	Out of Focus	Science	Promethean	\$3,600	
F-01	OPHS		Smart800	T32787	Smart75	Out of Focus	Science	Smart7000	InHouse Replacement	
F-02	OPHS	3.17.2021	Smart800	T32876	Smart70	Out of Focus	Science	Smart7000	InHouse Replacement	
F-04	OPHS	3.17.2021	Smart800	T32873	Smart75	Out of Focus	Math	Promethean	\$3,600	
F-06	OPHS	3.17.2021	Smart800	T32808	Smart75	Out of Focus	Math	Promethean	\$3,600	
G-02	OPHS	3.17.2021	Smart600	T32888	Casio	Dead Pixels	English	Flat Panel	\$3,600	
G-06	OPHS	3.17.2021	Smart600	T32904	Smart70	Slightly Blurry	English	Flat Panel		\$3,600
H-06	OPHS	3.18.2021	Smart600	T32929	Smart65	Slightly Blurry	English	Flat Panel		\$3,600
H-07	OPHS	3.23.2021	Smart600	T32959	Smart65	Slightly Blurry	English	Flat Panel		\$3,600
H-15	OPHS	3.18.2021	Smart600	T32941	Casio	Dead Pixels	Special Ed	Promethean	\$3,600	
i-01	OPHS	3.17.2021	Smart800	T32755	Smart75	Out of Focus	Math	Promethean	\$3,600	
i-03	OPHS	3.10.2021	Smart800	T32766	Smart70	Out of Focus	Math	Promethean	\$3,600	
i-04	OPHS	3.17.2021	Smart800	T32822	Smart75	Out of Focus	Math	Promethean	\$3,600	
i-05	OPHS	3.17.2021	Smart800	T32811	Smart70	Out of Focus	Math	Promethean	\$3,600	
i-06	OPHS	3.17.2021	Smart800	T32817	Smart70	Out of Focus	Math	Promethean	\$3,600	
						51 total devices purchased				
						16 devices - Smart70/75 unacceptable image quality				
						31 devices - poor image quality				
						4 devices - finish converting OHES to Promethean				
						2 devices - move of existing SMART FPD				
1	OHES		Smart600					Promethean		\$5,000
21	OHES		Smart600					Promethean		\$5,000
20	OHES		Smart600					Promethean		\$3,600
19	OHES		Smart600					Promethean		\$3,600
DK	OHES		none					Promethean		\$5,000
305	BES		Smart7275	move to HS				Promethean	\$5,000	
								Combined	Tier 1	Tier 2
								\$231,200	\$73,200	\$158,000

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

**SUBJECT: B.3.a. REVIEW THE LOCAL CONTROL AND ACCOUNTABILITY
PLAN (LCAP) SURVEY DATA AND ANNUAL UPDATE
INFORMATION/DISCUSSION**

ISSUE: Review and Discuss Local Control and Accountability Plan (LCAP) Survey Data and Annual Update to the 2019-2020 LCAP and the 2020-2021 Learning Continuity Plan (LCP)?

BACKGROUND: The Local Control and Accountability Plan (LCAP) is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes. The Board will receive survey data completed by staff, parents and students in regard to Oak Park's current goals, as well as their input on potential goals for the future. Additionally, the Board will receive the Annual Update to the 2019-2020 LCAP and the 2020-2021 LCP. These are two components of the 2021-22 LCAP.

The LCAP Survey was administered to parents, staff, and high school students. The survey results are available at this link: www.opusd.org/LCAPSurvey2021

The Annual Update is available at this link: <https://bit.ly/33xihvS>

FISCAL IMPACT: None

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: B.3.b. REVIEW THE SURVEY RESULTS AND APPROVE THE EXPANDED LEARNING OPPORTUNITIES (ELO) GRANT PLAN

ACTION

ISSUE: Shall the Board review the survey results and approve the Expanded Learning Opportunities (ELO) Grant Plan?

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

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

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

This plan includes broad stakeholder input and reflects the input from Board input from Special Discussion meetings held on April 29 and May 4.

BOARD OF EDUCATION MEETING, MAY 18, 2021

Review the survey results and Approve the ELO Grant Plan

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The Expanded Learning Opportunities Grant Plan must be completed by local educational agencies (LEAs) as a condition of receiving an Expanded Learning Opportunities Grant.

Education Code Section 43522(e) requires the local governing board or body of an LEA to adopt the Expanded Learning Opportunities Grant Plan at a public meeting on or before June 1, 2021.

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

<https://bit.ly/3u4uxzK>

The ELO Plan follows for the Board's review. Included with the formal CDE template is a thorough list of strategies and actions with their anticipated costs.

FISCAL IMPACT: All expenditures within the ELO Plan are funded by the Expanded Learning Opportunities Grant.

ALTERNATIVES:

1. Approve the Expanded Learning Opportunities Grant Plan.
2. Do not approve the Expanded Learning Opportunities Grant Plan.

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.	_____	_____	_____	_____

Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Oak Park Unified School District	Dr. Jay Greenlinger Director of Curriculum and Instruction	jgreenlinger@opusd.org (818)735-3271

The following is the local educational agency's (LEA's) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

The development of the actions for the ELO began in the Fall, when school and district staff began planning for the eventual return to in-person instruction. Formal planning specific to the ELO and AB 86 began in March, when school and district leadership identified school-wide and district-wide needs, as well as potential strategies and actions to address those needs. Many of the items in the plan were in place to some degree, and the ELO funds are being used to enhance those supplemental programs, such as the elementary intervention programs. A number of strategies were developed at the school site by site leadership and staff. Survey data from Fall and Winter distance learning surveys, as well as a specific survey geared toward the ELO informed the strategies identified in the plan. These surveys include responses from parents, staff, and students. The plan was also discussed in various district committees such as School Site Councils, Curriculum Council, GATE, and the Parent/Teacher Organization Council. District and site administrators met numerous times to detail and refine the plan. Study Sessions for the Board of Education on April 29 and May 4 provided further guidance to ensure the plan addressed the needs of the school community.

A description of how students will be identified and the needs of students will be assessed.

Students will be identified for actions and services using a variety of data sources. OPUSD utilizes a universal screening tool, Fastbridge, to identify student needs and skill gaps. This data is used to determine student placement in the intervention program. Summer program invitations for elementary and middle school students were derived from the list of students in interventions, as well as from input of teachers, counselors, and administrators. The plan will also support the introduction of the universal screening tool at the middle school. Additionally, the introduction of an evidence based intervention in Math will be introduced at the middle school. At the middle and high school grades,

students who earned a D/F were individually invited by school staff to attend in-person supports during school closures and on Fridays. Summer school remediation course enrollments come from invited student who earned a D/F in selected courses. Teachers, counselors, and administrators will continue to evaluate students' needs by groups and as individuals to ensure all students who demonstrate a need receive support from the ELO plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

At the elementary and middle school levels, the parents of students identified for summer interventions will be contacted with information for enrolling in summer programs. In grades 9-12, students have received invitations to enroll from their counselor or other staff member. For supplemental instruction and support during the school year, parents are informed of their child's eligibility for intervention programs, and are kept updated about progress monitoring data. These updates come from the intervention staff, MTSS coordinator, classroom teacher, and/or counselors. Students qualifying for Free and Reduced Lunch Programs will be contacted to ensure parents are aware of the available actions and services in the ELO plan. Parents will be informed of their ability to sign out Chromebooks over the summer to ensure equitable access to online tools during the summer. Parents and students will also receive multiple communications regarding the use of Paper tutoring services.

A description of the LEA’s plan to provide supplemental instruction and support.

OPUSD's plan for providing supplemental instruction and support is summarized below:

- Summer remedial program for grades K-8
- Summer remediation courses for high school credit recovery
- Access to online tools (i.e. IXL, ALEKS, Epic)
- Robust MTSS program in grades K-8
- After school tutoring in grades K-12/Online tutoring available 24/7
- Increased aide support in grades K-5 to support small group instruction

Expenditure Plan

The following table provides the LEA’s expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	\$33,400	

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	1,102,283	
Integrated student supports to address other barriers to learning	\$153,000	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	\$482,049	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	\$124,000	
Additional academic services for students	\$559,278	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	\$235,500	
Total Funds to implement the Strategies	\$2,689,510	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

Oak Park Unified is projected to receive \$264,107 in ESSER II funds. These funds have been allocated to upgrade HVAC systems to help improve the indoor air quality in school facilities. This includes the replacement of outdated air conditioning units and the installation of economizers, Ecobee thermostats, and CO2 sensors. ELO funds are designated to provide supplemental and support programs to be conducted in facilities that have been made safer through the use of ESSER II funds.

Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact
ELOGrants@cde.ca.gov or <mailto:lcff@cde.ca.gov>

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the

supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (*EC* Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
 - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
 - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
 - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.

- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will to work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES		
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022
SUMMER SCHOOL/EXTENDED SCHOOL YEAR - Strategies 1,2,3,5, & 6		
Extended ESY/ELO	Summer support program for Students with Disabilities; OPNS: 4; Elementary: 20 students; middle/high school: 10 students	\$ 16,000
Summer Remediation Intensives	Elementary and Middle school math and literacy review and preparation in early and late summer Grades K-8	\$ 190,000
ELO/ESY speech services for students who could not/did not engage during DL	20-25 students - Grades PK-12	\$ 4,000
Summer School scholarships	Ensure all students who qualify for FRLP have access to OPEF summer school - Grades 9-12	\$ 10,000
Summer School Instructional Aides	2 Instructional Assistant IIs to provide support for students with disabilities in summer school - Grades 9-12	\$ 5,400
Summer school Support Staff	Health tech at each site - Grades 9-12	\$ 2,000
Summer School Counselor	Provide on campus student academic and social-emotional support - Grades 9-12	\$ 3,000
Summer School Remedial Courses	Teacher salary for remedial classes in grades 9-12 for Math and ELA	\$ 80,000
Summer School Support Period	Due to the increased pace of Summer School, students with disabilities or other needs may require additional support in order to be successful. This additional teacher time mirrors the 7th period support currently in place at OPHS. Students may access their teacher for additional support outside of class time - Grades 9-12	\$ 4,000
TOTAL FOR SUMMER SCHOOL/EXTENDED SCHOOL YEAR		\$ 314,400
MATH PROGRAMS/SUPPORT - Strategy 2		
IXL	DK-5 Math and ELA practice program currently in use at all 3 elementary sites. Grades K-5	\$ 90,000
ALEKS licenses	Access for all MCMS students to mitigate learning loss related to math scope and sequence changes. Grades 6-8	\$ 83,238
.2 FTE Math teacher to oversee intervention MCMS	One section to oversee universal screening, intervention, progress monitoring, and coordination with math dept. Grades 6-8	\$ 20,000
MCMS Math Intervention Hourly/Stipend	Current plan is to offer Math intervention during the Advisory period. Since this would be additional instructional activities, we will compensate teachers for their preparation time. Grades 6-8	\$ 25,000
Curtis Center Partnership	UCLA Math Education Department to assist in the evaluation of math scope and sequence, instructional planning, and ongoing PD for secondary math teachers. Grades 6-12	\$ 100,000
TOTAL FOR MATH PROGRAMS/SUPPORT		\$ 318,238

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES		
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022
INTERVENTIONS PROGRAMS/SUPPORTS - Strategies 2,3, & 6		
K-5 Intervention Teachers	Credentialed teachers to oversee and implement MTSS for Math and ELA. Hourly teachers to provide Tier 3 intervention, support IAs providing Tier 2 interventions, interact with classroom teachers and parents regarding student progress. New job description pending Board approval. Grades K-8	\$ 120,000
.2 MTSS Coordinator	Oversee universal screening, intervention, and progress monitoring. Conduct data meetings, support Intervention teachers/aides. Grade K-8	\$ 20,547
Sunday training	Reading intervention. Grades K-12	\$ 10,000
MCMS Friday Support Cohorts	\$160 per teacher per Friday - Grades 6-8	\$ 5,000
MTSS Intervention materials	Expand us of current intervention programs: LLI, Number Worlds materials for elementary/ Specific programs to be determined for MCMS & OPHS. Grades 6-12	\$ 35,000
TOTAL FOR INTERVENTIONS PROGRAMS/SUPPORTS		\$ 190,547
INCREASED STAFFING - Strategies 2,5,6, & 7		
Literacy and Numeracy Aides to assist in classroom instruction	Reinstitute literacy and numeracy aides. Aides trained in curricular programs to support classroom instruction. Grades K-5	\$ 560,045
HR Administrative support for hiring	Help support for the year additional hires - 15+ hours a week (K-5 Intervention teachers, Enhance nutrition program, Litteracy Numeracy Aides, Summer School, MTSS Coordinator, Curriculum Coordinator, Counselor, Guidance for new Certificated Assistant, After School enrichment, Campus Supervisors) Grades K-12	\$ 33,000
Coordinator of Curriculum Programs (Teacher on Special Assignment)	For 21-22, focus on programs related to return to school, learning loss, MTSS. Report data regarding student learning loss, progress, intervention, etc. for K-12. Oversee various other instructional programs. Grades K-12	\$ 160,660
Add Campus Supervisors to each campus	SEL Support and possibly have our SEL teachers to train campus supervisors in supporting students out on campus. Grades K-12	\$ 132,500
Increase College Counseling Staffing	Add .5 FTE College/Career Counselor to improve access to services. Grades 9-12	\$ 26,000
TOTAL INCREASED STAFFING		\$ 912,205

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES		
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022
ADVISORY PROGRAMS/SOCIAL EMOTIONAL SUPPORT - Strategies 3,5, & 7		
Social Emotional Supports for Staff	A return to campus full time will require various supports. Specific strategies will be based on staff input. Grades K-12	\$ 40,000
Parent Education Programming	Use of outside agencies to provide trainings, information, seminars, etc. for parents K-12	\$ 25,000
Welcome Activities	Additional activities and supports aimed at transitioning students (6th and 9th grade). Focus on building school culture and easing transition to new campuses, return to on campus instruction. Grades K-12	\$ 30,000
Augment secondary counseling	Provide extended hour counseling services to middle and high school students. Grades 6-12	\$ 15,000
OPHS/MCMS Advisory Program	Establish lessons, schedules for Advisory. Lead person at each site to ensure program is meeting its goals. Grades 6-12	\$ 40,000
Challenge Success Survey MCMS	Survey and data analysis to assess levels of stress, academic engagement, campus climate and culture. Questions added to assess issues related to diversity and equity. Grades 6-12	\$ 8,000
OVHS Supports	Additional programs, trips, and supports Grades 9-12	\$ 18,000
TOTAL FOR ADVISORY PROGRAMS/SOCIAL EMOTIONAL SUPPORT		\$ 176,000
INCREASED ONCAMPUS ACCESS - Strategies 3 & 4		
After school enrichment	Materials, supplies, equipment, and staffing for the implementation of enrichment offerings and academic support. Grades K-8	\$ 50,000
Increased Library Hours	Provide additional hours to keep school libraries open for student access. Grades K-8	\$ 31,500
After school enrichment	Materials, supplies, equipment, and staffing for the implementation of clubs, activities, and other enrichment offerings. Grades 9-12	\$ 20,000
Library Supervision at OPHS/OP Library	Provide Campus supervision during lunch and after school. Grades 9-12	\$ 10,000
TOTAL FOR INCREASED ONCAMPUS ACCESS		\$ 111,500
TUTORING SERVICES - Strategy 6		
After school onsite tutoring	Develop tutoring program for high school students to provide tutoring to elementary and middle school students. Grades K-12	\$ 15,000
Paper Online Tutoring	24/7 access for all DK-12 students to the Paper online tutoring service. Grades DK-12	\$ 159,750
TOTAL FOR TUTORING SERVICES		\$ 174,750

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES		
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022
TECHNOLOGY SUPPORT/PROGRAMS - Strategy 4		
Technology Support	Provide additional technology support for collection and deployment of new devices. Grades K-12	\$ 10,000
Chromebook 1:1 Program	To provide pupils with equitable access to technology. Grades 3-12	\$ 430,549
TOTAL FOR TECHNOLOGY SUPPORT/PROGRAMS		\$ 440,549
ADDITIONAL SUPPORT FOR DISTRICTWIDE PROGRAMS - Strategies 2, 3, & 6		
Increase Garden Programming	Increase outdoor learning opportunities for PK-12 students by providing additional staff for the garden program. Will allow additional time for OPHS and OVHS garden program. Grades K-12	\$ 20,000
Diversity, Equity, and Access	Supplement funding from Mental Health grant to improve policies and practices to provide greater equity and access to school programs. Grades K-12	\$ 20,000
Enhance Nutrition Education program	further align health standards, nutrition programs. Grades K-12	\$ 5,000
Special Education and 504 assessments K-12	Assessments of students for whom we have been unable to assess during Distance Learning. Grades K-12	\$ 5,000
ADDITIONAL SUPPORT FOR DISTRICTWIDE PROGRAMS		\$ 50,000
TOTAL		\$ 2,688,189
	Total 3 Year Budget	\$2,688,189
	Total Appropriation	\$2,689,510
	Unassigned funds	\$1,321
*Strategy KEY:		
Strategy 1: Extending instructional learning time		
Strategy 2: Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports		
Strategy 3: Integrated student supports to address other barriers to learning		
Strategy 4: Community hubs that provide students with access to technology, high speed internet, and other academic supports		
Strategy 5: Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility		
Strategy 6: Additional academic services for students		
Strategy 7: Training for school staff in strategies to engage students and families in addressing students' social-emotional health and academic needs		

	EXPANDED LEARNING OPPORTUNITIES GRANT PLAN											
					*Must be spent by August 30, 2022							
Supplemental Instruction and Support Strategies	Description	Cost 20-21	Cost 21-22	Cost 22-23*	Notes	Strategy Category (1-7)*	Grade Span	Staffing	Training	Summer Programs	After School Supports	Potential Ongoing?
Summer School scholarships	Ensure all students who qualify for FRLP have access to OPEF summer school	\$ 5,000	\$ 5,000	\$ -	Currently, 4 students are eligible for scholarships, at \$675 each. In 2020, 6 scholarships were needed. The current number may increase as the end of the semester nears.	1	9-12			X		X
Summer School Instructional Aides	2 Instructional Assistant IIs to provide support for students with disabilities in summer school	\$ 2,700	\$ 2,700	\$ -	IA IIs provide general support to students as well as targeted support based on IEP/504 accomodations	1	9-12	X		X		X
Summer school Support Staff	Health tech at each site	\$ 1,000	\$ 1,000	\$ -		1	9-12	X		X		X
Extended ESY/ELO	Summer support program for Students with Disabilities; OPNS: 4; Elementary: 20 students; middle/high school: 10 students	\$ 8,000	\$ 8,000	\$ -	4 week elem session extended to 6 weeks: \$2000; one additional elem teacher \$6,000; no extra costs for OPNS or secondary	1	K-5	X		X		
Summer Remediation Intensives	Elementary and Middle school math and literacy review and preparation in early and late summer	\$ 95,000	\$ 95,000	\$ -	Students in intervention, with D/Fs or not meeting grade level standards, and those recommended by the teacher will be invited to attend a week long intensive remedial program either at the end of the school year or prior to the start of the next school year. Small groups, targeted instruction in ELA and Math, with outside play/social breaks. Provide care for students after remedial classes to extend day.	2	K-8	X		X		
Curtis Center Partnership	UCLA Math Education Department to assist in the evaluation of math scope and sequence, instructional planning, and ongoing PD for secondary math teachers.	\$ -	\$ 50,000	\$ 50,000	Co-funded by LPSBG and AB 86	2	6-12		X			
.2 FTE Math teacher to oversee intervention MCMS	One section to oversee universal screening, intervention, progress monitoring, and coordination with math dept.	\$ -	\$ 20,000	\$ -	Universal screening to be initiated in Fall, with intervention imlemented throughout the school year.	2	6-8	X				X
MCMS Math Intervention Hourly/Stipend	Current plan is to offer Math intervention during the Advisory period. Since this would be additional instructional activities, we will compensate teachers for their preparation time	\$ -	\$ 25,000	\$ -	3 teachers (one at each grade level) 2.5 hours per week for planning and follow up	2	6-8	X				X
IXL	DK-5 Math and ELA practice program currently in use at all 3 elementary sites.	\$ 30,000	\$ 30,000	\$ 30,000	As of 4/13/21, more than 2,667,078 questions answered by 1,864 students. Cost is \$10K per elementary site	2	K-5					X
Sunday training	Reading intervention	\$ -	\$ 10,000	\$ -	2 day trainings scheduled for May and August	2	K-12		X			
Literacy and Numeracy Aides to assist in classroom instruction	Reinstitute literacy and numeracy aides. Aides trained in curricular programs to support classroom instruction.	\$ -	\$ 560,045	\$ -	The use of these aides will be generally similar at each elementary site to ensure that aide support is focused on direct support of classroom instruction. Focus on individual and small group reteaching and support, training provided in math and literacy programs to align with classroom instruction. DK aides are currently funded by General Fund. This total includes an increase to .375 FTE per DK classroom, and 2 aides per grade level at each school.	2	K-5	X				X
ELO/ESY speech services for students who could not/did not engage during DL	20-25 students PK-12	\$ 3,000	\$ 1,000	\$ -	contract with agency to provide services	2	K-12			X		
Increase Garden Programming	Increase outdoor learning opportunities for PK-12 students by providing additional staff for the garden program. Will allow additional time for OPHS and OVHS garden program.	\$ -	\$ 20,000	\$ -	Offer additional time for students in garden, creation of lessons/units. Support student groups,clubs related to environmental education, the gardens, wildfire prevention, etc.	2	K-12					X
ALEKS licenses	Access for all MCMS students to mitigate learning loss related to math scope and sequence changes.	\$ 27,746	\$ 27,746	\$ 27,746	12 month licenses expire in August, 2022 License purchased for each MCMS student	2	6-8					X
Summer School Counselor	Provide on campus student academic and social-emotional support	\$ 1,500	\$ 1,500	\$ -	Based on an hourly rate.	3	9-12	X				X
MCMS Friday Support Cohorts	\$160 per teacher per Friday	\$ 5,000	\$ -	\$ -	Averaging 30 students per week, receiving academic and social emotional support.	3	6-8					
Augment secondary counseling	Provide extended hour counseling services to middle and high school students	\$ -	\$ 15,000	\$ -	Increase availability of counselors to provide social emotional, academic, and college counseling to students.	3	6-12				X	

	EXPANDED LEARNING OPPORTUNITIES GRANT PLAN											
					*Must be spent by August 30, 2022							
Supplemental Instruction and Support Strategies	Description	Cost 20-21	Cost 21-22	Cost 22-23*	Notes	Strategy Category (1-7)*	Grade Span	Staffing	Training	Summer Programs	After School Supports	Potential Ongoing?
After school enrichment	Materials, supplies, equipment, and staffing for the implementation of enrichment offerings and academic support	\$ -	\$ 50,000	\$ -	Specialized enrichment offerings to enhance the STEAM and social-emotional components outside the school day. In the past, we were able to offer specialized clubs (Robotics Teams, 3D Printing Enrichment, etc.) and would like to continue to enhance this for the benefit of students' growth academically, socially, emotionally outside of the school day.	3	K-8	X			X	
After school enrichment	Materials, supplies, equipment, and staffing for the implementation of clubs, activities, and other enrichment offerings.	\$ -	\$ 20,000	\$ -	Stipends, materials, etc for student activities, clubs, and competitions	3	9-12	X			X	
OPHS/MCMS Advisory Program	Establish lessons, schedules for Advisory. Lead person at each site to ensure program is meeting its goals.	\$ -	\$ 40,000	\$ -	Stipends, materials, curriculum and programming. Need to identify person/people at each site to oversee the program	3	6-12					X
Diversity, Equity, and Access	Supplement funding from Mental Health grant to improve policies and practices to provide greater equity and access to school programs.	\$ -	\$ 20,000	\$ -	in 20-21, the additional \$20,000 came from the General Fund	3	K-12					
Chromebook 1:1 Program	To provide pupils with equitable access to technology	\$ -	\$ 430,549	\$ -	Based on quote for 800 Chromebooks. Devices will be made available for summer checkout.	4	3-12					X
Technology Support	Provide additional technology support for collection and deployment of new devices	\$ -	\$ 5,000	\$ 5,000	Device collection and deployment.	4	K-12					
Increased Library Hours	Provide additional hours to keep school libraries open for student access	\$ -	\$ 30,000	\$ 1,500	Extend hours to keep libraries open at times such as before school, lunch, and after school. Costs for 22-23 are reduced due to spending deadline	4	K-8					
Library Supervision at OPHS/OP Library	Provide Campus supervision during lunch and after school	\$ -	\$ 10,000	\$ -		4	9-12	X			X	X
Summer School Remedial Courses	Teacher salary for remedial classes in grades 9-12 for Math and ELA	\$ 40,000	\$ 40,000	\$ -		5	9-12	X		X		X
OVHS Supports	Additional programs, trips, and supports	\$ -	\$ 18,000	\$ -	Previous funding was cut due to budget cuts. Resintitute trips such as Yosemite to increase enrollment and expand nature based activities. Prior to pandemic, this area of focus led to increased enrollment at OVHS.	5	9-12					X
Increase College Counseling Staffing	Add .5 FTE College/Career Counselor to improve access to services	\$ -	\$ 26,000	\$ -	Additional staffing will be scheduled to provide access to College/Career counseling outside of school hours	5	9-12	X				X
Paper Online Tutoring	24/7 access for all DK-12 students to the Paper online tutoring service	\$ -	\$ 159,750	\$ -		6	K-12					
After school onsite tutoring	Develop tutoring program for high school students to provide tutoring to elementary and middle school students.	\$ -	\$ 15,000	\$ -	Hourly tutoring salaries, stipends for staff to oversee program	6	K-12	X			X	X
Summer School Support Period	Due to the increased pace of Summer School, students with disabilities or other needs may require additional support in order to be successful. This additional teacher time mirrors the 7th period support currently in place at OPHS. Students may access their teacher for additional support outside of class time.	\$ 2,000	\$ 2,000	\$ -	Exact hours/days per week still pending. Cost estimate is based on 3 teachers per day available for 30 minutes after class session.	6	9-12	X		X	X	X
K-5 Intervention Teachers	Credentialed teachers to oversee and implement MTSS for Math and ELA. Hourly teachers to provide Tier 3 intervention, support IAs providing Tier 2 interventions, interact with classroom teachers and parents regarding student progress. New job description pending Board approval.	\$ -	\$ 120,000	\$ -	cost includes salary, benefits, etc. for 2021-2022 only. Based on 3.75 hours per day at potential instructional hourly rate of \$40/hr. 1 position at each elementary site.	6	K-8	X				X
.2 MTSS Coordinator	Oversee universal screening, intervention, and progress monitoring. Conduct data meetings, support Intervention teachers/aides	\$ -	\$ 20,547	\$ -	Currently paid for by Low Performing Student Block Grant (LBSPBG), which expires June 30, 2020	6	K-8	X				X

EXPANDED LEARNING OPPORTUNITIES GRANT PLAN												
					*Must be spent by August 30, 2022							
Supplemental Instruction and Support Strategies	Description	Cost 20-21	Cost 21-22	Cost 22-23*	Notes	Strategy Category (1-7)*	Grade Span	Staffing	Training	Summer Programs	After School Supports	Potential Ongoing?
MTSS Intervention materials	Expand us of current intervention programs: LLI, Number Worlds materials for elementary/ Specific programs to be determined for MCMS & OPHS.	\$ 15,000	\$ 10,000	\$ 10,000	Consumable materials, additional kits for expanded intervention groups. Expansion of intervention to MCMS and OPHS	6	6-12					X
Enhance Nutrition Education program	further align health standards, nutrition programs	\$ -	\$ 5,000	\$ -	curriculum stipend/materials	6	K-12					
Special Education and 504 assessments K-12	Assessments of students for whom we have been unable to assess during Distance Learning	\$ 5,000	\$ -	\$ -	time for staff to assess, sub coverage for special education teachers, gen ed teachers, speech therapists to attend meetings	6	K-12	X				
HR Administrative support for hiring	Help support for the year additional hires - 15+ hours a week (K-5 Intervention teachers, Enhance nutrition program, Litteracy Numeracy Aides, Summer School, MTSS Coordinator, Curriculum Coordinator, Counselor, Guidance for new Certificated Assistant, After School enrichment, Campus Supervisors)	\$ -	\$ 30,000	\$ 3,000	Costs for 22-23 are reduced due to spending deadline	6	K-12	X				
Coordinator of Curriculum Programs (Teacher on Special Assignment)	For 21-22, focus on programs related to return to school, learning loss, MTSS. Report data regarding student learning loss, progress, intervention, etc. for K-12. Oversee various other instructional programs.	\$ -	\$ 160,660	\$ -	cost includes salary, STRS, benefits, statutes for a TOSA position.	6	K-12	X				X
Challenge Success Survey MCMS	Survey and data analysis to assess levels of stress, academic engagement, campus climate and culture. Questions added to assess issues related to diversity and equity.	\$ -	\$ 8,000	\$ -		7	6-8					
Social Emotional Supports for Staff	A return to campus full time will require various supports. Specific strategies will be based on staff input.	\$ -	\$ 20,000	\$ 20,000	Will work with OPTA, OPCA, Brad, and Stew to identify resources and supports for staff throughout the year.	7	K-12					X
Parent Education Programming	Use of outside agencies to provide trainings, information, seminars, etc. for parents K-12	\$ -	\$ 25,000	\$ -	Currently, community organizations such as Ludington are providing seminars at no cost. We anticipate that these services will need to be paid for in the future. Challenge Success evening events.	7	K-12		X			X
Add Campus Supervisors to each campus	SEL Support ..and possibly have our SEL teachers to train campus supervisors in supporting students out on campus	\$ -	\$ 130,000	\$ 2,500	Adding additional CS's to each campus 15 hours a week per site. Add SEL/Safety training at the beginning of the year for each set of CS's. This includes a stipend to train them from a SEL teacher/counselor. Costs for 22-23 are reduced due to spending deadline	7	K-12	X	X			X
Welcome Activities	Additional activities and supports aimed at transitioning students (6th and 9th grade). Focus on building school culture and easing transition to new campuses, return to on campus instruction.	\$ -	\$ 15,000	\$ 15,000	Can include expanded WEB, APC activities in the weeks leading up to school year, in addition to normally planned activities	7	K-12					X
		\$ 240,946	\$ 2,282,497	\$ 164,746								
	Total 3 Year Budget	\$ 2,688,189	Para Professionals (L/N Aides)									
	Total Appropriation	\$2,689,510		\$268,951								
	Unassigned funds	\$1,321										
<p>*Strategy KEY:</p> <p>Strategy 1: Extending instructional learning time</p> <p>Strategy 2: Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports</p> <p>Strategy 3: Integrated student supports to address other barriers to learning</p> <p>Strategy 4: Community hubs that provide students with access to technology, high speed internet, and other academic supports</p>												

	EXPANDED LEARNING OPPORTUNITIES GRANT PLAN											
					*Must be spent by August 30, 2022							
Supplemental Instruction and Support Strategies	Description	Cost 20-21	Cost 21-22	Cost 22-23*	Notes	Strategy Category (1-7)*	Grade Span	Staffing	Training	Summer Programs	After School Supports	Potential Ongoing?
Strategy 5: Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility												
Strategy 6: Additional academic services for students												
Strategy 7: Training for school staff in strategies to engage students and families in addressing students' social-emotional health and academic needs												

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: B.3.c. APPROVE 2020-21 SCHOOL PLAN FOR STUDENT ACHIEVEMENT ACTION

ISSUE: Shall the Board of Education approve each site's School Plan for Student Achievement?

BACKGROUND: The School Plan for Student Achievement (SPSA) is meant to consolidate all school-level planning efforts into one plan for programs funded through the consolidated application (ConApp), pursuant to the California Education Code (EC) Section 64001 and the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA).

The School Site Council (SSC) is required to develop and annually review the SPSA, establish an annual budget, and make modifications in the plan to reflect changing needs and priorities, as applicable, pursuant to EC 52853(b) and 52855.

The implementation of ESSA in California presents an opportunity for schools to innovate with their federally-funded programs and align them with the priority goals of the school and the LEA that are being realized under the state's Local Control Funding Formula (LCFF). LCFF provides schools and LEAs flexibility to design programs and provide services that meet the needs of students in order to achieve readiness for college, career, and lifelong learning. The SPSA planning process supports continuous cycles of action, reflection, and improvement. The School Plans for Student Achievement for all schools are available at this link: <https://bit.ly/3f1nuBs>

FISCAL IMPACT: None

ALTERNATIVES:

1. Approve the School Plan for Student Achievement for each site.
2. Do not approve the School Plan for Student Achievement for each site

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

BOARD OF EDUCATION MEETING, MAY 18, 2021

Approve each site's School Plan for Student Achievement

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: MAY 18, 2021

**SUBJECT: B.3.d. APPROVE ADDITIONAL INSTRUCTIONAL MATERIALS FOR
ENGLISH II CP/HONORS COURSES AT OAK PARK HIGH SCHOOL
ACTION**

ISSUE: Shall Oak Park High School add to its English II CP and Honors Courses at Oak Park High School?

BACKGROUND: Oak Park High School would like to add an additional instructional material to its English II CP and Honors courses. The text they would like to add is; *Enrique's Journey*. Oak Park High School feels necessary to add these books as diverse literary pieces that will allow students to explore their inner and outer selves as they write their own personal narratives. A description is follows for the Board's reference. These texts are being recommended by the Curriculum Council, who unanimously approved to recommend the course at its May 4, 2021 meeting.

FISCAL IMPACT: The estimated cost of a class set is \$500. Funding source is the Lottery Funds and is included in the 2020-21 adopted budget.

ALTERNATIVES:

1. Approve the request for an additional instructional material for English II CP and Honors Courses at Oak Park High School
2. Do not approve the request for an additional instructional material.

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.	_____	_____	_____	_____

Enrique's Journey for 10th grade English (both CP and Honors):

Originally published in the Los Angeles Times as a series of feature articles, *Enrique's Journey* won two [Pulitzer Prizes](#) (entire book on this link to read for free!) -- one for the "touching, exhaustively reported" story and one for photography. *Enrique's Journey* also earned the Christopher Award which is awarded to media that "affirms the highest values of the human spirit." It was quickly published in book form and became a national bestseller. According to the California Department of Education recommended literature list, the work explores "the question of why mothers leave their children to immigrate to the United States [as] journalist Sonia Nazario follows one child, Enrique, who was left behind in Honduras by his mother. The challenges that Enrique faces—he struggles with being left behind and attempts to enter the United States illegally—give a personal face to the immigration debate." [Nazario](#) who was raised in both Kansas and Argentina is a two-time Pulitzer Prize-winning journalist and has been named amongst the most influential Latinos by Hispanic Business Magazine and a "trendsetter" by Hispanic Magazine. The work is listed as [appropriate for grades 9-12](#) by the California Department of Education. The English 2 team envisions an either/or core listing where English 2 teachers could choose to read either *Farewell to Manzanar* or *Enrique's Journey* for second semester.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: B.3.e. APPROVE ADDITIONAL INSTRUCTIONAL MATERIAL FOR ENGLISH III CP COURSE AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall Oak Park High School add additional instructional material to its English III CP Course?

BACKGROUND: Oak Park High School would like to add an additional instructional material to its English III CP Course. The text they would like to add is; *They Say, I Say with Readings, 5th High School Edition*. This text provides contemporary examples of rhetorical and academic writing, and is being recommended by the Curriculum Council, who unanimously approved to recommend the course at its May 4, 2021.

FISCAL IMPACT: The estimated cost of a class set is \$2,000. Funding source is the Lottery Funds and is included in the 2020-21 adopted budget.

ALTERNATIVES:

1. Approve the additional instructional material for English III CP Course at Oak Park High School.
2. Do not approve additional instructional material for English III CP Course at Oak Park High School.

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.	_____	_____	_____	_____

Oak Park High School Course: English III CP

1. *They Say, I Say* with Readings, 5th High School Edition

Description from [Amazon](#): Used and loved by millions of students for its lively and practical advice, this is the book that shows the key rhetorical moves in academic writing and explains how to engage with the views of others. With a new chapter on researching conversations, new exercises, expanded support for reading, and a substantially revised chapter on how to revise, this edition of “They Say / I Say” is an even more practical companion for students than ever before.

Description from [Barnes and Noble](#): “They Say / I Say” with Readings shows that writing well means mastering some key rhetorical moves, the most important of which is to summarize what others have said (“they say”) in order to set up one's own argument (“I say”). Templates help students make these moves in their own writing, and 40+ readings demonstrate the moves and prompt students to think—and write.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

**SUBJECT: B.3.f. APPROVE INSTRUCTIONAL MATERIALS FOR ENGLISH IV CP
OPTIONS COURSE “OWN VOICES: DIVERSITY IN LITERATURE” AT
OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall Oak Park High School add instructional materials to its English IV CP Options Course Own Voices: Diversity in Literature?

BACKGROUND: Oak Park High School would like to add an additional text to its English IV CP Options Course Own Voices: Diversity in Literature. The texts they would like to add are:

- *Becoming Adapted for Young Readers*
- *Aristotle and Dante Discover the Secrets of the Universe*
- *Between the World and Me*

Oak Park High School feels it is necessary to add these books as diverse literary pieces that will allow students to explore their inner and outer selves as they write their own personal narratives. A description is provided for the Board’s reference. These texts are being recommended by the Curriculum Council, who unanimously approved to recommend the additional texts at its May 4, 2021 meeting.

FISCAL IMPACT: The estimated cost of a class set is \$2,000. Funding source is the Lottery Funds and is included in the 2020-21 adopted budget.

ALTERNATIVES:

1. Approve the request for an additional instructional material to its English IV CP Options Course Own Voices: Diversity in Literature
2. Do not approve the request for an additional text.

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.	_____	_____	_____	_____

Course: English IV CP Options/Senior Seminar - Own Voices: Diversity in Literature

1. *Becoming Adapted for Young Readers* by Michelle Obama

Description from [Goodreads](#): In a life filled with meaning and accomplishment, Michelle Obama has emerged as one of the most iconic and compelling women of our era. As First Lady of the United States of America—the first African American to serve in that role—she helped create the most welcoming and inclusive White House in history, while also establishing herself as a powerful advocate for women and girls in the U.S. and around the world, dramatically changing the ways that families pursue healthier and more active lives, and standing with her husband as he led America through some of its most harrowing moments. Along the way, she showed us a few dance moves, crushed Carpool Karaoke, and raised two down-to-earth daughters under an unforgiving media glare.

In her memoir, a work of deep reflection and mesmerizing storytelling, Michelle Obama invites readers into her world, chronicling the experiences that have shaped her—from her childhood on the South Side of Chicago to her years as an executive balancing the demands of motherhood and work, to her time spent at the world's most famous address. With unerring honesty and lively wit, she describes her triumphs and her disappointments, both public and private, telling her full story as she has lived it—in her own words and on her own terms. Warm, wise, and revelatory, *Becoming* is the deeply personal reckoning of a woman of soul and substance who has steadily defied expectations—and whose story inspires us to do the same.

2. *Aristotle and Dante Discover the Secrets of the Universe* by Benjamin Saenz

Description from [Goodreads](#): Aristotle is an angry teen with a brother in prison. Dante is a know-it-all who has an unusual way of looking at the world. When the two meet at the swimming pool, they seem to have nothing in common. But as the loners start spending time together, they discover that they share a special friendship--the kind that changes lives and lasts a lifetime. And it is through this friendship that Ari and Dante will learn the most important truths about themselves and the kind of people they want to be.

3. *Between the World and Me* by Ta Nehisi Coates

Description from [Goodreads](#): In a profound work that pivots from the biggest questions about American history and ideals to the most intimate concerns of a father for his son, Ta-Nehisi Coates offers a powerful new framework for understanding our nation's history and current crisis. Americans have built an empire on the idea of "race," a falsehood that damages us all but falls most heavily on the bodies of black women and men—bodies exploited through slavery and segregation, and, today, threatened, locked up, and murdered out of all proportion. What is it like to inhabit a black body and find a way to live within it? And how can we all honestly reckon with this fraught history and free ourselves from its burden?

Between the World and Me is Ta-Nehisi Coates's attempt to answer these questions in a letter to his adolescent son. Coates shares with his son—and readers—the story of his awakening to the truth about his place in the world through a series of revelatory experiences, from Howard University to Civil War battlefields, from the South Side of Chicago to Paris, from his childhood home to the living rooms of mothers whose children's lives were taken as American plunder. Beautifully woven from personal narrative, reimagined history, and fresh, emotionally charged reportage, *Between the World and Me* clearly illuminates the past, bracingly confronts our present, and offers a transcendent vision for a way forward.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

**SUBJECT: B.3.g. APPROVE ADDITIONAL INSTRUCTIONAL MATERIALS FOR
ENGLISH IV CP OPTIONS COURSE MOVEMENTS OF SOCIAL
CHANGE AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall Oak Park High School add additional instructional materials for its English IV CP Options Course Movements of Social Change?

BACKGROUND: Oak Park High School would like to add an additional text to its English IV CP Options Course Movement of Social Change. The texts they would like to add are:

- *Across That Bridge: A Vision for Change and the Future of America*
- *No One Is Too Small to Make a Difference*
- *Votes for Women: American Suffragists and the Battle for the Ballot*

Oak Park High School feels it is necessary to add these books as diverse literary pieces that will allow students to explore their inner and outer selves as they write their own personal narratives. A description follows for the Board's reference. These texts are being recommended by the Curriculum Council, who unanimously approved to recommend the additional texts at its May 4, 2021 meeting.

FISCAL IMPACT: The estimated cost of a class set is \$2,000. Funding source is the Lottery Funds and is included in the 2020-21 adopted budget.

ALTERNATIVES:

1. Approve the request for additional texts at Oak Park High School for its English IV CP Options Course Movements of Social Change
2. Do not approve the request for additional texts.

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	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

Course: ENGLISH IV CP Optional/Senior Seminar - Movements of Social Change

1. *Across That Bridge: A Vision for Change and the Future of America* by John Lewis

Description from [Goodreads](#): Although it has been decades since the historic social upheavals of the 1960s, Americans continue to look to the Civil Rights Movement as the apotheosis of political expression. With an engaged electorate once again confronting questions of social inequality, there's no better time to revisit the lessons of the '60s and no better leader to learn from than Congressman John Lewis. In *Across That Bridge*, Lewis draws from his experience as a leader of the Civil Rights Movement to offer timeless guidance to anyone seeking to live virtuously and transform the world. His wisdom, poignant recollections, and powerful ideas will inspire a new generation to usher in a freer, more peaceful society. The Civil Rights Movement gave rise to the protest culture we know today, and the experiences of leaders like Lewis have never been more relevant. Now, more than ever, this nation needs a strong and moral voice to guide an engaged population through visionary change. Lewis was a leader in the American Civil Rights Movement. He was chairman of the Student Nonviolent Coordinating Committee (SNCC) and played a key role in the struggle to end segregation. Despite more than forty arrests, physical attacks, and serious injuries, Lewis remained a devoted advocate of the philosophy of nonviolence.

2. *No One Is Too Small to Make a Difference* by Greta Thunberg

Description from [Goodreads](#): In August 2018 a fifteen-year-old Swedish girl, Greta Thunberg, decided not to go to school one day in order to protest the climate crisis. Her actions sparked a global movement, inspiring millions of students to go on strike for our planet, forcing governments to listen, and earning her a Nobel Peace Prize nomination.

No One Is Too Small to Make A Difference brings you Greta in her own words, for the first time. Collecting her speeches that have made history across the globe, from the United Nations to Capitol Hill and mass street protests, her book is a rallying cry for why we must all wake up and fight to protect the living planet, no matter how powerless we feel. Our future depends upon it.

3. *Votes for Women: American Suffragists and the Battle for the Ballot* by Winifred Conkling

Description from [Goodreads](#): For nearly 150 years, American women did not have the right to vote. On August 18, 1920, they won that right, when the 19th Amendment to the Constitution was ratified at last. To achieve that victory, some of the fiercest, most passionate women in history marched, protested, and sometimes even broke the law—for more than eight decades. From Susan B. Anthony and Elizabeth Cady Stanton, who founded the suffrage movement at the 1848 Seneca Falls Convention, to Sojourner Truth and her famous “Ain’t I a Woman?” speech, to Alice Paul, arrested and force-fed in prison, this is the story of the American women’s suffrage movement and the private lives that fueled its leaders’ dedication. *Votes for Women!* explores suffragists’ often powerful, sometimes difficult relationship with the intersecting temperance and abolition campaigns, and includes an unflinching look at some of the uglier moments in women’s fight for the vote.

By turns illuminating, harrowing, and empowering, *Votes for Women!* paints a vibrant picture of the women whose tireless battle still inspires political, human rights, and social justice activism.

4. The main text I'll be using to help students analyze #1-3 above is *From Reflection to Action: A Choosing to Participate Toolkit* from Facing History and Ourselves.

Description from [Facing History and Ourselves](#) website: From *Reflection to Action: A Choosing to Participate Toolkit* includes a flexible collection of activities, readings, lessons, and strategies that teachers can use to develop a civic action experience that meets their classroom's specific curriculum objectives, grade level, and available time.

The resources in this guide are infused with the understanding that effective “action civics” depends not only on providing civic education—grounded in the study of history and literature—that nurtures students’ capacity for reflection and action, but also on supporting these essential practices:

- Civic education begins in learner-centered classrooms that value students’ identities.
- Civic education must confront bias and develop a sense of the common good.
- Civic education must engage with the complexities of history.
- Civic education must introduce current events and controversial issues.

This guide also contains sample projects and assignments that illustrate how teachers can structure their Facing History unit to meet the growing requirement for civic action projects in a way that leads to meaningful and long-lasting experiences for students.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.3.h. APPROVE NEW COURSE ROCKET AND AERODYNAMIC DESIGN AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall Oak Park High School add an additional course titled "Rocket and Aerodynamic Design"?

BACKGROUND: The course is designed for students interested in a career in aerospace and will give them the opportunity to build up their knowledge of rocketry and aerodynamics, skills in project development and design, and project management and teamwork. Students will prepare for and compete in Rocketry competitions as a team during class time. This class will meet during 8th period and students can retake the course more than once. The course will be submitted for University of California (UC) Course A-G approval. A description of the course and details of proposed instructional materials is provided for the Board's reference. This course is being recommended by the OPUSD Curriculum Council, which voted unanimously in favor of presenting this to the board at their May 4, 2021 meeting.

FISCAL IMPACT: The estimated cost of this course is \$15,000 per year. Most of these costs can be offset by sponsors already contributing to the rocket club program. Sponsors include AeroVironment, Boeing, and Aerojet/Rocketdyne.

ALTERNATIVES: 1. Approve the request for adding Rocket and Aerodynamic Design Course at Oak Park High School.
2. Do not approve the request for an additional course at Oak Park High School.

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.	_____	_____	_____	_____

OPUSD New Course Approval Template (Updated 1/2021)

Course Title: Rocket and Aerodynamic Design
Course Code: GE-ROCKET
Length of Course: 1 year
Department/Subject Area: Elective
UC A-G designation: G (pending approval)
Grade Level(s): 9-12
CP/Honors/AP: CP

OPUSD Teacher Approval Date: 4-16-21
OPUSD Dept Chair Approval Date: 4-18-21
OPUSD Admin Approval Date: 4-16-21

CC First Reading Date: 4/26/21
CC Recommendation Date: 5/4/21

Course Description:

OP-RAD will give students interested in a career in aerospace the opportunity to build up their knowledge of rocketry and aerodynamics, skills in project development and design, and project management and teamwork. Students will prepare for and compete in Rocketry competitions as a team during class time. Meets during 8th period and students can retake the course more than once.

Course Objectives/Outcomes:

Students will start the course by developing a deeper understanding of rocket aerodynamics, their history, and the current state of the technology through hands-on labs and project based assessment. Students will design, build, test launch, and recover model rockets, mid-power rockets, and high-power rockets and their payloads. As teams, students will participate in The American Rocketry Challenge (TARC), a nationally held rocketry competition. The class is best suited for upperclassmen with some engineering background, but highly motivated underclassmen are encouraged to enroll. Interested students can also explore career opportunities in Drone Piloting and utilize class projects to grow necessary skills in this area. Students will be part of the National Association of Rocketry and all NAR safety guidelines, FAA regulations will be taught and followed.

State Standards Addressed:

[TARC Website](#)
[How to become a Drone Pilot \(FAA\)](#)
[National Association of Rocketry](#)

District Goals Addressed:

Goal 3: Continue to ensure that District-wide athletics, arts, enrichment, and extracurricular activities complement the academic mission of our schools.
Goal 6: Deepen student learning through Nature-based Experiences and Environmental Stewardship in all areas of the instructional program and foster creativity, play, experiential, and inquiry-based learning.

Next Steps:

1. If applying for UC/CSU A-G status, please complete [this template](#) and submit to your site administrator
Note: Cost for Multi-level multi-rocket build kits for each student, rocket motors, misc. construction/build materials, travel expenses, competition expenses, launch equipment exc will create a cost to run the program at around \$15,000 per year. Most of these costs can be offset by sponsors already contributing to the rocket club program Sponsors include AeroVironment, Boeing, and Aerojet/Rocketdyne.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: B.3.i. APPROVE AGREEMENT BETWEEN THE CURTIS CENTER AND OAK PARK UNIFIED SCHOOL DISTRICT

ACTION

ISSUE: Shall the Board approve the agreement between the Curtis Center and Oak Park Unified School District for professional development?

BACKGROUND: Secondary mathematics scope and sequence and course pathways have been an area of focus in recent years. The secondary mathematics departments will be supported as they develop additional math pathways and align the scope and sequence of courses to ensure students receive instruction that prepares them for mastery of the California State Standards in mathematics. As the CDE updates the mathematics framework, mathematics instructors will need ongoing professional development and planning time. The Curtis Center is based out of UCLA's Math Education department and provides professional development that combines recent research on mathematics learning and effective pedagogical approaches to mathematics instruction.

FISCAL IMPACT: The cost of this agreement is \$98,000 and is included in the Expanded Learning Opportunities Grant.

ALTERNATIVES:

1. Approve the agreement between the Curtis Center and Oak Park Unified School District for professional development
2. Do not approve the agreement between the Curtis Center and Oak Park Unified School District for professional development?

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Anthony W. Knight Ed.D.,
Superintendent

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



UNIVERSITY OF CALIFORNIA

Terms and Conditions for Sales and Services

This Sales and Services Agreement (this "Agreement"), dated **JULY 1, 2021** (the "Effective Date"), is by and between **THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ("UNIVERSITY"), A CALIFORNIA PUBLIC CORPORATION, ON BEHALF OF ITS LOS ANGELES CAMPUS, SCHOOL OF LETTERS AND SCIENCE, MATHEMATICS DEPARTMENT, CURTIS CENTER**, and **OAK PARK UNIFIED SCHOOL DISTRICT ("Client")**, having a principal place of business at **5801 CONIFER ST, OAK PARK, 91377**.

In consideration of the mutual agreements in this Agreement, the parties agree to the following:

Section 1 – Term and Termination.

1.1 Term

The Term of this Agreement shall be the period set forth in the Statement of Work, which is attached hereto as Exhibit A and incorporated herein by reference (hereinafter, "Exhibit A").

1.2 Termination for Convenience.

Either party may terminate this Agreement for any reason upon thirty (30) days' written notice. When this Agreement is terminated for convenience under this provision, Client shall pay University the pro rata fees for the Services through the date the notice of termination was effective, and all costs and any non-cancelable obligations incurred by University up to and including the date of termination.

1.3 Termination for Cause.

Either party may terminate this Agreement upon the material breach of this Agreement by the other party, by giving the other party thirty (30) days' prior written notice specifying the breach and expressing its intent to terminate. If such breach is not cured by the breaching party within thirty (30) days of receipt of the notice, this Agreement may be immediately terminated at the option of the non-breaching party upon written notice to the breaching party. If Client is more than thirty (30) days delinquent in any payment due under this Agreement, such delinquency shall constitute a "material breach" of this Agreement for the purposes of this provision.

Section 2 – Statement of Work.

2.1. Services.

University shall perform the services set forth in Exhibit A (the “Services”).

2.2. Ownership/License of Deliverables.

Client shall own the Deliverables (as defined in Exhibit A) upon payment in full to University for the Services; provided, however, that University reserves and retains an irrevocable, fully-paid, worldwide right to use the Deliverables for educational and/or research purposes.

Notwithstanding the foregoing, University does not transfer, and hereby retains and reserves, all rights in Background Intellectual Property (as defined below). Furthermore, any and all improvements in University’s Background Intellectual Property, which are conceived or reduced to practice by University during the course of the Services, shall remain the sole property of University.

“Background Intellectual Property” shall mean all intellectual property, including without limitation, technical information, know-how, copyrights, trademarks, patents and trade secrets, ideas, thoughts, concepts, processes, techniques, data, models, drawings inventions and software, that is or was conceived, created or developed prior to, or independent of, the Services.

Client shall indemnify, defend, and hold harmless University, its officers, agents, and employees against all losses, damages, liabilities, costs, and expenses (including but not limited to attorneys’ fees) resulting from any judgment or proceeding in which it is determined, or any settlement agreement arising out of the allegation, that Client’s furnishing or supplying University with parts, goods, components, programs, practices, methods or other property under this Agreement (collectively, “Client Materials”) or University’s use of Client Materials constitutes an infringement of any patent, copyright, trademark, trade name, trade secret, or other proprietary or contractual right of any third party. University retains the right to participate in the defense against any such suit or action, and Client shall not settle any such suit or action without University’s consent.

2.3. Client Responsibilities.

Client shall provide to University Information/Materials listed in Exhibit A, if any, in a timely and secure manner so as to allow University to perform the Services.

2.4. No Liability for Delay.

University offers priority to its faculty, researchers and students for the use of University facilities and services. Accordingly, University shall not be responsible for any delay caused by University faculty, researchers and students having priority in the use of University facilities and services, and Client’s exclusive remedy for University’s delay or failure to perform any of its obligations hereunder shall be limited to a refund of any unallocated/unexpended funds paid by Client to University under this Agreement.

2.5. Shipment and Delivery.

Client shall be responsible for the cost of shipping all Deliverables specified herein (including, without limitation, costs of insurance and other related costs). Shipments shall be sent FOB (Client or University, as applicable). University, at its option, may not tender delivery of any Deliverables for which Client has not provided shipping instructions, payment and other required information. If Client postpones or delays delivery of Deliverables for any reason (for example, if Client requests a delay in delivery), Client agrees to reimburse University for any and all storage costs and other additional expenses resulting therefrom.

Unless otherwise stipulated herein, for all shipments of Deliverables, legal title shall pass from University to Client upon University's delivery to the carrier at the shipping point, at which time Client shall take possession of the Deliverables, bearing all risk of loss, paying all insurance, storage and transportation expenses and acting as the importer of record (if applicable).

Any claims for shortages of or damages to Deliverables suffered in transit are the responsibility of Client and shall be submitted by Client directly to the carrier. Client shall identify any shortages or damages at the time of delivery; claims of shortages or damages after the date of delivery are hereby waived.

Section 3 – Fees and Payment Schedule.

3.1 Fees, Schedule and Invoicing.

Client shall pay University for the Services in accordance with the Fees and Payment Schedule set forth in Exhibit A. Client shall pay University within thirty (30) days of the date on the applicable invoice. University shall submit all invoices to Client at the Invoicing Address specified in Exhibit A.

3.2 Service Charge.

Client agrees to pay University a one-percent (1%) service charge per month for any payments that are not made within thirty (30) days.

3.3 Form of Payment.

All payments from Client to University shall be made payable to "The Regents of the University of California" in a form specified in Exhibit A.

Section 4 – Insurance.

4.1 Client Insurance.

Client shall provide proof of insurance, endorsing The Regents of the University of California as additional insured, showing amounts of coverage set forth below. If the insurance is written on a claims-made form, it shall continue for a period of three years following termination of this Agreement. Coverage required herein shall not in any way limit the liability of either party.

Commercial Form General Liability Insurance
(contractual liability included):

Each Occurrence:	\$1,000,000
Products/Completed Operations Aggregate:	\$2,000,000

Personal and Advertising Injury:	\$1,000,000
General Aggregate:	\$2,000,000

Workers Compensation as required by law.

4.2 University Insurance.

During the term of this Agreement, University shall keep and maintain self-insurance with minimum limits as follows:

Commercial Form General Liability Insurance:

Each Occurrence:	\$1,000,000
Products/Completed Operations Aggregate:	\$2,000,000
Personal and Advertising Injury:	\$1,000,000
General Aggregate:	\$2,000,000

Workers Compensation as required by law.

Section 5 – Indemnification.

Each party shall defend, indemnify, and hold the other party, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including 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 (including death) or damages are caused by or result from the grossly negligent or wrongful acts or omissions of the indemnifying party, its officers, employees or agents. The party seeking indemnification agrees to provide the other party with prompt notice of any such claim or action and to permit the indemnifying party to defend any claim or action, and that the indemnified party will cooperate fully in such defense. The indemnifying party retains the right to participate in the defense against any such claim or action, and the right to consent to any settlement, which consent will not unreasonably be withheld.

Section 6 –Disclaimer of Warranty and Limitation of Liability.

University makes no warranties, either express or implied, as to the services, the deliverables, or the results provided under this agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement. Client acknowledges that the services, the deliverables, and the results are provided on an "as is" basis and without warranties of any kind. Client further acknowledges that it uses such services, deliverables, and results at its own risk. University shall bear no responsibility for the success or failure of the services or deliverables.

University shall not be liable for any indirect, consequential, incidental, special, punitive, or exemplary damages of any kind arising out of or in any way related to this agreement, whether in warranty, tort, contract, or otherwise, including, without limitation, loss of profits or loss of

good will, whether or not university has been advised of the possibility of such damages and whether or not such damages were foreseeable. University's aggregate liability shall not exceed the fees received by university from client pursuant to this agreement during the twelve (12) months preceding client's claim. Client expressly acknowledges that university shall have no liability with respect to any loss of property, materials, data, or information that client provides to university under this agreement.

Section 7 – University Name and Trademarks.

Client agrees that it will not use the name of the University of California, or any abbreviation thereof, or any name of which "University of California" is a part, or any trademarks (including, but not limited to, logo, seal, landmarks, acronyms, campus department names, and graphic images) of the University ("University Marks") in a commercial context, such as may appear on products, in media (including websites) and print advertisement, without the prior written consent of University's authorized representative. This provision is in compliance with California Education Code section 92000.

University Marks are and shall remain exclusively the property of University. Client shall, neither directly nor indirectly, obtain or attempt to obtain during the Term hereof or at any time thereafter, any right, title or interest in or to University Marks, and Client hereby expressly waives any right which it may have in University Marks. Client recognizes University's exclusive ownership of University Marks.

Section 8 – Export Control and Biohazardous Materials.

The parties hereby acknowledge and agree that Client will not transfer or otherwise disclose to University any technology or technical data identified on any U.S. export control list, including the Commerce Control List (15 C.F.R. §774) and the U.S. Munitions List (22 C.F.R. §121). Proposed disclosures that include technology or technical data other than that classified as EAR99 will be negotiated pursuant to a separate agreement.

Section 9 – Protected Health Information and Personally Identifiable Information.

Client represents that all materials provided to University in connection with this Agreement are de-identified in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Client shall not exchange, reveal, or otherwise share protected health information or personally identifiable information with University.

Section 10 – Force Majeure.

Neither party shall be liable for delays due to causes beyond the party's control (including, but not restricted to, war, civil disturbances, earthquakes, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather). With respect to any delays on the part of University, this Section shall apply in addition to the provision in Section 2.4.

Section 11 – Notices.

Any notice or communication required by this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally, or sent by overnight mail, or prepaid registered mail addressed to the other party at the address set forth on Exhibit A.

Section 12 – Relationship of the Parties.

In the performance of this Agreement, the parties, and their officers, agents and employees, shall act as independent contractors. Nothing in this Agreement shall create, or be construed to be, a joint venture, association, partnership, franchise or other form of business relationship. At no time will the employees, agents or assigns of one party be considered the employees of the other party for any purpose, including but not limited to workers' compensation purposes.

Section 13 – Third Party Beneficiary.

There are no intended third-party beneficiaries to this Agreement.

Section 14 – Conflict of Interest.

Client affirms that, to the best of Client's knowledge, no University employee who has participated in University's decision-making concerning this Agreement has an "economic interest" in this Agreement or Client. A University employee's "economic interest" means:

- A. An investment worth \$2,000 or more in Client or its affiliate;
- B. A position as director, officer, partner, trustee, employee or manager of Client or its affiliate;
- C. Receipt during the past 12 months of \$500 in income or \$440 in gifts from Client or its affiliate; or
- D. A personal financial benefit from this Agreement in the amount of \$250 or more.

In the event of a change in these economic interests, Client shall provide written notice to UC within thirty (30) days after such change, noting such changes. Client shall not be in a reporting relationship to a University employee who is a near relative, nor shall a near relative be in a decision-making position with respect to Client.

Section 15 – Assignment.

Except for University's ability to assign any payment due hereunder, neither party may assign this Agreement without the prior written consent of the other party. In case such consent is given, the assignee shall agree, in writing, to be subject to all of the terms of this Agreement that are applicable to the assignor.

Section 16 – Severability.

If any term, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

Section 17 – Non-Waiver.

Waiver or non-enforcement by either party of a term or condition shall not constitute a waiver or a non-enforcement of any other term or condition or of any subsequent breach of the same or similar term or condition.

Section 18 – Survival.

Provisions of this Agreement, which by their express terms, or by necessary implication, apply for period of time other than specified herein, shall be given effect, notwithstanding termination or expiration.

Section 19 – Amendments.

Any changes, additions or other amendments to this Agreement must be made in a writing, signed by the authorized representatives of Client and University.

Section 20 – Governing Law and Venue.

California law shall control this Agreement and any document to which it is appended. The exclusive jurisdiction and venue for any and all actions arising out of or brought under this Agreement is in a state court of competent jurisdiction, situated in the county in the State of California in which the University campus is located or, where this Agreement covers more than one campus or the Office of the President, the exclusive venue is Alameda County, California.

Section 21 – Signatures and Counterparts.

This Agreement may be executed in two or more counterparts, which may be transmitted via facsimile or electronically, each of which shall be deemed an original and all of which together shall constitute one instrument.

Section 22 – Entire Agreement/Integration.

This Agreement, including Exhibit A, which is hereby incorporated by reference and made a part hereof, sets forth the entire agreement of the parties with respect to the subject matter herein and supersedes any prior or contemporaneous agreements, oral and written, and all other communications between the parties with respect to such subject matter. Any terms and conditions contained in Client's purchase order, and any NDA or separate scope of work or similar document, shall have no force and effect.

Section 23 - Authority of Parties/Signatories.

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute this Agreement. Each party represents and warrants to the other that the execution of this Agreement and the performance of such party's obligations hereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
ON BEHALF OF ITS LOS ANGELES CAMPUS, SCHOOL
OF LETTERS AND SCIENCE, MATHEMATICS
DEPARTMENT, CURTIS CENTER ("University")**

**OAK PARK UNIFIED SCHOOL DISTRICT
AT 5801 CONIFER ST. OAK PARK, CA 91377.
("CLIENT")**

By:

By:

Name: **KATHLEEN MICHAM**

Name: **ADAM RAUCH**

Title: **ASSISTANT DEAN OF PHYSICAL SCIENCES**

Title: **ASSISTANT SUPERINTENDENT OF
BUSINESS SERVICES**

Date:

Date:

Tax ID #: _____

EXHIBIT A – STATEMENT OF WORK

I. PARTIES

Client

Full Legal Name: **OAK PARK UNIFIED SCHOOL DISTRICT**

Address (principal place of business): **5801 Conifer St. Oak Park, CA 91377.**

Phone Number: **(818) 735-3200**

Client Contact: **JAY GREENLINGER**

Invoice Remittance Address/Instructions: **EMAIL PDF INVOICE TO JGREENLINGER@OPUSD.ORG.**

NOTICES SHOULD BE SENT TO (IF DIFFERENT THAN ABOVE):

University

Name (of Campus/Department): **UNIVERSITY OF CALIFORNIA ON BEHALF OF ITS LOS ANGELES CAMPUS, SCHOOL OF LETTERS AND SCIENCE, MATHEMATICS DEPARTMENT, CURTIS CENTER**

Address: **520 PORTOLA PLAZA, MATH SCIENCES BLDG 5602, LOS ANGELES, CA 90095**

Phone Number: **(310) 206 - 8630**

University Contact: **NORA PEREZ**

Additional Payee Information (if applicable): **NORAK@MATH.UCLA.EDU**

NOTICES SHOULD BE SENT TO (IF DIFFERENT THAN ABOVE):

II. TERM OF AGREEMENT

This Agreement begins on **JULY 1, 2021** and ends on **JUNE 30, 2023**, unless terminated earlier by either of the parties pursuant to this Agreement (the "Term").

III. STATEMENT OF WORK

Services: **SEE EXHIBIT A: STATEMENT OF WORK**

Deliverables: **SEE EXHIBIT A: STATEMENT OF WORK**

Information/Materials provided by Client: **SEE EXHIBIT A: STATEMENT OF WORK**

Additional Client Responsibilities: **None.**

IV. FEES AND PAYMENT SCHEDULE

Fees (i.e., Rates/Cost): **\$98,000**

Payment Schedule:

\$12,125 will be invoiced July 1, 2021
\$12,125 will be invoiced October 1, 2021
\$12,125 will be invoiced January 1, 2022
\$12,125 will be invoiced April 1, 2022
\$12,375 will be invoiced July 1, 2022
\$12,375 will be invoiced October 1, 2022
\$12,375 will be invoiced January 1, 2023
\$12,375 will be invoiced April 1, 2023

Terms of Payment:

Payment within thirty (30) days of the date on the invoice. Client agrees to pay University a one-percent (1%) service charge per month for any payments that are not made within thirty (30) days.

Limitations of Charges (if any): None

Invoicing Address: **EMAIL PDF INVOICE TO JGREENLINGER@OPUSD.ORG.**

Form of Payment: **Please send a check payable to "UC REGENTS" to the following address:**

UCLA Curtis Center
520 Portola Plaza, MS 5602
Los Angeles, CA 90095

EXHIBIT A- STATEMENT OF WORK



PROPOSAL FOR A 2021-2022 ACADEMIC YEAR PARTNERSHIP TO INCREASE STUDENT ACHIEVEMENT IN MATHEMATICS

“Just-in-Time” Middle School Professional Development

A Curtis Center Secondary Mathematics Specialist will meet with the Oak Park USD mathematics teachers for two days (6 hours each) per cohort during the 2021-2022 academic year to engage them in inquiry-based, standards-aligned, math-practice-focused lessons designed for use during the upcoming quarter. Teachers will meet in the following cohorts:

- ❖ Grade 6
- ❖ Pre-Algebra
- ❖ Algebra Readiness and Algebra Introductions/Algebra 1

“Just-in-Time” High School Professional Development

A Curtis Center Secondary Mathematics Specialist will meet with the Oak Park USD mathematics teachers for two days (6 hours each) per cohort during the 2022-2023 academic year to engage them in inquiry-based, standards-aligned, math-practice-focused lessons designed for use during the upcoming quarter. Teachers will meet in the following cohorts:

- ❖ Geometry
- ❖ Algebra 2
- ❖ Other (to be determined based on district need in Spring 2022)

Travel for the Specialist as well as print materials for trainings will be covered by The Curtis Center.

YEAR 1	G6	PRE-ALG	ALG1/AR /AI	TOTAL
FACE-TO-FACE DAYS	2	2	2	6

YEAR 2	GEO	ALG2	OTHER	TOTAL
FACE-TO-FACE DAYS	2	2	2	6

Curtis Center Annual Mathematics and Teaching Conference

Twenty (20) Oak Park USD teachers will attend the annual UCLA Curtis Center Mathematics and Teaching Conference at the UCLA Luskin Conference Center on March 5, 2022 to learn from university professors, mathematics educators, and nationally known mathematics education leaders to learn about current educational research, mathematics, and best practices for implementing the CA Mathematics Standards. Parking, morning refreshments, refreshment breaks, and lunch will be provided. To ensure an adequate number of grade-band focused sessions, Oak Park USD will inform The Curtis Center of the names and number of Oak Park USD attendees by December 13, 2021.

Year 1	MS/HS	TOTAL
FACE-TO-FACE DAYS	1	1

Middle School Scope and Sequence Development

During Spring 2022, a Curtis Center Secondary Specialist will meet for 1 day with the Oak Park USD Grade 6 teachers and work with them to create a CA standards-aligned Scope and Sequence for Grade 6. This work will include:

- ❖ Removing any non-CA 2010 Standards content from the current course
- ❖ Adding any CA 2010 Standards content missing in the current course
- ❖ Ordering units and/or sequences within units in a manner that ensures a mathematically and pedagogically coherent content sequence of instruction
- ❖ Discussing equitable pathways to advanced mathematics courses

A Curtis Center specialist will do the same to create a CA standards-aligned Scope and Sequence for Pre-Algebra. A Curtis Center specialist will do the same for 1.5 days with Algebra Readiness/Algebra Introductions/Algebra 1 teachers.

After the completion of the Scope and Sequence process, a Curtis Center Secondary Mathematics Specialist will meet for one half-day (3 hours) with the Oak Park USD Middle School teachers to ensure the content standards are equitably distributed across all grades and discuss equitable pathways to advanced mathematics courses.

High School Scope and Sequence

During the 2021-2022 School Year.

A Curtis Center Secondary Specialist will meet for 1.5 days with the Oak Park USD geometry teachers and work with them to create a CA standards-aligned Scope and Sequence for geometry. This work will include:

- ❖ Removing any non-CA 2010 Standards content from the current course
- ❖ Adding any CA 2010 Standards content missing in the current course
- ❖ Ordering units and/or sequences within units in a manner that ensures a mathematically and pedagogically coherent content sequence of instruction
- ❖ Discussing equitable pathways to advanced mathematics courses

A Curtis Center specialist will do the same to create a CA standards-aligned Scope and Sequence for Algebra 2 and Data Science. After the completion of the Scope and Sequence process, a Curtis Center Secondary Mathematics Specialist will meet for one half-day (3 hours) with the Oak Park USD Geometry, Algebra 2, and Data Science teachers to ensure the content standards are equitably distributed across all courses.

Travel for the Specialist as well as print materials for trainings will be covered by The Curtis Center.

Year 1	G6	PRE-ALG	AR/AI/AL G 1	MS	TOTAL
FACE-TO-FACE DAYS	1	1	1.5	0.5	4

Year 2	GEO	ALG2	DS	HS	TOTAL
FACE-TO-FACE DAYS	1.5	1.5	1.5	0.5	5

Fees: Year 1: \$48,500

Year 2: \$49,500

Total: \$98,000

Payment Schedule:

\$12,125 will be invoiced July 1, 2021
 \$12,125 will be invoiced October 1, 2021
 \$12,125 will be invoiced January 1, 2022
 \$12,125 will be invoiced April 1, 2022
 \$12,375 will be invoiced July 1, 2022
 \$12,375 will be invoiced October 1, 2022
 \$12,375 will be invoiced January 1, 2023
 \$12,375 will be invoiced April 1, 2023

Please make check payable to "UC REGENTS".

Send payment to:

UCLA Curtis Center
 520 Portola Plaza
 Math Sciences Bldg 5602
 Los Angeles, CA 90095

Curtis Center contact:

Nora Perez
 curtiscenter@math.ucla.edu

Please note:

**All face-to-face PD days are contingent upon county guidelines*

All costs include a UCLA-mandated Facilities and Administrative Charge, which covers the contract and legal services from the Dean's Office, office space, university infrastructure, technology resources and support, administrative support, and utilities. Any substitutions for goods or services are at the discretion of The Curtis Center. Lessons are the intellectual property of The Curtis Center.

Upon receipt of signed contract, Oak Park USD will schedule its professional development dates with the Director of Professional Development. The Curtis Center calendar fills on a first-come, first-serve basis. Oak Park USD agrees to provide the number of participants and training location to The Curtis Center no less than 7 working days before any face-to-face training. Face-to-face fees are based on a participant to instructor ratio of no more than 30 to 1.

The Curtis Center will schedule two 1 ½ - hour progress meetings via ZOOM at Oak Park USD's request for no additional cost. Additional progress or consult meetings may be requested by Oak Park USD and will be charged at the rate of \$150 per hour.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.4.a. ESTABLISH THE POSITION OF TEACHER ON SPECIAL ASSIGNMENT, COORDINATOR OF CURRICULUM PROGRAMS AND APPROVE ASSOCIATED JOB DESCRIPTION

ACTION

ISSUE: Shall the Board establish the position of a Teacher on Special Assignment (TOSA), Coordinator of Curriculum Programs and approve associated job description?

BACKGROUND: Staff is recommending that the Board establish the position of Coordinator of Curriculum Programs (TOSA). Under the direction of the Director of Curriculum and Instruction, the Coordinator of Instructional Programs (TOSA) will oversee many of the programs funded through the Expanded Learning Opportunities (ELO) grant. This includes the MTSS programs, student support efforts, and other related programs. Additionally, the Coordinator will oversee other district instructional programs such as English Learner Services, GATE, and will assist in the reporting of data related to student outcomes.

FISCAL IMPACT: This position will be funded by the Expanded Learning Opportunities Grant for 2021-2022.

ALTERNATIVES:

1. Approve the establishment of a Teacher on Special Assignment (TOSA), Coordinator of Curriculum Programs and approve the job description.
2. Do not approve the position.

RECOMMENDATION: Alternative No. 1

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

JOB DESCRIPTION

Job Title: Coordinator of Instructional Programs (TOSA)

Salary Range: Certificated Teacher 1.2 FTE

Work Days: 185 + 20 days

Location: District Office, Curriculum and Instruction Department

Definition:

The Coordinator of Instructional Programs reports to the Director of Curriculum and Instruction and is responsible for organizing and leading various programs related to student outcomes. The Coordinator of Curriculum Programs serves as a member of the District Leadership Team.

Example of Duties:

Plans, organizes, and assumes responsibility for various district programs, including Multi-Tiered Systems of Support (MTSS), State Testing (ELPAC, CAASPP, and ELPAC), NGSS Implementation, English Learner Services, Gifted Education (GATE), Career Technical Education (CTE), Summer School/Remediation Programs, Instructional Technology Integration, and Dual Enrollment. Serves as a member of the OPUSD Curriculum Council, and may serve as a member of other District committees. Supports textbook adoptions and professional development programs. Represents OPUSD at various County-level meetings. Assists the Director in the execution of various responsibilities including but not limited to data collection and analysis (with an emphasis on equity), updating of policies related to instruction, completing the Local Control and Accountability Plan (LCAP), and other duties as assigned. For School Year 2021-2022, great emphasis will be placed on Interventions, Learning Loss Mitigation, and Remediation programs; programs funded by the Expanded Learning Opportunities (ELO) Grant.

Knowledge of:

Curriculum and Instruction, recent research related to teaching and learning, instructional technology innovations, laws and policies related to district programs.

Ability to: Communicate with staff, parents, students, and governance team. Establish processes for decision-making related to various curriculum programs. Collect, analyze, and communicate student outcome data.

Certifications Required:

Teaching Credential

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
**SUBJECT: B.4.b. ESTABLISH THE POSITION OF SOCIAL EMOTIONAL SPECIALIST
AND APPROVE ASSOCIATED JOB DESCRIPTION AND PLACEMENT
ON CERTIFICATED SALARY SCHEDULE**

ACTION

ISSUE: Shall the Board establish the position of a Social Emotional Specialist and approve the associated job description?

BACKGROUND: Currently the Social-Emotional Specialist has been a classified position. It has been determined that the current classified employee has the credentials to enhance this position with their Certificated Pupil Services Credential - School Counseling. Staff is recommending that the Board approve the job description for this new certificated position. A copy of the proposed job description and the revised salary schedule is included for the Board's review.

FISCAL IMPACT: The position will be funded through the General Fund and will be included in the 2021-2022 proposed Budget.

ALTERNATIVES:

1. Approve the establishment Social Emotional Specialist and approve the associated job description and placement on the certificated salary schedule.
2. Do not approve the position.

RECOMMENDATION: Alternative No. 1

Prepared by: Susan Roberts, Pupil Services
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: SOCIAL-EMOTIONAL SPECIALIST

This is a full time position (1.0 FTE)

PAY SCALE: Certificated Salary Schedule Class F (192 Days)

BASIC DESCRIPTION:

Under supervision of the Director of Pupil Services, performs the full range of assignments related to the provision of mental health services including collaboration, direct individual and group counseling, evaluations, development and implementation of school-based treatment plans; serving as a member of a multi-disciplinary team assembled to meet goals related to student's mental health wellness and educational achievement objectives.

MAJOR DUTIES AND RESPONSIBILITIES:

- Conducts formal/informal assessments of the mental health status of specific students.
- Prepares evaluations that include obtaining personal, social, emotional, and other relevant history.
- In collaboration with other members of the multi-disciplinary (e.g. IEP, 504 or SST) team, including student and family members, participates in the development, implementation and evaluation of goal oriented school-based treatment plans.
- Provides consultation to school staff regarding the social/emotional/behavioral needs of students.
- Monitors and evaluates student progress, including the development of data-driven goals.
- Provides individual or group counseling toward the goal of achieving higher functioning in interpersonal relations and learning amongst emotionally, socially and behaviorally challenged students.
- Provides crisis intervention in situations when a student exhibits acute mental health symptoms that present an immediate or potential threat to the student or others.
- Provides consultation as appropriate to other staff members on a student's social, emotional or behavioral status.
- Prepares case documentation and progress reports.
- Collaborates on behalf of the student/family with other support services provided by health care, social services agencies and community organizations.
- Prepares for, conducts and participates in professional development activities related to student mental health

Performs other job-related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Clinical and evidence-based methods and techniques for purposes of mental health evaluations, diagnosis and educational plans;
- Diagnosis and evaluation criteria for mental health disorders in students, including alcohol and drug issues, co-occurring disorders, including contributing psychosocial and cultural factors affecting mental health and service delivery;
- Therapeutic techniques and modalities for treatment and case management of students with mental health issues;
- Individualized Education Program (IEP) and Section 504 processes and legal requirements;
- Data collection and record-keeping techniques;
- Various special education disabilities including characteristics and relevant educational approaches

Ability to / Skill in:

- Learn and apply rules and regulations in executing assigned work functions;
- Work independently with little direction;

- Plan and organize workload and use time effectively;
- Interpersonal skills using tact, patience and courtesy;
- Maintain the security of confidential materials;
- Analyze situations accurately and adopt an effective course of action;
- Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position; • Communicate effectively both orally and in writing;
- Maintain records and prepare reports of varied clinical complexity in adherence with legal mandates; • Establish and maintain cooperative and effective working relationships with others; • Meet schedules and timelines;
- Exercise independent judgment and initiative without close supervision;
- Be motivated to produce high quality work product and maintain a work pace appropriate to the position

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations, dexterity of hands and fingers to operate office equipment, carrying, pushing or lifting classroom equipment and supplies, bending at the waist, lifting objects weighing up to 40 pounds, reaching overhead, above the shoulders and horizontally to store equipment, and seeing to observe students in classroom activities. Moving around a classroom or playground freely and independently enough to observe students naturally and unobtrusively.

EXPERIENCE AND EDUCATION:

Education:

A Master's degree in one of the following or a closely related field: Marriage & Family Counseling, Counseling Psychology, Clinical Psychology, Counseling with an emphasis in Marriage, Family and Student Counseling, Social Work with an emphasis on Clinical Social Work or other equivalent Master's degree from a college or university approved by the California Department of Consumer Affairs, Board of Behavioral Science Examiners.

Certification Required

Possession of valid Pupil Service Credential authorizing service as a counselor

Experience:

A minimum of three years of experience, with at least two (2) years postgraduate training providing mental health services to students or adults with mental health disorders, is preferred

Licenses/Certifications/Special Requirements

- Valid California Class C Driver's License or an alternate method of transportation for travel between district sites
- A current valid license as a Licensed Marriage and Family Therapist (Marriage Family and Student Counselor) OR a license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science.
- Incumbents are required to maintain an MFT or LCSW license with the California Board of Behavioral Sciences as a condition of continued employment.
- Must be certified, or become certified, by the Crisis Prevention Institute (CPI) in non-violent crisis interventions (NCPI).

TOOLS/EQUIPMENT:

Operate a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

**OAK PARK UNIFIED SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE**
All Rates Listed as Daily and Annually
2021-22 SCHOOL YEAR

Proposed Date of Board Approval: May 18, 2021

Effective: July 1, 2021

Years of Service	Class X	Class A	Class B	Class C	Class D	Years of Service	Class F	Class G
	Teacher	Teacher	Teacher	Teacher	Teacher		Counselor & Soc-Emot Specialist	Psychologist
	<u>185 days</u> BA	<u>185 days</u> BA + 30	<u>185 days</u> BA + 45 BA+30+MA	<u>185 days</u> BA + 60 BA+45+MA	<u>185 days</u> BA + 75 BA+60+MA		<u>192 days</u> 5 Steps	<u>190 days</u> 5 Steps
1	279.24	292.76	306.29	319.83	333.37	1	467.13	477.80
1	51,660.29	54,160.34	56,664.13	59,167.92	61,673.58	1	89,688.00	90,782.13
2	292.76	306.26	319.83	333.37	346.88	2	485.26	492.59
2	54,160.34	56,657.78	59,167.92	61,673.58	64,173.63	2	93,170.80	93,591.55
3	306.29	319.83	333.37	346.88	360.42	3	502.21	507.82
3	56,664.13	59,167.92	61,673.58	64,173.63	66,677.42	3	96,424.78	96,485.40
4	319.83	333.37	346.88	360.42	373.94	4	519.06	523.51
4	59,167.92	61,673.58	64,173.63	66,677.42	69,179.34	4	99,659.37	99,467.53
5		346.88	360.42	373.94	387.48	5	536.04	540.73
5		64,173.63	66,677.42	69,179.34	71,683.13	5	102,919.16	102,739.42
6		360.42	373.94	387.48	401.01	6		
6		66,677.42	69,179.34	71,683.13	74,186.92	6		
7		373.94	387.48	401.01	414.56	7		
7		69,179.34	71,683.13	74,186.92	76,694.45	7		
8		387.48	401.01	414.56	428.07	8		
8		71,683.13	74,186.92	76,694.45	79,192.64	8		
9			414.56	428.07	441.61	9		
9			76,694.45	79,192.64	81,698.29	9		
10			428.07	441.61	455.14	10		
10			79,192.64	81,698.29	84,200.22	10		
11				455.14	468.69	11		
11				84,200.22	86,707.74	11		
12				468.69	482.22	12		
12				86,707.74	89,211.53	12		
13					495.75	13		
13					91,713.45	13		
14					514.32	14		
14					95,149.63	14		
16				482.22	0.00	16		
16				89,211.53	0.00	16		
18					528.21	18		
18					97,718.81	18		
20	Special Assignment Hourly Rates			495.75	0.00	20		
20	SWAP (X1/ 6 Hrs)			91,713.45	0.00	20		
22	Home & Hospital (B1/ 6 Hrs)				541.74	22		
22	Saturday School (B1/ 6 Hrs)				100,222.60	22		
24				509.27	0.00	24		
24				94,215.38	0.00	24		
26					555.31	26		
26					102,732.00	26		
30					568.98	30		
30					105,261.95	30		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
**SUBJECT: B.4.c. APPROVE RESOLUTION #2021-08 TO REESTABLISH
PARTICULAR KINDS OF SERVICE TO LAID OFF CERTIFICATED
EMPLOYEES**

ACTION

ISSUE: Should the Board of Education approve Resolution #2021-08 to reestablish Particular Kinds of Service to laid-off certificated employees?

BACKGROUND: In considering staffing needs and budget for the 2021-2022 school year, it has been determined that the District is able to restore the following positions:

Middle School Social Studies 0.2 FTE
Middle School Math/Science 0.2 FTE

ALTERNATIVES:

1. Approve Resolution #2021-08 to reestablish Particular Kinds of Service to laid-off certificated employees.
2. Do not approve the Resolution #2021-08 to reestablish Particular Kinds of Service to laid-off certificated employees.

FISCAL IMPACT: The .4 FTE will be included in the 2021-2022 Budget.

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	_____	_____	_____	_____

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

RESOLUTION NO. 2021-08

**RESOLUTION TO REESTABLISH PARTICULAR KINDS OF SERVICE, INCREASE THE
NUMBER OF EMPLOYEES, AND AUTHORIZE OFFERS OF REAPPOINTMENT TO LAID OFF
CERTIFICATED EMPLOYEES**

WHEREAS, on April 20, 2021, this Board adopted Resolution No. 2021-07 which included, in part, discontinuing and reducing particular kinds of certificated services not later than the beginning of the 2021-2022 school year, as described and set forth in that Resolution;

WHEREAS, the Board has determined that it is in the best interests of the District and of the pupils of the District to reestablish particular kinds of services previously reduced or discontinued pursuant to Resolutions No. 2021-07;

NOW, THEREFORE, BE IT RESOLVED, that the following particular kinds of services previously reduced or discontinued pursuant to Resolutions No. 2021-07 are reestablished to the extent indicated below:

**0.2 FTE Middle School Social Studies
0.2 FTE Middle School Math/Science**

BE IT FURTHER RESOLVED that it is in the best interests of the District to increase the number of certificated employees by 0.4 FTE;

BE IT FURTHER RESOLVED that the Superintendent, or designee, is authorized and directed to offer reappointment to employees whose services have been terminated in accordance with Education Code Section 44956 and 44957, to the extent applicable;

BE IT FURTHER RESOLVED that the Superintendent, or designee, is delegated the authority to take all actions necessary and proper to the accomplishment of the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 18th day of May, 2021 by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

President, Governing Board of the
Oak Park Unified School District

I, Derek Ross, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on May 18, 2021.

Clerk, Governing Board of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021

SUBJECT: B.4.d. APPROVE THE DISTRICT'S INITIAL PROPOSAL FOR COLLECTIVE BARGAINING NEGOTIATIONS WITH THE OAK PARK TEACHERS ASSOCIATION

PUBLIC HEARING/ACTION

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

BACKGROUND: The current Contract of Agreement between the Oak Park Unified School District and the Oak Park Teachers Association (OPTA) expires on June 30, 2022. Each side is required to sunshine the articles that it proposes to open for discussion.

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

FISCAL IMPACT: None

ALTERNATIVES:

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

RECOMMENDATION: Alternative #1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

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

To: Brandie Pryor, Bargaining Chair, OPTA
Russ Peters, President, OPTA

From: Stew McGugan, Assistant Superintendent, Human Resources

Date: May 5, 2021

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

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

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

Article 9 - Salaries and Compensation Regulations

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

Article 10 – Health and Welfare Benefits

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

Article 11 – Work Year and Working Hours

The District will propose language regarding the Joint Calendar Committee's make-up and role of its members.

Article 26 – Retirement

The District will propose language regarding providing health and welfare benefits for retiring certificated unit members.

Article 27 – Curriculum Council

The District will propose language regarding the Curriculum Council's make-up and the role of its members.

Thank you,

Stew McGugan
Assistant Superintendent, Human Resources



President Russ Peters
rpeters@opusd.org

To: Oak Park Unified School District and Stewart McGugan

From: Russ Peters, OPTA President
Brandie Pryor, Bargaining Chair

Date: April 21, 2021

Oak Park Teachers Association Sunshine Proposal for 2021-2022 Negotiations:

Article 1- Recognition

Article 9 - Salaries and Compensation Regulations

Article 10 - Health and Welfare Benefits

Article 11 - Work Year and Working Hours

Article 12 - Class Size

And all related articles and appendices.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.4.e. APPROVE EMPLOYMENT AGREEMENT WITH ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

ACTION

ISSUE: Shall the Board approve the Employment Agreement with Assistant Superintendent of Business Services?

BACKGROUND: Superintendent is requesting the Board to approve a two-year employment agreement with Mr. Adam Rauch, Assistant Superintendent of Business Services to extend his services from July 1, 2021 through June 30, 2023. Previously the Assistant Superintendent did not have a board approved employment agreement.

Per Board Policy 4312.1 prior to taking action, the Board President shall orally report a summary of the recommendation for the final action on salary or compensation in the form of fringe benefits. Copies of the contract are available to the public upon request.

ALTERNATIVES:

1. Approve the Employment Agreement with the Assistant Superintendent of Business Services.
2. Do not approve the Employment Agreement.

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 W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: B.4.f. APPROVE EMPLOYMENT AGREEMENT WITH ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

ACTION

ISSUE: Shall the Board approve the Employment Agreement with Assistant Superintendent of Human Resources?

BACKGROUND: Superintendent is requesting the Board to approve a two-year employment agreement with Mr. Stewart McGugan, Assistant Superintendent of Human Resources to extend his services from July 1, 2021 through June 30, 2023. Previously the Assistant Superintendent did not have a board approved employment agreement.

Per Board Policy 4312.1 prior to taking action, the Board President shall orally report a summary of the recommendation for the final action on salary or compensation in the form of fringe benefits. Copies of the contract are available to the public upon request.

ALTERNATIVES: 1. Approve the Employment Agreement with the Assistant Superintendent of Human Resources.
2. Do not approve the Employment Agreement.

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 W. KNIGHT, SUPERINTENDENT
DATE: MAY 18, 2021
SUBJECT: VII.1. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of April 30th of the 2020-21 fiscal year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Oak Park Unified
56-73874-0000000

Cashflow Report
2020-21 2nd Interim Revision through April 2021
Base Year 2020-21; Actuals Through the Month of April

Fund 01

	Object Range	Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
A. BEGINNING CASH		242,718	242,718	3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	4,725,854
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,651,362	947,170	947,170	3,835,413	1,704,906	1,704,906	3,835,413	1,704,906	779,502
Property Taxes	8020-8079	12,211,160	82,488	254	26,105	—	459,604	6,615,044	215,978	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,343,641	—	17,523	1,010,241	—	—	92,200	10,775	(592)
Other State Revenue	8300-8599	1,575,471	—	114,355	567,713	(323,394)	188,485	230,881	30,582	—
Other Local Revenue	8600-8799	3,769,266	417,798	218,903	302,712	330,189	228,702	229,821	357,033	189,544
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,550,900	1,447,455	1,298,205	5,742,183	1,711,701	2,581,697	11,003,359	2,319,274	968,454
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,658,934	164,492	2,343,172	2,111,964	2,152,315	2,171,757	2,159,124	2,267,770	2,150,783
Classified Salaries	2000-2999	6,669,793	219,537	511,386	546,794	549,177	566,080	615,491	601,604	591,146
Employee Benefits	3000-3999	10,304,560	90,338	987,410	981,684	991,914	989,302	1,005,358	1,029,983	1,001,458
Books and Supplies	4000-4999	1,870,333	46,501	139,913	338,124	43,907	78,959	64,682	56,257	85,378
Services	5000-5999	3,709,844	176,592	72,093	474,909	222,915	256,072	148,740	474,379	152,707
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	567,038	2,395	2,395	18,828	4,310	22,774	37,628	80,420	72,478
Interfund Transfers Out	7600-7629	1,034,215	50,387	85,388	80,332	90,177	25,000	173,520	15,000	60,000
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		46,814,717	750,241	4,141,756	4,552,635	4,054,715	4,109,944	4,204,543	4,525,413	4,113,950
E. NET INCREASE/DECREASE (B - C + D)		598,563	3,610,462	2,251,474	1,539,732	(890,770)	(1,289,451)	7,059,666	(7,797,977)	(2,817,992)
F. ENDING CASH (A + E)			3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	4,725,854	1,907,862
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report
2020-21 2nd Interim Revision through April 2021
Base Year 2020-21; Actuals Through the Month of April

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		242,718	1,907,862	6,391,106	7,557,947	3,642,995	—	—	—	—
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	26,651,362	2,652,260	367,537	362,766	2,178,738	5,642,690	—	26,663,377	(12,015)
Property Taxes	8020-8079	12,211,160	42,236	4,749,263	5,307	14,880	—	—	12,211,160	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	2,343,641	21,778	24,390	—	209,556	957,771	—	2,343,641	—
Other State Revenue	8300-8599	1,575,471	234,698	13,929	—	322,087	196,137	—	1,575,471	—
Other Local Revenue	8600-8799	3,769,266	227,993	124,629	265,694	296,060	580,187	—	3,769,266	0
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		46,550,900	3,178,965	5,279,748	633,768	3,021,321	7,376,785	—	46,562,915	(12,015)
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	22,658,934	2,157,914	2,191,643	2,288,011	499,990	—	—	22,658,934	—
Classified Salaries	2000-2999	6,669,793	645,229	689,429	719,154	414,767	—	—	6,669,793	—
Employee Benefits	3000-3999	10,304,560	1,000,855	1,018,753	1,035,133	172,373	—	—	10,304,560	—
Books and Supplies	4000-4999	1,870,333	143,878	141,418	221,349	211,876	298,090	—	1,870,333	—
Services	5000-5999	3,709,844	343,825	172,277	476,891	433,830	304,615	—	3,709,844	—
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	567,038	56,827	1,047	34,712	46,355	186,870	—	567,038	0
Interfund Transfers Out	7600-7629	1,034,215	53,000	86,667	63,333	251,410	—	—	1,034,215	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		46,814,717	4,401,527	4,301,234	4,838,583	2,030,601	789,574	—	46,814,717	0
E. NET INCREASE/DECREASE (B - C + D)		598,563	4,483,244	1,166,841	(3,914,952)	(843,407)	(1,172,871)	—	1,383,999	
F. ENDING CASH (A + E)			6,391,106	7,557,947	3,642,995	2,799,588	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									1,626,717	

Oak Park Unified
56-73874-0000000

Cashflow Report
2020-21 2nd Interim Revision through April 2021
Base Year 2020-21; Actuals Through the Month of April

Fund 01

	Object Range	Budget/Beg. Balance	2020 July	August	September	October	November	December	2021 January	February
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	7,186,634	5,574,400	36,979	64,505	1,248,599	1,288	3,773	9,119	11,414
Due From Other Funds	9310	3,468	—	3,468	—	—	—	—	—	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	15,899	5,953	—	—	—	—	—	—	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
SUBTOTAL		7,208,002	5,580,352	40,447	64,505	1,248,599	1,288	3,773	9,119	11,414
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,658	3,667,105	(209,578)	(285,679)	(203,644)	(237,509)	(257,078)	(244,044)	(316,089)
Due To Other Funds	9610	966,535	(1,000,000)	1,000,000	—	—	—	—	—	—
Current Loans	9640	0	—	(5,845,000)	—	—	—	—	5,845,000	—
Unearned Revenues	9650	115,429	—	—	—	—	—	—	—	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
SUBTOTAL		6,345,622	2,667,105	(5,054,578)	(285,679)	(203,644)	(237,509)	(257,078)	5,600,956	(316,089)
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		862,380	2,913,248	5,095,025	350,184	1,452,243	238,797	260,851	(5,591,838)	327,503
E. NET INCREASE/DECREASE (B - C + D)		598,563	3,610,462	2,251,474	1,539,732	(890,770)	(1,289,451)	7,059,666	(7,797,977)	(2,817,992)
F. ENDING CASH (A + E)			3,853,180	6,104,653	7,644,386	6,753,615	5,464,165	12,523,831	4,725,854	1,907,862
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report
2020-21 2nd Interim Revision through April 2021
Base Year 2020-21; Actuals Through the Month of April

Fund 01

	Object Range	Budget/Beg. Balance	2021 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—	
Accounts Receivable	9200-9299	7,186,634	(18,730)	93	1,786	—	(7,376,785)	—	(443,559)	
Due From Other Funds	9310	3,468	—	—	—	—	—	—	3,468	
Stores	9320	0	—	—	—	—	—	—	—	
Prepaid Expenditures	9330	15,899	9,946	—	—	—	—	—	15,899	
Other Current Assets	9340	0	—	—	—	—	—	—	—	
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	
SUBTOTAL		7,208,002	(8,783)	93	1,786	—	(7,376,785)	—	(424,192)	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	5,263,658	211,100	(175,999)	(288,077)	1,727,481	383,297	—	3,771,287	
Due To Other Funds	9610	966,535	—	—	—	—	—	—	—	
Current Loans	9640	0	(5,910,000)	—	—	—	—	—	(5,910,000)	
Unearned Revenues	9650	115,429	(15,690)	(12,235)	—	106,645	—	—	78,720	
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	
SUBTOTAL		6,345,622	(5,714,590)	(188,234)	(288,077)	1,834,126	383,297	—	(2,059,993)	
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	
TOTAL BALANCE SHEET ITEMS		862,380	5,705,806	188,327	289,863	(1,834,126)	(7,760,081)	—	1,635,801	
E. NET INCREASE/DECREASE (B - C + D)										
		598,563	4,483,244	1,166,841	(3,914,952)	(843,407)	(1,172,871)	—	1,383,999	
F. ENDING CASH (A + E)										
			6,391,106	7,557,947	3,642,995	2,799,588	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
									1,626,717	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: VII.2. MONTHLY MEASURE S BOND PROJECT STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through May 6, 2021?

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

FISCAL IMPACT: None - for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management						-		-		
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Salaries (1) (3) (4)	1,000,000	900,823	-	1,900,823	1,706,196	194,627	849,435	856,761	Future	
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su (1) (4)	251,000	50	-	251,050	210,996	40,054	210,392	604	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty	900,000	(425,437)	-	474,563	377,093	97,470	377,093	-	In Close-Out	IN PROGRESS
	2,396,981	504,836	-	2,901,817	2,568,845	332,972	1,694,032	874,813		
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	145,277	8,356	Future	IN PROGRESS
19-08S DW Arch Svcs for DSA Certific (1) (2)	195,035	-	(160,832)	34,203	34,203	-	34,203	-	In Close-Out	
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
20-04S Collaborative Furniture (1) (3)	102,376	-	-	102,376	102,376	0	66,573	35,803	Future	
20-10S Exterior Repairs to Portables at BES/MCMS	59,834	1,200	-	61,034	61,034	-	61,034	-	Complete	
20-21S Outdoor Furniture Purchases DW (1) (3)	107,636	-	-	107,636	104,759	2,877	104,759	0	Future	
20-23S HVAC Upgrades Districtwide (1) (3)	288,484	-	-	288,484	294,968	(6,484)	224,601	70,367	Future	
	8,958,649	47,919	(160,832)	8,845,736	8,742,963	102,773	8,628,102	114,861		
Medea Creek Middle School						-		-		
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements	1,506,394	-	-	1,506,394	1,566,445	(60,051)	1,566,150	295	Close-Out	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (3)	4,902,563	550,033	-	5,452,596	5,137,732	314,864	4,936,291	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	
21-02S Entry Way Sign at Medea Creek Middle School (3)	14,900	-	-	14,900	14,900	-	7,450	7,450	Future	
	7,318,400	649,531	-	7,967,931	7,724,886	243,045	7,496,393	228,493		
Oak Hills Elementary School						-		-		
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	11,732	-	11,732	-	Complete	
20-03S Innovation Lab OHES (1) (2)	65,731	-	(575)	65,156	65,156	-	65,156	-	In Construction	
	837,340	53,440	54,225	945,006	671,474	273,532	671,300	174		
Oak Park High School						-		-		
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-19S Art Court Phase II (1)	229,538	-	-	229,538	223,923	5,615	222,505	1,419	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	20,052	-	Future	
20-22S Economizers OPHS F Bldg. HVAC's (1) (4)	25,756	-	-	25,756	25,756	-	25,756	-	Future	
21-01S Turf Replacement and Upgrades OPHS (3)	1,118,397	-	-	1,118,397	1,069,565	48,832	4,425	1,065,140	Future	
	2,625,167	(211,302)	-	2,413,864	2,284,736	129,129	1,218,177	1,066,559		
Oak View High School						-		-		
19-26S Reno Bldg Ext at OVHS (1) (4)	176,514	-	-	176,514	164,514	12,000	164,514	-	Future	
	176,514	-	-	176,514	164,514	12,000	164,514	-		
Red Oak Elementary School						-		-		
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (3)	6,588,570	84,400	-	6,672,970	594,563	6,078,406	503,104	91,459	Future	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	NOC APPROVED 10/15/2019
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	NOC APPROVED 10/15/2019
20-11S Restroom Upgrades at ROES (1) (3)	86,466	-	-	86,466	86,466	-	86,466	-	Complete	



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		
20-13S Paint Admin Interior	17,601	-	-	17,601	17,601	-	17,601	-	Complete	
20-14S Flooring for Admin + 7 Classrooms	49,125	-	-	49,125	49,125	-	49,125	-	In Close-Out	
20-15S Innovation Lab at ROES (1)	44,065	-	-	44,065	44,065	-	44,065	-	Planning	
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	105,853	-	-	105,853	89,073	16,780	43,526	45,547	Future	
	7,169,241	61,379	-	7,230,620	1,129,176	6,101,444	992,170	137,005		
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	38,208,171	1,377,316	(106,606)	39,478,881	28,569,525	10,909,356	25,944,249	2,625,277		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 18, 2021

SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's General Fund operating budget through April 30th of the 2020-21 fiscal year?

BACKGROUND: In order to better monitor and manage its General Fund operating budget, the District set as a goal establishing a system to provide monthly progress reporting to Board of operating costs for large categories of budget expenditures. In meeting that goal, the Business Office has produced monthly budget reports from the District's financial system to serve as another tool to assist the both the Administration and Board in closely analyzing and managing the District's General Fund operating budget.

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2020/21 Through April 2021					
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rec'd
REVENUE DETAIL							
LCFF Revenue Sources							
8011-8019	LCFF State Aid	26,930,635.00	26,651,362.00		18,479,183.00	8,172,179.00	69.34%
8020-8079	Property Taxes	11,933,223.00	12,211,160.00		12,190,972.55	20,187.45	99.83%
	Total LCFF Revenue Sources	38,863,858.00	38,862,522.00		30,670,155.55	8,192,366.45	78.92%
Federal Revenues							
8100-8299	Federal Revenues	1,006,772.00	2,343,641.00		1,176,315.00	1,167,326.00	50.19%
Other State Revenues							
8300-8599	Other State Revenues	1,259,020.00	1,575,471.00		1,057,247.84	518,223.16	67.11%
Other Local Revenue							
8600-8799	Other Local Revenues	4,387,714.00	3,769,266.00		2,627,323.86	1,141,942.14	69.70%
	Total Year To Date Revenues	45,517,364.00	46,550,900.00		35,531,042.25	11,019,857.75	76.33%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	17,918,712.00	18,346,520.00	1,746,082.48	16,219,473.39	380,964.13	88.41%
1160	<i>Certificated Salaries Stipends</i>	356,389.00	385,023.00	60,032.56	235,544.78	89,445.66	61.18%
1200	Certificated Pupil Support Salaries	1,740,521.00	1,820,118.00	180,420.02	1,638,438.99	1,258.99	90.02%
1260	<i>Counselor Stipend</i>	10,085.00	11,200.00	2,240.00	8,960.00	.00	80.00%
1300	Certificated Supervisors' & Administrators' Salaries	1,994,959.00	2,103,573.00	334,769.42	1,768,515.56	288.02	84.07%
	Total Certificated Salaries	22,020,666.00	22,666,434.00	2,323,544.48	19,870,932.72	471,956.80	87.67%
Classified Salaries							
2100	Classified Instructional Salaries	2,488,921.00	2,475,758.00	258,433.57	2,117,413.57	99,910.86	85.53%
2200	Classified Support Salaries	1,723,532.00	1,816,619.00	275,992.40	1,502,917.26	37,709.34	82.73%
2300	Classified Supervisors' & Administrators' Salaries	343,547.00	346,983.00	57,830.46	289,152.36	.18	83.33%
2400	Clerical, Technical, & Office Staff Salaries	1,615,295.00	1,680,781.00	279,349.67	1,411,909.55	10,478.22-	84.00%
2900	Other Classified Salaries	841,624.00	349,652.00	58,670.85	214,479.71	76,501.44	61.34%
	Total Classified Salaries	7,012,919.00	6,669,793.00	930,276.95	5,535,872.45	203,643.60	83.00%
Employee Benefits							
3100	State Teachers' Retirement System	3,492,795.00	3,597,903.00	375,802.55	3,144,342.11	77,758.34	87.39%
3200	Public Employees' Retirement System	960,514.00	989,108.00	144,721.62	848,052.77	3,666.39-	85.74%
3400	Health & Welfare Benefits	4,436,712.00	4,508,735.00	453,884.58	4,071,870.97	17,020.55-	90.31%
3300-3900	All Other Statutory Costs	1,230,872.00	1,208,814.00	145,452.82	1,032,788.18	30,573.00	85.44%
	Total Employee Benefits	10,120,893.00	10,304,560.00	1,119,861.57	9,097,054.03	87,644.40	88.28%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	236,529.00	416,637.00	33,416.07	352,723.01	30,497.92	84.66%
4200	Other Books and Reference Material	32,073.00	157,462.00	13,601.08	67,963.23	75,897.69	43.16%
4300	Materials & Supplies	580,605.00	1,080,144.00	234,927.20	641,032.58	204,184.22	59.35%
4400	Noncapitalized Equipment	152,956.00	200,107.00	59,907.01	77,299.22	62,900.77	38.63%
	Total Books and Supplies	1,002,163.00	1,854,350.00	341,851.36	1,139,018.04	373,480.60	61.42%
Services and Other Operating Expenditures							
5200	Travel and Conference	61,542.00	87,548.00	4,929.00	43,820.98	38,798.02	50.05%

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Financial Statement

Fund 01		Fiscal Year 2020/21 Through April 2021					
5300	Dues and Memberships	38,224.00	41,176.00	.00	38,013.23	3,162.77	92.32%
5400	Insurance	472,501.00	485,026.00	.00	472,501.00	12,525.00	97.42%
5500	Operations & Housekeeping Services	625,968.00	625,968.00	35,677.57	481,501.71	108,788.72	76.92%
5600	Rentals, Leases, Repairs, & Noncapitalized Improvements	331,485.00	421,586.00	207,940.56	270,599.87	56,954.43-	64.19%
5700	Transfers of Direct Costs	.00	.00	.00	.00	.00	0.00%
5800	Professional/Consulting Services & Operating Expenditures	1,532,722.00	1,692,589.00	538,064.53	1,025,770.25	128,754.22	60.60%
5899	Legal Fees	227,000.00	230,986.00	122,912.40	72,361.25	35,712.35	31.33%
5900	Telephone and Communications	110,006.00	133,448.00	22,322.71	89,939.70	21,185.59	67.40%
Total Services and Other Operating Expenditures		3,399,448.00	3,718,327.00	931,846.77	2,494,507.99	291,972.24	67.09%
Capital Outlay							
6000	Capital Outlay	.00	.00	.00	.00	.00	0.00%
Tuition							
7100	Tuition	446,703.00	508,967.00	206,412.00	255,548.00	47,007.00	50.21%
Debt Service							
7438	Debt Service - Interest	8,771.00	8,771.00	2,257.28	6,514.08	.36-	74.27%
7439	Debt Service - Principal	49,300.00	49,300.00	12,260.54	37,039.38	.08	75.13%
Total Debt Service		58,071.00	58,071.00	14,517.82	43,553.46	.28-	75.00%
Total Year To Date Expenditures		44,060,863.00	45,780,502.00	5,868,310.95	38,436,486.69	1,475,704.36	83.96%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING SOURCES							
Other Financing Sources							
8919	Other Authorized Interfund Transfer In	.00	.00	.00	.00	.00	0.00%
Total Other Financing Sources		.00	.00	.00	.00	.00	0.00%
Total Year To Date Other Financing Sources		.00	.00	.00	.00	.00	0.00%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
OTHER FINANCING USES							
Interfund Transfers Out							
7611	From General to Child Development Fund	.00	386,504.00	.00	335,009.55	51,494.45	86.68%
7612	Transfer General Fund to/from Special Reserve Fund	.00	200,000.00	.00	.00	200,000.00	0.00%
7616	Transfer Between General Fund & Cafeteria Fund	50,000.00	447,711.00	.00	384,462.40	63,248.60	85.87%
Total Interfund Transfers Out		50,000.00	1,034,215.00	.00	719,471.95	314,743.05	69.57%
Total Year To Date Other Financing Uses		50,000.00	1,034,215.00	.00	719,471.95	314,743.05	69.57%

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Financial Statement

Fund 01				Fiscal Year 2020/21 Through April 2021			
Object	Description	Adopted	Budget	Actuals To Date			
			Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
	A. Revenues	45,517,364.00	46,550,900.00		35,531,042.25	11,019,857.75	76.33%
	B. Expenditures	44,060,863.00	45,780,502.00	5,868,310.95	38,436,486.69	1,475,704.36	83.96%
	C. Subtotal (Revenues LESS Expense)	1,456,501.00	770,398.00		2,905,444.44-	9,544,153.39	
	D. Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	50,000.00	1,034,215.00		719,471.95	314,743.05	69.57%
	E. Net Change in Fund Balance	1,406,501.00	263,817.00-		3,624,916.39-	9,229,410.34	
	F. Fund Balance						
	Beginning Balance (9791)	725,328.00	1,105,097.00		1,105,097.01		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	725,328.00	1,105,097.00		1,105,097.01		
	G. Calculated Ending Balance	2,131,829.00	841,280.00		2,519,819.38-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,131,829.00	841,280.00				
	Other				5,868,310.95		