

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1049

DATE: December 14, 2021

PLACE: Oak Park High School Presentation Room – G9
899 N. Kanan Road, Oak Park, CA 9137

Members of the public will have the right to observe the meeting in person and on www.opusd.org/livestream and offer public comment as provided on page 2 of this agenda.

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

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

BOARD OF EDUCATION

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



Educating Compassionate and Creative Global Citizens

ADMINISTRATION

Dr. Jeff Davis, 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
Brad Benioff, Director of Student Support and School Safety

12/10/2021

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.

The following information is provided to help with understanding on how to follow and participate in the Board meeting. Members of the Public can observe the Board of Education meetings in person (masks will be required in the board room or watch it streaming live at: www.opusd.org/livestream

SUBMIT PUBLIC COMMENTS AT THE MEETING

The President of the Board will inquire if there are any public comments with respect to any item appearing on the Organizational 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. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the meeting. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

SUBMIT PUBLIC COMMENTS IN ADVANCE OF THE MEETING VIA 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 December 14, 2021. This public comment form will be open to members of the public 3 hours (at 2:00 pm) prior to the closed session of the public meeting which begins at 5:00 pm and will close at 6:00 pm. Your comments will be read by the Board President at the time the item is called.

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

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

NEXT MEETING-Regular Meeting, Tuesday, January 18, 2022

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT SCHOOL OFFICE & THE WEBSITE: www.oakparkusd.org/Page/10840

LAND ACKNOWLEDGEMENT STATEMENT

Approved by the Board of Education on May 18, 2021

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

12/10/2021

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – ORGANIZATIONAL BOARD MEETING #1049
December 14, 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**. Members of the public will have the right to observe the meeting in person and on www.opusd.org/livestream and offer public comment as provided on page 2 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 : Campus Supervisors, Walk-on-Coaches, Custodian Sub, Spanish Language Interpreter, Instructional Assistant II Special Ed, Instructional Assistants III Behavior, Library/Media Textbook Coordinator, Elementary Teacher, Guest Teachers, Medea Creek Middle School Dean

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Directors, Principals

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

E. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

12/10/2021

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

VI. DISCUSSION/ORGANIZATIONAL BOARD REORGANIZATION

- a. **Election of Officers of the Board of Education**
Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually. Newly elected President assumes leadership of the meeting.
- b. **Approve Proposed Board Meeting Schedule for Calendar Year 2022**
To select and approve the meeting schedule for the Governing Board for the calendar year
- c. **Approve Designation of Secretary/Authorized Agent of the Board of Education**
Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent
- d. **Approve Certification of Signatures**
Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers
- e. **Select and Approve School Board Representative to the County Committee on School District Organization**
Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee
- f. **Confirmation and Designation of Board Representatives to District Committees**
Board Members will select District Committee representation for the 2022 year

VII. DISCUSSION/COMMUNICATIONS/CONSENT/ACTION

A. OPEN COMMUNICATIONS/BOARD REPORTS/DISCUSSION

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

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 November 16, 2021 and Special Closed Session Meeting held December 8, 2021**
Board Bylaw 9324 requires Board approval of minutes from previous meetings.
- b. **Approve Public Employee/Employment Changes 01CL253780-01CL253822 & 01CE11331-01CE11388**
Pursuant to Board Policies 4112 and 4212 Board approval is required for public employee employment and changes.
- c. **Ratify Purchase Orders – November 1 – November 30, 2021**
Board Policy 3300 requires Board approval of Purchase Orders
- a. **Approve Overnight Trip for Oak Park High School Winter Sports Teams to CIF Playoffs**
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. CURRICULUM AND INSTRUCTION

a. Discussion on Supporting Students and Staff During the Pandemic

The Board will hear from each site Principal and District administration to discuss the needs of their students and staff, along with proposed changes and solutions to address the concerns raised

b. Review and Approve Educator Effectiveness Grant

Educator Effectiveness Grant is a program providing funds to county offices of education, school districts, charter schools, and state special schools to provide professional learning and to promote educator equity, quality, and effectiveness. The draft plan was presented for discussion at the November 16, 2021 meeting.

c. Quarterly Update on the Expanded Learning Opportunities Grant

The Board will receive an update from staff on the approved Expanded Learning Opportunities Grant

3. BUSINESS SERVICES

a. Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2022-2023

According to provisions of the District of Choice program, the Board is required to establish the district's capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2022-23

b. Approve Fiscal Year 2021-22 First Interim Financial Report, Certification and Budget Revisions

Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District

c. Approve Appointment to the Oak Park Citizens' Oversight Committee for the 2021-2023 Term

Board approval required for appointments to Citizens Oversight Committee

4. HUMAN RESOURCES

a. Establish New Classified Service Position, College and Career Advisor and Approve associated Job Description and Placement on the Salary Schedule

Board approval required to approve a new classified service position

b. Approve Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association

Board approval required for Memoranda of Understanding with collective bargaining units

c. Approve Early Retirement Incentive for Management and Confidential Employees

Board approval required for approving early retirement incentive for unrepresented employees

5. BOARD

a. Approve Option to Fill Board of Education Member Vacancy

Education Code section 5091 provides that the governing board "shall, within 60 days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy. Board Member filed his deferred letter of resignation with the County Superintendent of School on November 29, 2021 with a deferred resignation date of January 19, 2022

VIII. INFORMATION ITEMS

1. Monthly Measure S Status Report

2. Month 3 Enrollment and Attendance Report for the 2021-2022 School Year

IX. FUTURE AGENDA ITEMS

1. Board Members may request items to be added to upcoming meetings at this time.

X. OPEN DISCUSSION

XI. ADJOURNMENT:

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: VI.a. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION

ACTION

ISSUE: To nominate and elect officers of the Board of Education.

ELECTION OF OFFICERS

1. Approve the nomination and election of _____ as the President of the Board of Education.

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

2. Approve the nomination and election of _____ as the Vice President of the Board of Education.

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

3. Approve the nomination and election of _____ as the Clerk of the Board of Education.

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

Respectfully submitted

Jeff Davis, Ed.D.
Superintendent

RATIONALE: Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (Education Code Section 35022). Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.

CERTIFICATE OF ELECTION OF
DISTRICT PRESIDENT AND CLERK
(*Education Code Section 35143*)

WE HEREBY CERTIFY that at a meeting of the Governing Board of the

_____, the following persons were elected:

***PRESIDENT OF THE BOARD:**

Name of Person Elected

Address

City

State

Zip Code

Home Telephone Number

Work Telephone Number

***CLERK OF THE BOARD:**

Name of Person Elected

Address

City

State

Zip Code

Home Telephone Number

Work Telephone Number

Date: _____ By: _____

Title: _____

* Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (*Education Code Section 35022*). **Mail this Certificate to the Ventura County Office of Education, 5189 Verdugo Way, Camarillo, CA 93012, Attention: Cathy Samuel.**

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
SUBJECT: VI.b. PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2022

ACTION

ISSUE: To select the meeting schedule of the Governing Board for calendar year 2022.

BACKGROUND: The Board approved the 2021-2022 meeting schedule through June 2022 at the August 17, 2021 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the dates listed below beginning with August 2022.

ALTERNATIVES: To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2022 Calendar Year:

January 18, 2022	Single Regular Meeting in January
February 15, 2022	Single Regular Meeting in February
March 15, 2022	Single Regular Meeting in March
April 19, 2022	Single Regular Meeting in April
May 17, 2022	Single Regular Meeting in May
June 14, 2021	Single Regular Meeting in June
August 16, 2022	Regular Meeting in August
*September 13, 2022	Regular Meeting in September
October 18, 2022	Regular Meeting in October
November 15, 2022	Regular Meeting in November
**December 13, 2022	Organizational Meeting in December

*Second Tuesday of the Month (To align with the timeline for submission of Unaudited Actuals Report by September 15 and First Interim by December 15 to the County Office of Education)

** Second Tuesday of the Month (Falls within 15 days after 2nd Friday)

Respectfully Submitted:

Jeff Davis, 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. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

**SUBJECT: VI.c. APPROVE DESIGNATION OF SECRETARY/AUTHORIZED
AGENT THE BOARD OF EDUCATION**

ACTION

ISSUE: To approve designation of the Superintendent as Secretary and Authorized Agent of the Board of Trustees.

ALTERNATIVES: 1. Approve the designation of the Superintendent as Secretary and Authorized Agent of the Board of Education.
2. To make an alternate selection for Secretary and Authorized Agent the Board of Education.

RECOMMENDATION: Alternative #1.

RATIONALE: In accordance with Bylaws of the Board 9122 and Education Code Sections 35025 and 35034, the Governing Board is empowered to designate the Superintendent as its Secretary and Authorized Agent.

Respectfully submitted,

Jeff Davis, 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. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
SUBJECT: VI.d. APPROVE CERTIFICATION OF SIGNATURES

ACTION

ISSUE: To approve the authorization of the Board of Education to sign documents as submitted for Oak Park School District.

BACKGROUND: Annually at the beginning of each fiscal year, or after any reorganization, new board member taking oath of office or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The accompanying form is to be signed and returned to School Business and Advisory Services as any changes occur.

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

RECOMMENDATION: Alternative #1.

Respectfully submitted,

Jeff Davis, 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
CERTIFICATION OF SIGNATURES**

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

The approved signatures will be considered valid for the period of DECEMBER, 14, 2021 – JUNE 30, 2022.

Date of Board Action: DECEMBER 14, 2021 Signature: _____
Secretary of the Board

PART I

Signatures of Members of the Board

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
President of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Clerk of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Member of the Board of Education	Member of the Board of Education

Signature: _____
Print/Type: _____
Member of the Board of Education

*K-12 Districts

42632

42633

PART 2

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

Signature: _____

Print/Type: **JEFF DAVIS**

Title: **SUPERINTENDENT**

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

Signature: _____

Print/Type: **ADAM RAUCH**

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

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

Signature: _____

Print/Type: **STEWART MCGUGAN**

Title: **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

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

Signature: _____

Print/Type: **BYRON JONES**

Title: **DIRECTOR, FISCAL SERVICES**

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

Signature: _____

Print/Type: _____

Title: _____

Authorized to Sign: _____

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

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

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

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

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

**SUBJECT: VI.e. SELECT AND APPROVE SCHOOL BOARD REPRESENTATIVE
TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT
ORGANIZATION**

ACTION

ISSUE: To select a Board Member as a representative to vote in election for members of the County Committee on School District Organization.

ALTERNATIVES: Select _____ as a representative to the County Committee on School District Organization for 2022.

RATIONALE: The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.

Respectfully submitted,

Jeff Davis, 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. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: VI.f. CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES

ACTION

ISSUE: To confirm designation of Board representatives to District committees and/or to select as needed.

STATEMENT: In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees. A primary and alternate member is recommended for every committee.

Committee Name	Meeting Date/Time	Current Representatives
Benefits Committee	Meets Annually As Needed	Allen Rosen/Derek Ross
Budget Committee	Meets Annually As Needed	
Calendar Committee	Meets Annually As Needed	Denise Helfstein/Drew Hazelton
Citizens Oversight Member Selection	Meets As Needed	Denise Helfstein and Drew Hazelton
Community Engagement Committee	Monthly 1st Monday, 3 :30 p.m.	Derek Ross and Denise Helfstein
Curriculum Council	Monthly 1st Tuesday, 3:30 pm	Tina Wang/Denise Helfstein
DELAC/English Learning	3 meetings per year/1:00 pm	Denise Helfstein/Drew Hazelton
EEAC	Monthly 2nd Thursday, 3:30 pm	Denise Helfstein/Derek Ross
Diversity and Equity Task Force	Monthly 3rd Thursday, 3:00 pm	Derek Ross and Tina Wang
GATE DAC	Monthly 2nd Monday, 3:30 pm	Denise Helfstein/Allen Rosen
LCAP Committee	Meets Annually As Needed	Denise Helfstein/Allen Rosen
Measure S Committee	Monthly 3rd Monday, 3:30 pm	Derek Ross and Drew Hazelton
Measure S Sub Committee	Biweekly on Tuesdays, 8:00 am	Drew Hazelton and Allen Rosen
Oak Park Education Foundation	Monthly 2nd Monday, 7:00 pm	Allen Rosen/Drew Hazelton
Oak Park MAC	Monthly 4th Tuesday, 7:00 pm	Allen Rosen/Derek Ross
Rancho Simi Recreation & Parks Dist.	2nd Thursday- 4 times per year	Derek Ross/Drew Hazelton
Safe Kids Task Force	Monthly last Wednesday, 3:00 pm	Derek Ross/Denise Helfstein
Safety and Security Task Force	Monthly 2nd Wednesday - 7:00 am	Drew Hazelton and Derek Ross
Technology Committee	Monthly 3rd Wednesday – 3:30 pm	Allen Rosen/Drew Hazelton
Visual Arts Committee	Quarterly - 3:30 pm	Derek Ross/Allen Rosen
Wellness Council	Monthly 2 nd Tuesday – 3:30 pm	Denise Helfstein/Open

Note: A slash between the names of the Board Representatives denotes that the first name is the primary representative and the next name is the

alternate in the event the primary representative is unable to attend.

An and between the names of the Board Representative denotes that two Board members are on the committee

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Confirmation and Designation of Board

Representatives to District Committees

Page 2

RECOMMENDATION: As selected.

Respectfully Submitted,

Jeff Davis, 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	_____	_____	_____	_____

MINUTES OF REGULAR BOARD MEETING 11-16-2021 #1047
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:01 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

Members of the public were able to observe the meeting using a published live stream link or attend in person. Members of the public were able to submit public comments via an online form before the board meeting as well as submit them at the Board 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. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent of Business Services, Mr. Stewart McGugan, Assistant Superintendent of Human Resources, 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 Supervisor, Walk-on-Coaches, Custodian Sub, Food Service Assistant 1, Instructional Assistants I Literacy & Numeracy, Instructional Assistant I Computer Lab, College and Career Center Technician, Instructional Assistant II Special Ed, Instructional Assistants III Behavior, Literacy and Numeracy Intervention Teacher, Temp Teacher, Guest Teachers
- C. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6
Agency designated representatives: Adam Rauch and Stewart McGugan
Employee organization: Oak Park Teachers Association and Oak Park Classified Association

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

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:23 p.m.

BOARD PRESENT

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

BOARD ABSENT

None

STAFF PRESENT

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Brad Benioff, Director of Student Support and School Safety, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operation, 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

Board President Mr. Allen Rosen reported that the Board took no action in closed session at the October 26, 2021, Special Meeting and also no action was taken in the closed session at tonight's meeting.

ADOPTION OF AGENDA

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education adopted the agenda as presented except to move item B.2.a before Items VI.A.7 and VI.A.8. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0. Student Board Member, Nikita Manyak cast a preferential to approve the motion.

PUBLIC SPEAKERS

There were 8 public speakers at this meeting. Two comments were submitted via the online comment form on agenda items, and President Rosen read the comment at the time the item was called. 6 public speakers submitted comment cards in person and addressed the Board when the agenda items were called.

OPEN COMMUNICATIONS/PRESENTATIONS

BOARD REPORTS/PRESENTATIONS/RECOGNITIONS

The Board recognized Brad Anderson, Crossing Guard who works at the cross section of Hollytree Drive and Doubletree Road for his positive outlook, friendly demeanor and ensuring the safety and security of our students. Medea Creek Principal, Mrs. Jenny DaCosta shared quotes and comments about Brad from students and families.

REPORT FROM BOARD MEMBERS/SUPERINTENDENT

Board Member Drew Hazelton reported that he attended the Safety and Security Task Force Meeting, Measure S meeting, and office hours with staff at Medea and Oak Park High School. Drew thanked the Medea staff for organizing a wonderful school dance.

Denise Helfstein thanked veterans for their sacrifices, bravery, and service. She attended the Safe Kids Task Force meeting, Community Engagement Committee meeting, GATE DAC, Wellness Council, EEAC meeting, and Board office hours at Oak Park High School. Denise thanked staff members who shared their thoughts and concerns. We plan on holding these sessions regularly. Denise wished everyone a Happy Thanksgiving.

Board Member Tina Wang wished a Happy Diwali and Feliz Dia De Los Muertos to those families who celebrate. Tina reported that she attended Curriculum Council and Diversity and Equity Task Force, Oak Park Cross Country Team Banquet, National Honor Society Induction Ceremony. Tina expressed her

deepest sympathy to Manny Fischman's family on his passing.

Board Member Derek Ross reported that he attended the Safety and Security Task Force, the Safe Kids Task Force, the Diversity and Equity Task Force, and the Measure S Committee meeting. Derek expressed his gratitude to all the students, staff, and families.

Board Member Allen Rosen reported that he attended office hours at Medea Creek Middle School. Allen announced that he and his wife are moving out of the state next year, and after 11 years, he will be resigning from the Board on January 19, 2022.

Nikita Manyak reported that the Oak Park High School Winter Rally will be on December 3rd. Video announcements will be promoting upcoming programs. Awareness week at OPHS will be coming up, and the theme is "We are Stronger Together."

Superintendent Dr. Jeff Davis thanked Allen Rosen for his service to the district and the community. Dr. Davis wished everyone Veterans Day, Diwali, and Di De Los Muertos. Dr. Davis is holding office hours at all schools in November and December. Dr. Davis gave a shout-out to Ragini Aggarwal, District's Communication Coordinator on the Oak Park Weekly, and her focus on improving communications coming from the District. Dr. Davis reported that he attended the National Signing Day and Ms. Melville's 5th-grade class, Pre-Algebra, at Medea Creek Middle School. Dr. Davis reported on various committee meetings he attended this month, the District of Choice Night, Green Schools Summit.

REPORT FROM OAK PARK EDUCATION FOUNDATION

There was no report from the Oak Park Education Foundation

REPORT ON CLUB OAK PARK AND RECOGNITION OF ASHLEY PALMIERI, RED OAK ELEMENTARY SCHOOL CLUB OAK PARK SITE LEADER

Sara Ahl, Director of Extended Care programs provided an update on the Club Oak Park program. Sara introduced Red Oak Elementary School Club Oak Park Site Leader, Ashley Palmieri. The Board recognized Ashley who recently helped a student who was choking. Ashley was quick with providing help and assisting the student. The mother of the student who was helped by Ashley spoke and shared her sincere appreciation and gratitude towards Ashley.

B.1. CONSENT AGENDA

Student Board Member, Nikita Manyak cast a preferential to approve the Consent Agenda.

On motion of Derek Ross, seconded by Denise Helfstein, 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 October 19, 2021 and Special Closed Session Meeting held October 26, 2021](#)
- b. [Approve Public Employee/Employment Changes 01CL25335-01CL25378 & 01CE11297-01CE11330](#)
- c. [Ratify Purchase Orders - October 1 – October 31, 2021](#)
- d. [Approve Overnight Trip for Oak Park High School Girls Soccer Team to Bay Back Invitation – Newport Beach CA – December 3-5, 2021](#)
- e. [Approve Student Teaching Agreement with California State University Northridge for 2021 – 2022](#)

B2. CURRICULUM AND INSTRUCTION

- a. [Review and Discuss Student Data Related to Placement in Mathematics Courses](#)
According to Board Policy 6152.1, Dr. Jay Greenlinger, OPUSD Director of Curriculum and

Instruction, presented math placement data and some recommendations to address student groups impacted disproportionately in math. Four OPHS teachers made public comments on this item. One of the comments was submitted online and read by Board President Rosen. The other teachers spoke in person at the meeting (some before and some after the presentation by Dr. Greenlinger). All comments focused on the recommendation to eliminate OPUSD's two-year Algebra 1A/1B program at middle and high schools. Teachers were concerned, among other things, about doing this without sufficient additional academic support and during a challenging time (i.e., post-pandemic and back to full time, in-person learning). MCMS Principal Jenny DaCosta and OPHS Principal Mat McClenahan also commented in-person on this topic. They shared their perspectives about students impacted by the two-year algebra and how it is vital to address those students' needs to provide equitable access to all courses.

According to Board Policy 6152.1, the Board reviewed student data related to placement in mathematics courses offered at OPUSD's middle and high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not being held back disproportionately on any subjective or discriminatory basis.

The Board then asked the following questions:

- If staff had shared this information with the Math Task Force and the MCMS and OPHS math teachers.
- What interventions staff have planned for the secondary schools.
- If interventions were being designed in collaboration with the math departments at MCMS and OPHS.
- If staff had included placement data for Oak Park Independent School.
- What impact does using different textbooks for Algebra 1 at MCMS and OPHS have on student achievement/pathways.
- The number of appeals by grade level/course.
- The number of students who dropped down a math class if their placement was based on an appeal.
- If the staff can obtain more feedback from the Curtis Center on our math placement data and recommendations.

The Board also asked Dr. Davis for his direction and views on this item.

The Board asked to bring the item back for further discussion in January 2022 so that administrators can further collaborate with the math departments at MCMS and OPHS regarding the recommendations and the implementation schedule.

All agreed that, in the future, annual math placement data and presentations pursuant to BP 6152.1, should be reviewed in more detail with the math departments of MCMS and OPHS before being presented at a Board meeting.

Student Board Member, Nikita Manyak left the meeting at 8:30 pm.

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education voted item B.3.a. ahead of B.2.b. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

B3. BUSINESS SERVICES

a. Approve Joint Use Agreement of Facilities with Proactive Sports

Emily Capretta from Proactive Sports along with Tim Chevalier, Jason Meskis, and Kathryn Klamecki shared the details of the services which will be provided by Proactive under the joint use agreement.

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education approved the Joint use agreement of facilities with Proactive Sports. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

VI. OPEN COMMUNICATIONS/PRESENTATIONS

REPORT ON MEASURE S BOND PROGRAM

Director of Bond Programs, Sustainability, Maintenance and Operations, Brendan Callahan shared this presentation with the Board regarding Measure S Bond Program completed projects, needs assessment for future projects, and a spending update on the bond funds.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

There was one public comment submitted online on this item. Board President Allen Rosen read the comment at this time. Mr. Brad Benioff, Director of Student Support and School Safety provided an update on the COVID-19 Dashboard, surveillance testing, request for vaccination records for MCMS and OPHS students. Mr. Benioff also shared information about the upcoming COVID Vaccine clinic and the district's collaboration with Agoura Hills AFC urgent care for COVID-19 vaccination for 5-11-year-olds.

B2. CURRICULUM AND INSTRUCTION

b. Review and Discuss Educator Effectiveness Grant

Dr. Jay Greenlinger shared information about the \$1,142,624 in funds received for the Educator Effectiveness Grant by Oak Park USD. Assembly Bill (AB) 130 includes one-time funding provided to county offices of education, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff in order to promote educator equity, quality, and effectiveness. Board reviewed the draft plan at this meeting and will be approving the plan at the December 14, 2021 meeting.

B3. BUSINESS SERVICES

b. Ratify Agreement for Grass Mowing Services with Enhanced Landscape

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education ratified the Agreement for Grass Mowing Services with Enhanced Landscape. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

At 10:26 pm on motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education extended the meeting until midnight. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. Approve Consultant Agreement for Diversity, Equity, and Inclusion Programs with The Howard Group

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Consultant Agreement for Diversity, Equity, and Inclusion Programs with The Howard Group. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B.4. HUMAN RESOURCES

a. Approve Classified Holiday Calendars for 2022-2023 and 2023-2024

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education approved the

Classified Holiday Calendars for 2022-2023 and 2023-2024. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Ratify Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Teachers Association Regarding Instructional and Non-instructional Pay

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education ratified the Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Teachers Association Regarding Instructional and Non-instructional Pay. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

c. Approve Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Teachers Association Regarding Elementary Report Card Days

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Teachers Association Regarding Elementary Report Card Days. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B5. BOARD

a. Approve Selection of Annual Organizational Board Meeting – December 14, 2021

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved Selection of Annual Organizational Board Meeting as December 14, 2021. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B6. BOARD POLICIES

a. Approve Amendment to Board Policy 0470 COVID-19 Mitigation Plan

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 0470 COVID-19 Mitigation Plan as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Approve Amendment to Board Policy 4141/4241 Collective Bargaining Agreement

c. Approve Amendment to Board Policy and Administrative Regulation 4158/4258/4358 Employee Security

d. Approve Amendment to Board Policy and Administrative Regulation 5141.4 Child Abuse and Prevention Reporting

e. Approve Amendment to Board Policy and Administrative Regulation 5141.52 Suicide Prevention

f. Approve Amendment to Board Policy 5145.12 Search and Seizure

g. Approve Amendment to Board Policy 5145.9 Hate Motivated Behavior

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy B.6.b. through B.6.g. in one vote as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

IX. FUTURE AGENDA ITEMS

The Board requested information about Awareness Week, Board Vacancy and also to schedule a special closed session meeting in December.

X. ADJOURNMENT

On motion of Tina Wang, seconded by Allen Rosen, there being no further business before this Board, the Regular meeting held on November 16, 2021 is declared adjourned at 11:20 p.m. in honor of Manny

Fischman. Manny was a Holocaust survivor who told his heroic story to Medea Creek's seventh graders and their families for eleven years (up until COVID). Manny's dedication and commitment to the students and families of Medea Creek Middle School will leave a lasting impact on countless lives in our community.

Date

President of the Board

Date

Clerk or Secretary of the Board

c. Approve Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Teachers Association Regarding Elementary Report Card Days

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Teachers Association Regarding Elementary Report Card Days. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B5. BOARD

a. Approve Selection of Annual Organizational Board Meeting – December 14, 2021

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved Selection of Annual Organizational Board Meeting as December 14, 2021. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B6. BOARD POLICIES

a. Approve Amendment to Board Policy 0470 COVID-19 Mitigation Plan

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 0470 COVID-19 Mitigation Plan as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Approve Amendment to Board Policy 4141/4241 Collective Bargaining Agreement

c. Approve Amendment to Board Policy and Administrative Regulation 4158/4258/4358 Employee Security

d. Approve Amendment to Board Policy and Administrative Regulation 5141.4 Child Abuse and Prevention Reporting

e. Approve Amendment to Board Policy and Administrative Regulation 5141.52 Suicide Prevention

f. Approve Amendment to Board Policy 5145.12 Search and Seizure

g. Approve Amendment to Board Policy 5145.9 Hate Motivated Behavior

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy B.6.b. through B.6.g. in one vote as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

IX. FUTURE AGENDA ITEMS

The Board requested information about Awareness Week, Board Vacancy and also to schedule a special closed session meeting in December.

X. ADJOURNMENT

On motion of Tina Wang, seconded by Allen Rosen, there being no further business before this Board, the Regular meeting held on November 16, 2021 is declared adjourned at 11:20 p.m. in honor of Manny Fischman. Manny was a Holocaust survivor who told his heroic story to Medea Creek's seventh graders and their families for eleven years (up until COVID). Manny's dedication and commitment to the students and families of Medea Creek Middle School will leave a lasting impact on countless lives in our community.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

12-8-2021 #1048

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Drew Hazelton, called the special meeting to order at 5:07 p.m.

at Oak Park Unified District, Conference Room, 5801 Conifer Street, Oak Park.

FLAG SALUTE

Derek Ross led the Pledge of Allegiance to the Flag.

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

STAFF PRESENT

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent of Business Services, Mr. Stewart McGugan, Assistant Superintendent of Human Resources, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

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.

PUBLIC COMMENTS

None

**A. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE
FOLLOWING ITEMS AT 5:08 pm:**

- 1. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6
Agency designated representatives: Adam Rauch and Stewart McGugan
Employee organization: Oak Park Teachers Association
- 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: Directors, Principals

There being no further business before this Board, the Special meeting held on December 8, 2021 is declared adjourned at 8:10 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

To: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFFREY DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT

ISSUE: B.1.b. APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Salary	Site
CL253780	Aruna Sudhir	Campus Supervisor	11/15/2021	ELO	\$16.75	ROES
CL253781	Paula Uziel	Campus Supervisor	11/29/2021	General	\$17.72	OHES
CL253782	Sara Bartos	Campus Supervisor SUB	11/29/2021	General	\$15.83	DO
CL253783	Anna Yoo	Instructional Assistant II Sp Ed SUB	11/17/2021	Special Ed	\$17.69	DO
CL253784	Bruce Arauzo	Instructional Assistant III Behavior	11/29/2021	Special Ed	\$21.26	ROES
CL253785	Sloan Powers	Interperter Spanish	11/1/2021	Special Ed	\$20.00	DO
CL253786	Crystal Zamecnik	Library/Media Textbook Coordinator	11/15/2021	General	\$24.43	OPHS
CL253787	Jason Mallin	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2021	Coaches, Athletics	TBD	OPHS
CL253788	Chris Clerixuzio	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2021	Coaches, Athletics	TBD	OPHS
CL253789	Darren Jaffe	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2021	Coaches, Athletics	TBD	OPHS
CL253790	Madeline Weyers	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2021	Coaches, Athletics	TBD	OPHS
CL253791	Courtney Tortora	Campus Supervisor	12/9/2021	General	\$17.72	ROES
CL253792	Marina Reyes	Campus Supervisor SUB	12/10/2021	General	\$15.83	DO

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL253793	Doris Park	Girls Varsity Head Coach Basketball	11/1/2021	Coaches, Athletics	\$3,500.00	OPHS
CL253794	Doris Park	Girls JV Head Coach Basketball	11/1/2021	Coaches, Athletics	\$2,500.00	OPHS
CL253795	Ryan Yeager	Boys JV Head Coach Basketball	11/1/2021	Coaches, Athletics	\$2,500.00	OPHS
CL253796	Harold Hale	Boys Frosh Head Coach Basketball	11/1/2021	Coaches, Athletics	\$1,500.00	OPHS
CL253797	A J Moye	Boys Varsity Assistant Coach Basketball	11/1/2021	Coaches, ASB Donation	\$2,500.00	OPHS
CL253798	Derek Hale	Boys Assistant Coach Basketball	11/1/2021	Coaches, ASB Donation	\$2,000.00	OPHS
CL253799	Jason Mallin	Boys JV Assistant Coach Basketball	11/1/2021	Coaches, ASB Donation	\$2,000.00	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL253800	Brandon Heidt	Boys Varsity Head Coach Soccer	11/1/2021	Coaches, Athletics	\$3,000.00	OPHS
CL253801	Brandon Heidt	Boys JV Head Coach Soccer	11/1/2021	Coaches, Athletics	\$2,000.00	OPHS
CL253802	Rene Garcia	Boys Frosh Head Coach Soccer	11/1/2021	Coaches, Athletics	\$1,500.00	OPHS
CL253803	Rene Garcia	Boys Assistant Coach Soccer	11/1/2021	Coaches, ASB Donation	\$2,000.00	OPHS
CL253804	Mark Zhuravlev	Boys Assistant Coach Soccer	11/1/2021	Coaches, ASB Donation	\$2,000.00	OPHS
CL253805	Arianna Roberts	Girls Frosh Head Coach Basketball	11/1/2021	Coaches, Athletics	\$1,500.00	OPHS
CL253806	Aisha Pittmon	Girls Varsity Head Coach Basketball	11/1/2021	Coaches, ASB Donation	\$2,000.00	OPHS
CL253807	Paige Harrington	Girls Assistant Coach Soccer	11/1/2021	Coaches, ASB Donation	\$2,000.00	OPHS
CL253808	Donn James	Girls Assistant Coach Soccer	11/1/2021	Coaches, ASB Donation	\$2,000.00	OPHS
CL253809	Mark Zeolla	Girls JV Head Coach Soccer	11/1/2021	Coaches, Athletics	\$2,500.00	OPHS
CL253810	Soraya Farhadi	Cell Phone Allotment	10/1/2021	Fund 120	\$315.00	DO
CL253811	Donn James	Girls Head Head Coach Golf Post Season	11/1/2021	Coaches, ASB Donation	\$300.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL253812	Rachel Lopez	Department Secretary LOA Medical	11/1/2021	Fund 130		DO
CL253813	Shannon Curtis	Instructional Assistant II SpEd Site change	11/1/2021	Special Ed		BES
CL253814	Lynn Pedroza	Instructional Assistant I L & N frm Campus Sup	11/8/2021	ELO	\$20.57	OHES
CL253815	Adrianna Alejo	Instructional Assistant III behavior frm IA II SpEd	11/29/2021	Special Ed	\$21.26	OHES

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL253816	Lynn Pedroza	Campus Supervisor	11/5/2021	Resignation	\$19.92	OHES
CL253817	Kimberly Steil	Instructional Assistant I L & N	11/12/2021	Resignation	\$18.31	BES
CL253818	Julie St Amand	Accounting Assistant II	11/18/2021	39-Month	\$26.90	DO
CL253819	Matthew Budin-Smithers	Instructional Assistant I Literacy	12/22/2021	Resignation	\$20.57	OHES
CL253820	Alberto Blanco	Instructional Assistant I Computer Lab	11/29/2021	Resignation	\$19.58	BES
CL253821	Crystal Zamecnik	Library Media Tech Text Book	11/29/2021	Resignation	\$24.43	OPHS
CL253822	David Garcia	Campus Supervisor	12/22/2021	Resignation	\$17.72	OPHS

Prepared by:

Stew McGugan Assistant Superintendent /Human Resources

Respectfully Submitted,

Jeffrey Davis, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 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	
01CE11331	Joshua Harrison	Guest Teacher	11/04/2021	General	District Wide	
01CE11332	Kimberly Chadwick	Guest Teacher	11/9/2021	General	District Wide	
01CE11333	Kacie Murnane	Guest Teacher	11/15/2021	General	District Wide	
01CE11334	Jessica Jimenez	Guest Teacher	11/16/2021	General	OHES	
01CE11335	Rachel LeGore	Elementary Teacher	12/8/2021	General	OHES	
01CE11336	Nina Johnson	Guest Teacher	11/29/2021	General	ROES	
01CE11337	Alexis Boyadjian	Dean	12/20/2021	General	MCMS	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11338	DJ Cook	Class Size Overages (October 2021)	10/01/2021	General	\$82.00	OPHS
01CE11339	Rob Hall	Class Size Overages (October 2021)	10/01/2021	General	\$63.00	OPHS
01CE11340	Jennifer Hankins	Class Size Overages (October 2021)	10/01/2021	General	\$124.00	OPHS
01CE11341	Lauren Heinrich	Class Size Overages (October 2021)	10/01/2021	General	\$40.00	OPHS
01CE11342	Jessica Wall	Class Size Overages (October 2021)	10/01/2021	General	\$135.00	OPHS
01CE11343	Russ Peters	Game Manager - Football	08/13/2021	ASB	\$1,650.00	OPHS
01CE11344	Jennifer Aaronson	Class Size Overages (August 2021)	08/09/2021	General	\$70.00	OHES
01CE11345	Jessica Bretzing	Class Size Overages (August 2021)	08/09/2021	General	\$115.00	OHES
01CE11346	Jessica Bretzing	Class Size Overages (September 2021)	08/09/2021	General	\$95.00	OHES
01CE11347	Jessica Bretzing	Class Size Overages (October 2021)	08/09/2021	General	\$105.00	OHES
01CE11348	Joy Reints	Class Size Overages (August 2021)	08/09/2021	General	\$135.00	OHES
01CE11349	Joy Reints	Class Size Overages (September 2021)	08/09/2021	General	\$95.00	OHES
01CE11350	Joy Reints	Class Size Overages (October 2021)	08/09/2021	General	\$25.00	OHES
01CE11351	Allison Shapiro	Class Size Overages (August 2021)	08/09/2021	General	\$95.00	OHES
01CE11352	Allison Shapiro	Class Size Overages (September 2021)	08/09/2021	General	\$5.00	OHES
01CE11353	Lianne Arnold	Class Size Overages (August 2021)	08/09/2021	General	\$85.00	OHES
01CE11354	Lianne Arnold	Class Size Overages (September 2021)	08/09/2021	General	\$15.00	OHES
01CE11355	Danielle Warnes	Student Council	08/09/2021	Site	\$1,500.00	OHES
01CE11356	Heather Sloan	Teacher in Charge/SST Coordinator	08/09/2021	Site	\$3,000.00	OHES
01CE11357	Erik Squire	Class Size Overages (October 2021)	10/01/2021	General	\$210.00	BES
01CE11358	Margie Puryear	Safety & Disaster(replacing previous rep)	11/01/2021	Site	\$105.00	BES
01CE11359	Alexis Ma	Class Size Overages (October 2021)	10/01/2021	General	\$105.00	ROES
01CE11360	Kathy Strong	Class Size Overages (October 2021)	10/01/2021	General	\$160.00	ROES
01CE11361	Amy Buccino	Class Size Overages (October 2021)	10/01/2021	General	\$210.00	ROES
01CE11362	Robbin Lund	Class Size Overages (October 2021)	10/01/2021	General	\$15.00	ROES
01CE11363	Danielle McKendry	Class Size Overages (October 2021)	10/01/2021	General	\$85.00	ROES
01CE11364	Kate Gregg	Class Size Overages (October 2021)	10/01/2021	General	\$210.00	ROES
01CE11365	Tahnee Munoz	Class Size Overages (October 2021)	10/01/2021	General	\$15.00	ROES
01CE11366	Ryan Bodily	Class Size Overages (October 2021)	10/01/2021	General	\$210.00	ROES
01CE11367	Jamie Brown	Class Size Overages (October 2021)	10/01/2021	General	\$165.00	ROES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

CORRECTION OF STIPENDS FROM PREVIOUS MONTH

Number	Name	Change	Effective Date	Fund	Site	
01CE11368	Brandie Pryor	Safety & Disaster(served as rep until 10/31/2021)	10/31/2021	Site	\$105.00	BES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE11369	Carole Jones	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11370	Kimberly Sonnabend	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11371	Maureen O'Hagan	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11372	Lindsay Smits	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11373	Marta Graves	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11374	Tristine Wenker	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11375	Kim Connelly	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11376	Catherine Steiner	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11377	Teresa Hogan	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11378	Sharon Lavene	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11379	Amy Sinnamon	Add'l hrs Bell Schedule Mtgs. (4 hrs)	10/1/2021	General	MCMS	
01CE11380	Zaloa Virto Goiri	Medical Leave	10/26/2021	General	OPHS	
01CE11381	Stephanie Perez	Family & Medical Leave Act	11/29/2021	General	MCMS	
01CE11382	Katelyn Bailey	Pregnancy Disability Leave	12/1/2021	General	OHES	
01CE11383	Katelyn Bailey	Maternity Leave	12/2/2021	General	OHES	
01CE11384	Stacey Altman	Pregnancy Disability Leave	11/29/2021	General	BES	
01CE11385	Gracie Jerrems	Leave of Absence	12/13/2021	General	OPNS	

SEPARATION

Number	Name	Position	Effective Date	Separation	Site	
01CE11386	Ericka Jauchen	Teacher	12/22/2021	Resigned	OHES	
01CE11387	Jessica Kudlacek	Teacher	1/3/2022	Resigned	MCMS	
01CE11388	Vanessa Boggs	Dean	12/22/2021	Resigned	MCMS	

Prepared by: Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

 Jeff Davis, Ed.D.
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – NOVEMBER 1 THROUGH NOVEMBER 30, 2021

CONSENT

ISSUE: Shall the Board ratify the following purchase orders issued for the period November 1 through November 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 November 1 through November 30, 2021.

FISCAL IMPACT: All purchases orders listed are approved by an administrator and included in the Budget.

BOARD POLICY: Pursuant to Board Policy 3300 Expenditures/Expending Authority - The Board is required to review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

GOAL: In support of District Goal #6 - Use resources responsibly to maintain a balanced budget this year and in subsequent years.

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,

Jeff Davis, 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 11/01/2021 - 11/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4200	Other Books and Reference Mate				
P22-00315	Perma-Bound	005	BES Replacement books	010-4200	710.51
Total:010-4200 Other Books and Reference Mate					710.51
010-4330	Other Materials and Supplies N				
B22-00203	Pacific Artglass Corp	013	Ceramics Supplies/Oth Suppl/PFA	010-4330	1,500.00
P22-00277	Uline	012	CTE/SWP: AME Pathway	010-4330	288.61
P22-00307	iDesign Solutions	013	Oth/Suppl/Arch/CTEIG	010-4330	2,151.46
P22-00308	Southwest School Supply	009	purchase of playground balls	010-4330	151.01
P22-00309	Read Naturally Inc.	000	Read Live Licenses (SpEd)	010-4330	580.00
P22-00310	iDesign Solutions	013	Oth/Supply/Arch/CTEIG	010-4330	2,186.65
P22-00311	McGraw-Hill School Education Holdings, LLC	013	Oth/Suppl/Software/Sys/CTEIG	010-4330	1,470.00
P22-00319	Western Psychological Services	000	SpEd - Speech protocols for assessments	010-4330	881.79
P22-00320	Curriculum Associates	000	OPNS - SpEd Protocols Order	010-4330	358.79
P22-00324	Lennox Industries, Inc	004	2021/2022 Open PO for HVAC Parts	010-4330	500.00
P22-00332	VCOE	009	Purchase of cums and health jackets	010-4330	233.57
Total:010-4330 Other Materials and Supplies N					10,301.88
010-5200	Travel and Conference				
P22-00318	West Pac Design, Inc.	015	Screen Print OVHS Sweatshirts	010-5200	456.20
P22-00326	Bureau Of Education & Research	005	PD for Lindsay Smits	010-5200	279.00
Total:010-5200 Travel and Conference					735.20
010-5300	Dues and Memberships				
P22-00306	California Mathematics Council	015	CMC Membership Renewal	010-5300	60.00
Total:010-5300 Dues and Memberships					60.00
010-5600	Rents, Leases, and Repairs				
P22-00322	Custom Modular Services Corp	004	Modular Inspections for all modular units DW	010-5600	1,600.00
P22-00323	Fence Factory	004	Repair damaged netting baseball field @OPHS	010-5600	2,693.16
P22-00325	Fence Factory	004	Repair lower chain backstop baseball field OPHS	010-5600	2,704.98
P22-00329	LRW Enterprises dba The Grouts mith	004	Clean Boys/Girls Locker Room Showers @MCMS	010-5600	1,525.00
P22-00330	American Environmental Group	004	Post remediation testing at OPHS G3	010-5600	800.00
Total:010-5600 Rents, Leases, and Repairs					9,323.14
010-5820	Other Operating Expense				
B22-00201	Whisper Room, Inc.	004	CTE Office Booth Sound Proof @MCMS	010-5820	7,120.00
P22-00304	Tuff Shed Inc	004	CTE Storage Shed for MCMS	010-5820	4,423.29
P22-00305	Boston Tea Party A Revolutiona ry Experience	010	5th Grade Boston Tea Party Skpye Experience	010-5820	500.00
P22-00312	Eric Victoria dba All Around C ourier	004	Courier Svs. for COVID Tests	010-5820	15,000.00

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 11/01/2021 - 11/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P22-00313	CareAvenue Inc.	000	21/2022 - Covid Response Team	010-5820	8,000.00
P22-00314	VCOE	005	2021/2022 Library Services	010-5820	10,560.00
P22-00316	2Eden Landscape Design	005	2021/22 School Garden Program Consultant	010-5820	64,966.00
P22-00321	Safety Unlimited, Inc	000	District Nurse (First Aid CPR AED online)	010-5820	175.50
P22-00327	Courtyard Construction, Inc.	004	CTE Shade Sail for exterior of buildings/shed	010-5820	10,200.00
P22-00328	Hughes General Engineering	004	CTE Install new concrete pad for storage shed MCMS	010-5820	18,015.00
P22-00331	Shannon Wilson	006	ASL Interpreter for Julie Cho	010-5820	1,000.00
P22-00333	Internet Keep Safe Coalition d ba iKeepSafe Coalition	005	PD for Erik Amerikaner	010-5820	275.00
P22-00334	Reliable Cabling Solutions	004	CTE Computer LabPower Pole and Relo MCMS	010-5820	6,576.00
P22-00335	Thousand Oaks Electric dba Tho usand Oaks Electric	013	Electrical/CTEIG purchase/SWP	010-5820	7,485.00
Total:010-5820 Other Operating Expense					154,295.79
010-8699	All Other Local Income				
P22-00317	Eastbay Inc	012	PFA: Staff Spiritwear	010-8699	373.23
Total:010-8699 All Other Local Income					373.23
120-4330	Other Materials and Supplies N				
B22-00202	The Berry Man, Inc.	028	Fruit/Produce for EC sites- BES, ROES, OHES, MCMS	120-4330	11,500.00
Total:120-4330 Other Materials and Supplies N					11,500.00
211-6274	Other Construction				
P22-00271	Fortino R. Rosas dba F.R. Rosa s Paving	004	Proj 18-21S Repair asphalt areas of bball area	211-6274	2,535.00
Total:211-6274 Other Construction					2,535.00
Total Number of POs			37	Total	189,834.75

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	35	175,799.75
Total Fiscal Year 2022			175,799.75
120	Child Development Fund	1	11,500.00
Total Fiscal Year 2022			11,500.00
211	Measure S Facilities & Tech	1	2,535.00
Total Fiscal Year 2022			2,535.00
Total			189,834.75

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 11/01/2021 - 11/30/2021

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
010-4330	Other Materials and Supplies N			
B22-00074	6,000.00	010-4330	General Fund/Other Materials and Supplies N	.00
B22-00077	1,500.00	010-4330	General Fund/Other Materials and Supplies N	351.20
B22-00159	2,000.00	010-4330	General Fund/Other Materials and Supplies N	500.00
P22-00167	7,475.74	010-4330	General Fund/Other Materials and Supplies N	877.07-
Total:010-4330 Other Materials and Supplies N				25.87-
010-5540	Water Utility Service			
B22-00150	172,916.74	010-5540	General Fund/Water Utility Service	30,583.26-
Total:010-5540 Water Utility Service				30,583.26-
010-5560	Trash / Sewer Services			
B22-00151	170,583.26	010-5560	General Fund/Trash / Sewer Services	30,583.26
Total:010-5560 Trash / Sewer Services				30,583.26
010-5600	Rents, Leases, and Repairs			
P22-00254	1,267.56	010-5600	General Fund/Rents, Leases, and Repairs	185.76-
Total:010-5600 Rents, Leases, and Repairs				185.76-
010-5820	Other Operating Expense			
TB22-00008	22,000.00	010-5820	General Fund/Other Operating Expense	2,789.04
Total:010-5820 Other Operating Expense				2,789.04
120-4330	Other Materials and Supplies N			
B22-00103	8,500.00	120-4330	Child Development Fund/Other Materials and Supplies N	11,500.00-
Total:120-4330 Other Materials and Supplies N				11,500.00-
211-4410	Equipment New Non-Capitalized			
P22-00096	4,513.96	211-4410	Measure S Facilities & Tech/Equipment New Non-Capitalized	3,152.74-
Total:211-4410 Equipment New Non-Capitalized				3,152.74-
Total PO Changes				12,075.33-

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

ESCAPE ONLINE

Page 3 of 3

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS, CA

CONSENT

ISSUE: Shall the Board approve an overnight for the OPHS Athletic Team(s) who qualify for CIF Play-Offs?

BACKGROUND: Principal, Mat McClenahan, requests approval for any/all winter sports team(s) (Boys' Basketball, Girls' Basketball, Boys' Soccer and Girls' Soccer) that might qualify for CIF Play-Offs and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met. Mr. Brad Benioff, Director of Student Support and School Safety will review COVID safety protocols for any team/team members who may require an overnight trip if they make playoffs.

BOARD POLICY: Pursuant to Board Policy 6153 School Sponsored Trips – Request for field trips involving out-of-state, out -of-country, or overnight travel require Board approval prior to the trip.

GOAL: In support of OPUSD Goal 5 – Continue to ensure that District-wide athletics, arts, enrichment, and extracurricular activities complement the academic mission of our schools.

FISCAL IMPACT: Funding source is the ASB Fund and is included in the 2021-2022 budget.

ALTERNATIVES:

1. Approve the overnight trip for the OPHS Athletic Team(s) who qualify for CIF Play-Offs.
2. Do not approve the overnight trip for the OPHS Athletic Team(s) who qualify for CIF Play-Offs.

RECOMMENDATION: Alternative No. 1

Prepared by: Debbie Goodnough, Athletic Secretary, Oak Park High School
Mat McClenahan, Principal, Oak Park High School

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Approve the overnight trip for the OPHS Athletic Team(s) who qualify for CIF Play-Offs.

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. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: B.2.a. DISCUSSION ON SUPPORTING STUDENTS AND STAFF DURING THE PANDEMIC

INFORMATION/DISCUSSION

ISSUE: The Board will hear a presentation by school and district administrators, followed by a discussion related to supporting students and staff during the pandemic.

BACKGROUND: Since the start of the school year, District Administrators and Board Members have visited campuses to listen to staff concerns. During these visits, a number of consistent themes have emerged. Additionally, surveys have been conducted with students at OPHS and with staff at all sites. Following these visits and surveys, District and Site administrators have met to discuss proposed actions that can support the needs of students and staff. The Board will hear from each site Principal to discuss the needs of their students and staff, along with proposed changes and solutions to address the concerns raised.

BOARD POLICIES: N/A

GOALS: In support of the following OPUSD Goals:

- 1.c. Develop written plans with site leaders and counseling staff using evidence-based strategies to support social-emotional well-being of students as they transition back to on-campus learning.
- 1.g. Continue to be sensitive to and supportive of the challenges of teaching and learning during the pandemic.
- 2. Strengthen the Climate of Care and School Connectedness at all OPUSD schools.
- 4. Engage staff more deeply in shared-decision making and enhance communications to engage, inform and educate all stakeholders.

FISCAL IMPACT: None

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

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: B.2.b. APPROVE THE EDUCATOR EFFECTIVENESS GRANT PLAN

ACTION

ISSUE: Shall the Board approve the Educator Effectiveness Grant Plan?

BACKGROUND: Assembly Bill (AB) 130 includes one-time funding provided to county offices of education, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff in order to promote educator equity, quality, and effectiveness. The Educator Effectiveness Block Grant (EEBG) provides school districts with funding over 5 years to offer professional learning and to promote educator equity, quality, and effectiveness. OPUSD will receive approximately \$1.1 million dollars to be used by 2026 to provide certificated and classified staff professional learning and support. The board held a discussion on the draft Educator Effectiveness Grant Plan at their November 16, 2021 meeting. Staff was requested for input on types of training and support they would like to see provided with these funds. The EEBG plan and presentation follow for Board's review and approval.

BOARD POLICY: Pursuant to Board Policy 4231- Staff Development- The Governing Board recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate to meet changing conditions in the district, and/or enhance personal growth.

GOALS: In Support of OPUSD Goals:
1.d. Ensure availability of quality resources, technology support, and professional development to staff.
2.c. Support and follow-up on recommendations from May 7, 2021, Collective Equity Final Report and continue the work of Diversity and Equity Task Force.
2.e. Maintain our relationship with Challenge Success at MCMS and OPHS and explore expansion of this program.
3.a. Provide innovative and differentiated instruction for all students through quality professional development, utilizing evidence-based materials and practices, and ensuring alignment with state standards and across school sites.

FISCAL IMPACT: One time funding of \$1,142,624

ALTERNATIVES: 1. Approve the Educator Effectiveness Grant Plan.
2. Do not approve the Educator Effectiveness Grant Plan

RECOMMENDATION: Alternative #1

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Approve the Educator Effectiveness Grant Plan

Page 2

Respectfully submitted,

Jeff Davis, 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.	_____	_____	_____	_____

Educator Effectiveness Block Grant 2021

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

Total amount of funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
\$1,142,624	November 16, 2021	December 14, 2021

[EC 41480](#)

(a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools **shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.**

(b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for **teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils**, with a focus on any of the following areas:

- (1) **Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one’s self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.**

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Teacher and Administrator Induction Program		10,426	10,427	10,427	10,426	41,706.00
Teacher Mentor stipends for teachers new to OPUSD, but not eligible for induction		15,000	15,000	15,000	15,000	60,000.00
Subtotal	0.00	25,426.00	25,427.00	25,427.00	25,426.00	101,706.00

(2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Additional Support for Programs- Instruction, Textbook Adoptions, Curriculum Support, MTSS/Intervention		150,000	150,000	150,000		450,000.00
Teacher on Special Assignment- Technology Integration		132,915	132,915			265,830.00
Common Planning Time/Articulation Meetings- Guest Teachers/Stipends once ELO expires			25,000	25,000		50,000.00
Subtotal	0.00	282,915.00	307,915.00	175,000.00	0.00	765,830.00

(3) Practices and strategies that reengage pupils and lead to accelerated learning.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Increased aide training to support student social motional and academic needs- once ELO expires			15,000	15,000		30,000.00
Subtotal	0.00	0.00	15,000.00	15,000.00	0.00	30,000.00

(4) Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Challenge Success Programming			5,000	5,000		10,000.00
Trauma Informed Instruction Professional Development	5,000	5,000				10,000.00
Positive Behavior Intervention and Support/ Restorative Practices Professional Development			5,000			5,000.00

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	5,000.00	5,000.00	10,000.00	5,000.00	0.00	25,000.00

(5) Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Diversity, Equity, and Inclusion Programs Supportive of the Diversity and Equity Task Force (DETF) - co-funded by ELO and Mental Health Grant	40,000	40,000	40,000	40,000		160,000.00
Subtotal	40,000.00	40,000.00	40,000.00	40,000.00	0.00	160,000.00

(6) Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Professional Development related to Universal Design for Learning, Co-Teaching, and Differentiation		10,000	10,000	10,000		30,000.00
Subtotal	0.00	10,000.00	10,000.00	10,000.00	0.00	30,000.00

(7) Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Training for Support of English Learners		5,000	5,000			10,000.00
Subtotal	0.00	5,000.00	5,000.00	0.00	0.00	10,000.00

(8) New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(9) Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Professional development to prepare for the implementation of a new Ethnic Studies course		5,000				5,000.00
Subtotal	0.00	5,000.00	0.00	0.00	0.00	5,000.00

(10) Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Professional development related to early learning to support younger TK and K students		5,088	5,000	5,000		15,088.00
Subtotal	0.00	5,088.00	5,000.00	5,000.00	0.00	15,088.00

Summary of Expenditures

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section (1)	0.00	25,426.00	25,427.00	25,427.00	25,426.00	101,706.00
Subtotal Section (2)	0.00	282,915.00	307,915.00	175,000.00	0.00	765,830.00
Subtotal Section (3)	0.00	0.00	15,000.00	15,000.00	0.00	30,000.00
Subtotal Section (4)	5,000.00	5,000.00	10,000.00	5,000.00	0.00	25,000.00
Subtotal Section (5)	40,000.00	40,000.00	40,000.00	40,000.00	0.00	160,000.00
Subtotal Section (6)	0.00	10,000.00	10,000.00	10,000.00	0.00	30,000.00
Subtotal Section (7)	0.00	5,000.00	5,000.00	0.00	0.00	10,000.00
Subtotal Section (8)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (9)	0.00	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal Section (10)	0.00	5,088.00	5,000.00	5,000.00	0.00	15,088.00
Totals by year	45,000.00	378,429.00	418,342.00	275,427.00	25,426.00	1,142,624.00

Total planned expenditures by the LEA:

1,142,624.00

Note:

Per EC 41480 (d)(2): On or before September 30, 2026, the LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

- specific purchases made;
- the number of the following educators who received professional development:
 - o Teachers;
 - o Administrators;
 - o Paraprofessional educators;
 - o Classified staff.

Educator Effectiveness Block Grant

December 14, 2021

Dr. Jay Greenlinger
Director of Curriculum and Instruction



Educator Effectiveness Block Grant

Background:

- One time funding included in Assembly Bill 130, Education Code 41480
- Funds based on full time equivalent staffing including certificated and classified
- OPUSD to receive \$1,142,624
- Funds are available to spend through 2025-26
- "Provide professional learning for teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils, with a focus on ten areas."
- Presented in a public meeting (November 16), adoption at a subsequent meeting (December 14).



Educator Effectiveness Block Grant

Sources of Input

- Site visits by Board, Superintendent, Cabinet
 - District Leadership Meeting
 - Survey of staff- 81 Responses
 - 39 General Education Teachers
 - 19 Instructional Aides
 - 7 Classified Office Staff
 - 3 Administrators
 - 2 Special Education Teachers
 - 11 Others
- | |
|----------|
| BES- 15 |
| OHES-12 |
| ROES- 9 |
| MCMS- 18 |
| OPHS- 21 |
| OPIS- 1 |
| OPNS- 3 |
| DO- 4 |
| OVHS-0 |



Educator Effectiveness Block Grant

Survey of Staff- Themes and Common Areas

- Workload and social emotional needs of staff
- Support for curriculum, instruction, textbook adoptions
- Grade level/department meetings, articulation (i.e. time)
- Student SEL a major concern
- Training for instructional aides to better support students
- Positive Behavior/Restorative Practices trainings
- Differentiation for GATE, ELL, diverse learners



1. Coaching and Mentoring of Staff

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Teacher and Administrator Induction Program		\$10,426	\$10,427	\$10,427	\$10,426	\$41,706
Teacher Mentor stipends for teachers new to OPUSD, but not eligible for induction		\$15,000	\$15,000	\$15,000	\$15,000	\$60,000

OPUSD often hires teachers who are not new to the teaching profession, and therefore are not eligible for the formal Induction mentoring. This function often lies with the department or grade level. Proposed is a stipend for teachers to serve as mentors and acquaint new teachers with OPUSD goals and practices.



2. Programs that lead to effective, standards-aligned instruction.

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Additional Support for Programs-Instruction, Textbook Adoptions, Curriculum Support, MTSS/Intervention		\$150,000	\$150,000	\$150,000		\$450,000
Teacher on Special Assignment-Technology Integration		\$132,915	\$132,915			\$265,830
Common Planning Time/Articulation Meetings-Guest Teachers/Stipends once ELO Expires			\$25,000	\$25,000		\$50,000



3. Practices and strategies that re-engage pupils and lead to accelerated learning.

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Increased aide training to support student social emotional and academic needs- once ELO expires			\$15,000	\$15,000		\$30,000

Currently, the ELO provides funding for additional time to train classified staff on strategies to support the social emotional needs of students. This funding would extend the training beyond the term of the Expanded Learning Opportunities (ELO) Grant.



4. Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services and other approaches that improve pupil well-being.

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Challenge Success Programming			\$5,000	\$5,000		\$10,000
Trauma Informed Instruction Professional Development	\$5,000	\$5,000				\$10,000
Positive Behavior Intervention and Support/Restorative Practices Professional Development			\$5,000			\$5,000

This would continue a number of strategies implemented in the ELO, recognizing that the impacts of the pandemic will likely be felt beyond the term of the ELO.



5. Practices to create a positive school climate.

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Diversity, Equity, and Inclusion Programs Supportive of the Diversity and Equity Task force (DETF)- co-funded by ELO and Mental Health Grant	\$40,000	\$40,000	\$40,000	\$40,000		\$160,000

The work of the DETF is intended to be long term. This funding would support our work in equity to help make lasting change.



6. Strategies to improve inclusive practices.

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Professional Development related to Universal Design for Learning, Co-Teaching and Differentiation		\$10,000	\$10,000	\$10,000		\$30,000

A number of specific trainings were suggested in the survey. This type of training will support all learners, including gifted learners, English learners, and students with disabilities.



7. English Language Acquisition Needs

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Training to support the needs of English Learners		\$5,000	\$5,000			\$10,000



9. Strategies to Incorporate Ethnic Studies

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Professional development to prepare for the implementation of a new Ethnic Studies course.		\$5,000				\$5,000

Assembly Bill 101 created a new state graduation requirement of one semester course in Ethnic Studies, beginning with the graduating class of 2030. All high schools must offer a course by the 2025-2026 school year.



10. Early Childhood Education/Child Development

Planned Activity	21-22	22-23	23-24	24-25	25-26	Total
Professional development related to early learning to support younger TK and K students		\$5,088	\$5,000	\$5,000		\$15,088

AB 130 includes language to expand TK to all 4 year olds by 2025-26. This will impact the academic, social, and emotional needs of students in TK and K.



Questions/Discussion



TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

**SUBJECT: B.2.c. EXPANDED LEARNING OPPORTUNITIES PLAN QUARTERLY
UPDATE**

INFORMATION/DISCUSSION

ISSUE: Shall the Board discuss the Expanded Learning Opportunities 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

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. 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.

BOARD MEETING, DECEMBER 14, 2021

Expanded Learning Opportunities Plan Quarterly Update

Page 2

The Board will receive the second quarterly update on programs funded by the ELO. The ELO plan approved by the Board at its May 18, 2021 meeting can be found [here](#).

BOARD POLICY: N/A

GOAL: In Support of OPUSD Goals:
1- Return to a full-time, in-person instructional model.
2- Strengthen the Climate of Care and School Connectedness at all OPUSD schools.
5- Continue to ensure that District-wide athletics, arts, enrichment, and extracurricular activities complement the academic mission of our schools.
6- Use resources responsibly to maintain a balanced budget this year and in subsequent years.

FISCAL IMPACT: None

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

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent

Expanded Learning Opportunities

Quarterly Update ~December 14, 2021

Dr. Jay Greenlinger, Director of Curriculum and Instruction

Brad Benioff, Director of School Safety and Student Support

Ellen Chevalier, Coordinator of Curricular Programs

Dr. Danielle Stomel, MTSS Coordinator



History of Expanded Learning Opportunities Grant

\$2,689,510 to be spent by June 30, 2023



7 Supplemental and Support Strategies

- 1) Extending instructional learning time
- 2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports
- 3) Integrated student supports to address other barriers to learning
- 4) Community 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
- 7) Training for school staff in strategies to engage students and families in addressing students' social-emotional health and academic needs



SUMMER SCHOOL/EXTENDED SCHOOL YEAR

Elementary Extended Learning

- Week-long Intensives (150 students)
 - Foundational literacy & numeracy skills, school and social skills, personalized small groups

High School Summer School for Remediation

- OPHS Summer School (37 students, in person)
 - English CP (17, all levels), Foundations of Science CP (12, Physical or Chemical), Algebra 1B (8)
- OPEF Summer School (31 remedial students, virtual) - \$16,875
 - Geometry CP (17), World Geography (8), Health (4), World History (2)
 - Instructional Assistant (IA) hired for online Geometry CP



Strategies
1, 2, 3, 5,
& 6



MATH PROGRAMS/SUPPORT



ALEKS®

6th grade weekly skills practice

MCMS Intervention Planning



Questions answered across district



Skill gains across district



Strategy 2

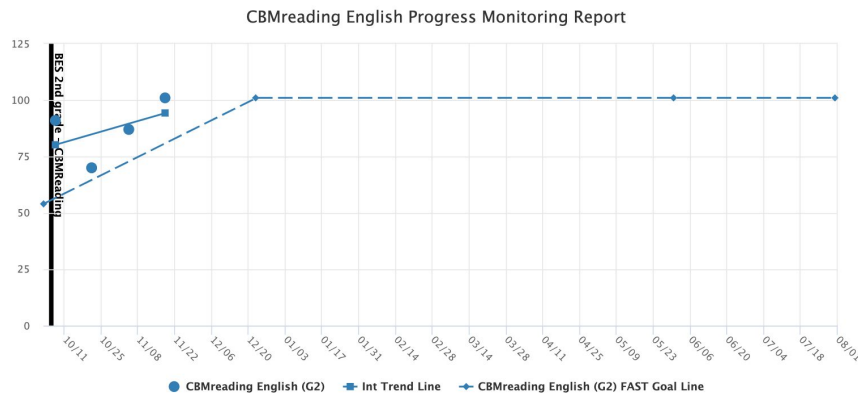


INTERVENTIONS PROGRAMS/SUPPORTS

Multi-Tiered Systems of Support (MTSS)

Strategies
2, 3, & 6

- Universal Screening (Elementary, MCMS, OPIS)
- Data driven decisions to determine who needs intervention support (and in what skills)
- Evidence-based, skill focused interventions (reading & math)
 - Progress monitoring
- Ongoing review of progress



INTERVENTIONS PROGRAMS/SUPPORTS

2020-2021 Improvements:

- Hiring of credentialed Intervention Teachers
 - Job-alike meetings to create consistency across campuses
- Universal screening at MCMS & OPIS
- Math intervention at MCMS



INCREASED STAFFING

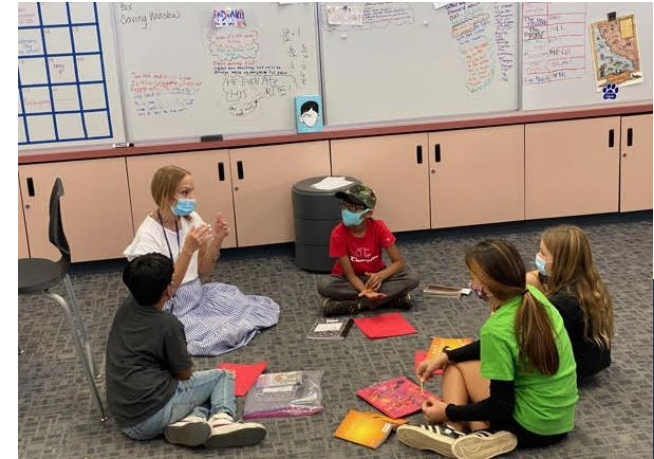
Literacy Numeracy aides (DK-5)

Coordinator of Curricular Programs

Campus supervision- screening, testing, playgrounds

Increased College & Career Counseling Staff

Strategies
2, 3, & 6



ADVISORY PROGRAMS/SOCIAL EMOTIONAL SUPPORT

Advisory discussions at MS - continuing

8 days of advisory lessons at HS - Digital Citizenship, DEI, and SEL - Surveys

Challenge Success:

- Presentation Dec 1 for parents - The Well-Balanced Child
- Presentation for HS Parents/Students on College Application Process
- MS Survey and follow up staff training with results - January

Welcome activities:

- Wolf Enterprises - Elementary schools
- WEB Camp Medea - expanded 6th/7th
- HS - Orientation activities expanded - 9th/10th , Advanced Peer Counseling lunches, Friday game days

Ping - Pong Tables HS

Strategies
3, 5, & 7



INCREASED ON CAMPUS ACCESS

Increased Library hours at
MCMS

Campus supervisor at OPHS
library before school, at break,
and dismissal

Strategies
3 & 4



*Red Oak Library Fall Displays

TUTORING SERVICES



"This is my 2nd time using Paper and I can't fathom how this is free to me. Incredible and professional tutors, I'm at an awe"

Strategy 6

Oak Park High School

Monday November 1st: 7:01 PM - 7:10 PM PST

Session ID: [1015288](#) (Biology - Cellular Biology)

From August 9 - November 30

1074	1232	2083
Students w/Activity	Sessions	Essays



TECHNOLOGY SUPPORT/PROGRAMS

1:1 Chromebook program

Summer student interns - collecting, cleaning, and redistribution

Strategy
4



ADDITIONAL SUPPORT FOR DISTRICTWIDE PROGRAMS

Increased garden program -
summer, Oak View, Monarch
Project

DETF consultant - Howard
Group (supplements Mental
Health Grant)

Strategies
2, 3, & 6



Categories	Budgeted	Expensed	Remaining
Summer School/Extended School Year	\$314,400	\$80,370	\$234,030
Math Programs/Support	\$318,238	\$149,098	\$169,140
Intervention Programs/Supports	\$190,547	\$61,009	\$129,538
Increased Staffing	\$912,205	\$330,692	\$581,513
Advisory Programs/Social Emotional Support	\$176,000	\$83,237	\$92,763
Increased On-Campus Access	\$111,500	\$1,795	\$109,705
Tutoring Services	\$174,750	\$154,602	\$20,148
Technology Support/Programs	\$440,549	\$337,801	\$102,748
Support for Districtwide Programs	\$50,000	\$16,911	\$33,089
Total	\$2,688,189	\$1,215,515	\$1,472,674



Next Steps

2021-2022

- Continue to build intervention systems for secondary math
- Continue to find ways to support social emotional needs of students and staff
- Assess needs for 2022-2023 school year

Summer 2022

- Offer summer school and summer remediation programs
- Expand summer programs for grades K-8

2022-2023

- Continue programs based on stakeholder input and assessed needs.
- Evaluate programs and practices to be considered for ongoing funding



EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES						
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022	Check When Completed	Notes	Spent by December 31, 2021	Remaining Budget
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	<input type="checkbox"/>	Will be repeated for Summer 2022	\$ 1,436	\$ 14,564
Summer Remediation Intensives	Elementary and Middle school math and literacy review and preparation in early and late summer Grades K-8	\$ 190,000	<input type="checkbox"/>	Will be repeated for Summer 2022	\$ 40,937	\$ 149,063
ELO/ESY speech services for students who could not/did not engage during DL	20-25 students - Grades PK-12	\$ 4,000	<input checked="" type="checkbox"/>		\$ 4,000	\$ -
Summer School scholarships	Ensure all students who qualify for FRLP have access to OPEF summer school - Grades 9-12	\$ 10,000	<input type="checkbox"/>	Will be repeated for Summer 2022	\$ 2,475	\$ 7,525
Summer School Instructional Aides	2 Instructional Assistant IIs to provide support for students with disabilities in summer school - Grades 9-12	\$ 5,400	<input type="checkbox"/>	Will be repeated for Summer 2022	\$ 610	\$ 4,790
Summer school Support Staff	Health tech at each site - Grades 9-12	\$ 2,000	<input type="checkbox"/>	Will be repeated for Summer 2022	\$ 917	\$ 1,083
Summer School Counselor	Provide on campus student academic and social-emotional support - Grades 9-12	\$ 3,000	<input type="checkbox"/>	Will be repeated for Summer 2022	1015	\$ 1,985
Summer School Remedial Courses	Teacher salary for remedial classes in grades 9-12 for Math and ELA	\$ 80,000	<input type="checkbox"/>	Will be repeated for Summer 2022	\$ 24,999	\$ 55,001
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	<input type="checkbox"/>	Will be repeated for Summer 2022	\$ 3,981	\$ 19
TOTAL FOR SUMMER SCHOOL/EXTENDED SCHOOL YEAR		\$ 314,400			\$ 80,370	\$ 234,030

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES						
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022	Check When Completed	Notes	Spent by December 31, 2021	Remaining Budget
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	<input type="checkbox"/>	Will be repeated for 2022	\$ 58,900	\$ 31,100
ALEKS licenses	Access for all MCMS students to mitigate learning loss related to math scope and sequence changes. Grades 6-8	\$ 83,238	<input type="checkbox"/>	Will be repeated for 2022	\$ 55,492	\$ 27,746
.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	<input type="checkbox"/>	Changed to 2 stipends	\$ 9,735	\$ 10,265
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	<input type="checkbox"/>		\$ 721	\$ 24,279
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	<input type="checkbox"/>	Year 1 of 2 in progress	\$ 24,250	\$ 75,750
TOTAL FOR MATH PROGRAMS/SUPPORT		\$ 318,238			\$ 149,098	\$ 169,140
INTERVENTION 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	<input type="checkbox"/>		\$ 6,980	\$ 113,020
.2 MTSS Coordinator	Oversee universal screening, intervention, and progress monitoring. Conduct data meetings, support Intervention teachers/aides. Grade K-8	\$ 20,547	<input type="checkbox"/>		\$ 14,254	\$ 6,293
Sunday training	Reading intervention. Grades K-12	\$ 10,000	<input checked="" type="checkbox"/>	Co-funded by SPED funding (ADR)	\$ 10,000	\$ -
MCMS Friday Support Cohorts	\$160 per teacher per Friday - Grades 6-8	\$ 5,000	<input checked="" type="checkbox"/>		\$ 450	\$ 4,550
MTSS Intervention materials	Expand use of current intervention programs: LLI, Number Worlds materials for elementary/ Specific programs to be determined for MCMS & OPHS. Grades 6-12	\$ 35,000	<input type="checkbox"/>		\$ 29,325	\$ 5,675
TOTAL FOR INTERVENTIONS PROGRAMS/SUPPORTS		\$ 190,547			\$61,009	\$ 129,538

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES						
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022	Check When Completed	Notes	Spent by December 31, 2021	Remaining Budget
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	<input type="checkbox"/>		\$ 192,136	\$ 367,909
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	<input type="checkbox"/>			\$ 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	<input type="checkbox"/>		\$ 84,357	\$ 76,303
Add Campus Supervisors to each campus	SEL Support -train campus supervisors in supporting students out on campus. Grades K-12	\$ 132,500	<input type="checkbox"/>		\$ 46,608	\$ 85,892
Increase College Counseling Staffing	Add .5 FTE College/Career Counselor to improve access to services. Grades 9-12	\$ 26,000	<input type="checkbox"/>		\$ 7,591	\$ 18,409
TOTAL INCREASED STAFFING		\$ 912,205			\$ 330,692	\$ 581,513

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES						
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022	Check When Completed	Notes	Spent by December 31, 2021	Remaining Budget
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	<input type="checkbox"/>	SEL Exchange Virtual Summit	\$ 500	\$ 39,500
Parent Education Programming	Use of outside agencies to provide trainings, information, seminars, etc. for parents K-12	\$ 25,000	<input type="checkbox"/>	-Well Balanced Child -Healthy Approach to College Admissions	\$ 3,400	\$ 21,600
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	<input checked="" type="checkbox"/>	co-funded by ESSER III	\$ 67,445	\$ (37,445)
Augment secondary counseling	Provide extended hour counseling services to middle and high school students. Grades 6-12	\$ 15,000	<input type="checkbox"/>		\$ 1,529	\$ 13,471
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	<input type="checkbox"/>			\$ 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	<input type="checkbox"/>		\$ 4,825	\$ 3,175
OVHS Supports	Additional programs, trips, and supports Grades 9-12	\$ 18,000	<input type="checkbox"/>		\$ 5,538	\$ 12,462
TOTAL FOR ADVISORY PROGRAMS/SOCIAL EMOTIONAL SUPPORT		\$ 176,000			\$83,237	\$92,763
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	<input type="checkbox"/>		\$ 330	\$ 49,670
Increased Library Hours	Provide additional hours to keep school libraries open for student access. Grades K-8	\$ 31,500	<input type="checkbox"/>		\$ 1,465	\$ 30,035
After school enrichment	Materials, supplies, equipment, and staffing for the implementation of clubs, activities, and other enrichment offerings. Grades 9-12	\$ 20,000	<input type="checkbox"/>			\$ 20,000
Library Supervision at OPHS/OP Library	Provide Campus supervision during lunch and after school. Grades 9-12	\$ 10,000	<input type="checkbox"/>			\$ 10,000
TOTAL FOR INCREASED ONCAMPUS ACCESS		\$ 111,500			\$ 1,795	\$ 109,705

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES						
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022	Check When Completed	Notes	Spent by December 31, 2021	Remaining Budget
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-8	\$ 15,000	<input type="checkbox"/>			\$ 15,000
Paper Online Tutoring	24/7 access for all DK-12 students to the Paper online tutoring service. Grades DK-12	\$ 159,750	<input checked="" type="checkbox"/>		\$ 154,602	\$ 5,148
TOTAL FOR TUTORING SERVICES		\$ 174,750			\$ 154,602	\$ 20,148
TECHNOLOGY SUPPORT/PROGRAMS - Strategy 4						
Technology Support	Provide additional technology support for collection and deployment of new devices. Grades K-12	\$ 10,000	<input type="checkbox"/>		\$ 5,540	\$ 4,460
Chromebook 1:1 Program	To provide pupils with equitable access to technology. Grades 3-12	\$ 430,549	<input type="checkbox"/>		\$ 332,261	\$ 98,288
TOTAL FOR TECHNOLOGY SUPPORT/PROGRAMS		\$ 440,549			\$ 337,801	\$ 102,748
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	<input type="checkbox"/>		\$ 8,911	\$ 11,089
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	<input type="checkbox"/>	Co-funded by ESSER III and Mental Health Grant		\$ 20,000
Enhance Nutrition Education program	further align health standards, nutrition programs. Grades K-12	\$ 5,000	<input type="checkbox"/>			\$ 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	<input checked="" type="checkbox"/>		\$ 8,000	\$ (3,000)
ADDITIONAL SUPPORT FOR DISTRICTWIDE PROGRAMS		\$ 50,000			\$ 16,911	\$ 33,089
TOTAL		\$ 2,688,189			\$ 1,215,515	\$ 1,472,674
Total Appropriation		\$2,689,510				
Unassigned funds		\$1,321				

EXTENDED LEARNING OPPORTUNITIES PLAN BY CATEGORIES						
Supplemental Instruction and Support Strategies	Description	Total Costs 2020-2022	Check When Completed	Notes	Spent by December 31, 2021	Remaining Budget
*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						

TO: MEMBERS, BOARD OF EDUCATION

FROM: JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

**SUBJECT: B.3.a. 2022-23 DISTRICT CAPACITY/ENROLLMENT
PROJECTIONS/DOC VACANCY PROJECTIONS**

DISCUSSION/ACTION

ISSUE: The board will receive a report from staff related to program capacity and student enrollment projections for the 2022-23 School Year. In addition, preliminary information regarding the number of new inter-district students that may be enrolled into Oak Park Unified for the 2022-23 School Year will be presented for discussion and action.

BACKGROUND: Each year the board is presented with enrollment projections for the upcoming school year to facilitate decision making related to the capacity of the school district and the number of inter-district students that can be accepted into OPUSD. Current enrollment and the initial enrollment projections for the 2022-23 School Year will be presented to the governing board for discussion and approval. New resident enrollment for next school year will be taking 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.

Many of the new inter-district students who will be attending next year will be enrolled as a result of the District of Choice program. The regulations governing this program require the board to establish the district's program capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2022-23. In addition, the regulations require that the board "accept all students who apply to transfer until the school district is at maximum capacity". A recommendation is before the board to establish the district's overall program capacity at 4708. This is reflected in Table 1 and Table 3 which also establishes a grade-level capacity for each of the grades DK-12. Because the number of new applications under District of Choice will not be known until the application period closes on December 31, 2021, the exact number of transfers that will be approved for enrollment will be addressed at the January 18, 2022 board meeting.

BOARD POLICY: Pursuant to Board Policy 5116.1 Intradistrict Open Enrollment – The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

GOAL: In support of OPUSD Goal 6.a. Continue to explore ways to attract and retain students from Oak Park to address the trend of declining enrollment.

FISCAL IMPACT: The initial budget for next school year will be based on the projected enrollment approved by the board.

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

District Capacity/Enrollment Projections

Page 2

- ALTERNATIVES:**
1. Approve the 2022-23 program capacities and enrollment projections outlined in Tables 1-3.
 2. Do not approve the 2022-23 program capacities and enrollment projections outlined in Tables 1-3.
 3. Revise the 2022-23 program capacities and enrollment projections outlined in Tables 1-3.

RECOMMENDATION: The staff recommends Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, 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
2022-2023 ENROLLMENT PROJECTIONS (DECEMBER DRAFT)

The first draft of enrollment projections for the 2022-23 school year can be found in Tables 1-3 below. The following narrative describes the assumptions used in creating the projections. This first draft will be monitored weekly and updated monthly to reflect the most recent information coming from the school sites and changes in the number of applications we receive through the District of Choice program.

Assumptions for Table 1:

"Program Rooms" and "Program Capacity" refer to rooms available for use as a conventional classroom, and do not include rooms dedicated to other programmatic uses as described below.

1. Total Rooms does not include those allocated for RSP or other special education specialists
2. Program Capacity loading: DK=24-1; K-3=28-1; 4-5=32-1; 6-8=32-1; 9-12=32-1; OVHS 17-1; OPIS 28-1
3. Program Capacity at elementary allows for dedicated computer and music rooms
4. Program Capacity at middle school allows for Tech Lab, computer, new sea container building and music rooms
5. Program Capacity at high school allows for 2 dedicated computer labs, presentation classroom, college/career center, music rooms, and student store.
6. Program capacities at the secondary level are approximate and dependent upon curriculum offerings, master scheduling and number of students taking classes outside of the periods 1-6 schedule.
7. Capacities for physical education classes at Medea Creek and Oak Park High = 45
8. Oak View High capacity is based on 17 students per teacher/room.
9. Open Seats = Program Capacity less projected returning and new resident enrollment
10. Libraries and multipurpose rooms are not included in room counts.
11. At MCMS Tech Lab and computer room (D1 & D1A) are counted as 1 room
12. *At OPHS "Program Rooms" total 52 general education instructional spaces (includes 3 for PE classes)
13. *At MCMS "Program Rooms" total 37 general education instructional spaces (includes 3 for PE classes)

Table 1 identifies the projected vacancies (see column labeled "Open Seats") for each school at each grade level after taking into consideration students moving forward and new resident students enrolling. Historically, the attrition of inter-district and resident students from year to year and the enrollment of new resident students has been fairly consistent. It has been a little harder to predict during the COVID times. The projected vacancies shown in Tables 1 and 3 will be first filled by new resident students and then by new inter-district students. We have used historical data from the past six plus years to determine projections of new incoming resident students entering our schools and this has been fairly accurate for most years. We have also taken into account the 19/20, 20/21, and 21/22 school year DOC Yield Rate (accepted vs. attending) to help with accuracy because we had so many families using the DOC application as a placeholder.

Notes to Assist in Reading of Table 1:

1. Our initial projected enrollment for next year is 4326 (Includes 1 NPS students).
2. There will be no need to reduce our elementary staff. We will need to watch the DK because of the new age requirements for this grade. We are required to staff 12 students to 1 adult (24-2 ratio). We may need to add an additional DK class to Red Oak if our numbers come in larger than projected for this grade level at all 3 elementary sites. Depending on retirements we may need to hire more teachers. We will know more in February and after all DOC applications and retirements are in.
3. There was a need to increase two classes at Brookside (2nd and 5th) There was a need to reduce two classes at Brookside (1st and 4th). There was a need to increase a class at Red Oak (4th). There was a need to decrease one class at Red Oak (2nd).
4. Based on our initial projections we will NOT need to add additional staffing to the high school or middle school from our current staffing levels. We will continue to monitor the applications.
5. As of November 30, 2021, the number of projected new residents and returning students for next year is 3996 as shown in the first column of Table 1. Historically our new resident enrollment continues to grow throughout the spring and the number of new and returning increases over the summer. We have received roughly 566 applications as of December 1st, 2021. Based on last year's numbers at this time, we anticipate that we will receive approximately 160 more applications by the end of the year. The DK and K numbers grow throughout the Spring and Summer.
6. The recommendation for acceptance of new inter-districts will not be provided to the board until the January board meeting when we will know how many applicants have applied at each grade level. According to the DOC legislation, the board is required to accept "all students who apply to transfer until the school district is at maximum capacity". For this purpose, we will use the column in Table 3 labeled "Projected Capacity" to determine when the district is at maximum capacity for **each of the grade levels**. The overall district capacity is projected to be 4708 as shown in Tables 1 and 3, but we will use the grade level capacities shown in Table 3 instead of the overall district capacity to help determine how many new inter-district students we will enroll.
7. The final recommendation for acceptance of new inter-districts will be presented at the January 19 board meeting. It will exclude the continuation school students and the projected 11 independent study program vacancies. Oak View and OPIS enroll their students throughout the year and will accept as many as are qualified to enroll in the respective programs.
8. The number of new inter-districts to accept for grade 8 and grades 11 & 12 is largely dependent on known attrition of current numbers in the grades and the applicant's number of high school credits when applying for grades 11 & 12.

**Table 1 – Projected Enrollment by Site - 2022-2023 School Year
Compared to Actual Enrollment for 2020-21 & 2021-22**

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2022-23 Program Capacity	Open Seats	2022-23 Projected Enrollment	Actuals for 2021-22 (11/19/21)	Actuals for 2020-21 (5/22/21)
BROOKSIDE	DK	11	1	24	24	13	23	20	21
	K	52	3	28	84	32	81	76	80
	1	76	3	28	84	8	83	101	70
	2	101	4	28	112	11	111	73	82
	3	73	3	28	84	11	77	82	99
	4	82	3	32	96	14	88	104	88
	5	104	4	32	128	24	110	91	83
	TOTAL	499	21		612	113	573	547	523
OAK HILLS	DK	11	1	24	24	13	23	22	20
	K	56	3	28	84	28	82	77	78
	1	77	3	28	84	7	84	77	68
	2	77	3	28	84	7	83	62	72
	3	62	3	28	84	22	69	76	58
	4	76	3	32	96	20	79	74	76
	5	74	3	32	96	22	79	84	82
	TOTAL	433	19		552	119	499	472	454
RED OAK	DK	11	1	24	24	13	23	22	20
	K	57	3	28	84	27	83	82	79
	1	82	3	28	84	2	84	82	97
	2	82	3	28	84	2	84	99	99
	3	99	4	28	112	13	101	110	108
	4	110	4	32	128	18	115	94	81
	5	94	3	32	96	2	96	88	115
	TOTAL	535	21		612	77	586	577	599

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2022-23 Program Capacity	Open Seats	2022-23 Projected Enrollment	Actuals for 2021-22 (11/19/21)	Actuals for 2020-21 (5/22/21)
MEDEA CREEK	6	263	12	32	380	117	325	355	321
PE: @45	7	355	11.5	32	365	10	360	316	343
Grades 6-8 Rooms@32	8	316	11	32	360	44	320	356	352
TOTAL		934	34.5		1105	171	1005	1027	1016
OAK PARK	9	326	13	32	420	94	371	371	360
PE: @45	10	371	12.5	32	410	39	371	366	343
Grade 9-12@32	11	366	12	32	390	24	366	327	352
	12	327	11	32	360	33	328	359	343
TOTAL		1390	48.5		1580	190	1436	1426	1398
*Staff for 1410 and adjust in May									
OAK VIEW	9-12	20	3	17	51	31	30	35	32
TOTAL		20	3	17	51	31			
OPIS	K-12	185	7	28	196	11	196	236	286
TOTAL		185	7	28	196	11			
DISTRICT TOTALS		3996			4708	712	4325	4320	4308
NPS*		1	N/A		N/A	N/A	1	1	1

Check on Totals: 3996 returning + 712
available seat = 4708 program capacity

Table 2 – District Enrollment since 2011 and Projected for 2021-22

	2013-14 Enrolled	2014-15 Enrolled	2015-16 Enrolled	2016-17 Enrolled	2017-18 Enrolled	2018-19 Enrolled	2019-20 Enrolled	2020-21 Enrolled	2021-22 Enrolled **	2022-2023 Projected
Brookside	625	619	603	584	573	568	594	539	550	573
Oak Hills	529	521	531	502	531	535	519	499	484	499
Red Oak	616	639	601	606	575	590	613	593	579	586
Medea Creek	1127	1130	1101	1110	1085	1088	1080	1040	1069	1005
Oak Park HS	1519	1525	1520	1500	1527*	1549*	1507*	1433*	1453*	1436*
Oak View HS	40	29	44	43	34	35	35	30	25	30
OPIS	215	221	224	221	199	209	168	267	202	196
NPS	1	1	2	7	5	3	1	1	1	1
District Totals	4672	4685	4626	4573	4529	4577	4517	4402	4363**	4326
Growth	3.5%	0.3%	-1.3%	-1.1%	-1.0%	1.05%	-1.32%	-2.61%	-0.9%	-0.8%

	2011-12 Enrolled	2012-13 Enrolled	*OPHS number includes 10 high school Educatus **Enrollment for 2021-22 as of the first day of school We have declined 7.4% since 2014-15 which equates to 322 students
Brookside	590	599	
Oak Hills	464	539	
Red Oak	525	563	
Medea Creek	1071	1132	
Oak Park HS	1398	1463	
Oak View HS	39	47	
OPIS	114	168	
NPS	5	4	
District Totals	4206	4515	
Growth	4.9%	7.3%	

Table 3 – Recommendations for Acceptance of Inter-District Students by Grade Level*

Grade	Projected Capacity	Projected New/returning	Projected Vacancies	New Applications*	Approved # to Enroll**	DOC Enrolled
DK	72	69	39	38		
K	252	246	87	104		
1 st	252	251	17	28		
2 nd	280	278	20	33		
3 rd	280	247	46	18		
4 th	320	282	52	25		
5 th	320	285	48	29		
6 th	380	325	117	115		
7 th	365	360	10	17		
8 th	360	320	44	22		
9 th	420	371	94	109		
10 th	410	371	39	16		
11 th	390	366	24	8		
12 th	360	328	33	4		
OPIS	196	196	11	N/A	Open	
Oak View	51	30	31	N/A	Open	
Totals	4708	4325	712	566		
NPS	1	1	N/A	1		

*Applications as of 11/30/2021

** A recommendation for enrollment will be made at the January 18, 2022 board meeting

Summary of 2022-23 Projected Compared to 2021-22 Enrolled:

- Elementary projection at the three sites for next year is 1658 (compared to 1596 enrolled for 2021-22)
- Middle School projection for next year is 1005 (compared to 1027 enrolled for 2021-22)
- High School projection for next year is 1436 (compared to 1423 enrolled for 2021-22)
- OPIS projection is 196 (compared to 236 enrolled for 2021-22) and 30 OVHS (compared to 35 for 2021-22)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
SUBJECT: B.3.b. APPROVE FISCAL YEAR 2021-22 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS

ACTION

ISSUE: Shall the Board review and certify the 2021-22 First Interim Financial Report and Budget Revisions?

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

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

Staff is recommending a positive certification.

The OPUSD 2021-22 First Interim Financial Report is available on the District's website and may also be accessed at the following link: <https://bit.ly/3osNyva>

BOARD POLICY: Pursuant to Board Policy 3460 Financial Reports and Accountability – The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31.

GOAL: In support of OPUSD Goal 6. Use resources responsibly to maintain a balanced budget this year and in subsequent years.

FISCAL IMPACT: None

ALTERNATIVES:

1. Certify the 2021-22 First Interim Financial Report and Budget Revisions.
2. Do not certify.

RECOMMENDATION: Alternative No. 1

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

DECEMBER 14, 2021 BOARD OF EDUCATION MEETING

Approve Fiscal Year 2021-22 First Interim Financial Report,
Certification And Budget Revisions

Page 2

Respectfully submitted,

Jeff Davis, 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. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
SUBJECT: B.3.c. APPROVE APPOINTMENT TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE FOR THE 2021-2023 TERM

ACTION

ISSUE: Shall the Board approve membership appointment to the Oak Park Citizens' Oversight Committee for the 2021-2023 Term?

BACKGROUND: At its meeting on May 15, 2019, the Board of Education approved the reappointment of Bing Xu Liu to serve as OPCOC member for a third and final term from 07/01/19 to 06/30/21. Bing's term ended on 6/30/2021 and the district advertised for the vacant position as outlined in the oversight committee member recruitment process. Staff received one application from an OPUSD parent who is also a resident of Oak Park. At this evening's meeting, it is requested that the Board appoint the Pancheng Wang who has submitted an application to serve a two-year term (7/1/21-6/30/23) as member of the OPCOC.

BOARD POLICY: Pursuant to Board Policy BP 7214 General Obligation Bonds - The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

GOALS: In support of OPUSD Goal 6 - Use resources responsibly to maintain a balanced budget this year and in subsequent years.

FISCAL IMPACT: No immediate fiscal impact.

ALTERNATIVES:

1. Appoint Pancheng Wang to fill the vacant seat on the Oak Park Citizens' Oversight Committee.
2. Do not appoint the above candidates and re-advertise for all vacancies.

RECOMMENDATION: Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Approve membership appointment to the Oak Park Citizens' Oversight

Committee for the 2021-2023 Term

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. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
**SUBJECT: B.4.a. ESTABLISH NEW CLASSIFIED POSITION, COLLEGE AND CAREER
ADVISOR AND APPROVE ASSOCIATED JOB DESCRIPTION AND
SALARY SCHEDULE PLACEMENT**

ACTION

ISSUE: Shall the Board establish the new Classified Position of College and Career Advisor and approve associated job description and salary schedule placement?

BACKGROUND: Oak Park High School has experienced a high turnover for the college and career center technician position. Along with growing need of more specialized services that are required for college advisement for our students. Administrators at Oak Park High School and District met to discuss the address this need and to revise the position title and job description an salary to attract more suitable candidates. Staff reviewed other school districts hourly rate and recommend placing this position at the salary schedule 26 to make it very competitive and attractive. A copy of the proposed job description and salary schedule is included for the Board's review.

BOARD POLICY: Pursuant to Board Policy 4111/4211/4311 Recruitment And Selection - When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position.

GOAL: In support of OPUSD Goal 2.d. - Evaluate and improve processes for student access to courses and counselors including increased academic and college counseling.

FISCAL IMPACT: The recommended salary placement of the proposed position of is on the Classified Salary Schedule (range 26)

ALTERNATIVES:

1. Establish the new Classified Position of College and Career Advisor and approve associated job description and salary schedule placement
2. Do not establish the new Classified Position

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Establish the new Classified Position of College and Career Advisor
and approve associated job description and salary schedule placement
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: COLLEGE & CAREER CENTER **ADVISOR**

DEFINITION

This is a ten and a half (10.5) month, eight (8) hour per day position at Salary range 26.

SUMMARY

Under the direction of the Principal, perform varied and technical duties related to the operation and maintenance of a high school college and career center; provide assistance and guidance to high school students in college and career planning and work experience activities; evaluate, order, and maintain various books, pamphlets, college catalogs, and other information resources related to college and career planning; [train students, teachers, and parents in a school-purchased College & Career program \(e.g. Naviance\)](#) and oversee its maintenance and utilization by students.

EXAMPLES OF DUTIES

Perform technical duties related to the operation and maintenance of the College and Career Center; provide college and career planning opportunities and information to high school students; review, evaluate and select college and career planning materials and maintain current knowledge of employment and admission trends and opportunities; provide informational assistance to scheduled classes and walk-in visitors to the Center; assist students in the preparation of college applications and explain the difficulties and differences in the college systems; orient students to Center resources and computerized college and career planning/interest survey programs; communicate with area business leaders, military recruiters, college and university representatives, prospective employers of students, parents and others; develop and design college and career and job flyers, posters, bulletins, newsletters and other materials to publicize and promote college and career planning activities; research and provide scholarship information to seniors; administer college and career inventories and assessments; attend conferences, workshops and seminars for college and career information; prepare bulletin boards and maintain a clean and orderly environment in the Center; coordinate college visits and the night, field trips and fund-raising activities related to college and career planning; supervise student assistants as assigned; [coordinate retrieval of senior data and prepare an end-of-year matriculation report; update and maintain a Center website;](#) perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: college and career resources and informational materials; regional and national college and career admission and employment trends; applicable federal and state laws, rules and regulations; operation of audio-visual equipment and computer terminals; oral and written communication skills; interpersonal skills including tact, courtesy and diplomacy; design and development of promotional materials for college and career planning activities; clerical and record-keeping techniques; [google docs, sheets, slides, forms, and sites.](#)

Ability to: Plan and provide college and career guidance activities and resources in the college and career Center; research, evaluate and select college and career planning information; communicate effectively with students, faculty, administrators, employers, military recruiters and college representatives; perform

varied and responsible clerical duties in support of the Center; maintain a variety of records and prepare correspondence independently; plan, organize and coordinate college and career planning events and activities; [present information regarding the college and career landscape to students, parents, and school staff.](#)

[Education, Experience, Licenses and other Certification:](#) College Counseling certificate and/or 3 or more years in college admissions role required. Preferably knowledge [of Naviance, Scoir, or another College and Career software/online program preferred.](#)

WORKING CONDITIONS

High School Campus, College and Career Center Environment.

[On the days that there are night activities, work hours will be adjusted in collaboration with site administration and the College and Career Advisor to meet the daily scheduled hours.](#)

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

Board Approved: December 14, 2021 (proposed)

Effective: July 1, 2021

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

Head Custodian I	15.5	20.04	21.26	22.52	23.89	25.31	12 Month
		3474.32	3686.17	3904.59	4140.23	4388.64	
Head Custodian II	17	21.47	22.77	24.13	25.57	27.13	12 Month
		3723.66	3946.59	4182.05	4433.27	4700.12	
General Maintenance Worker	18	21.81	23.11	24.48	25.96	27.51	12 Month
		3780.19	4006.25	4244.88	4499.19	4769.19	
Head Custodian III	18.5	22.21	23.54	24.96	26.46	28.06	12 Month
		3849.30	4081.56	4326.49	4587.09	4863.41	
Maintenance Engineer	20	23.23	24.64	26.12	27.68	29.34	12 Month
		4028.59	4270.30	4526.50	4798.11	5086.00	
Grounds Maintenance Supervisor	21	24.64	26.12	27.68	29.34	31.16	12 Month
District Wide Head Custodian	21	4270.30	4526.50	4798.11	5086.00	5401.46	
CHILD NUTRITION SERVICES							
Child Nutrition Services Assistant I	5	14.55	15.39	16.33	17.33	18.38	180 Days
Child Nutrition Services Assistant II	7	15.39	16.33	17.33	18.38	19.46	180 Days
Child Nutrition Services Cook	8	15.84	16.79	17.80	18.90	20.04	10 Month
Child Nutrition Services Manager	10	16.79	17.80	18.90	20.04	21.26	10 Month
		2909.26	3084.15	3275.84	3474.32	3686.17	
Child Nutrition Services Assistant/Delivery	12	17.80	18.90	20.04	21.26	22.52	180 Days
		3084.14	3275.84	3474.32	3686.17	3904.59	
OTHER CLASSIFIED SUPPORT							
Assistant Computer Support Technician	7.0	15.39	16.33	17.33	18.38	19.46	12 Month
		2669.33	2832.00	3003.92	3186.92	3373.63	
Instructional Assistant I	7.5	15.49	16.45	17.43	18.49	19.58	180 Days
		2688.32	2850.24	3023.08	3204.68	3395.03	
Instructional Assistant II	10	16.79	17.80	18.90	20.04	21.26	180 Days
		2909.26	3084.15	3275.84	3474.32	3686.17	
Library/Media Technician	13	18.50	19.60	20.81	22.06	23.41	10 Month
		3206.99	3399.39	3607.18	3823.62	4057.38	
College/Career Center Technician	13.5	18.62	19.73	20.94	22.19	23.52	10.5 Month
		3228.17	3420.59	3628.36	3844.79	4078.55	
Instructional Assistant III	14	18.90	20.04	21.26	22.52	23.89	180 Days
		3275.84	3474.32	3686.17	3904.59	4140.23	
Computer Technician	18	21.81	23.11	24.48	25.96	27.51	12 Month
		3780.19	4006.25	4244.88	4499.19	4769.19	
Certified Sign Language Interpreter	20	23.23	24.64	26.12	27.68	29.34	180 Days
Technology Department Assistant	20	4028.59	4270.30	4526.50	4798.11	5086.00	12 Month
Computer Tech - Lead	23	26.91	28.52	30.24	32.04	33.97	12 Month
Certified Repair Technician	23	4663.53	4943.34	5239.95	5554.34	5887.60	12 Month
Data Systems Specialists	23						12 Month

Construction Management Technician	25	29.10	30.85	32.69	34.65	36.73	12 Month
		5044.08	5346.72	5667.52	6007.58	6368.03	
College/Career Center Advisor	26	30.21	32.04	33.98	36.03	38.21	10.5 Month
		5236.57	5553.10	5888.77	6244.70	6622.18	
Network Administrator	26	30.21	32.04	33.98	36.03	38.21	12 Month
		5236.57	5553.10	5888.77	6244.70	6622.18	
Social Emotional Services Specialist	27	29.82	31.40	33.05	34.80	36.62	192 Days
		5167.87	5442.72	5728.07	6032.68	6347.80	
Occupational Therapist	30	36.26	38.44	40.76	43.20	45.79	10 Month
		6287.22	6664.44	7064.27	7488.16	7937.44	
Behavior Specialist* CB2	G*	420.33	433.33	446.74	460.55	474.80	202 Days
*Rates listed as Daily and Annually		84907.00	87532.74	90242.13	93031.08	95909.80	

This schedule is a combination of schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week). Employees who work a minimum of 20 hours, but less than 40 hours per week should refer to the hourly rates on the schedule above. Full-time employees may refer to either the hourly or the monthly rates. The hourly rate is determined by dividing the monthly gross by the average full-time hours per month (173.333).

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

**SUBJECT: B.4.b. APPROVE EARLY RETIREMENT INCENTIVE
MEMORANDUM OF UNDERSTANDING BETWEEN OAK PARK
UNIFIED SCHOOL DISTRICT AND OAK PARK TEACHERS
ASSOCIATION**

ACTION

ISSUE: Shall the Board approve Memorandum of Understanding between Oak Park Unified School District (OPUSD) and the Oak Park Teachers Association (OPTA) offering a retirement incentive?

BACKGROUND: In each of the last seven years, Oak Park Unified School District and the Oak Park Teachers Association have entered into a Memorandum of Understanding (MOU) to provide an early retirement incentive for teachers meeting certain eligibility requirements. OPUSD and OPTA have found this incentive to be mutually beneficial as a way to recognize the contributions of long-time employees of the District, minimize reduction of newly hired staff, and promote cost savings.

OPUSD and OPTA are proposing to offer the following incentive program. The proposed MOU follows for the Board's information.

BOARD POLICY: Pursuant to Board Policy 4140,4240,4340 Bargaining Units - The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

GOALS: In support of OPUSD Goal 6 - Use resources responsibly to maintain a balanced budget this year and in subsequent years.

FISCAL IMPACT: As it has historically, it is projected that the District will realize significant salary savings under this program, achieved by the reduction in cost of retiring senior teacher salaries through replacement by more junior teachers placed lower on the contractual salary range.

ALTERNATIVES:

1. Approve the Memorandum of Understanding between OPUSD and OPTA offering a retirement incentive.
2. Do not approve the Memorandum of Understanding.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Approve the Memorandum of Understanding between OPUSD and
OPTA offering a retirement incentive

Page 2

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

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

**Memorandum of Understanding
Between OPUSD and OPTA Regarding
Retirement from Oak Park Unified School District**

Whereas the Oak Park Unified School District ("District") desires to recognize the contributions of longtime employees of the District, minimize reduction of newly hired staff and promote the cost savings that can potentially support future compensation increases, the following retirement incentive from the District is agreed to for the 2021-2022 and 2022-2023 school years.

1. Eligibility requirement for participating in the retirement incentive must meet each of the following criteria:
 - a. Bargaining unit members must have attained the age of 55 by June 30th of each school year.
 - b. Bargaining unit members must have served a minimum of fifteen (15) years of permanent employment with the Oak Park Unified School District.
 - c. Bargaining unit members must be in good standing and commit to retire or resign from the District, effective no later than June 30th of the current school year, and inform the District of their decision to retire no later than February 1st of the current year.
2. Retirement Incentive for the 2021-2022 school year:
 - a. Eligible permanent bargaining unit members may elect either a one-time cash incentive of thirty thousand dollars (\$30,000), **or**
 - b. A single HMO health benefits package, including vision and dental (at the District's prevailing rate for retirees), not to exceed ten thousand dollars (\$10,000) annually, for up to five (5) years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
3. Retirement Incentive for the 2022-2023 school year:
 - a. Eligible permanent bargaining unit members may elect either a one-time cash incentive of twenty thousand dollars (\$20,000), **or**
 - b. A single HMO health benefits package, including vision and dental (at the District's prevailing rate for retirees), not to exceed ten thousand dollars (\$10,000) annually, for up to four (4) years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
4. An eligible permanent bargaining unit member may elect to use the single HMO incentive as a credit to either a dual or family plan (including any PPO plan offered by the District), with any additional premium cost for such coverage being paid for by the retiree.

5. Eligible permanent part-time bargaining unit members will receive a pro-rated amount of the cash incentive, or the single HMO incentive based on their full-time equivalency percentage at the time of their retirement.
6. This is a one-time, non-precedent-setting incentive program for the 2021-2022 and 2022-2023 school years; there are no guarantees of any future retirement incentives. Employees who take advantage of the Retirement Incentives can only be hired back as a Guest Teacher. The Parties agree not to confer or negotiate a possible future Retirement Incentive until the 2025-2026 school year.

Approved:

Brandie Pryor, OPTA Negotiations Chair

Date

Russ Peters, OPTA President

Date

Stew McGugan, OPUSD Negotiations Chair

Date

Jeff Davis, Ed.D., Superintendent

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
**SUBJECT: B.4.c. APPROVE RETIREMENT INCENTIVE FOR
MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

ACTION

ISSUE: Shall the Board approve an retirement incentive for management and confidential employees?

BACKGROUND: Consistent with the Retirement Incentive Memorandum of Understanding (MOU) between the District and the Oak Park Teachers Association (OPTA) agreement it is recommended that the Board approve the retirement incentive for management and confidential employees.

In the past management and confidential employees have been receiving the same retirement incentive as is specified in the MOU with OPTA. District staff recommend that the retirement incentive be approved for the management and confidential employees annually as a separate board action from that with OPTA. The retirement incentives will be the same as the ones stated in the MOU for 2021-2022 and 2022-2023 with OPTA. The benefits are outlined in the accompanying document.

BOARD POLICY Pursuant to Board Policy 4140,4240,4340 Bargaining Units - Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative.

GOALS: In support of OPUSD Goal 6 - Use resources responsibly to maintain a balanced budget this year and in subsequent years.

FISCAL IMPACT: Retirement incentives are funded by the General Fund 2021-2022 Retirement incentives will be included in the following year's budget.

ALTERNATIVES:

1. Approve the retirement incentive for management and confidential employees.
2. Do not approve the retirement incentive

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Approve the retirement incentive for management and confidential employees.

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	_____	_____	_____	_____

RETIREMENT INCENTIVE FOR THE 2021-2022 AND 2022-2023 SCHOOL YEAR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

Whereas the Oak Park Unified School District ("District") desires to recognize the contributions of longtime employees of the District, and in conjunction with the approval of the Retirement Incentive Memorandum of Understanding between the District and the Oak Park Teachers Association, the following retirement incentive from the District is agreed to for the 2021-2022 and 2022-2023 school years.

1. Eligibility requirement for participating in the retirement incentive must meet each of the following criteria:
 - a. Management, Confidential Employee must have attained the age of 55 by June 30th of each school year.
 - b. Management, Confidential Employee of permanent employment with the Oak Park Unified School District.
 - c. Management, Confidential Employee must commit to retirement, or resign from the District, effective no later than June 30th of the current school year, and inform the District of their decision to retire no later than February 1st of the current year.
2. Retirement Incentive for the 2021-2022 school year:
 - a. Eligible permanent management, confidential employee may elect either a one-time cash incentive of thirty thousand dollars (\$30,000), **or**
 - b. A single HMO health benefits package, including vision and dental (at the District's prevailing rate for retirees), not to exceed ten thousand dollars (\$10,000) annually, for up to five (5) years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
3. Retirement Incentive for the 2022-2023 school year:
 - a. Eligible permanent management, confidential employees may elect either a one-time cash incentive of twenty thousand dollars (\$20,000), **or**
 - b. A single HMO health benefits package, including vision and dental (at the District's prevailing rate for retirees), not to exceed ten thousand dollars (\$10,000) annually, for up to four (4) years, or until the retiree reaches his/her 65th birthday, whichever occurs first.
4. An eligible permanent management, confidential employee may elect to use the single HMO incentive as a credit to either a dual or family plan (including any PPO plan offered by the District), with any additional premium cost for such coverage being paid for by the retiree.
5. Eligible permanent part-time bargaining unit members will receive a pro-rated amount of the cash incentive, or the single HMO incentive based on their full-time equivalency percentage at the time of their retirement.

TO: BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: DECEMBER 14, 2021
SUBJECT: B.5.a. DISCUSS AND APPROVE OPTION TO FILL BOARD OF EDUCATION MEMBER VACANCY

ACTION

ISSUE: Should the Board of Education consider and approve the method by which the board member vacancy should be filled - either by special election or provisional appointment??

BACKGROUND: The Board will discuss the options, process, and timelines for replacing school board member Allen Rosen who submitted a letter of resignation to the Ventura County Superintendent of Schools with a deferred date of resignation of January 19, 2022. The procedure to fill the vacancy is outlined in the accompanying information from our legal counsel. Staff is recommended that the board elect to fill the vacancy using a provisional appointment process.

To fill a provisional appointment:

- Advertise the vacancy in suitable local media.
- Solicit applications or nominations of any legally qualified citizen interested in serving on the board. In order to serve on the board, a person must meet the eligibility requirements specified in Education Code 35107.
- Appoint a committee consisting of less than a quorum of the board to ensure that applicants are eligible for board membership.
- Provide candidates with appropriate information regarding board member responsibilities.
- Announce names of candidates and accept public input either in writing or at a public meeting.
- Interview the candidates at a public meeting.
- Select the provisional appointee by majority vote at a public meeting.
- The person appointed shall hold office until the next regularly scheduled election for the District board members and shall be afforded all the powers and duties of a board member upon appointment.
- The next regularly scheduled election for District board members is November 2022.

BOARD POLICY: Board Bylaw 9223 – Filing Vacancies states when a vacancy occurs four or more months before the end of a Board member’s term, the Board shall, within 60 days of the date of the vacancy, either order an election or make a provisional appointment.

GOAL: N/A

BOARD OF EDUCATION MEETING, DECEMBER 14, 2021

Approve the recommendations of staff for a provisional appointment

Page 2

FISCAL IMPACT: If the Board calls for a special election, or one is called in response to a petition, the costs must be paid out of General funds.

ALTERNATIVES: 1. Approve the recommendations of staff for a provisional appointment.
2. Do not approve the recommendations of staff for a provisional appointment.

RECOMMENDATION: At the discretion of the Board.

Respectfully submitted,

Jeff Davis, 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	_____	_____	_____	_____

PROCEDURE TO FILL BOARD VACANCY

Within sixty (60) days of the vacancy, the Board must make a provisional appointment or order an election. (Educ. Code § 5091(a).)

If the Board takes no action within the sixty (60) day time period, the County Superintendent of schools will order an election to fill the vacancy. (Educ. Code § 5091(a)(2).)

The Board has two (2) options to fill the vacancy: (1) order an election or (2) make a provisional appointment (unless a special election is mandated) within 60 days of the Board vacancy.

PROVISIONAL APPOINTMENT PROCEDURE

The Board shall make a provisional appointment following the rules and guidelines of Board Bylaw (“BB”) No. 9223, Filling Vacancies. If the Board chooses to make a provisional appoint to fill the vacancy, the following steps apply:

STEP 1: ADVERTISE BOARD VACANCY

The Board may begin to advertise the position for submission of applications and/or nominations. However, there is no specific timeline or requirement to advertise. Rather, BB 9223 provides when making a provisional appointment:

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

While the Board bylaws are silent as to this requirement, the District should consider conducting public outreach to solicit nominations.

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code section 35107; that is, candidates must be 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.

STEP 2: INTERVIEW AND SELECT PROVISIONAL APPOINTEE

The Board must interview the candidates at a public meeting and must select the provisional appointee from the pool of nominees by a majority vote. (BB 9223) The Board interviews candidates and accepts oral or written public input. There are no specific timelines for interviewing candidates.

STEP 3: PROVIDE PUBLIC NOTICE OF PROVISIONAL APPOINTEE

Within ten (10) days after the Board appointment, notices must be posted regarding the vacancy and the provisional appointment. Notices must be published in the local newspaper, and posted in, at least, three (3) public places within the District. The notices only need to be published once in each location. (Ed. Code, § 5092; Gov. Code, §§ 6061; BB 9223).

Notices must state:

1. The fact that a resignation has occurred;
2. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of the resignation;
3. The full name of the appointee;
4. The date of appointment; and
5. "[A] statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment[.]" (BB 9223; Ed. Code § 5092.)¹

A provisional appointment confers all powers and duties of a governing Board member on the appointee immediately following his or her appointment. (Educ. Code § 5091(d).)

The provisional appointee shall remain in office only until the next regularly scheduled election for Board members. (Educ. Code § 5091(e).)

SPECIAL ELECTION PROCEDURE

If the Board chooses to order an election to fill the vacancy, it must take the following steps:

STEP 1: ORDER AN ELECTION

Order an election to be held on the next established election date provided in Elections Code § 1000, at least 130 days after the election is ordered. (Educ. Code § 5091(b).)

¹ Please note, if the Board makes a provisional appointment and a petition calling for a special election is circulated and filed by members of the community, if the petition signatures are verified, the provisional appointment is terminated and the County Superintendent must order an election. (Educ. Code § 5019(c)(2).) Unlike the special election procedure described below, which requires a special election to occur on certain, specified dates, if an election is due to a successful petition against the provisional appointment, the County Superintendent must call for an election to be conducted *within 130 days of determining the petition meets the requirements*. (Id.; emphasis added.) This means that a petition-driven election to fill the vacancy may occur in the late-spring or summer, and not necessarily on a predetermined state-wide election date, as is ordinarily required should a special election be ordered without a public petition.

The **established election dates** under the Elections Code § 1000 are as follows:

- (a) the second Tuesday of April in each even-numbered year.
- (b) the first Tuesday after the first Monday in March of each odd-numbered year.
- (c) the first Tuesday after the first Monday in November of each year.
- (d) the first Tuesday after the first Monday in March in each even-numbered year.

Based on the established election dates, whether it is possible for the Board to order a special election to fill the vacancy will depend on when the Board position is effectively vacant.

STEP 2: CONDUCT ELECTION

The election shall be conducted in as nearly the same manner as practicable as other governing Board member elections. (Educ. Code § 5091(g).)

A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs. (Educ. Code § 5091(e).)

There shall not be provisional appointment or ordered election to fill the vacancy if:

- 1) The vacancy occurs within four (4) months of the end of the term for that position (Educ. Code § 5093); or
- 2) The vacancy occurs during the period between six (6) months and 130 days prior to a regularly scheduled governing Board election and the position is not scheduled to be filled at such election. In this case, the vacancy must be consolidated with the regular upcoming election, and the person elected to fill the vacancy must only serve until the end of the position's term. (Educ. Code § 5093(b).)

COUNTY SUPERINTENDENT CALLS FOR AN ELECTION

There exist two possible scenarios wherein the County Superintendent of Schools would be required to call for a special election:

- 1. *The Board takes no action within the sixty (60) day time period.*

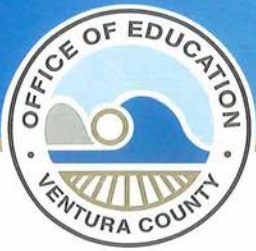
If the Board fails to either appoint a provisional member of the Board or order a special election within the sixty (60) day time period following the vacancy, the County Superintendent of schools must order a special election to fill the vacancy. (Educ. Code § 5091(a)(2).) Education Code section 5091(b) requires that such an election occur at least 130 days after it is ordered and must occur on one of the established election dates under the Elections Code § 1000.

Pursuant to Education Code section 5093(c), “[i]f a special election pursuant to Section 5091 could be consolidated with the next regular election for governing board members, and the

vacant position is scheduled to be filled at such regular election, there shall be no special election.”

2. *A petition is filed and meets requirements following a provisional appointment.*

Registered voters can contest a Board selected provisional appointee by, within 30 days of the appointment, filing a petition for a special election to fill the vacancy. Specifically, the petition must be signed “by at least the number of registered voters of the district equal to 1½ percent of the number of registered voters of the district at the time of the last regular election for governing board members, or 25 registered voters, whichever is greater.” (Educ. Code § 5091(c)(1).) If such a petition is filed, the County Superintendent of Schools has 30 days to verify the signatures. (Educ. Code § 5091(c)(2).) If the County Superintendent determines the petition is legally sufficient, the County Superintendent must order a special election to occur within 130 days of such determination. (Id.) If there is an established election date that “occurs between the 130th day and the 150th day following the order of the election, the county superintendent of schools may order the special election to be conducted on the established election date.” (Id.)



VENTURA COUNTY OFFICE OF EDUCATION

Dr. César Morales, County Superintendent of Schools

November 30, 2021

Dr. Jeff Davis, Superintendent
Oak Park Unified School District
5801 Conifer St.
Oak Park, CA 91377

Dear Dr. Davis:

This letter is to acknowledge that our office received a letter of resignation from Allen Rosen dated November 23, 2021, noting his resignation from the Oak Park Unified School District Board of Trustees, effective January 19, 2022. In reviewing our records, we note that Mr. Rosen's term of office is due to expire on December 9, 2022.

Pursuant to ***Education Code Section 5091***, the Oak Park Unified School District Governing Board shall, within 60 days of January 19, 2022, either order an election or make a provisional appointment to fill the vacancy. A copy of Education Code Section 5091 is enclosed for your review. Also enclosed is a copy of ***General Procedures for Filling Board Vacancies***. If the vacancy requires that an appointment be made, the following enclosed forms will apply:

1. ***Notice of Appointment***: Within 10 days of the appointment, this notice must be posted for 30 days in three public places in the school district and published one time in a newspaper of general circulation in the district. Please send a copy of the Notice of Appointment, a copy of the newspaper posting, and a letter confirming the appointment and indicating the address and phone number of the appointee, to the Ventura County Office of Education, Attention: Cathy Samuel.
2. ***Oath of Office***: To be completed and kept on file in your office.
3. ***Statement of Facts***: To be completed and distributed as indicated on the attachment to the form.
4. ***Certification of Signatures***: To be signed and returned to VCOE, Attention: Cathy Samuel.

Please feel free to contact my office if you have any questions or need further assistance.

Sincerely,

Misty Key
Deputy Superintendent, Fiscal and Administrative Services

Enclosures: (Noted in bold italics above)

Legal Resources | Education Code | EC 5091

60 days to order election or make provisional appointment

(a) Whenever a vacancy occurs, or whenever a resignation has been filed with the county superintendent of schools containing a deferred effective date, the school district or community college district governing board shall, within 60 days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy. A governing board member may not defer the effective date of his or her resignation for more than 60 days after he or she files the resignation with the county superintendent of schools.

In the event that a governing board fails to make a provisional appointment or order an election within the prescribed 60-day period as required by this section, the county superintendent of schools shall order an election to fill the vacancy.

(b) When an election is ordered, it shall be held on the next established election date provided pursuant to Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code not less than 130 days after the order of the election.

(c) (1) If a provisional appointment is made within the 60-day period, the registered voters of the district may, within 30 days from the date of the appointment, petition for the conduct of a special election to fill the vacancy. A petition shall be deemed to bear a sufficient number of signatures if signed by at least the number of registered voters of the district equal to $1\frac{1}{2}$ percent of the number of registered voters of the district at the time of the last regular election for governing board members, or 25 registered voters, whichever is greater. However, in districts with registered voters of less than 2,000 persons, a petition shall be deemed to bear a sufficient number of signatures if signed by at least 5 percent of the number of registered voters of the district at the time of the last regular election for governing board members.

(2) The petition shall be submitted to the county superintendent of schools having jurisdiction who shall have 30 days to verify the signatures. If the petition is determined to be legally sufficient by the county superintendent of schools, the provisional appointment is terminated, and the county superintendent of schools shall order a special election to be conducted no later than the 130th day after the determination. However, if an established election date, as defined in Section 1000 of the Elections Code, occurs between the 130th day and the 150th day following the order of the election, the county superintendent of schools may order the special election to be conducted on the regular election date.

(d) A provisional appointment made pursuant to subdivision (a) confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

(e) A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for district governing board members, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

(f) (1) Whenever a petition calling for a special election is circulated, the petition shall meet all of the following requirements:

(A) The petition shall contain the estimate of the elections official of the cost of conducting the special election.

(B) The name and residence address of at least one, but not more than five, of the proponents of the petition shall appear on the petition, each of which proponents shall be a registered voter of the school district or community college district, as applicable.

(C) None of the text or other language of the petition shall appear in less than six-point type.

(D) The petition shall be prepared and circulated in conformity with Sections 100 and 104 of the Elections Code.

(2) If any of the requirements of this subdivision are not met as to any petition calling for a special election, the county superintendent of schools shall not verify the signatures, nor shall any further action be taken with respect to the petition.

(3) No person shall permit the list of names on petitions prescribed by this section to be used for any purpose other than qualification of the petition for the purpose of holding an election pursuant to this section.

(4) The petition filed with the county superintendent of schools shall be subject to the restrictions in Section 6253.5 of the Government Code.

(g) Elections held pursuant to subdivisions (b) and (c) shall be conducted in as nearly the same manner as practicable as other governing board member elections.

(Amended by Stats. 2003, Ch. 811, Sec. 1.)

Reference:

Elections Code 100

Elections Code 104

Elections Code 1000

Government Code 6253.5

GENERAL PROCEDURES FOR FILLING BOARD VACANCIES

The district shall make a provisional appointment or call an election within 60 days of the vacancy. *The time starts running on the date of the vacancy or the date the resignation has been filed with the County Superintendent.* If the Board makes a provisional appointment, all powers and duties are immediately conferred to the appointee.

The registered voters of the district may petition within 30 days of the appointment to conduct a special election. The petition must bear the signatures of at least 1½% of the number of registered voters at the time of the last Regular Governing Board Election.

If the Board does not call a special election or make a provisional appointment within the 60 days, the County Superintendent shall call a special election.

Exceptions:

1. There shall be no special election or provisional appointment if the vacancy occurs within four months of the end of the term for the vacant position.
2. There shall be no special election or provisional appointment if the resignation was filed during the period between six months and 130 days prior to a regularly scheduled Governing Board Election and the position is not scheduled to be filled at that election.

Other Issues:

1. The resignation, once filed, is irrevocable.
2. Within ten days of the provisional appointment a notice must be posted in three places at the district and published in the local newspaper.
3. Complete Statement of Facts Roster of Public Agencies Filing for Secretary of State - (per Government Code Section 53051).

(This roster is also completed every year following the election of School Board Members.)

References:

Education Code Sections 5090, 5091, 5092, 5093

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: VIII.1. MONTHLY MEASURE S BOND PROJECT STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through December 1, 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,

Jeff Davis, Ed.D.
Superintendent



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget	Expenditures	
	Total Budget	Total Expenditures	Remaining Against Committed
Measure S Management			-
Measure S General Architecture Planning Services	155,160	155,160	-
Measure S District Salaries (3) (4)	1,281,190	1,287,002	237,128
17-58S General Planning & Architectural Services (1) (3) (4)	120,221	101,952	17,448
Measure S Program Direct Software, Equipment & Su (1) (4)	251,050	225,392	652
Measure S General CM Services-Balfour Beatty	474,563	389,693	-
	2,282,184	2,159,199	255,228
Brookside Elementary School			-
17-32S Security Fencing	58,490	58,490	-
17-42S Modernization Campus Wide	10,000	10,000	-
17-47S Administration Building DSA Cert. (1) (3) (4)	1,390,256	1,285,364	-
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	3,400	-
18-18S Classroom Replacement(4) Phase 1 (1) (2) (3)	3,648,750	328,652	-
19-28S Extend Shared Wall Room 216	11,200	11,200	-
19-30S Extend Height of Playground Fence	25,034	25,034	-
20-17S Remove and Replace Foundation on Portable C (1)	47,783	46,099	-
20-16S Innovation Lab BES (1) (3)	47,200	47,200	-
	5,242,112	1,815,438	-
District Office			-
19-17S District Office Emergency Generator (1) (3)	74,060	24,752	13,650
19-21S Upper Field Chain Link Fencing and Gates	12,416	12,416	-
	86,476	37,168	13,650
District Wide			-
17-49S Security Badge System Upgrade	9,586	9,586	-
17-01S Solar Project	7,120,121	7,120,121	-
17-33S Ext. Campus Surveillance Cameras @ 6 Si	374,597	374,597	-
17-39S Landscape Improvements	19,000	19,000	-
18-22S Security Upgrades - PA System	14,669	14,669	-
18-26S Collaborative Furniture	184,588	184,588	-
18-38S Extended Care Facility Furniture & Equipmen	12,319	12,319	-
18-33S Solar Installation Maintenance Contract (1) (3)	256,055	170,530	24,747
19-08S DW Arch Svcs for DSA Certific (1) (2)	34,203	34,203	-
19-10S Collaborative Furniture	200,000	195,708	335
19-22S King James Court Debris Clearance	15,700	15,700	-
19-31S Security Raptor Software Districtwide	45,367	45,367	-
20-04S Collaborative Furniture (1) (3)	102,376	66,573	35,803
20-10S Exterior Repairs to Portables at BES/MCMS	61,034	61,034	-
20-21S Outdoor Furniture Purchases DW (1) (3)	107,636	106,359	0
20-23S HVAC Upgrades Districtwide (1) (3) (4)	354,420	191,120	132,868
	8,911,671	8,621,474	193,753
Medea Creek Middle School			-
17-23S Roof Replacement	60,316	60,316	-
17-24S HVAC Replacement	331,787	331,787	-
17-36S Modernization Campus Wide	10,000	10,000	-
17-35S Kitchen Improvements (2) (3)	1,506,394	1,576,650	12,428
18-03S Security Fencing Parking Lot	42,630	42,630	-
18-07S Sidewalk and Handrail Installation, Buildin	26,937	26,937	-
18-21S Classroom Replacement (1) (2) (3)	5,464,053	5,019,400	135,072
18-25S MPR High Roof Replacement	160,135	165,457	-
18-36S Library Wall Removal	3,500	3,500	-



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget	Expenditures	
	Total Budget	Total Expenditures	Remaining Against Committed
18-39S Counseling Office Improvements & Additions	32,109	35,459	-
18-40S Safety/Security Gates	89,827	89,827	-
18-45S ORCA Food Waste Recycling Pilot Program	61,844	45,633	19,307
18-48S EV Charging Station	17,794	17,794	-
19-05S Trellis Removal at MCMS	75,609	75,609	-
19-15S Shade Sails at MCMS	60,845	60,845	-
20-12S Renovate Lobby MCMS (1) (4)	20,707	20,707	-
21-02S Entry Way Sign at Medea Creek Middle School	14,900	14,900	-
	7,979,388	7,597,452	166,807
Oak Hills Elementary School			-
17-25S HVAC Replacement	139,837	133,652	-
17-38S Modernization Campus Wide	15,000	15,000	-
17-32S Security Fencing	48,845	48,845	-
19-09S/18-19S Add Modular Classrooms (1) (2)	468,217	215,220	-
19-02S Area Drain Improvements Rooms 8-11	12,400	12,400	-
19-12F OHES Running Track	29,555	29,555	-
19-13S OHES Fencing @ Park (3)	135,042	120,517	174
19-20S Kindergarten Flooring Classrooms	19,223	19,223	-
19-29S Extend Wall Between Conf/Copy Room	11,732	11,732	-
20-03S Innovation Lab OHES (1)	65,156	65,156	-
	945,006	671,300	174
Oak Park High School			-
17-34S Security Lighting at Cul De Sac	283,134	283,134	-
17-28S Roof Replacement	54,705	54,705	-
17-27S HVAC Replacement	97,230	97,230	-
17-32S Security Fencing (Ornamental @ Stadium)	198,834	139,864	-
17-57S Safety Lighting	24,891	-	-
18-01S Football Field Fencing	56,370	56,370	-
18-02S Fencing Girls Varsity Softball Field	42,885	42,855	-
18-24S Safety Security Fencing @ Library & Gates	52,800	62,010	-
18-23S OPHS Stadium Safety Rail Repair	23,450	23,450	-
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	122,083	122,083	-
19-19S Art Court Phase II (1)	235,127	233,548	1,592
19-23S Tennis Court Resurfacing	44,084	44,084	-
19-27S Repair Wood Columns @OPHS	19,655	19,655	-
20-05S Basketball Courts Resurfacing OPHS	20,052	20,052	-
20-22S Economizers OPHS F Bldg. HVAC's (1) (4)	25,756	25,756	-
21-01S Turf Replacement and Upgrades OPHS (3)	1,118,397	1,100,604	-
	2,419,453	2,325,401	1,592
Oak View High School			-
19-26S Reno Bldg Ext at OVHS (1) (4)	176,514	164,514	-
	176,514	164,514	-
Red Oak Elementary School			-
17-37S Modernization Campus Wide	10,000	10,000	-
17-32S Security Fencing	3,860	3,860	-
18-20S Modular Classroom Replacement (1) (3)	6,748,109	503,094	-
19-01S MPR Structural Repairs	34,408	34,408	-
19-14S ROES Phase 1 Safety/Security Fencing	130,400	130,400	-
19-16S ROES Phase 2 Safety/Security Fencing	75,873	69,615	-
20-11S Restroom Upgrades at ROES (1)	90,639	90,639	-



Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

Budget vs. Commitments and Expenditures

School/Project Name	Budget	Expenditures	
	Total Budget	Total Expenditures	Remaining Against Committed
20-13S Paint Admin Interior	17,601	18,265	-
20-14S Flooring for Admin + 7 Classrooms	49,125	49,125	-
20-15S Innovation Lab at ROES (1)	44,065	44,065	-
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	105,853	50,519	39,474
	7,309,932	1,003,991	39,474
TECH			-
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	36,532	48,120	-
18-12S Network File Server Refresh	125,000	124,500	-
18-13S Purchase Staff Computers & Spare Device	55,000	37,272	-
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	341,257	210,136	7,978
18-35S BES Chromebooks for Gr5	17,206	17,206	-
18-30S MCMS Library Computer Lab Refresh	47,000	37,106	-
18-31F 3-D Printers	31,500	26,882	-
18-28S DW Chromebook Refresh	250,000	209,943	-
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	31,124	-
18-42S MCMS Computer on Wheels Laptops for Art Cla	18,981	18,981	-
18-43S DW Virtual Reality Pilot Program	6,000	5,148	-
18-44S I-Pad Refresh of K-2 Totes	325,000	302,138	-
18-49F iMacs for Tech Lab MCMS	10,000	8,052	11,948
19-03S Replace Smartboard Projectors	24,000	21,081	1,367
19-04S District Refresh & Spare Computer Equipment	50,000	53,415	-
19-06S Promethean Smart Board Replacement at OHES	81,229	81,229	-
19-07F Chromebook 1:1 Take Home Prgrm Grds 5-12 (1) (3)	854,877	732,904	93,263
19-11S Ipad Air Refresh Part 2	251,335	251,335	-
19-24S Additional Security Cameras DW Phase 4	38,029	38,029	-
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	8,576	11,875
20-02S Interactive Flat Panel Displays for Element	15,000	-	-
20-08S Apple iPad Air Refresh (1)	34,544	34,544	-
20-09S District Network Firewall Refresh (1)	285,524	285,524	-
20-19S Staff Laptop Refresh (1)	226,985	207,402	19,671
20-20S Chromebook 1:1 Program (1)	361,738	361,738	-
20-24S Oak Park High School Engineering Workstation (1)	69,534	69,534	-
20-25S Apple iPad Air Refresh Wave 3 (1) (3)	33,030	795	32,235
20-26S MCMS Computer Lab Refresh (3)	95,000	79,214	15,786
21-03S Core Network Switch Replacement & Service C (1) (3)	74,146	-	74,146
21-05S Smartboard Replacement DW (1)	209,356	209,356	-
21-04S Network Access Appliance (3)	23,000	-	23,000
	4,047,354	3,511,283	291,268
Totals	39,400,090	27,907,219	961,946

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: DECEMBER 14, 2021

SUBJECT: VIII.2. MONTH 3 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 3 of the 2021-2022 school year?

BACKGROUND: As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

FISCAL IMPACT: None. Information only.

RECOMMENDATION: None. Information only.

Prepared by: Julie Townsend, Senior Accountant
Byron Jones, Director of Fiscal Services

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

Month 3: October 4, 2021 - October 29, 2021				YTD: August 9, 2021 - October 29, 2021			
	Enrollment Comparison	ADA Comparison	ADA% Comparison		Enrollment Comparison	ADA Comparison	ADA% Comparison
	2021-22	2021-22	2021-22		2021-22	2021-22	2021-22
BES				BES			
K	95.00	89.27	93.97%	K	95.00	88.06	92.69%
1	97.00	93.21	96.09%	1	97.00	91.45	94.28%
2	73.00	69.63	95.38%	2	73.00	67.86	92.96%
3	82.00	78.26	95.44%	3	82.00	77.64	94.68%
4	103.00	100.16	97.24%	4	103.00	98.45	95.58%
5	91.00	87.79	96.47%	5	91.00	85.32	93.76%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	541.00	518.32	95.81%	Total	541.00	508.78	94.04%
OHES				OHES			
K	97.00	90.05	92.84%	K	97.00	90.20	92.99%
1	77.00	73.68	95.69%	1	77.00	74.57	96.84%
2	62.00	60.58	97.71%	2	62.00	59.79	96.44%
3	76.00	72.95	95.99%	3	76.00	74.02	97.39%
4	75.00	71.84	95.79%	4	75.00	71.82	95.76%
5	83.00	81.00	97.59%	5	83.00	80.66	97.18%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	470.00	450.10	95.77%	Total	470.00	451.06	95.97%
ROES				ROES			
K	104.00	99.53	95.70%	K	104.00	100.56	96.69%
1	81.00	77.79	96.04%	1	81.00	78.89	97.40%
2	99.00	97.63	98.62%	2	99.00	97.50	98.48%
3	110.00	106.00	96.36%	3	110.00	106.89	97.17%
4	94.00	92.63	98.54%	4	94.00	91.70	97.55%
5	88.00	84.79	96.35%	5	88.00	85.50	97.16%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	576.00	558.37	96.94%	Total	576.00	561.04	97.40%
MCMS				MCMS			
6	352.00	342.70	97.36%	6	352.00	344.79	97.95%
7	317.00	308.80	97.41%	7	317.00	309.70	97.70%
8	360.00	348.40	96.78%	8	360.00	349.54	97.09%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	1,029.00	999.90	97.17%	Total	1029.00	1,004.03	97.57%
OPHS				OPHS			
9	379.00	367.75	97.03%	9	379.00	369.95	97.61%
10	366.00	351.50	96.04%	10	366.00	353.40	96.56%
11	343.00	326.85	95.29%	11	343.00	330.19	96.27%
12	375.00	354.90	94.64%	12	375.00	357.56	95.35%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	1,463.00	1401.00	95.76%	Total	1463.00	1411.10	96.45%
OVHS				OVHS			
Total	33.00	27.93	84.64%	Total	35.00	25.93	74.09%
OPIS				OPIS			
Total	233.00	232.70	99.87%	Total	233.00	223.82	96.06%
Other**				Other***			
Total	1.00	0.25	24.57%	Total	1.00	0.49	48.57%
Total	4,346.00	4,188.57	96.38%	Total	4,348.00	4,186.25	96.28%