



**OAK PARK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA #1056**

NOTICE OF SPECIAL BOARD MEETING - AGENDA #1056

Written notice is hereby given in accordance with Education Code Section 35144 that a special Meeting of the Board of Education of Oak Park Unified School District will be held:

DATE: Wednesday, March 2, 2022

TIME: 5:00 p.m. Closed Session
5:45 p.m. Open Session

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

The Board meeting room is open to the Public. 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 3 of this agenda. This OPUSD School Board Meeting is a meeting held in public, but it is not a public meeting. The Board encourages public comments and participation. Members of the public and the media are free to watch the board work, but please note the board will not be engaging in a discussion with members of the public. Since this is a special Board Meeting, the public comments are limited to items on this agenda.

Call to Order _____

Roll Call

Public Comments – Speakers on Closed Session Agenda items

Recess to Closed Session for Discussion and/or Action on the Following Items:

CLOSED SESSION

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

2. PUBLIC EMPLOYEE APPOINTMENT

Title: Director of Early Childhood Education

Title: Director of Student Nutrition

Reconvene Open Session

Roll Call

Flag Salute

Report from Closed Session

Public Comments – Speakers on Agenda items

Adoption of Agenda

OPEN SESSION

A. BUSINESS SESSION

1. **Review and Approve Framework for Allocation of Measure S Funds**

The Board will receive a presentation on the proposed allocation of Measure S Funds.

2. **Approve Resolution #2022-06 – Release Temporary Certificated Employees #1 Through #15**

Education Code 44954 requires Board approval before a notice to not reelect is given to temporary certificated employees.

3. **Approve Resolution #2022-07 - Reducing or Discontinuing Particular Kinds of Service for Certificated Employees**

Board Policy 4117.3 requires Board approval to reduce or discontinue particular kinds of service in the 2022-23 school year.

4. **Approve Resolution #2022-08 – Determination of Seniority Among Employees with the Same Seniority Date (“Tie Breaker Resolution”)**

Board Policy 4117,3 and Education Code 44955 requires Board approval for a Tie Breaker Resolution.

5. **Approve Revised Job Description for the Position of Director of Pupil Services**

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

6. **Approve Revised Job Description for the Position of Program Specialist**

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

7. **Reclassify the Position of Director of Early Childhood Education and Approve Revised Job Description and Salary Schedule Placement**

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

8. **Review and Discuss Student Outcomes Data**

District staff and school principals will present the 2020-21 CAASPP scores, Fastbridge data, and other data related to student outcomes.

Adjournment

Date: March 1, 2022

Jeff Davis, Ed.D.
Superintendent and Secretary to the Board of Education

Welcome to a special meeting of the Oak Park Unified School District Board of Education.

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

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

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 special meeting agenda. When you are recognized to speak please step to the microphone and direct your remarks to the board members. Individual speakers will be allowed three minutes to address the Board on each 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 VIA THE ONLINE COMMENT FORM

Public Comments may be submitted via this link www.opusd.org/PublicComments. If you wish to make a comment regarding a matter on the agenda, please submit your comment via the form accessed by the above link before 5:45 p.m. on March 2, 2022. Although not required, please submit all the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. **Please note since this is a special meeting public comments are limited to items on the agenda.**

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 Board meeting and will close when the open session of the board meeting begins at 5:45 pm. If members of the public are unable to submit a comment via the online form ahead of the meeting, they may attend the meeting in person and submit a comment as outlined above. Please note since the Board is holding the meeting in person and the Board room is open to the Public the online submission is not required by law but is an additional provision provided to members of the public to participate if they are unable to attend in person. The meeting is also being livestreamed for the public's convenience.

All comments received via the online form and during the meeting will be shared with the board and become part of the record. Your comments are greatly appreciated. Thank you for your cooperation and compliance with these guidelines.

All Open Session 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)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: MARCH 2, 2022
SUBJECT: A.1. REVIEW AND APPROVE THE FRAMEWORK FOR ALLOCATION OF MEASURE S FUNDS

DISCUSSION/ACTION

ISSUE: Shall the Board review and approve the Framework for Allocation of Measure S Funds?

BACKGROUND: At the November 16, 2021 meeting, District staff reviewed and discussed updates from the Measure S Planning Committee, which included a status report on completed Measure S projects, identified future district needs, and available funding. Since then, District staff, in collaboration with Balfour Beatty, school-site administrators, Measure S Planning Committee, and Measure S Sub-Committee, have developed a framework for the allocation of our Measure S funds. Included are the remaining Series B and future Series C funds. On February 14, 2022, after numerous assessments and iterations, the Measure S Planning Committee reviewed the current version of the Framework and recommended it for approval by the Board. The Framework is designed to provide a roadmap for the use of Measure S funds and is meant to evolve, as needed, over time to meet the needs of the District.

FISCAL IMPACT: The Framework provides a recommendation for the allocation of Measure S funds remaining in Series B and new funds issued through Series C.

BOARD POLICY: Pursuant to Board Policy 7110(a) Facilities - The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short-and long-term facilities needs and priorities.

GOAL: In Support of Goal 6.D. - Assess Measure S Master Plan to appropriately allocate funds in alignment of district goals and moral imperatives.

ALTERNATIVES:

1. Approve the Framework for Allocation of Measure S Funds
2. Do not approve.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, MARCH 2, 2022

Review and Approve Framework for Allocation of Measure S Funds

Page 2

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

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

Framework for Allocation of Measure S Funds

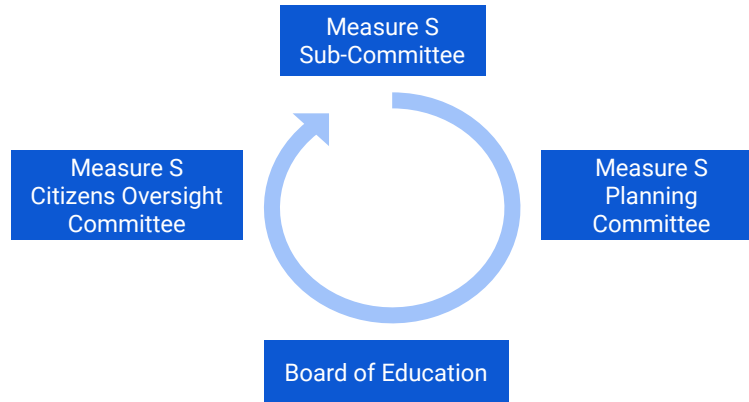
Special Board Meeting
March 2, 2022



Measure S Ballot Language

To improve student safety and campus security systems, repair/upgrade older classrooms and school facilities, including deteriorating roofs, plumbing, electrical, and air conditioning systems, acquire, construct, and repair classrooms, sites, facilities, equipment and instructional technology to support student achievement in reading, math arts, humanities, science/technology, shall Oak Park Unified School District issue \$60,000,000 in bonds at legal rates, with independent citizen oversight, audits, no money for administrator salaries, all money staying local, and without increasing current tax rates?

Entities Overseeing Allocation of Funds



Bond Refinance Efforts

- Refinanced \$7,408,176 of Measure R General Obligation Bonds
- 6.01% Old Interest Rate vs. 4.09% New Interest Rate

Summary of Recent Refinance Saving to Local Taxpayers		
Date	Refinance Amount	Taxpayer Saving
June, 2016	\$9,600,000	\$1,302,089
November, 2020	\$7,408,176	\$3,444,480
Total Taxpayer Savings		\$4,746,569

Note: Oak Park Unified School District does not receive a financial incentive/savings from Bond Refinancing.

Getting to SY 2032-2033 (Series D)

Available Funds through 2033

Amount Remaining from Series B	\$2.7M
Available in Series C (Spring '22)	\$16M
Amount Potentially Available	\$18.7M

Needs Identified through 2033

Critical Maintenance	\$12M
Desired Projects	\$17.1M
Technology	\$6M
Total	\$41.3M

Recommended Framework for Allocation of Measure S Funds

Provide schools with some desired projects upfront (projects that align with District Goals and meet school site needs).

Forego critical maintenance in last few years leading up to 2033 as a trade-off to fund the desired projects upfront.

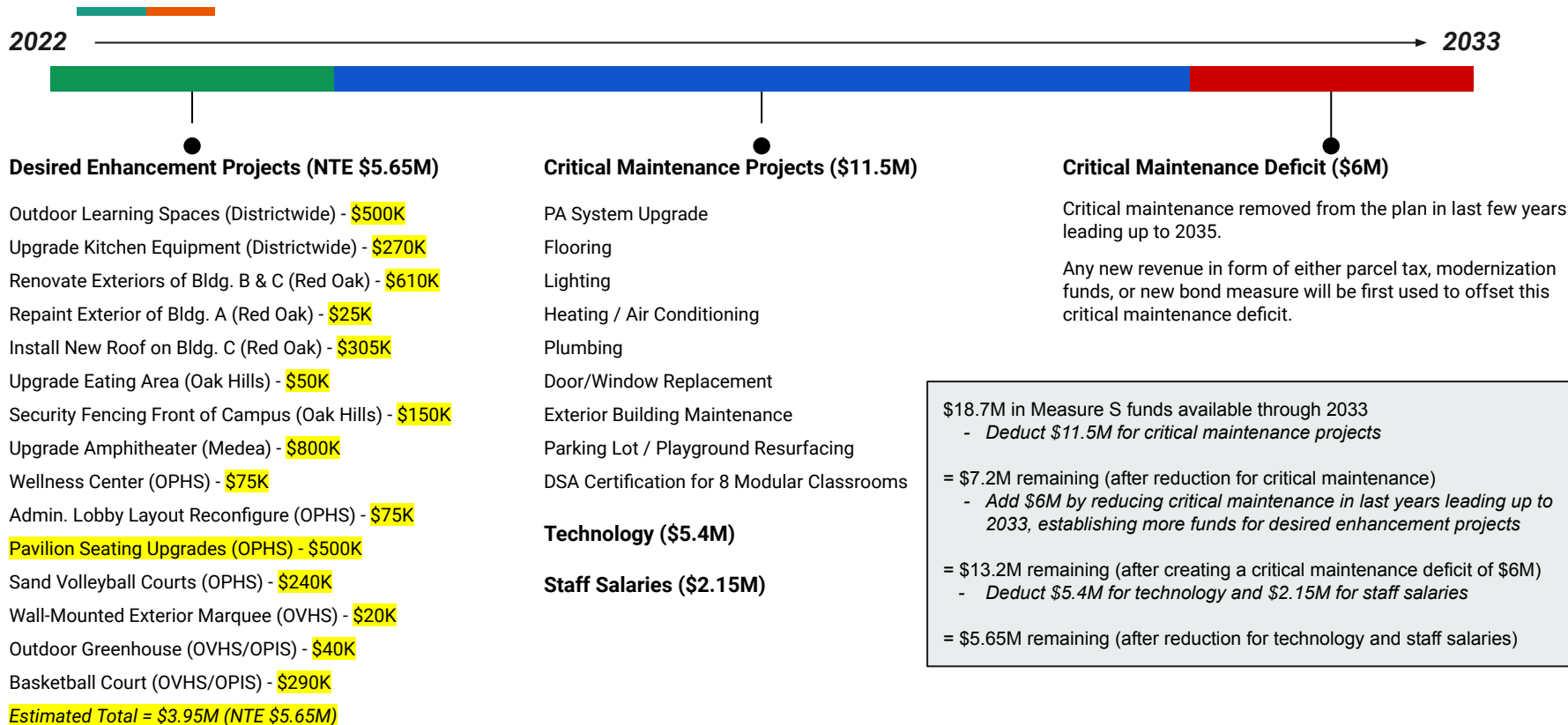
Any new revenue (in the form of a parcel tax, modernization funds, or a new bond) received between now and 2033 will offset the critical maintenance deficit in the last few years leading up to 2033.

New Construction “Sea Container” Project Fees

Project	Architectural, Engineering, & DSA Fees	DSA-Approved Plans?	DSA Permit Expiration*	Estimated Total Cost
Red Oak	\$503K	Yes	9/10/2024	\$7.5M-\$8.5M
Brookside	\$329K	Yes	9/5/2023	\$5M-\$6M
Oak Hills	\$215K	No	-	\$6M-\$7M

*Architectural service \$24,750 (not to exceed 150 hours)
 Code compliance update \$4,950 (not to exceed 30 hours)
 Engineering DSA plan review support \$7500
Total DSA re-submittal fee per school \$37,200

Funding Allocation Framework



Projects Removed from Critical Maintenance (Deficit of \$6M)

BES: \$350,000

HVAC Replacement Admin Area (3 units)
Replace Old Flooring (Reduce scope 75%)
Repave Playgrounds
Re-grade / Re-set foundations on relo classrooms

OHES: \$730,000

Replace/Upgrade Aging Site Plumbing Utilities
HVAC Replacements Relo's 20, 21, 22, 23, 25
Roofing Replacements Relo Classrooms (8)
Replace Old Flooring (Reduce scope 75%)
Replace Exterior Doors / Hardware (Reduce scope 25%)

ROES: \$600,000

Replace/Upgrade Aging Site Plumbing Utilities
HVAC Replacement Relo's 51,52,53,54,57,58
Play Area - Asphalt Paving Repairs/Slurry Seal/Striping
Interior Casework Replacements/Repairs (Reduce 50%)
Replace Old Flooring (Reduce scope 75%)

MCMS: \$830,000

Replace/Upgrade Aging Site Plumbing Utilities
Parking Lots - Asphalt Paving Repairs/Slurry Seal Stripping
Resurface Playgrounds
Replace Window Frames Building C (4 Locations)
Replace Old Flooring (Reduce scope 75%)

OPHS: \$3,050,000

HVAC Replacement/Upgrade Building G (Classrooms/Boardroom)
HVAC Replacement/Upgrade Building F (Classrooms)
Replace Old Flooring (Reduce scope 75%)
Replace Stadium Turf
Resurface Parking Lot - Asphalt Paving Repairs/Slurry Seal/Striping
Resurface Tennis Courts
Resurface Outdoor Basketball Courts
Renovate Wood Columns

OVHS / PUPIL SERVICES / DO / M&O: \$440K

Roof Repairs / Replacement
Resurface Parking Lot
Replace Old Flooring (Reduce scope 75%)

Desired Enhancement Projects

Project	<u>District Goals</u>	<u>Moral Imperatives</u>	LCAP
Outdoor Learning Spaces (DW)	1A, 1E, 1G, 1H, 3E, 6A, 6D	1B, 1C, 1D, 2B, 2C	1, 2, 4
Upgrade Kitchen Equipment (DW)	1A, 6A, 6B, 6D	4B	2, 4
Renovate Exteriors of Bldg. B & C (Red Oak)	1A, 6A, 6D	4B	2, 4
Repaint Exterior of Bldg. A (Red Oak)	2B, 6A, 6D	4B	4
Install New Roof on Bldg. C (Red Oak)	1A, 6A, 6D	4B	2, 4
Upgrade Eating Area (Oak Hills)	1A, 6A, 6D	1D, 2C	2, 4
Security Fencing Front of Campus (Oak Hills)	1A, 2J, 6A, 6D	1B, 4B	2, 4
Upgrade Amphitheater (Medea)	1A, 1E, 1H, 2A, 2B, 3E, 5A, 6A, 6D	1B, 1C, 1D, 2A, 2C	2, 4
Wellness Center (OPHS)	1A, 1B, 1C, 1G, 2A, 6A, 6D	1B, 1C, 1D, 1F, 2B, 2C, 4B	1, 3, 4
Admin. Lobby Layout Reconfiguration (OPHS)	1A, 6A, 6D	1D, 2C, 4B	3, 4
Pavilion Seating Upgrades (OPHS)	1A, 1E, 5A, 5E, 6A, 6D	1D, 4B	1, 3, 4
Sand Volleyball Courts (OPHS)	1E, 2A, 2B, 3E, 5A, 5E, 6A, 6D	1D, 2C	2, 4
Wall-Mounted Exterior Marquee (OVHS)	2A, 6A, 6D	1E	4
Outdoor Greenhouse (OVHS/OPIS)	1E, 2A, 2B, 3E, 5A, 6A, 6D	1B, 1C, 1D, 2B, 2C	2, 4
Basketball Court (OVHS)	1E, 2A, 2B, 2I, 3E, 5A, 5E, 6A, 6D	1D, 2C	2, 4

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: MARCH 2, 2022

**SUBJECT: A.2. APPROVE RESOLUTION #2022-06 RELEASE TEMPORARY
CERTIFICATED EMPLOYEES**

ACTION

ISSUE: Should the Board of Education approve Resolution #2022-06 to Release Temporary Certificated Employees?

BACKGROUND: Education Code 44916 requires that at the time of initial employment during each school year, each new temporary employee shall receive a written statement indicating their employment status and salary. This statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. In addition, Education Code 44954(b) requires that the Board of Education notify temporary employees in positions requiring certification qualifications of the decision to release the employee from such a position for the next succeeding school year. The Resolution authorizes staff to proceed with the release process for employees on temporary contracts.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44954.

BOARD POLICY: Pursuant to Board Policy 4121 Temporary/Substitute Personnel - The Board may release a temporary employee at its discretion.

BOARD GOAL: N/A

ALTERNATIVES: 1. Approve Resolution #2022-06 Release Temporary Certificated Employees
2. Do not approve Resolution #2022-06

RECOMMENDATION: 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
Hardy	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

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

RESOLUTION NO. #2022-06

**RESOLUTION REGARDING NON-REELECTION AND RELEASE FROM
EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

WHEREAS, Education Code section 44954 authorizes the Governing Board to give notice before the end of the school year to any temporary certificated employee who will serve at least 75 percent of the number of days the regular schools of the district are maintained of the Governing Board's decision not to reelect the employee for the next succeeding school year; and

WHEREAS, the employees listed on the attached Exhibit A are temporary certificated employees who have been employed during the 2021-2022 school year; and

WHEREAS, the Board has received a recommendation from the District Superintendent or the Superintendent's designee not to reelect the employees listed on Exhibit A; and

WHEREAS, the Board has discussed the recommendation made by the District Superintendent and concurs in that recommendation;

THEREFORE, BE IT RESOLVED that the Governing Board of the Oak Park Unified School District hereby authorizes the District Superintendent or the Superintendent's designee to notify the employees listed on Exhibit A of this Board's decision not to reelect them for the 2022-23 school year in accordance with the requirements of Education Code section 44954. The District Superintendent or the Superintendent's designee is further authorized to take any other actions necessary to consummate the intent of this Resolution.

THE FOREGOING RESOLUTION was adopted at a special meeting of the Governing Board of the Oak Park Unified School District held this 2nd day of March, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President Board of Education of the
Oak Park Unified School District

I, Denise Helfstein Clerk of the Board of Education of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its special meeting held on March 2, 2022.

Clerk, Board of Education of the
Oak Park Unified School District

ATTACHMENT A

**RESOLUTION #2022-06 REGARDING NON-REELECTION AND RELEASE
FROM EMPLOYMENT OF TEMPORARY CERTIFICATED EMPLOYEES**

#1-15

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: MARCH 2, 2022

SUBJECT: A.3. APPROVE RESOLUTION # 2022-07 REDUCING OR DISCONTINUING PARTICULAR KINDS OF SERVICE

ACTION

ISSUE: Should the Board of Education approve Resolution #2022-07 Reducing or Discontinuing Particular Kinds of Service?

BACKGROUND: In considering needs for the 2021-2022 school year, staff recommends the reduction and/or elimination of particular kinds of services provided by certificated employees due to declining enrollment, reduced funding from the State and District program needs. Individuals may be laid off, if necessary, when the Governing Board has reduced particular kinds of services. Resolution #2022-07 includes reference to Exhibit A which will address positions to be reduced due to reduction of a particular kind of service. Under state law, school districts must provide notice on or before March 15th to employees who are designated for layoff for the 2022-23 school year, if any. These individuals have the right to request a hearing to challenge the cause for layoff. The final decision for layoffs must occur before the 15th of May.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

BOARD POLICY: Pursuant to Board Policy 4117.3 - The Governing Board may reduce the number of probationary and permanent employees when, in its opinion, any of the conditions listed in the Board Policy are met.

BOARD GOAL: N/A

ALTERNATIVES: 1. Approve Resolution #2022-07 Reducing or Discontinuing Particular Kinds of Service?
2. Do not approve Resolution #2022-07?

RECOMMENDATION: 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
Hardy	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION OF INTENTION TO REDUCE PARTICULAR KINDS OF SERVICES AND RELEASE CERTIFICATED EMPLOYEES

Resolution Number: #2022-07

WHEREAS, the Governing Board of the Oak Park Unified School District (“District”) has determined that it shall be necessary to reduce or discontinue the particular kinds of services of the District as itemized in Exhibit “A” at the close of the current school year; and

WHEREAS, it shall be necessary at the end of the 2021-2022 school year to terminate the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of services;

THEREFORE, BE IT RESOLVED that the Superintendent is directed to send appropriate notices to all employees whose services shall be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon temporary or categorically funded project certificated employees in addition to those specifically granted to them by statute;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach under single subject credentials. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving under a single subject credential, the certificated employee must have served the District for one complete school year in the last five school years teaching under a single subject credential in the same subject area taught by the less senior certificated employee. Service during the 2021-2022 school year shall constitute one year of service to this criteria; and

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach elementary education. Thus, in order for a certificated employee to displace a less senior employee currently serving as an elementary teacher, the certificated employee must have served the District for one complete school year in the last five school years as an elementary teacher responsible for developing and delivering instruction to elementary aged students in English-language arts, mathematics, science, social studies, and physical education. Service during the 2021-2022 school year shall constitute one year of service relative to this criteria;

BE IT FURTHER RESOLVED that, for the purposes of assignment and reassignment effectuated as a result of this reduction of services, it is necessary to retain certificated employees competent and qualified to teach in a traditional classroom. Thus, in order for a certificated employee to displace a less senior certificated employee currently serving in a traditional classroom setting, the certificated employee must have served the District for one complete school year in the last five school years in a traditional classroom position. Service during the 2021-2022 school year shall constitute one year of service to this criteria.

Adopted by the Governing Board of the Oak Park Unified School District this 2nd day of March 2022.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

President, Governing Board of the
Oak Park Unified School District

I, Denise Helfstein, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its special meeting held on March 2, 2022.

Clerk, Governing Board of the
Oak Park Unified School District

EXHIBIT A

Recommended Reductions in 2022-2023 programs/services

The Superintendent recommends that the governing Board adopt a resolution to reduce the programs and services for 2022-2023 school year as follows:

<u>Services</u>	<u>Number of FTE Positions</u>
Middle School Technology	0.4
Middle School Spanish	0.2
Middle School Band	0.2
High School Athletic Training	0.1
High School English	0.2
High School Band	0.2
Full Time Equivalent Reductions:	1.3 FTE

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: MARCH 2, 2022

SUBJECT: A.4. APPROVE RESOLUTION #2022-08 - DETERMINATION OF SENIORITY AMOUNG EMPLOYEES WITH THE SAME SENIORITY DATE ("TIE BREAKER RESOLUTION")

ACTION

ISSUE: Should the Board of Education approve Resolution #2022-08 Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution")?

BACKGROUND: In order to determine seniority among employees with the same first day of paid service in a probationary position, the attached resolution has been prepared by staff and legal counsel to determine the seniority of certificated staff having the same first day of paid service in a probationary position with the district.

FISCAL IMPACT: None; approval of this resolution ensures compliance with the requirements of Education Code Section 44955.

BOARD POLICY: Pursuant to Board Policy 4117.3 Personnel Reduction - The Superintendent or designee shall maintain the seniority list for this purpose and shall make it available upon request. Unless otherwise provided by law, a permanent employee shall have the right to be retained over a probationary employee or any employee with less seniority if the position is one for which the employee is certificated and competent to render service. (Education Code 44955)

GOALS: N/A

ALTERNATIVES: 1. Approve Resolution #2022-08 - Determination of Seniority for Employees with the same Seniority Date ("Tie Breaker Resolution").
2. Do not approve Resolution #2022-08.

RECOMMENDATION: 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
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Wang	_____	_____	_____	_____

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

RESOLUTION NO. 2022-08

**DETERMINATION OF SENIORITY AMONG CERTIFICATED EMPLOYEES WITH THE SAME
SENIORITY DATE (“Tie-Breaker Resolution”)**

WHEREAS, pursuant to Education Code Section 44955, the Board is required, as between employees who first rendered paid service to the District on the same date, to determine the order of termination solely on the basis of the needs of the District and its students; and

WHEREAS, Education Code Section 44955 requires that upon the request of any employee whose order of termination is determined as stated above, the governing board shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees in the group.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That this Board determines that the needs of the District and the students of this District are best served by resolving seniority ties within the meaning of Education Code Sections 44955, subdivision (b) (third paragraph) and Section 44846, by applying the criteria set forth in paragraphs 4 through 20 below;
2. That as between employees who first rendered paid service to the district in a probationary position on the same date, the order of termination of said employees shall be determined by reference to the criteria which follow and the application thereof to each employee;
3. That the criteria set forth in paragraphs 4 through 20 below are listed in priority order and each criterion shall be used only if the preceding criteria do not delineate the order of termination;
4. As between certificated employees possessing the same seniority date as defined in Education Code Section 44845, and who possess a clear professional, standard, or general teaching credential, as opposed to employee's possessing only a preliminary credential, intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential, the employees possessing a clear professional, standard, or general teaching credential, will be regarded as having greater seniority for purposes of determining seniority order;
5. Assuming that the preceding paragraph does not resolve all ties between employees having the same seniority date, then employees only possessing a preliminary credential will be regarded as having greater seniority for purposes of determining seniority order than employees possessing only an intern credential, a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
6. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only an intern credential, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a short-term staff permit (STSP), a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;
7. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a short-term staff permit (STSP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a Provisional Intern Permit (PIP), a waiver, or a designated subject career technical education credential;

8. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a Provisional Intern Permit (PIP), will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a waiver, or a designated subject career technical education credential;
9. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing only a waiver, will be regarded as having greater seniority for purposes of determining seniority order than certificated employees currently holding only a designated subject career technical education credential;
10. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing a designated subject career technical education credential, will be ranked lower than employees possessing the credential documents set forth in paragraphs 4 through 9;
11. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing the appropriate English Language (EL) authorization to teach English Language Learners will be regarded as having greater seniority for purposes of determining seniority order than certificated employees not having certification/authorization to teach English Language Learners;
12. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees possessing multiple subject matter authorizations and supplemental authorization on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only multiple subject matter authorizations (ranked by number of subject matter authorizations). Similarly, certificated employees possessing multiple authorizations on credentials will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only single authorization credentials and multiple supplemental authorizations. Similarly, certificated employees possessing single authorization credentials and multiple supplemental authorizations will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization and single supplemental authorizations. Similarly, certificated employees possessing a single authorization and single supplemental authorization will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having only a single authorization on credentials.
13. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with the following subject matter authorizations, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
 - (a) Speech and Language
 - (b) Special Education with mild to moderate and moderate to severe authorizations
 - (c) Special Education with mild to moderate authorization
 - (d) Special Education with moderate to severe authorization
 - (e) Mathematics
 - (f) Chemistry
 - (g) Physics
 - (h) Geosciences
 - (i) Biological sciences
 - (j) Foreign Languages
 - (k) Fine Arts
 - (l) English
 - (m) Social Sciences/Social Studies
 - (n) History
 - (o) Business/Computer Education
 - (p) Multiple Subjects
 - (q) Physical Education
 - (r) Designated Subjects Vocational Education
 - (s) Pupil Personnel Services - Counseling

- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

14. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date, then certificated employees will be ranked by verified years of certificated employee experience as determined by actual step placement on the District Certificated Salary Schedule(s) starting with the greatest number of years to the least number of years.
15. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with a Ph.D. /Ed.D. from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a master's degree from an accredited institution of higher education. Similarly, employees with a master's degree from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing two bachelor's degrees. Similarly, employees with two bachelor's degrees from an accredited institution of higher education will be regarded as having greater seniority for purposes of determining seniority than employees possessing a single bachelor's degree from an accredited institution of higher education.
16. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with double majors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and two minors on their transcripts from accredited institutions of higher education. Similarly, employees with a single major and two minors on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major and single minor on their transcripts from an accredited institution of higher education. Similarly, employees with a single major and single minor on their transcripts from accredited institutions of higher education will be regarded as having greater seniority for purposes of determining seniority order than employees possessing a single major on their transcripts from an accredited institution of higher education.
17. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education starting with the greatest number of credits to the least number of credits.
18. Assuming that the preceding paragraphs do not resolve all ties between certificated employees having the same seniority date then certificated employees will be ranked by total semester credits earned at an accredited institution of higher education after earning a bachelor's degree starting with the greatest number of credits to the least number of credits.
19. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then employees with demonstrated experience supervising or being responsible for school sponsored extracurricular activities will be regarded as having greater seniority for purposes of determining seniority order than certificated employees having no experience supervising school sponsored extracurricular activities.
20. Assuming that the preceding paragraphs do not resolve all ties between employees having the same seniority date, then certificated employees with undergraduate majors in the following subject matter areas, in order of preference, will be regarded as having greater seniority for purposes of determining seniority order:
 - (a) Speech and Language
 - (b) Special Education with mild to moderate and moderate to severe authorizations
 - (c) Special Education with mild to moderate authorization
 - (d) Special Education with moderate to severe authorization
 - (e) Mathematics
 - (f) Chemistry

- (g) Physics
- (h) Geosciences
- (i) Biological sciences
- (j) Foreign Languages
- (k) Fine Arts
- (l) English
- (m) Social Sciences/Social Studies
- (n) History
- (o) Business/Computer Education
- (p) Multiple Subjects
- (q) Physical Education
- (r) Designated Subjects Vocational Education
- (s) Pupil Personnel Services - Counseling
- (t) Pupil Personnel Services - Psychologist
- (u) Early Childhood Education Specialist
- (v) Pupil Personnel Services, Nursing
- (w) Librarian

Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law.

The foregoing Resolution was adopted by the Governing Board of the Oak Park Unified School District on the 2nd day of March, 2022 by the following vote:

AYES: _____

NOES: _____

ABSTAIN _____

ABSENT: _____

President, Governing Board of the
Oak Park Unified School District

I, Denise Helfstein, Clerk of the Governing Board of the Oak Park Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its special meeting held on March 2, 2022.

Clerk, Governing Board of the
Oak Park Unified School District

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: MARCH 2, 2022

SUBJECT: A.5. APPROVE THE REVISED JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF PUPIL SERVICES

ACTION

ISSUE: Shall the Board approve the revised job description for the administrative position of Director of Pupil Services?

BACKGROUND: Staff is recommending that the Board approve revision of the job description for the Director of Pupil Services. With the retirement of our current Director, we felt it was time to update the new job description to reflect the roles of the current position. A copy of the proposed job description is included for the Board's review.

FISCAL IMPACT: None

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.

BOARD GOAL: N/A

ALTERNATIVES:

1. Approve the revised job description for the Director of Pupil Services.
2. Do not approve the revised job description.

RECOMMENDATION: Alternative No. 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
Hardy	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Hardy	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: Director of Pupil Services

This is a part-time or full-time school session position – 200 days

SALARY: Administrative and Confidential Salary Schedule G.1

Work Year: 200 days

DEFINITION:

The Director of Pupil Services, under the direction of the Superintendent, oversees the planning, development, implementation, evaluation, and maintenance of programs for individuals with exceptional needs; oversees Section 504 Plans; coordinates school nursing services; provides training to special education staff, general education staff, administrators, classified staff and parents; monitors program compliance; manages due process cases; provides curricular resources to teachers and specialists; provides consultation and support to site administrators and staff in the area of special education and related services; is responsible for the coordination of special education programs and related services, including mental health services; assists in the supervision of support staff; and does other related duties as directed.

DISTINGUISHING CHARACTERISTICS:

The position classification requires subject matter expertise in special education programs and related services. Directly related administrative and leadership experience is necessary to manage the duties and responsibilities of this position. The job requires the ability to analyze, develop and offer alternative solutions to a variety of complex issues and concerns. Decisions are made by the Director of Pupil Services that have a critical impact on the District goals, and the organization and administration of special education programs and related services. The position classification has basic management responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and classified employees. The incumbent frequently meets with teachers, parents, and support and administrative personnel to influence, motivate and monitor the objectives of the district and department.

ESSENTIAL DUTIES:

May include but are not limited to:

- Observe, supervise, train, consult with, and assist teaching staff and specialists in the development and implementation of individualized education programs (IEPs) for individuals with exceptional needs.
- Evaluate the effectiveness of special education programs and services.
- Implement special education budget planning guidelines and procedures and expenditure control strategies.
- Coordinate the provision of mental health services including developing and monitoring contracts with agencies providing such services.
- Coordinate with the county department of mental health for the provision and oversight of mental health services including residential placements.
- Coordinate curricular resources in the areas of special education, psychological, health, and mental health services.
- Coordinate and oversee Home Hospital and the school nursing services.
- Coordinate and oversee programs and curriculum for identified students aligned with California Common Core State Standards and instructional practices.

- Monitor program compliance in accordance with State and Federal law.
- Provide training and consultation to teachers, support staff, administration, and parents in the areas of special education, to improve instructional capacity and student outcomes.
- Participate with other District personnel in the in-service training of teachers and specialists of categorical programs.
- Serve as liaison between special education and state/private education schools.
- Ensure the due process rights of all students, including those with special education needs.
- Provide leadership in implementing the District's special education goals in compliance with state and federal mandates and in conjunction with Board goals.
- Serve as District representative in special education mediation and due process hearings.
- Coordinate interagency services to all students, including those with special education needs.
- Serve as the administrative designee for IEPs for students transitioning in or out of non-public school placements including residential placements.
- Provide supervision and evaluation of school psychologists, related services staff, certificated staff, classified support staff, and clerical staff.
- Coordinate the allocation of teaching and support staff to each site/program.
- Coordinate the allocation of fiscal resources to each site/program.
- Provide administrative support to principals, assistant principals, and counselors in the areas of IEP and Section 504 management and discipline of students with disabilities.
- Supervise the operation and management of the SIRAS, the District's special education information system.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic assessment strategies for students with exceptional needs;
- Laws, regulations, and Education Code pertaining to special education;
- Principles, practices, and trends in the field of special education;
- Philosophical, educational, fiscal, and legal aspects affecting a school district operation;
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Curriculum and instruction design and delivery systems for students receiving special education services;
- Research and development strategies, processes, and techniques;
- Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques;
- Trends and practices in the professional development of teachers and support staff;
- Continuum of special education services and placement options;
- Recommended practices for students with autism.

Ability to:

- Communicate effectively in oral and written form;
- Effectively utilize computer technology in day-to-day work, including online IEP programs;
- Work cooperatively with parents, community, and colleagues;
- Plan, organize, and coordinate site and district-wide special education programs and services;
- Evaluate and analyze complex problems, issues, and concerns; recommend appropriate alternative solutions; make effective and timely decisions that are student-focused and compliant with all federal, state, and local guidelines;
- Establish and maintain cooperative organizational, public, and educational community relationships.

- Develop and implement budget planning and expenditure control processes and procedures.
- Plan, organize and conduct comprehensive professional development programs for teachers, administrators, paraprofessionals, specialists, and parents

EXPERIENCE AND EDUCATION:

Experience:

Four (4) years of experience as a special education teacher, program specialist, school psychologist, special education or pupil services administrator. At least one (1) year of administrative experience, including direct supervision of programs and staff.

Education:

Equivalent to the completion of a master's of arts degree or higher in special education, educational administration, or closely related field.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the individual is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with managers, employees, students, other government agency officials, professional and community groups, the public and others encountered in the course of work.

CERTIFICATIONS, LICENSES, AND CONDITIONS:

Certification Requirement:

Possession of valid special education, pupil personnel services, or school psychologist authorization. Must have had advanced training and related experience in the education of individuals with exceptional needs and/or pupil services. Possession of a valid California credential authorizing service as a school administrator.

License Requirement:

Possession of a valid driver's license.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: MARCH 2, 2022

SUBJECT: A.6. APPROVE THE REVISED JOB DESCRIPTION FOR THE POSITION OF PROGRAM SPECIALIST

ACTION

ISSUE: Shall the Board approve the revised job description for the administrative position of Program Specialist (Pupil Services)?

BACKGROUND: Staff is recommending that the Board approve revision of the job description for the Program Specialist. The job description has not been updated since the hiring of our current Program Specialist and we wanted the job description to reflect the work that the position is conducting on a daily basis. A copy of the proposed job description is included for the Board's review.

FISCAL IMPACT: None

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.

BOARD GOAL: N/A

ALTERNATIVES:

1. Approve the revised job description for the administrative position of Program Specialist.
2. Do not approve the revised job description.

RECOMMENDATION: Alternative No. 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
Hardy	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST SPECIAL EDUCATION

This is a part-time or full-time school session position – 200 days

SALARY: Administrative and Confidential Salary Schedule G.1

Work Year: 200 days

DEFINITION:

Under the supervision of the Director of Pupil Services performs a variety of administrative duties in the Special Education department relating to professional development, compliance, high profile cases, and staff training and support while collaborating with multiple sites.

ESSENTIAL DUTIES:

The Program Specialist, in consultation/collaboration with and at the direction of the Director of Pupil Services, oversees and supports special education programs, including but not limited to the following duties:

- Ensure the due process rights of all students, including students with disabilities or those suspected of having a disability;
- Establish and maintain effective working relationships with various constituencies;
- Provide training and support of staff in regard to implementation of the laws, policies, guidelines, best practices, and procedures pertaining to special education programs;
- Audit, monitor, and enforce program compliance requirements;
- Serve as a resource to District personnel regarding special education laws and programs;
- Liaison with Tri-Counties Regional Center and parents to facilitate preschooler intakes;
- Liaison with local school districts and/or Ventura County SELPA, including participation in SELPA meetings and other activities related to the position;
- Plan programs, coordinate curricular resources, and evaluate the effectiveness of programs for students with disabilities;
- Supervise and evaluate assigned employees;
- Effectively participate in the IEP process, including the development of all components of legally-compliant IEPs;
- Effectively use and support various data programs, including IEP development/special education database; and perform other related functions as directed, including assistance with/support of the Director of Pupil Services' essential duties.

QUALIFICATIONS:

Skills

- Positive regard for students and dedication to positive student outcomes;
- Knowledge of child development and disabilities;
- Knowledge of multi-tiered systems of support;
- Knowledge of strategies, techniques, and resources to support various disabilities;
- Knowledge of special education and other related education laws, policies, and procedures;
- Ability to analyze and evaluate program activities and to implement procedures designed to comply with laws and to continually improve special education services;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Ability to analyze and interpret instructional and behavioral data to monitor student progress;
- Knowledge in the areas of inclusion, behavior analysis, and positive behavior intervention planning;
 - Knowledge of program assessment and evaluation;

- Ability to promote collaboration, and to mediate and resolve conflicts within and outside the IEP process in a positive manner;
- Knowledge of special education programs and options within and outside the District;
- Ability to utilize principles of supervision, training, and program administration;
- Strong oral and written communication skills; and
- Strong organizational skills.

Experience and Education

- Administrative credential;
- Special education credential, specialist credential/license, or Pupil Personnel Services credential;
- Master's degree (or higher); and
- Five or more years of successful experience directly related to special education

License Requirement:

Possession of a valid driver's license.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: MARCH 2, 2022

**SUBJECT: A.7. APPROVE THE RECLASSIFICATION, REVISED JOB
DESCRIPTION AND SALARY SCHEDULE PLACEMENT FOR THE
POSITION OF DIRECTOR OF EARLY CHILDHOOD EDUCATION**
ACTION

ISSUE: Shall the Board approve the reclassification, revised job description, and salary schedule placement for the administrative position of Director of Early Childhood Education?

BACKGROUND: With the announcement of the retirement of the Director of Early Childhood Education staff is recommending that the Board approve the reclassification from classified to a certificated position and revision of the job description, and salary schedule placement. The revised salary schedule reflects that the position will be part-time or full-time and that we are pursuing a candidate with an Administrative Credential. A copy of the proposed job description and revised salary schedule is included for the Board's review.

FISCAL IMPACT: This is an increase of \$44,487 per 1.0 FTE. That said, the Director of Early Childhood Education will be reduced to a 0.5 FTE in 2022-23. This will result in a savings of \$14,778 for this position.

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.

BOARD GOAL: N/A

ALTERNATIVES:

1. Approve the reclassification, revised job description, and salary schedule placement for the administrative position of Director of Early Childhood Education.
2. Do not approve the reclassification.

RECOMMENDATION: Alternative No. 1

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, MARCH 2, 2022

Approve the reclassification, revised job description, and
salary schedule placement for the administrative position
of Director of Early Childhood Education

Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF EARLY CHILDHOOD EDUCATION

This is a part-time or full-time school session position – 200 days

SALARY: Administrative and Confidential Salary Schedule G.1

DEFINITION:

Under the direction of the Oak Park Unified School District (OPUSD) Superintendent, serves as a preschool director for the Reggio Inspired Oak Park Neighborhood School (OPNS). The Director of Early Childhood Education supervises and leads staff, designs program plans, oversees daily activities, and prepares budgets. They are responsible for all aspects of the program, which may include before- and after-school care.

ESSENTIAL DUTIES: include the following: Other duties may be added.

- Oversee all aspects of the OPNS Preschool, including daily operations & administration, teacher hiring, and parent relations
- Oversee the implementation of a Reggio-inspired educational philosophy for the preschool
- Oversee the preschool personnel files, including all items needed for licensing and accreditation
- Coordinate all aspects of licensing
- Supervise all full-time and part-time preschool teachers and staff
- Oversee all professional development for the preschool staff and coordinate with outside consultants as needed
- Develop and coordinate teacher orientation, training, and perform annual evaluations
- Establish policies and communicate them to staff and parents
- Coordinate preschool parent involvement through the Parent Advisory Board
- Facilitate parent communication
- Assist teachers with tasks as needed (e.g. guidance on setting up field trips, portfolios, administrative tasks, parent meetings, etc.)
- Set student and teacher calendars and class assignments annually
- Coordinate the writing and distribution of all ongoing e-mail communication with families
- Complete school recommendations for children seeking admission in private, public, and charter schools
- Facilitate and support the inclusion of preschool students with disabilities in the preschool program
- Oversee payroll information and submissions to accounting for preschool staff
- Responsible for working with the Assistant Superintendent, Business and Administrative Services, on all budget items for the preschool, including annual budget submission and ongoing oversight of the preschool budget

QUALIFICATIONS:

Knowledge of:

- Developmentally appropriate practices for preschool children
- Developmental milestones as related to preschool-age students
- Operation of office and classroom equipment including a computer and assigned software
- Oral and written communication skills
- Principles and practices of providing work direction and training
- Interpersonal skills using tact, patience, and courtesy
- Applicable sections of the State Education Code and other applicable laws
- Record-keeping and report writing techniques
- Classroom procedures and appropriate student conduct
- Applicable health and safety regulation
- Familiarity with the Reggio Emilia educational approach is essential

- Strong administrative, management and supervisory skills are necessary, along with excellent interpersonal and communication skills with teachers, parents, and children
- Preferred success with desired results utilizing assessment tools such as CLASS, ECERS/ITERS, DRDP, etc
- Tech-savvy; Proficient with all Microsoft Office applications. In addition, proven ability to create professional written means of communication via email, flyers, presentations, etc
- Demonstrated skills in effective verbal communication (1:1, team building, presentations, etc.)
- Proven ability to work effectively and professionally in a supervisory capacity with staff, substitutes, volunteers, parents, and children
- Current Pediatric First Aid/CPR Certification and completed Health and Safety Training or willingness to obtain

EXPERIENCE AND EDUCATION:

Experience:

- Early care and education service in a childcare or preschool program, equaling 350 days of 3+ hours a day within four years, is strongly desired.

Education:

- Minimum of a Bachelor's Degree in Early Childhood Education, Education, or a closely related field
- Prior experience in an administrative position working with children required, with at least 3 years of experience in a preschool setting
- Familiarity with the Reggio Emilia educational approach is essential
- Strong administrative, management and supervisory skills are necessary, along with excellent interpersonal and communication skills with teachers, parents, and children

CREDENTIAL/LICENSE REQUIRED:

- California Administrative Services Credential
or
- California state Child Development Site Supervisor or Program Director Permit or the ability to obtain one
- Basic First Aid and CPR shall be obtained within the first six months of employment and certification maintained
- Possession of a valid driver's license.
- Per Senate Bill 792 Health & Safety Code 1596.7995 - required to be immunized against influenza, pertussis, and measles. In addition, each employee shall receive an influenza vaccination between August 1 and December 1 of each year.

WORKING CONDITIONS

- Indoor and outdoor classroom environment

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYEE

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE AND CONFIDENTIAL SALARY SCHEDULE
2022-23 SCHOOL YEAR**

Proposed Board Approval: March 2, 2022

Proposal 3.2.2022

Effective: July 1, 2022

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

Annual stipend of \$1,000.00 for Doctorate.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: MARCH 2, 2022
SUBJECT: A.8. REVIEW AND DISCUSS STUDENT OUTCOME DATA
INFORMATION/DISCUSSION

ISSUE: Shall the Board review and discuss student outcome data?

BACKGROUND: District and site administrators have prepared a comprehensive presentation of student data for the Board to discuss. This data includes state assessments, D/F lists, universal screening, social emotional data, and more. Also included are current or planned actions to support student learning and connectedness. Throughout the presentation, data points are connected to District or LCAP goals. The presentation is available at: <https://bit.ly/33XTzbW>

FISCAL IMPACT: None

BOARD POLICY: Pursuant to Board Policy 6190: The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall provide the Board and the community with regular reports on student achievement.

GOAL: In Support of District Goals:
Goal 1B: Provide multi-tiered systems of support to all students, especially students not performing at grade level, based on student assessment data gathered at the beginning of the school year and at multiple points during the school year.
Goal 2A: Each school site will develop a plan to articulate the Climate of Care with measurable outcomes to ensure all students feel valued, honored, and connected to their school.
Goal 2D: Evaluate and improve processes for student access to courses and counselors including increased academic and college counseling.
Goal 2E: Maintain our relationship with Challenge Success at MCMS and OPHS and explore expansion of this program.
Goal 3: Inform and prepare students for college and career success.
Goal 5B: Provide opportunities to a wide segment of the school population with the goal of meeting equity guidelines.

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

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent