

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1047

DATE: November 16, 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

11/13/2021

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

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

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 regular meeting agenda, or on any issue within the jurisdiction of the Governing Board. Individual speakers will be allowed three minutes or 250 words to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. 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 November 16, 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, December 14, 2021

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.

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**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1047
November 16, 2021**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G9**. 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 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 organizations: Oak Park Teachers Association and Oak Park Classified Association

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Recognition to Brad Anderson, School Crossing Guard
2. Remarks from Board Members
3. Report from Student Board Member

11/13/2021

4. Remarks from Superintendent
5. Report from Oak Park Education Foundation
6. Report on Club Oak Park and Recognition of Ashley Palmieri, Red Oak Elementary School Club Oak Park Site Leader
7. Report on Measure S Bond Program
8. 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 October 19, 2021 and Special Closed Session Meeting held October 26, 2021](#)

Board Bylaw 9324 requires Board approval of minutes from previous meetings.

b. [Approve Public Employee/Employment Changes 01CL25335-01CL25378 & 01CE11297-01CE11330](#)

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

c. [Ratify Purchase Orders - October 1 – October 31, 2021](#)

Board Policy 3300 requires Board approval of Purchase Orders

d. [Approve Overnight Trip for Oak Park High School Girls Soccer Team to Bay Back Invitation – Newport Beach CA – December 3-5, 2021](#)

Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. CURRICULUM AND INSTRUCTION

a. [Review and Discuss Student Data Related to Placement in Mathematics Courses](#)

Board Policy 6152.1 requires the Board and Superintendent to annually review student data related to placement in mathematics courses offered at district 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 in a disproportionate manner on the basis of any subjective or discriminatory basis

b. [Review and Discuss 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 plan is being presented at this meeting prior to adoption at the December 14, 2021 meeting.

3. BUSINESS SERVICES

a. [Approve Joint Use Agreement of Facilities with Proactive Sports](#)

Pursuant to Board Policy 1330 Use of School Facilities - As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds

b. [Ratify Agreement for Grass Mowing Services with Enhanced Landscape](#)

Board Policy 3312 requires Board approval for contracts for services

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

Board Policy 3312 requires Board approval for contracts for services

4. HUMAN RESOURCES

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

Board approval required for classified holiday calendars

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

Board approval required for Memoranda of Understanding with collective bargaining units

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

Board approval required for Memoranda of Understanding with collective bargaining units

5. BOARD

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

Education Code 35143 requires the Board to select its organizational meeting date. Pursuant to Education Code Section 35143, the Governing Board of each School District must hold its 2021 Annual Organizational Meeting between December 10 - 24, 2021 (inclusive).

6. BOARD POLICIES

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

Board policy updated to add new note to reflect that districts are obligated to comply with COVID-19 mitigation requirements from multiple jurisdictional authorities including the California Department of Public Health (CDPH), the California Division of Occupational Safety and Health (Cal/OSHA), and local health authorities, to reflect guidance from CDPH and Cal/OSHA's COVID-19 prevention program, and reflect requirements for districts to create and post COVID-19 safety plans. Policy updated to direct the Superintendent and/or designee to establish and maintain a COVID-19 safety plan that complies with public health guidance of CDPH, the requirements of Cal/OSHA, any orders of state or local health authorities, and any other applicable law and/or health order(s) and to omit specific details regarding COVID-19 mitigation practices due to the evolving nature of public health guidance. Policy updated to reflect NEW LAW (AB 86, 2021) and NEW LAW (AB 130, 2021) requiring the reporting of specified COVID-19 cases to CDPH and requiring the reporting of other information to the California Collaborative for Educational Excellence (CCEE). Policy updated to reflect NEW LAW (AB 86, 2021) and NEW LAW (AB 130, 2021) requiring districts that receive Extended Learning Opportunities (ELO) grant funding to implement a learning recovery program that provides supplemental instruction, support for social-emotional well-being, and to the maximum extent permissible as specified in U.S. Department of Agriculture guidelines, meals and snacks, to eligible students. Policy also updated to include promising practices for reengaging chronically absent students and to direct the Superintendent or designee to ensure the continuity of instruction for students who may be under a quarantine order to stay home by offering such students independent study or other instructional delivery channels that allows the student to continue to participate in the instructional program to the greatest extent possible.

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

Board Policy updated to reflect court decision holding that a provision in a collective bargaining agreement that directly conflicts with the Education Code cannot be enforced. Policy also adds language clarifying that, whenever a law conflicts with a provision in the collective bargaining agreement, the law will prevail.

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

Board Policy updated to reflect law authorizing a district to petition, on behalf of an employee, for a gun violence restraining order prohibiting a person from owning, purchasing, possessing, or receiving a firearm. Policy also reflects law requiring a district to provide reasonable accommodations, upon request, to an employee who is a victim of domestic violence, sexual assault, or stalking. Policy adds a requirement of law to inform administrators and counselors, along with teachers, regarding certain crimes and offenses committed by students. Regulation updated to more directly reflect law requiring a report to law enforcement of any attack, assault, or physical threat made against an employee by a student. Material in section on "Notice Regarding Student Offenses" reorganized to clarify the required notifications that must be made to staff pertaining to (1) student offenses that are grounds for suspension or expulsion and (2) any report received from a court that a student has been found to have committed a felony or misdemeanor involving specified offenses. In that section, paragraph on notifications that may be provided by a district police or security department deleted and moved into Note since its applicability is limited. New section on "Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking" reflects law requiring a district to provide reasonable accommodations, including, but not limited to, safety procedures or adjustments to a job structure, workplace facility, or work requirement, upon the request of an employee who is a victim of domestic violence, sexual assault, or stalking.

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

Board Policy updated to clarify that districts are not required, but are authorized, to include age-appropriate and culturally sensitive child abuse prevention curriculum in the instructional program, add material regarding displaying posters on campus notifying students of the appropriate telephone number to call to report child abuse or neglect, include the requirement for student identifications cards for students in grades 7-12 to include the National Domestic Hotline telephone number, and clarify that the training regarding duties of mandated reporters be according to law and administrative regulation. Regulation updated to reflect NEW LAW (AB 1145, 2020) which amends the definition of sexual assault for purposes of mandated reporting to not include voluntary conduct in violation of Penal Code 286, 287, or 289 (sodomy, oral copulation, or sexual penetration) if there are no indicators of abuse unless such conduct is between a person who is 21 years of age or older and a minor who is under 16 years of age. Regulation also adds licensees of licensed child day care facilities to the list of mandated reporters, reflects that the California Department of Justice form is now titled BCIA 8572, clarifies that when a staff member or volunteer aide is selected by a child to be present at an interview where child abuse is being investigated that the principal or designee inform the person of specified requirements prior to the interview, and reflects NEW STATE REGULATION (Register 2020, No. 21) which authorizes parents/guardians of special education students to file a complaint with CDE for safety concerns that interfere with the provision of a free appropriate public education pursuant to 5 CCR 3200-3205 rather than through uniform complaint procedures.

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

Board Policy updated to expand material regarding stakeholder engagement and best practices for suicide prevention, intervention, and postvention, and for consistency with CDE's Model Youth Suicide Prevention Policy, including an enhanced list of participants for staff development, the importance of resiliency skills to student instruction, the review of materials and resources for alignment with safe and effective messaging, information to be provided to parents/guardians and caregivers, and the establishment of district and/or school site crisis intervention team(s). Policy also updated to clarify that the policy may be reviewed more frequently than the five-year review requirement of law, and that district data pertaining to reports of suicidal ideation, attempts, or death and data that reflect school climate be

periodically reviewed to aid in program development. Regulation updated to expand the section on "Staff Development" by adding to the list of participants for suicide prevention training, topics to be included in such training, and additional professional development for specified groups and to enhance the section on "Instruction" by adding to the list of topics to be taught and authorizing the development and implementation of school activities that raise awareness about mental health wellness and suicide prevention. Regulation also updated to include, for districts that have crisis intervention teams, the contact information for district and/or school site crisis intervention team members, add that school counselors may disclose a student's personal information to report child abuse and neglect as required by law, and include providing comfort to a student who has attempted or threatened to attempt suicide.

f. [Approve Amendment to Board Policy 5145.12 Search and Seizure](#)

Board Policy updated to reflect court decision upholding a school policy that called for limited searches without individualized suspicion if students left campus and returned in the middle of the day. Policy also updated to reflect law which places restrictions on searches of electronic devices such as cellular phones, court decision regarding searches of lockers without individualized suspicion, and court decision upholding policy of random weapons screening with a handheld metal detector.

g. [Approve Amendment to Board Policy 5145.9 Hate Motivated Behavior](#)

Board Policy updated to bolster the governing board's commitment to providing a respectful, inclusive, and safe learning environment, including adding a definition of hate-motivated behavior which incorporates a list of characteristics which may motivate prohibited behavior, reflecting the importance of celebrating diversity, enhancing the list of topics for student instruction and staff development, adding material regarding regularly occurring staff training, and including student and staff discipline for engaging in hate-motivated behavior. Policy also updated to include the requirement to post the policy in a prominent location on the district's web site and add that, in addition to other staff listed, complaints may be reported to the district's compliance officer.

VII. INFORMATION ITEMS

1. [Monthly Cash Flow Report](#)
2. [Monthly Measure S Status Report](#)
3. [Monthly General Fund Budget Report](#)
4. [Month 2 Enrollment and Attendance Report for the 2021-2022 School Year](#)

VIII. FUTURE AGENDA ITEMS

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

IX. OPEN DISCUSSION

X. ADJOURNMENT:

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

**MINUTES OF REGULAR BOARD MEETING 10-19-2021 #1045
BOARD OF EDUCATION**

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 5:02 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

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 Supervisors, Interpreter, Department Clerk, Instructional Assistant I – Reading/Literacy, Instructional Assistant I – DK Art, Instructional Assistant I – PE, Instructional Assistants I –Math, Instructional Assistant III – Reading/Literacy, Instructional Assistant III – Behavior, Instructional Assistant III – ELL, Instructional Assistants I Temps – Literacy and Numeracy, Food Service Assistant I, Food Service Assistant I Sub, Guest Teachers, Literacy and Numeracy Intervention Teacher
- 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
- D. SUPERINTENDENT’S GOALS**

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

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:09 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

Nikita Manyak, Student Board Member

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. Enoch Kwok, Director of Technology, 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 September 22, 2021 Special Meeting and also no action was taken in the closed session at tonight's meeting.

ADOPTION OF AGENDA

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

PUBLIC SPEAKERS

There were two public speakers at this meeting. One comment was submitted via the online comment form on a non-agenda item, and President Rosen read the comment. The second speaker submitted a comment card in person and addressed the Board when Agenda item B.4.b. was called.

OPEN COMMUNICATIONS/PRESENTATIONS

BOARD REPORTS/PRESENTATIONS/RECOGNITIONS

The Board recognized the following:

- **National Merit Semifinalists** from OPHS class of 2022.
- **Ed Park**, President of Oak Park Performing Art Alliance with the Partners in Education Award.
- **Joshua McAlister**, Co-chair of Athletic Booster Club with the Partners in Education Award.
- ***Oak Park High School Administrators and staff*** for being named a 2021 National Blue Ribbon School

REPORT FROM BOARD MEMBERS/SUPERINTENDENT

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 also shared that he was appointed as the Chairperson of Oak Park Recreation and Park Committee. Derek congratulated the awardees tonight and gave a shout-out to the Disney Choir concert performers.

Board Member Tina Wang congratulated the National Merit Semifinalists, the Partners in Education award recipients, and the Oak Park High School staff on the National Blue Ribbon Award. Tina thanked and acknowledged the District and School Administrators for their hard work in recognition of the Week of the School Administrators. Tina attended the Diversity and Equity Task Force, the Curriculum

Council, Ventura County School Boards Association Meeting. Tina applauded the ASB and OPHS staff on organizing a successful homecoming dance.

Denise Helfstein congratulated the National Merit Semifinalists, the Partners in Education Award recipients. She stated that she was proud of our district's commitment to keeping our community safe by implementing robust testing and contact tracing protocols and all the staff's efforts to contain the virus at our schools. Denise attended the Safe Kids Task Force, the GATE DAC meeting, Ventura County School Boards Association Meeting. She expressed her gratitude to the high school staff for organizing a safe Homecoming dance. Denise attended the Putnam County Spelling Bee production. Denise acknowledged the school and district administrators on the occasion of the Week of the School Administrators, thanked them for their dedication, and expressed her gratitude to have our students back on campus. Denise wished the class of 2022 all the best in their college application and future plans.

Board Member Drew Hazelton congratulated Ed Park and Josh McAlister on the Partners in Education Award. Drew reported that he attended the Calendar Committee, Measure S meeting, and deep-dive meeting on the needs assessment.

Board Member Allen Rosen congratulated the Partners in Education Award Recipients, the National Merit Semifinalists, and the Oak Park School Staff on receiving the National Blue Ribbon School Award.

Superintendent Dr. Jeff Davis congratulated National Merit Semifinalists, Ed Park and Josh McAlister on receiving the Partners in Education Award, the Oak Park High School on being named a National Blue Ribbon School, and thanked the staff and families for their hard work and dedication to our teachers and staff, counselors, and administrators. Dr. Davis thanked the school sites and the district office staff for their hard work and dedication. Dr. Davis provided an update on athletics, his activities, the classrooms he has visited, and the various arts and music performances happening in the district.

REPORT FROM OAK PARK EDUCATION FOUNDATION

Scott Star, Chair of Oak Park Education Foundation provided a report on fundraising and programs supported by the foundation.

UPDATE ON COVID-19 IMPACT ON OAK PARK USD SCHOOLS

Dr. Jeff Davis, Superintendent, and Mr. Brad Benioff, Director of Student Support and School Safety, shared updates on the Governor's vaccine mandate, COVID dashboard, the work of the COVID Safety Team, Bi-weekly surveillance testing happening at the elementary schools, the athletics, band and choir testing at the secondary schools. Dr. Davis also shared that the daily temperature checks at the schools have not resulted in identifying any symptomatic individuals. The District proposed stopping the daily temperature screening at the secondary schools effective November 1, 2021. Families are still required to conduct daily at-home symptom screening before students come to school. At the elementary schools, the daily temperature screening will continue until further notice. Dr. Davis also shared that volunteers need to provide proof of being fully vaccinated and, once cleared, will be allowed to volunteer in the classrooms. The addition of parent volunteers in the classroom will help the teachers, especially at the elementary levels.

REPORT FROM OAK PARK EDUCATION FOUNDATION

There was no report from the Oak Park Education Foundation

REPORT FROM THE OAK PARK MUNICIPAL ADVISORY COUNCIL

Jane Nye, chair of the Oak Park MAC submitted a written report which was read by Board President Allen Rosen.

B.1. CONSENT AGENDA

On motion of Tina Wang, seconded by Drew Hazelton, 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 September 14, 2021 and Special Meeting held September 22, 2021](#)
- b. [Approve Public Employee/Employment Changes 01CL25287-01CL25334 & 01CE11089-01CE11296](#)
- c. [Ratify Purchase Orders - September 1 – September 30, 2021](#)
- d. [Approve Quarterly Report on Williams Uniform Complaints – October 2021](#)
- e. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- f. [Approve Overnight Trip for Oak Park High School Fall Sports Teams who Qualify for CIF Playoffs](#)
- g. [Approve Out of State Travel for Staff to Attend the National Blue Ribbon Schools Award Ceremony in Washington, D.C. – November 3-6, 2021](#)
- h. [Approve Student Teaching Agreement with Western Governors University, Utah October 2021 Thru October 2024](#)
- i. [Approve Student Teaching Agreement with California State University Northridge for 2021 – 2022](#)

B2. CURRICULUM AND INSTRUCTION

- a. [Approve Elementary and Secondary School Emergency Relief \(ESSER\) III Expenditure Plan](#)

Dr. Jay Greenlinger and Mr. Adam Rauch outlined how the planned expenditure of the ESSER III funds, as well as an overview of the other COVID-19 relief funds received by the district.

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

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

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

- c. [Approve Consultant Agreement for Elementary and Middle School Garden Program](#)

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the Consultant Agreement for Elementary and Middle School Garden Program. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

B3. BUSINESS SERVICES

- a. [Discussion of Potential Measure S General Obligation Bond Issuance, Series C](#)

OPUSD's Bond Financial Advisor Tim Carty of Piper Jaffray presented information on the District's Bond Measure S. The board discussed a potential Series C issuance of Measure S bonds and the various bond structuring options available.

- b. [Approve Joint Use Agreement of Facilities with Proactive Sports](#)

The Board asked that the staff work with PSP to revise the agreement to include specific language stating the benefit to the school if the district enters into a joint-use agreement. The board also requested staff ensure that there is no conflict with the school's field needs.

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education tabled the Approve Joint Use Agreement of Facilities with Proactive Sports. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

B4. BOARD

a. [Approve the Oak Park USD's Comprehensive Communication Plan](#)

The Board asked how the plan would be shared with the staff and families. Ragini Aggarwal, the District Communications Coordinator informed the Board that she will be sharing the plan in stages using the weekly communication channel outlined in the plan.

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved the Oak Park USD's Comprehensive Communication Plan. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

b. [Approve District Instructional Calendars for 2022-2023 and 2023-2024](#)

Public Speaker Cathy Lory, OPHS Math Department Chair and Calendar Committee member and representative of the OPTA shared with the Board the process followed by the District Calendar Committee which met on September 28, 2021.

On motion of Tina Wang seconded by Drew Hazelton, the Board of Education approved the District's Instructional Calendars for 2022-2023 and 2023-2024. 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 Classified Association regarding increasing hours of Special Education Instructional Assistants](#)

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved the Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Classified Association regarding increasing hours of Special Education Instructional Assistants. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

B5. BOARD POLICIES

a. [Approve Amendment to Board Policy 1313 Civility](#)

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the amendment to Board Policy 1313 Civility as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

b. [Approve Amendment to Board Policy 3452 Student Activity Funds](#)

On motion of Tina Wang, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 3452 Student Activity Funds as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

c. [Approve Amendment to Board Policy and Administrative Regulation 3511.1 Integrated Waste Management](#)

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 1313 Civility as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

d. [Approve Amendment to Board Policy 3600 Consultants](#)

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education approved the amendment to Board Policy 1313 Civility as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

e. [Approve Amendment to Board Policy 7210 Facilities Financing](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy 1313 Civility as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

f. Annual Review of Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment – First Reading

On motion of Drew Hazelton, seconded by Tina Wang, the Board of Education approved the annual review of Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No – 0. Absent – 0.

g. Annual Review of Board Policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities – First Reading

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the annual review of Board Policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities 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 and update on the elementary innovation labs. Staff shared the current status and also reported that they would bring this as an agenda item for discussion at an upcoming meeting.

X. ADJOURNMENT

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the Regular meeting held on October 19, 2021 is declared adjourned at 9:47 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

10-26-2021 #1046

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the special meeting to order at 5:02 p.m. at Oak Park Unified District, Conference Room, 5801 Conifer Street, Oak Park.

FLAG SALUTE

Allen Rosen led the Pledge of Allegiance to the Flag.

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 and Mr. Stew McGugan, Assistant Superintendent, Human Resources, Mr. Adam Rauch, Assistant Superintendent Business Services, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

ADOPTION OF AGENDA

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

PUBLIC COMMENTS

None

**A. RECESS TO CLOSED SESSION FOR DISCUSSION AND/OR ACTION ON THE
FOLLOWING ITEMS AT 5:03 pm:**

- 1. 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

There being no further business before this Board, the Special meeting held on October 26, 2021 is declared adjourned at 6:56 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: NOVEMBER 16, 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
CL25335	Joubin (Jay) Kohan	Campus Supervisor	10/25/2021	General	\$16.75	MCMS
CL25336	Randall McLelland	College and Career Center Technician	10/18/2021	General	\$23.52	OPHS
CL25337	Teri Chapman	Food Service Assistant I	11/1/2021	Fund 130	\$17.72	MCMS
CL25338	Elizabeth Sheinkopf	Instructional Assistant I Literacy & Numeracy	10/25/2021	ELO	\$19.43	ROES
CL25339	Laura (Sissie) Torrance	Instructional Assistant II SpEd	11/1/2021	Special Ed	\$22.28	MCMS
CL25340	Ashleigh Rodriguez	Instructional Assistant III Behavior	10/25/2021	Special Ed	\$21.26	OHES
CL25341	Stefanie Colvig	Instructional Assistant III Behavior	10/25/2021	Special Ed	\$22.52	OHES
CL25342	Amber Clements	Instructional Assistant III Behavior	11/1/2021	Special Ed	\$23.89	BES
CL25343	Debra Dobbie	Instructional Assistant I Literacy & Numeracy	11/15/2021	ELO	\$20.57	BES
CL25344	Alberto Blanco	Instructional Assistant I Computer Lab	11/15/2021	PTA	\$19.58	BES
CL25345	Asya Zoolman	Student Data Systems Specialist	11/15/2021	General	\$33.97	DO
CL25346	James Curry	Custodian Sub	11/15/2021	General	\$19.83	DO
CL25347	Ian Costanzo	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2021	Coaches, Athletics	TBD	OPHS
CL25348	Ariana Roberts	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2021	Coaches, Athletics	TBD	OPHS
CL25349	Derek Hale	Walk-On-Coach - Not to Exceed \$3,500.00	11/1/2021	Coaches, Athletics	TBD	OPHS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL25350	Gretchen Van Fossen	PSAT Co-Coordinator	10/16/2021	PSAT exams	\$185.00	OPHS
CL25351	Susan Shiny	PSAT Non Standard Proctor Co-Coordinator	10/16/2021	PSAT exams	\$185.00	OPHS
CL25352	Traci Barron	PSAT Proctor	10/16/2021	PSAT exams	\$130.00	OPHS
CL25353	Jennifer Burstein	PSAT Proctor	10/16/2021	PSAT exams	\$130.00	OPHS
CL25354	Debbie Goodnough	PSAT Proctor	10/16/2021	PSAT exams	\$130.00	OPHS
CL25355	Hannie Low	PSAT Proctor	10/16/2021	PSAT exams	\$130.00	OPHS
CL25356	Jerry Frizell	PSAT Proctor	10/16/2021	PSAT exams	\$130.00	OPHS
CL25357	Roxy Mora	PSAT Proctor	10/16/2021	PSAT exams	\$130.00	OPHS
CL25358	Jennifer Burstein	Cell Phone Allotment	10/1/2021	General	\$315.00	OPIS
CL25359	Debbie Church	Cell Phone Allotment	10/1/2021	General	\$315.00	MCMS
CL25360	Susan Crumpley	Cell Phone Allotment	10/1/2021	General	\$315.00	ROES
CL25361	Michelle DiCamillo	Cell Phone Allotment	10/1/2021	General	\$315.00	OPHS
CL25362	Maureen Frey	Cell Phone Allotment	10/1/2021	General	\$315.00	OHES
CL25363	Linda Roberts	Cell Phone Allotment	10/1/2021	General	\$315.00	OVHS
CL25364	Virginia Standing	Cell Phone Allotment	10/1/2021	General	\$315.00	BES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL25365	Hannie Low	Library Tech to Department Secretary Tech Dept.	10/12/2021	General	\$25.91	DO
CL25365	Michael Best	Instructional Assistant I L&N from Campus Sup	10/27/2021	ELO	\$18.31	BES
CL25366	Michael Crumpley	Instructional Assistant II SpEd from Sub	10/25/2021	Special Ed	\$22.28	OPHS
CL25367	Krystal Creviston	Instructional Assistant II SpEd Site Change	10/27/2021	Special Ed	\$22.28	OHES
CL25368	Danielle Hazlewood	Instructional Assistant II SpEd Site Change	10/27/2021	Special Ed	\$22.28	ROES
CL25369	Stacy Watson	Instructional Assistant III Reading/Literacy from IA I Literacy	11/1/2021	General	\$24.98	ROES

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL25370	Julie Prince	College & Career Technician	10/18/2021	Resignation	\$23.52	OPHS
CL25371	Michael Best	Campus Supervisor	10/26/2021	Resignation	\$17.72	OPHS
CL25372	Margaret Edison	Health Services Technician Rover	10/28/2021	Resignation	\$22.28	District Wide
CL25373	Rebecca Sixbey	Extended Care Assistant Leader	10/28/2021	Resignation	\$20.04	BES
CL25374	Gavin Nealon	Instructional Assistant I L&N	10/29/2021	Resignation	\$18.31	BES
CL25375	Stacey Jensen	Instructional Assistant I Math	11/8/2021	Resignation	\$20.57	OHES
CL25376	Michele Philips Williams	Instructional Assistant III Literacy	10/22/2021	Resignation	\$24.98	ROES
CL25377	Amy Alameida	School Psych Intern	11/2/2021	Resignation	Stipend	MCMS/OPHS
CL25378	Soyon Hardy	Interpreter	10/14/2021	Resignation	\$20.00	DO

Prepared by:

Stew McGugan Assistant Superintendent /Human Resources

Respectfully Submitted,

 Jeff Davis, Ed.D
 Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site
01CE11297	Jay Knee	Guest Teacher	10/07/2021	General	Districtwide
01CE11298	Maria Jimenez	Temp Position (conducting assessments)	10/11/2021	SPED	Pupil Serv.
01CE11299	Olivia Kepler	Guest Teacher	10/14/2021	General	OPIS
01CE11300	Michele Williams Philips	Literacy & Numeracy Intervention Teacher	10/25/2021	ELO	ROES
01CE11301	Suzanne Lynn	Guest Teacher	11/1/2021	General	Districtwide
01CE11302	Alyson Redding	Guest Teacher	11/2/2021	General	BES

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11303	Michelle Williams	GATE Coordinator	10/11/2021	LCAP	\$700.00	OHES
01CE11304	Stacy McClamma	Chorus Director	10/11/2021	ELO	\$1,450.00	ROES
01CE11305	Chris Meyer	PSAT Proctor	10/16/2021	PSAT	\$130.00	OPHS
01CE11306	Tony Peluce	PSAT Proctor	10/16/2021	PSAT	\$130.00	OPHS
01CE11307	Brenda Pasqua	PSAT Proctor	10/16/2021	PSAT	\$130.00	OPHS
01CE11308	Russ Peters	PSAT Proctor	10/16/2021	PSAT	\$130.00	OPHS
01CE11309	Allan Prescott	PSAT Proctor	10/16/2021	PSAT	\$130.00	OPHS
01CE11310	Rob Hall	Game Manager Girls' Volleyball	08/17/2021	ASB	\$1,470.00	OPHS
01CE11311	Katie Wilsker	Advisory Coordinator (2020-2021 School Yr)	09/01/2020	PFA	\$1,000.00	MCMS
01CE11312	Aaron Shaw	Varsity Head Coach, Boys Basketball	11/01/2021	Site	\$3,500.00	OPHS
01CE11313	Tim Chevalier	Varsity Ass. Coach, Boys Basketball	11/01/2021	ASB	\$2,500.00	OPHS
01CE11314	Kathryn Klamecki	Varsity Head Coach, Girls Soccer	11/01/2021	Site	\$3,500.00	OPHS
01CE11315	Brittany Gibson	Frosh Head Coach, Girls Soccer	11/01/2021	Site	\$2,000.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site
01CE11316	Katelyn Wilsker	Baby Bonding	10/11/2021	General	MCMS
01CE11317	Anna Mendez	Add'l hrs Diversity & Equity Lessons (10 hrs. max)	08/09/2021	ELO	OPHS
01CE11318	Francisco Henning	Add'l hrs Diversity & Equity Lessons (10 hrs. max)	08/09/2021	ELO	OPHS
01CE11319	Jenny Charrett	Add'l hrs Diversity & Equity Lessons (10 hrs. max)	08/09/2021	ELO	OPHS
01CE11320	Jennifer Hankins	Add'l hrs Develop Special Activities (10 hrs. max)	08/09/2021	ELO	OPHS
01CE11321	Stacey Altman	Maternity Leave	10/18/2021	General	BES
01CE11322	Doreen Oswaks	Add'l hours for support to IEP students	10/25/2021	SPED Learn. Rec. Supp.	OPHS
01CE11323	Alyssa Santos	Add'l hours for support to IEP students	10/25/2021	SPED Learn. Rec. Supp.	OPHS
01CE11324	Rebecca Custodio	Add'l hours for support to IEP students	10/25/2021	SPED Learn. Rec. Supp.	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site
01CE11325	Fatima Hernandez	Saturday School	08/13/2021	General	MCMS
01CE11326	Teresa Hogan	Add'l hrs supervision (before school & lunch)	10/18/2021	Site	MCMS
01CE11327	Frances Hermosillo	Add'l hrs supervision (before school & lunch)	10/18/2021	Site	MCMS
01CE11328	Brittany Gibson	Add'l hrs supervision (before school & lunch)	10/18/2021	Site	MCMS
01CE11329	Albert Calce	Add'l hrs supervision (before school & lunch)	10/18/2021	Site	MCMS
01CE11330	Kimberly Winthrop	Medical Leave	11/08/2021	General	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: NOVEMBER 16, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – OCTOBER 1 THROUGH OCTOBER 31, 2021

CONSENT

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

BACKGROUND: Purchase Order Report listing all purchase orders issued during the reporting period is included for the Board review. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account. The Board is requested to ratify the purchase order from October 1 through October 31, 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 10/01/2021 - 10/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100	Approved Textbooks and Core Cu				
P22-00279	Houghton Mifflin Harcourt	005	21/22 OPIS SRI License	010-4100	1,000.00
P22-00298	Flinn Scientific, Inc	005	OPHS Replacement Balances for Chemistry	010-4100	5,521.23
P22-00299	Underwood Distributing Co.	005	OPHS Scientific Calculators	010-4100	4,425.56
Total:010-4100 Approved Textbooks and Core Cu					10,946.79
010-4200	Other Books and Reference Mate				
P22-00248	McGraw-Hill School Education Holdings, LLC	005	OHES NUMBER WORLDS ADDITIONAL TE	010-4200	1,814.47
P22-00280	McGraw-Hill School Education Holdings, LLC	005	Additional Number Worlds Student Workbooks	010-4200	388.88
P22-00286	Brain POP LLC	012	PFA: BrainPop	010-4200	2,395.00
P22-00291	Cpm Educational Program	005	Additional TE & Online License	010-4200	306.43
Total:010-4200 Other Books and Reference Mate					4,904.78
010-4330	Other Materials and Supplies N				
B22-00042	Document Systems	012	Open PO for all copiers & printers	010-4330	2,000.00
B22-00166	Discount School Supply	023	Misc. Art supplies	010-4330	500.00
B22-00197	Discount School Supply	023	Additional costs of supplies.	010-4330	500.00
B22-00198	Carlson's Building Materials	004	2021/22 Masonry Materials & Supplies	010-4330	500.00
P22-00244	Christopher C Fick dba Uncle Chris' Italian Ice	012	ELO: 7th Grade Orientation	010-4330	900.00
P22-00245	Teaching Channel, Inc.	005	21/22 MCMS Teaching Channel Subscription	010-4330	2,399.60
P22-00247	HEINEMANN	005	21/22 Elementary VUOS Writing	010-4330	6,980.00
P22-00268	NetSupport Incorporated	013	Oth/Supp/Software Sys/CTEIG	010-4330	1,297.65
P22-00273	Fresh Air Shirts	004	New Acrylic Panel for Scoreboard Sign @OPHS	010-4330	273.75
P22-00287	J.R. Associates	005	Choir Masks	010-4330	1,340.78
P22-00288	J.W. Pepper & Son Inc	005	Music Sheets for Choir	010-4330	232.67
P22-00290	Carolina Biological Supply Co	013	oth/Supply/Science/PFA	010-4330	591.70
P22-00292	Training Room, Inc.	013	Oth/Suppl/Instructional	010-4330	666.88
P22-00293	SOS Survival Products	013	Oth Suppl/Instructional	010-4330	584.89
P22-00295	Canyon Tile & Stone	004	2021/22 Tile for restrooms as needed districtwide	010-4330	250.00
Total:010-4330 Other Materials and Supplies N					19,017.92
010-4410	Equipment New Non-Capitalized				
T22-00015	MJP Technologies Inc	007	Display Panel Relocation Service	010-4410	3,643.50
Total:010-4410 Equipment New Non-Capitalized					3,643.50
010-5200	Travel and Conference				
P22-00270	La County Office Of Education	005	2021 PD for Lauren Cantillon	010-5200	125.00
P22-00275	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	015	Transportation - Field Trip	010-5200	725.00

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 6

Includes Purchase Orders dated 10/01/2021 - 10/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P22-00282	California Science Center	015	CA Science Center FT	010-5200	263.00
P22-00297	VCOE	006	VCOE Classified Professionals Symposium 11.16.2021	010-5200	360.00
Total:010-5200 Travel and Conference					1,473.00
010-5300	Dues and Memberships				
P22-00260	CSF/CJSF Central Office	012	Disc: CJSF Dues	010-5300	35.00
Total:010-5300 Dues and Memberships					35.00
010-5600	Rents, Leases, and Repairs				
P22-00211	Riddell/All American Sports Cp	013	Athletic Helmets Reconditioning	010-5600	4,031.50
P22-00250	Reliable Cabling Solutions	004	Camera installation @OPHS field	010-5600	7,489.00
P22-00251	Reliable Floor Coverings, Inc	004	Replace vinyl plank in the DO	010-5600	1,230.00
P22-00253	Hughes General Engineering	004	Repair damaged concrete in front of school@MCMS	010-5600	8,480.00
P22-00254	REC Solar Commercial Corp	004	Troubleshoot Inverter B3 Medea Creek Middle School	010-5600	1,453.31
P22-00256	Taft Electric Company	004	Parking Lot Light Reinstallatation ROES	010-5600	8,300.00
P22-00257	Fence Factory	004	Supply and install Gates Softball field @OPHS	010-5600	2,351.39
P22-00258	Pacific Floor Company	004	Gym Floor Recoat at Oak Park High School	010-5600	4,656.00
P22-00259	Morales Exterminating Co. Inc	004	Termite Treatment for classrooms at OPNS	010-5600	3,135.00
P22-00274	Richard Smith dba Conejo Emergency Plumbing	004	Install faucets at Red Oak Elementary School	010-5600	1,800.00
P22-00276	Controlled Elements Corp	004	Installation of Reme Halo Air Purification Kits	010-5600	2,450.00
P22-00294	JK Marble Maintenance Inc.	004	Repair chip in monument at OPHS	010-5600	250.00
P22-00296	M/M Mechanical, Inc	004	Repair water leak under concrete at BES	010-5600	2,954.59
P22-00301	Reliable Floor Coverings, Inc	004	Replace carpet/install new carpet tiles #213 @BES	010-5600	2,000.00
Total:010-5600 Rents, Leases, and Repairs					50,580.79
010-5820	Other Operating Expense				
B22-00148	Ventura County office of Education	004	2021-2022 Escape Finance/Payroll/Personnel	010-5820	51,849.00
B22-00196	Sara Brauer	013	Independent Band Coach/ Site Stipends/Color Guard	010-5820	5,000.00
B22-00199	Pacwest Air Filter, LLC	004	2021/22 HVAC Air Filter Replacements	010-5820	6,307.99
P22-00206	ABA Network	000	Contracted Services - 7/1/21 - 12/31/21	010-5820	17,409.40
P22-00242	Agile Sports Technologies Inc. dba Hudl	004	Livestream video equipment for sports	010-5820	15,455.89

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

ESCAPE ONLINE

Page 2 of 6

Includes Purchase Orders dated 10/01/2021 - 10/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P22-00243	CCCD Contra Costa Community College	013	VCI Grant/Soft & System Dev	010-5820	300.00
P22-00246	Safety Unlimited, Inc	000	CPR Manikins - District Nurse	010-5820	626.29
P22-00249	Town & Country Printing	003	Print Soft timecards	010-5820	764.16
P22-00252	Pacific Platinum Services Inc.	012	ASB: Mt. Sac Bus	010-5820	985.00
P22-00255	Texthelp Inc	005	21/22 EquatIO Renewal	010-5820	4,600.00
P22-00265	Safety Unlimited, Inc	000	District Nurse (First Aid CPR AED online)	010-5820	175.50
P22-00266	Vilayphone T. Hwang	004	COVID Contract tracing.	010-5820	32,000.00
P22-00267	Polar 3D LLC	005	21/22 3D Printer Online Curriculum	010-5820	2,500.00
P22-00269	Apogee Components, Inc	013	Oth Exp/Arch/CTEIG	010-5820	705.55
P22-00283	Jennie Bao	036	Covid Response Team September 2021	010-5820	5,160.00
P22-00284	Jennie Bao	000	21/2022 - Covid Response Team	010-5820	15,000.00
P22-00285	Safety Unlimited, Inc	000	District Nurse(First Aid CPR/AED online for staff)	010-5820	246.00
P22-00289	Art Trek, Inc.	005	21/22 BES Art Trek Supplies	010-5820	4,336.00
P22-00300	Barnes And Noble Bookstores	005	MCMS Humanities Book Clubs	010-5820	2,470.54
P22-00302	Epstein Custom Media Inc dba L A Parent	001	DOC Ad LA Parent Education LA 2021	010-5820	4,000.00
P22-00303	Calabasas Style LLC	001	DOC Ad Calabasas Lifestyle Magazine	010-5820	1,100.00
T22-00006	Blackboard Inc	007	District Web Site Hosting	010-5820	19,948.61
T22-00016	VCOE	007	Aequitas Q SIS hosted by VCOE	010-5820	48,090.00
Total:010-5820 Other Operating Expense					239,029.93
010-5899	LEGAL FEES 1099				
B22-00200	Fagen Friedman & Fulfroost LLP	004	2021-2022 Legal Services	010-5899	227,000.00
Total:010-5899 LEGAL FEES 1099					227,000.00
010-5900	Telephone and Communications				
B22-00168	AT & T Mobility	004	Open PO for 2021/22 Cell Phones Svs	010-5900	6,280.00
Total:010-5900 Telephone and Communications					6,280.00
120-5200	Travel and Conference				
P22-00272	Safety Unlimited, Inc	028	PO for Ext. Care leaders CPR/First Aid training	120-5200	123.50
Total:120-5200 Travel and Conference					123.50
120-5899	LEGAL FEES 1099				
B22-00200	Fagen Friedman & Fulfroost LLP	004	2021-2022 Legal Services	120-5899	3,115.00
Total:120-5899 LEGAL FEES 1099					3,115.00
211-4330	Other Materials and Supplies N				
P22-00261	Window Products Mgmt, Inc.	004	Proj 18-21S Roller Shades new classrooms at MCMS	211-4330	8,149.78

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

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Includes Purchase Orders dated 10/01/2021 - 10/31/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
Total:211-4330 Other Materials and Supplies N					8,149.78
211-4410	Equipment New Non-Capitalized				
P22-00262	Pacific Artglass Corp	004	Proj 19-19S Art Court Tools and Supplies	211-4410	4,271.06
P22-00263	Hot Glass Color and Supply	004	Proj 19-19S Art Court Glass Supplies	211-4410	11,412.48
Total:211-4410 Equipment New Non-Capitalized					15,683.54
211-5820	Other Operating Expense				
P22-00264	Barnhart Balfour Beatty, Inc B alfour Beatty Construction	004	Const. Mgmt. Svcs. September 1-30 #41000	211-5820	3,200.00
Total:211-5820 Other Operating Expense					3,200.00
211-6272	Construction Management Fees				
				211-6272	1,840.00
Total:211-6272 Construction Management Fees					1,840.00
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	1,985.00
Total:211-6274 Other Construction					1,985.00
Total Number of POs				73	Total
					597,008.53

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	67	562,911.71
		Total Fiscal Year 2022	562,911.71
120	Child Development Fund	2	3,238.50
		Total Fiscal Year 2022	3,238.50
211	Measure S Facilities & Tech	5	30,858.32
		Total Fiscal Year 2022	30,858.32
		Total	597,008.53

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

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Includes Purchase Orders dated 10/01/2021 - 10/31/2021

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
010-4100	Approved Textbooks and Core Cu			
P22-00215	4,256.51	010-4100	General Fund/Approved Textbooks and Core Cu	177.30
Total:010-4100 Approved Textbooks and Core Cu				177.30
010-4330	Other Materials and Supplies N			
B22-00007	4,000.00	010-4330	General Fund/Other Materials and Supplies N	1,716.13
B22-00013	4,000.00	010-4330	General Fund/Other Materials and Supplies N	1,000.00
B22-00081	35,000.00	010-4330	General Fund/Other Materials and Supplies N	10,000.00
B22-00082	4,034.04	010-4330	General Fund/Other Materials and Supplies N	500.00
B22-00086	500.00	010-4330	General Fund/Other Materials and Supplies N	500.00-
B22-00088	1,000.00	010-4330	General Fund/Other Materials and Supplies N	861.04-
B22-00094	500.00	010-4330	General Fund/Other Materials and Supplies N	500.00-
B22-00095	1,500.00	010-4330	General Fund/Other Materials and Supplies N	500.00
B22-00117	250.00	010-4330	General Fund/Other Materials and Supplies N	500.00-
B22-00129	3,050.00	010-4330	General Fund/Other Materials and Supplies N	1,050.00
B22-00132	10,000.00	010-4330	General Fund/Other Materials and Supplies N	5,000.00-
B22-00156	4,717.50	010-4330	General Fund/Other Materials and Supplies N	3,145.00
B22-00159	1,500.00	010-4330	General Fund/Other Materials and Supplies N	1,000.00-
B22-00169	10,000.00	010-4330	General Fund/Other Materials and Supplies N	2,000.00-
P22-00174	10,000.00	010-4330	General Fund/Other Materials and Supplies N	10,000.00-
Total:010-4330 Other Materials and Supplies N				2,449.91-
010-5600	Rents, Leases, and Repairs			
P22-00009	5,000.00	010-5600	General Fund/Rents, Leases, and Repairs	5,000.00-
P22-00194	13,092.00	010-5600	General Fund/Rents, Leases, and Repairs	1,200.00
Total:010-5600 Rents, Leases, and Repairs				3,800.00-
010-5900	Telephone and Communications			
B22-00175	668.62	010-5900	General Fund/Telephone and Communications	100.00
Total:010-5900 Telephone and Communications				100.00
130-4330	Other Materials and Supplies N			
FS22-00011	63,045.00	130-4330	Cafeteria Fund/Other Materials and Supplies N	44,617.06
Total:130-4330 Other Materials and Supplies N				44,617.06
130-4700	Food Purchases			
FS22-00001	35,507.50	130-4700	Cafeteria Fund/Food Purchases	25,000.00
FS22-00002	40,000.00	130-4700	Cafeteria Fund/Food Purchases	10,000.00
FS22-00004	30,725.00	130-4700	Cafeteria Fund/Food Purchases	10,725.00
FS22-00006	10,000.00	130-4700	Cafeteria Fund/Food Purchases	5,000.00-
FS22-00009	55,000.00	130-4700	Cafeteria Fund/Food Purchases	20,000.00
FS22-00010	120,000.00	130-4700	Cafeteria Fund/Food Purchases	72,434.38
FS22-00016	53,725.00	130-4700	Cafeteria Fund/Food Purchases	33,000.00

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 5 of 6

Includes Purchase Orders dated 10/01/2021 - 10/31/2021

PO Changes (continued)

	New PO Amount	Fund/ Object	Description	Change Amount
			Total:130-4700 Food Purchases	166,159.38
130-5820			Other Operating Expense	
FS22-00007	.00	130-5820	Cafeteria Fund/Other Operating Expense	2,400.00-
FS22-00012	1,300.00	130-5820	Cafeteria Fund/Other Operating Expense	500.00
			Total:130-5820 Other Operating Expense	1,900.00-
			Total PO Changes	202,903.83

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' VARSITY SOCCER TEAM TO BAY BACK INVITATIONAL – DECEMBER 3-5, 2021.

CONSENT

ISSUE: Shall the Board approve an overnight field trip for the OPHS Girls' Varsity Soccer Team to Newport Beach, California?

BACKGROUND: Principal, Mat McClenahan, requests approval for this invitational scheduled for December 3-5, 2021 in Newport Beach, CA. Approximately 22 athletes, 3 OPHS coaches and 1-3 female parent volunteers will travel by district approved drivers in district and private vehicles. They will depart on Friday, December 3rd at approximately 12:00 p.m. and return Sunday, December 5th at approximately 10:00 a.m. Team and chaperones will stay at the Hilton Garden in Irvine, CA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning/Checklist have been met.

FISCAL IMPACT: The cost is \$100 (which includes tournament expenses, transportation, lodging and food). Funding source is the ASB Girls' Soccer Fund and is include in the 2021-22 ASB Budget.

BOARD POLICY: Pursuant to Board Policy 6153 School Sponsored Trips – Requests 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.

ALTERNATIVES:

1. Approve overnight trip for Oak Park High School Girls' Varsity Soccer Team- Newport Beach, CA.
2. Do not approve the overnight trip for Oak Park High School Girls' Varsity Soccer Team.

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, NOVEMBER 16, 2021

Approve overnight trip for Oak Park High School Girls' Varsity
Soccer Team- Newport Beach, CA

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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: NOVEMBER 16, 2021
**SUBJECT: B.2.a. REVIEW AND DISCUSS THE STUDENT DATA RELATED TO
PLACEMENT IN MATHEMATICS COURSES**
INFORMATION/DISCUSSION

ISSUE: Review and Discuss student data related to placement in Mathematics courses?

BACKGROUND: Board Policy 6152.1 Placement in Mathematics Courses requires that the Board annually review student data related to placement in mathematics courses offered at district secondary schools. The intent is 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 in a disproportionate manner on the basis of any subjective or discriminatory basis. The District shall develop strategies for removing any identified barriers to students' access to mathematics courses. The report shall also include the percentage of district students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University. The summary document with the math placement data for students in mathematics courses in grades 7-12 at Oak Park USD follows for the Board's review.

BOARD POLICIES: Pursuant to Board Policy 6152.1-Placement in Mathematics Courses- The Governing Board believes that a student's placement in an academic course should be primarily based on the student's current academic needs and abilities.

GOALS: In support of OPUSD Goal 3 - Inform and Prepare Students for College and Career Success.

FISCAL IMPACT: NONE

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

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

Executive Summary: Math Placement Data November 2, 2021

According to BP 6152.1, The Governing Board believes that a student's placement in an academic course should be primarily based on the student's current academic needs and abilities. In March of 2019, the OPUSD Board approved a revised version of BP 6152.1 in order to increase opportunities for students in the area of math, and to provide clear and consistent placement procedures in grades 7-12 mathematics courses.

BP 6152.1 requires a re-evaluation of placement within the first month of the school year, "to ensure that students are appropriately placed in mathematics courses." Accordingly, the document named "[Math Level Changes Fall 2021](#)" enumerates the number and nature of course changes for students in grades 9-12. This year's data reflects an increased number of level changes, which can be attributed to increased leniency and approval of appeals. The decision to allow nearly all appeals reflects our desire to not let Distance Learning or the pandemic be a hindrance to a student's progression in mathematics.

The underlying data for the presentation is housed in this document, "[2018-2022 Math Data Comparison](#)". This document shows the Math Placements for grades 7-12 since the 2018-2019 school year, and reflects the changes to overall enrollment in courses. Additionally, Board policy requires that placement procedures are implemented uniformly and without regard to ethnicity, gender, economic status, etc. This document contains tabs that represent the enrollment of certain student groups (Gender, ELL, SES, GATE). The [slide presentation](#) demonstrates the math enrollment for student groups, compared to the overall enrollment of student groups, to see if there is over or under representation in any particular course.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.2.b. REVIEW AND DISCUSS THE EDUCATOR EFFECTIVENESS GRANT
INFORMATION/DISCUSSION

ISSUE: Shall the Board review and discuss the Educator Effectiveness Grant?

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. LEAs are required to develop and adopt a plan for these funds by December 30, 2021. The plan must be presented in a public meeting of the governing board prior to adoption at a subsequent meeting. Allocations for this funding are based on the combined totals of full-time equivalent staff. Funds must be used to support professional development of certificated and classified staff.

BOARD POLICIES: 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

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

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

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		31,280.00
Subtotal	0.00	10,426.00	10,427.00	10,427.00	0.00	31,280.00

- (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 Based on Site and Student Needs		150,000	150,000	150,000		450,000.00
Teacher on Special Assignment- Technology Integration		132,915	132,915	132,915		398,745.00
Subtotal	0.00	282,915.00	282,915.00	282,915.00	0.00	848,745.00

(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
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(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	5,000	5,000	20,000.00
Trauma Informed Instruction Professional Development	5,000					5,000.00
Subtotal	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	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)	50,000	50,000	50,000	50,000		200,000.00
Subtotal	50,000.00	50,000.00	50,000.00	50,000.00	0.00	200,000.00

(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
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(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		7,599				7,599.00
Subtotal	0.00	7,599.00	0.00	0.00	0.00	7,599.00

(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
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

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	10,426.00	10,427.00	10,427.00	0.00	31,280.00
Subtotal Section (2)	0.00	282,915.00	282,915.00	282,915.00	0.00	848,745.00
Subtotal Section (3)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (4)	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	25,000.00
Subtotal Section (5)	50,000.00	50,000.00	50,000.00	50,000.00	0.00	200,000.00
Subtotal Section (6)	0.00	10,000.00	10,000.00	10,000.00	0.00	30,000.00
Subtotal Section (7)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (8)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (9)	0.00	7,599.00	0.00	0.00	0.00	7,599.00
Subtotal Section (10)	0.00	0.00	0.00	0.00	0.00	0.00

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Totals by year	55,000.00	365,940.00	358,342.00	358,342.00	5,000.00	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.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.3.a, APPROVE JOINT USE AGREEMENT WITH PROACTIVE SPORTS PERFORMANCE

ACTION

ISSUE: Shall the Board approve a joint use agreement with Proactive Sports Performance?

BACKGROUND: Per Education Code 17527, *the governing board of any school district may enter into agreements to make vacant classrooms or other space in operating school buildings available for rent or lease to other school districts, educational agencies, except private educational institutions which maintain kindergarten or grades 1 to 12, inclusive, governmental units, nonprofit organizations, community agencies, professional agencies, commercial and noncommercial firms, corporations, partnerships, businesses, and individuals, including during normal school hours if the school is in session.*

Proactive Sports Performance (PSP) is a Westlake Village based company that provides personalized experience for athletes, including access to physical conditioning, sports rehabilitation, and personalized nutrition management. They serve a wide variety of professional athletes across numerous sporting disciplines, including the NFL, NBA, WNBA, MLB, as well as collegiate and high school athletes. As part of their program, PSP would like to engage in a 2-year joint use agreement PSP agrees to provide consultation to OPHS sports teams for custom strength and conditioning programs, nutrition seminars, as well as provide team access to their speed and agility equipment in order to gain access to the Oak Park High School Stadium Field. The entire agreement and presentation can be viewed at the following link: <https://bit.ly/3bFBlw6>. Per the request of the board at the October 19, 2021 meeting the agreement has been revisited and section 5.2 Added Value has been revised. School Staff will provide more information at the meeting related to the benefits of this joint use agreement to the Oak Park High School student-athletes and coaches.

FISCAL IMPACT: Proactive Sports Performance would pay to use field via the terms of the agreement. The PSP will be charged an annual rate of \$10,410 for year 1 and \$11,410 for year 2.

BOARD POLICY: Pursuant to Board Policy 1330 Use of School Facilities - As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

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

ALTERNATIVES:

1. Approve joint use agreement with Proactive Sports Performance.
2. Do not approve the joint use agreement

BOARD OF EDUCATION MEETING, NOVEMBER 16, 2021

Approve a joint use agreement with Proactive Sports Performance

Page 2

RECOMMENDATION: Alternative No. 1

Prepared by: 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	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.3.b RATIFY CONTRACT FOR GRASS MOWING SERVICES WITH ENHANCED LANDSCAPE

ACTION

ISSUE: Shall the Board ratify the contract for Grass Mowing Services with Enhanced Landscape?

BACKGROUND: At the August 17, 2021 board meeting, the Board awarded Enhanced Landscape’s bid and approved their proposal for grass mowing services. The two-year service agreement has since been drafted, reviewed by our JPA, executed, and is ready for ratification. At the request of the board, the executed agreement includes no increases in cost between year 1 and year 2. Additionally, a new agreement will be drafted and brought before the Board in year 3.

FISCAL IMPACT: The monthly cost of \$8313 is part of the M&O budget.

BOARD POLICY: Pursuant to Board Policy 3312 Contracts - For the contract to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board.

GOAL: In Support of Goal 5.E. - Identify and address upgrades/improvements to our athletic fields, and the Pavilion. Evaluate and improve equitable access to all school facilities.

- ALTERNATIVES:**
1. Ratify the contract for Grass Mowing Services with Enhanced Landscape
 2. Do not ratify contract for Grass Mowing Services with Enhanced Landscape

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 Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



SERVICES AGREEMENT

This Services Agreement (the "Agreement") is made and entered into this 1st day of September, 2021 by and between Oak Park Unified School District (hereinafter referred to as "District") and Enhanced Landscape Management, (hereinafter referred to as "Provider.")

PROVIDER.

Enhanced Landscape Management
Provider

805-469-7688
Telephone Number

1938 E. Thousand Oaks Blvd.
Street Address

Fax Number

Thousand Oaks, CA 91362
City, State, Zip code

greg@enhancedlandscape.com
E-mail Address

Tax Identification or Social Security Number

C-27 A450067, D49
License Number (if applicable)

- A. District desires to engage Provider services as more particularly described on "Statement of Work" which is attached hereto and incorporated herein by this reference ("Services").
- B. Provider has the necessary qualifications by reason of training, experience, preparation and organization, and is agreeable to performing and providing such Services, upon and subject to the terms and conditions as set forth below in this Agreement.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **CONDITIONS.** Provider will have no obligation to provide services until District returns a signed copy of this Agreement.
2. **NATURE OF RELATIONSHIP.** The parties agree the relationship created by this Agreement is that of independent contractor. In performing all of the Services, Provider shall be, and at all times is, acting and performing as an independent contractor with District, and not as a partner, coventurer, agent, or employee of District, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Provider is not granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of District or to bind the District in any manner. Except for any materials, procedures, or subject matter agreed upon between Provider and District, Provider shall have complete control over the manner and method of performing the Services.

Provider understands and agrees to independent contractor status. Provider understands and agrees that the filing and acceptance of this Agreement creates a rebuttable presumption and that the Provider, officers, agents, employees, or subcontractors of Provider are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance, Health Insurance, Pension Plans, or any other benefits normally offered or conveyed to District employees. Provider will be responsible for payment of all Provider employee wages, payroll taxes, employee benefits, and any amounts due for federal and state income taxes and Social Security taxes. These taxes will not be withheld from payments under this agreement.

3. **NON-EXCLUSIVITY.**

- a. During the term of this agreement Provider may, independent of Provider's relationship with the District, without breaching this Agreement or any duty owed to the District, act in any capacity, and may render services for any other entity.
- b. During the term of this Agreement the District may, independent of its relationship with the Provider, without breaching this Agreement or any duty owed to the Provider contract with other individuals and entities to render the same or similar services to the District.

4. **SERVICES.** Provider shall provide District with the services, which are described on the "Statement of Work" (the "Work" or "Service") attached hereto and incorporated herein by this reference. The Statement of Work shall contain a timetable for completion of the Work or if the Work is an ongoing service, the Statement of Work shall set forth the mutually agreed schedule for providing such services. Provider shall use its best efforts to complete all phases of the Work according to such timetable. In the event that there is any delay in completion of the Work arising as a result of a problem within the control of District, Provider and District shall cooperate with each other to work around such delay. However, District shall not be responsible for any additional cost or expense to Provider as a result of such delay unless specifically agreed to in writing by the District. In addition to the specifications and/or requirements contained in the Statement of Work and any warranty given by Provider hereunder, the Statement of Work may set forth those performance criteria agreed between District and Provider whereby the District can evaluate whether Provider has satisfactorily completed the Work ("Performance Criteria").

Provider, at Provider's sole cost and expense, shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to meet its obligations under this Agreement. No substitutions of materials or service from those specified in this section shall be made without the prior written consent of the District.

5. **TIME OF PERFORMANCE.** The term of this Agreement shall commence on September 1, 2021, and terminate on August 31, 2023. September 1, 2023 automatically transitions to month-to-month status. All work and services contracted for under the terms

of this Agreement shall be undertaken and completed in such sequence as to assure their full completion in accordance with the terms and conditions set forth in this Agreement.

6. **PAYMENT AND EXPENSES.** All payments due to Provider are set forth in the “Schedule of Fees” attached hereto and incorporated herein by this reference.

Provider shall send District periodic statements indicating Provider’s fees and costs incurred and their basis and any current balance owed. If no Provider’s fees or costs are incurred for a particular time period, or if they are minimal, the statement may be held by the Provider and combined with that for the following time period unless a statement is requested by the District.

All payments due Provider are set forth in “Schedule of Fees” and shall be paid by the District within 30 days of receipt of a proper, undisputed invoice from Provider, which invoice shall set forth in reasonable detail the services performed. The District reserves the right, in its sole and absolute discretion, to reject any invoice that is not submitted in compliance with the District’s standards and procedures. In the event that any portion of an invoice submitted by a Provider to the District is disputed, the District shall only be required to pay the undisputed portion of such invoice at that time, and the parties shall meet to try to resolve any disputed portion of any invoice.

The rates set forth in “Schedule of Fees” are not set by law, but are negotiable between Provider and District.

7. **ASSIGNMENT AND SUBCONTRACTORS.** Provider shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the prior written consent of the District, which may be withheld by the District in its sole and absolute discretion for any reason. Nothing contained herein shall prevent Provider from employing independent associates, subcontractors, and sub-consultants as Provider may deem appropriate to assist in the performance of services herein, subject to the prior written approval of the District. Any attempted assignment, sublease, or transfer in violation of this Agreement shall be null and void, and of no force and effect. Any attempted assignment, sublet, or transfer in violation of this Agreement shall be grounds for the District, in its sole discretion, to terminate the Agreement

8. **TERMINATION OR AMENDMENT.** This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 60 days advance written notice. In the event of cancellation prior to completion of the specified services, all finished or unfinished projects, documents, data, studies, and reports prepared by the Provider under this agreement shall, at the option of the District, become District property. The Provider shall be entitled to receive just and equitable compensation for any satisfactory work completed on such items prior to termination of the Agreement.

The parties to this Agreement shall be excused from performance thereunder during the time and to the extent they are prevented from obtaining, delivering, or performing due to

act(s) of God. Satisfactory evidence thereof to the other party is required, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

9. **NOTICE.** Any notices required or permitted to be given under this Agreement shall be deemed fulfilled by written notice, demand or request personally served on (with proof of service endorsed thereon, or mailed to, or hereinafter provided) the party entitled thereto or on its successors and assigns, and may be given by:
- a. Personal delivery;
 - b. Overnight commercial courier;
 - c. Certified or registered prepaid U.S. mail, return receipt requested; or
 - d. Electronic mail or electronic facsimile transmission; provided that if given electronically, an additional copy shall also be delivered by a, b, or c, above.

If mailed, such notice, demand, or request shall be mailed certified or registered mail, return receipt requested, and deposited in the United States mail addressed to such party at its address set forth below or to such address as either party hereto shall direct by like written notice and shall be deemed to have been made on the third (3rd) day following posting; or if sent by a nationally recognized overnight express carrier, prepaid, such notice shall be deemed to have been made on the next business day following deposit with such carrier. For the purposes herein, notices shall be sent to the District and the Provider as follows:

Oak Park Unified School District
District

Attn: Adam Rauch

5801 Conifer Street
Street

Oak Park, CA 91377
City, State, Zip Code

Enhanced Landscape Mgt.
Provider

Attn: Greg Epstein

1938 E Thousand Oaks Blvd.
Street

Thousand Oaks, CA 91362
City, State, Zip Code

10. **WARRANTY.** Provider hereby warrants to District that the Work shall be performed in a professional and workmanlike manner consistent with the highest industry standards. For a period of one (1) year following completion of the Work, Provider shall correct or make arrangements to correct any breach of the warranty for the Work within ten (10) business days of notice from District of same.
11. **ADDITIONAL WORK.** If changes in the work seem merited by the Provider or the District, and informal consultations with the other party indicate that a change is warranted, it shall be processed by the District in the following manner:
- a. A letter outlining the changes shall be forwarded to the District by the Provider with a statement of estimated changes in fee and/or time schedule.

- b. A written amendment to this Agreement shall be prepared by the District and executed by all of the parties before any performance of such services or the District shall not be required to pay for the increased cost incurred for the changes in the scope of work.

Any such amendment to the Agreement shall not render ineffective or invalidate unaffected portions of this Agreement.

- 12. **COMPLIANCE WITH LAWS.** Provider hereby agrees that Provider, officers, agents, employees, and subcontractors of Provider shall obey all local, state, and federal laws and regulations in the performance of this Agreement, including, but not limited to minimum wages laws and/or prohibitions against discrimination.

Provider, officers, agents, employees and/or subcontractors of Provider shall secure and maintain in force for the full term of this Agreement, at Provider's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of all the Services, materials, or supplies necessary for completion of the Services described.

Provider shall be responsible for all costs of clean up and/or removal of spilled regulated substances as a result of Provider's services or operations performed under this Agreement, including, but not limited to:

- Hazardous and toxic substances,
- Hazardous waste,

- 13. **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

- 14. **INDEMNIFICATION.** To the fullest extent permitted by law, Provider agrees to defend, indemnify, and hold harmless District, its governing board, officers, agents, employees, successors, assigns, independent contractors and/or volunteers from and against any and all claims, demands, monetary or other losses, loss of use, damages and expenses,, including but not limited to, legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property resulting from bodily injury, illness, communicable disease, virus, pandemic, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, participants, vendors, customers or subcontractors of Provider, whether such act or omission is authorized by this Agreement or not. Provider also agrees to pay for any and all damage to the teal and personal property of the District, or loss or theft of such property, or damage to the Property done or caused by such persons. District assumes no responsibility whatsoever for any property placed on District premises by Provider,

Provider's agents, employees, participants, vendors, customers or subcontractors. Provider further hereby waives any and all rights of subrogation that it may have against the District. The provisions of this Indemnification do not apply to any damage or losses caused solely by the negligence of the District or any of its governing board, officers, agents, employees and/or volunteers.

15. **INSURANCE.** Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

a. Commercial General Liability Insurance. Provider shall procure and maintain, during the term of this Agreement, the following General Liability Insurance coverage:

<u>Each Occurrence</u>	<u>Aggregate</u>
\$ 2,000,000.00	\$ 4,000,000.00

Commercial General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage.

Any and all subcontractors hired by Provider in connection with the Services described in this Agreement shall maintain such insurance unless the Provider's insurance covers the subcontractor and its employees.

b. Automobile Liability. Provider shall procure and maintain, during the full term of this Agreement, Automobile Liability Insurance, including non-owned and hired automobiles, as applicable with the following coverage limits:

Commercial vehicles: \$1,000,000.00 combined single limit

c. Workers' Compensation Insurance. Provider shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. Provider shall procure and maintain Employers' Liability insurance coverage of \$1,000,000.

In the case of any such work which is subcontracted, Provider shall require all subcontractors to provide Workers' Compensation Insurance and Employers' Liability insurance for all of the subcontractor's employees to be engaged in such work unless such employees are covered by the protection afforded by the Provider's Workers' Compensation Insurance.

d. If the Provider or Provider's subcontractor(s) maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

- e. Provider's and any and all subcontractors' insurance is primary and will not seek contribution from any other insurance available to the district.
- f. Certificates of Insurance. Provider and any and all subcontractors working for Provider shall provide certificates of insurance to the District as evidence of the insurance coverage required herein, not less than Fifteen (15) days prior to commencing work for the District, and at any other time upon the request of the District. Certificates of insurance will be deemed invalid if proper endorsements are not attached. Certificates of such insurance shall be filed with the District on or before commencement of the services under this Agreement.
- g. Endorsements. Provider's and any and all Provider subcontractor's Commercial General Liability insurance; Commercial Automobile Insurance; Liability Excess, Umbrella and/or Reinsurance; and Abuse and Molestation coverage shall name the District, its governing board, officers, agents, employees, and/or volunteers as additional insureds. All endorsements specifying additional insureds for any of the Insurance Policies shall be as indicated below or an equivalent endorsement reasonably acceptable to the District.
 - 1) General Liability
 - CG 20 26 10 01.
 - 2) Primary, Non-Contributory
 - CG 20 01 01 13
 - 3) Waiver of Subrogation
 - CG 24 04 05 09
 - 4) Commercial Automobile Liability
 - CA 20 48 10 13
- h. Provider's and any and all Provider subcontractor's Commercial General Liability insurance shall provide a list of endorsements and exclusions.
- i. Deductibles. Any deductible(s) or self-insured retention(s) applicable to the insurance and/or coverage required by the foregoing provisions of this agreement must be declared to and approved by the District. Provider shall be responsible to pay that deductible or self-insured retention and the District shall not be responsible to pay these costs. In the event that Provider's deductibles or self-insured retentions collectively total more than \$50,000.00, District reserves the right to request proof of Provider's financial solvency in relation to remittance thereof or require Provider to post a bond guaranteeing payment of the deductible, or both.
- j. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

- k. Insurance written on a “claims made” basis is to be renewed by the Provider and all Provider subcontractors for a period of five (5) years following termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement, and will cover the provider for all claims made.
- l. Failure to Procure Insurance. Failure on the part of Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement.

- 16. **SAFETY AND SECURITY.** Provider shall be responsible for ascertaining from the District all of the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

Certain entities that contract with a school district are required to comply with Education Code section 45125.1 regarding fingerprinting requirements unless the district determines that the Provider will have limited contact with students.

- a. Provider and its subcontractors are not required to comply with Education Code section 45125.1, Fingerprint certification requirements.

- 17. **GOVERNING LAW AND VENUES.** Provider hereby acknowledges and agrees that District is a public entity, which is subject to certain requirements and limitations. This Agreement and the obligations of District hereunder are subject to all applicable federal, state and local laws, rules, and regulations, as currently written or as they may be amended from time to time.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California. Provider hereby waives and expressly agrees not to assert, in any way, any claim or allegation that it is not personally subject to the jurisdiction of the courts named above. Provider further agree to waive any claim or allegation that the suit, action, or proceeding is either brought in an inconvenient forum or that the related venue is improper.”

- 18. **DISPUTE RESOLUTION.**

- a. The parties agree that, in the event of any dispute under the agreement in which the amount sought is \$5,000.00 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.
- b. If the amount in dispute exceeds \$5,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding section 19, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

- c. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration in Ventura County or other mutually agreed location pursuant to the rules of the American Arbitration Association (AAA), as amended or as augmented in this Agreement (the "Rules"). The parties acknowledge that one of the purposes of utilizing arbitration is to avoid lengthy and expensive discovery and allow for prompt resolution of the dispute.

Arbitration shall be initiated as provided by the Rules, although the written notice to the other party initiating arbitration shall also include a description of the claim(s) asserted and the facts upon which the claim(s) are based. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all claims subject hereto, including any award of attorneys' fees and costs. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award.

All disputes shall be decided by a single arbitrator. The arbitrator shall be selected by mutual agreement of the parties within 30 days of the effective date of the notice initiating the arbitration. If the parties cannot agree on an arbitrator, then the complaining party shall notify the AAA and request selection of an arbitrator in accordance with the Rules. The arbitrator shall have only such authority to award equitable relief, damages, costs, and fees as a court would have for the particular claim(s) asserted. In no event shall the arbitrator award punitive damages of any kind.

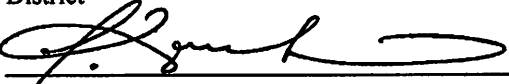
The arbitrator shall have the power to limit or deny a request for documents or a deposition if the arbitrator determines that the request exceeds those matters, which are directly relevant to the claims in controversy. The document demand and response shall conform to Code of Civil Procedure section 2031. The deposition notice shall conform to Code of Civil Procedure section 2025. The parties may make a motion for protective order or motion to compel before the arbitrator with regard to the discovery, as provided in Code of Civil Procedure sections 2025 and 2031.

19. **ATTORNEYS FEES.** In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding
20. **DOCUMENT RETENTION.** After Provider's services to District conclude, Provider shall, upon the District's request, deliver all documents for all matter in which Provider has provided services to the District, along with any property of the District in Provider's possession and/or control. If the District does not request District's document(s) for a particular service, Provider will retain document(s) for a period of two (2) years after the service has ended. If District does not request delivery of the document(s) for the service before the end of the two (2) year period, Provider will have no further obligation to retain the document(s) and may, at Provider's discretion, destroy it without further notice to the District. At any point during the two (2) year period, District may request delivery of the document(s).

Exceptions: Attorney work-product and medical records shall not be destroyed by provider without the prior written consent of the District.

21. **NATURE OF AGREEMENT.** This Agreement constitutes a binding expression of the understanding of the parties with respect to the services to be provided hereunder and is the sole contract between the parties with respect to the subject matter thereof. There are no collateral understandings or representations or agreements other than those contained herein. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.
22. **BINDING EFFECT.** This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.
23. **WAIVER.** No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless such waiver is in writing.
24. **SEVERABILITY.** It is intended that each paragraph of this Agreement shall be treated as separate and divisible, and in the event that any paragraphs are deemed unenforceable, the remainder shall continue to be in full force and effect so long as the primary purpose of this Agreement is unaffected.
25. **PARAGRAPH HEADINGS.** The headings of paragraphs hereof are inserted only for the purpose of convenient reference. Such headings shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement or any part or portion thereof, nor shall they otherwise be given any legal effect whatsoever.
26. **AUTHORITY.** Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.
27. **COUNTERPART EXECUTION: ELECTRONIC DELIVERY.** This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission, and shall have the same legal effect as an “ink-signed” original.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

By: Oak Park Unified School District
District

Signature


Adam Rauch
Name

Assistant Superintendent Business
Title

5801 Conifer Street
Street

Oak Park, CA 91377
City, State, Zip Code

arauch@opusd.org
Email Address

Enhanced Landscape Mgt.
Provider

Signature

Gary Horton
Name

CEO
Title

1938 E Thousand Oaks Blvd.
Street

Thousand Oaks, CA 91362
City, State, Zip Code

greg@enhancedlandscape.com
Email Address

STATEMENT OF WORK

DESCRIPTION OF WORK:

Landscape maintenance and management services. Provider shall furnish all materials, labor, supplies and equipment necessary to perform the services specified.

Monthly Maintenance includes a baseline of 60 total man-hours per week.

In addition to crew man-hours, support from a dedicated Area Manager for job walks and site inspections, Branch Manager for overall quality assurance and in-house design work upon request.

WORK SCHEDULE:

Set weekly schedule for each site:

1. Turf will be mowed weekly, weather permitting.
2. All sidewalks, curb lines, concrete slabs, tree rings and bed edges will be edged to maintain a neat and manicured appearance.
3. All grass clippings to be mulched, any trash on turf areas will be removed and disposed on site. Any green waste generated will be recycled.

SCHEDULE OF FEES

FEES AND PAYMENT SCHEDULE:

Compensation for Services per month \$ 8,313.00

Proper invoicing is required. Receipts for expenses are required. Canceled checks are not accepted as receipts.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.3.c. APPROVE CONSULTANT AGREEMENT FOR DIVERSITY, EQUITY, AND INCLUSION PROGRAMS WITH THE HOWARD GROUP

ACTION

ISSUE: Shall the Board approve a consultant agreement for Diversity, Equity, and Inclusion Programs with The Howard Group?

BACKGROUND: The District's Diversity and Equity task force was formed in January 2020. The work of OPUSD's Diversity and Equity Task Force is intended to support the school district's goal of educating compassionate and creative global citizens by honoring and valuing the diversity of our community and enhancing a learning environment that promotes equity in both curricular and co-curricular programs.

For the 2020-2021 school year the Board approved a consultant agreement with Dr. Terry Walker who served as the District's Equity Consultant and provided training to staff on Collective Equity. The work with Dr. Walker ended in May 2021 and the District staff have been in contact with various Equity and Diversity consultants in the hopes of selecting a consultant that would be the best fit for the District.

The Diversity and Equity Task Force met with the two consulting groups and it is the staff and the Task Force's recommendation that the Board approve the consultant agreement with The Howard Group. Dr. Tyrone Howard as part of The Howard Group, proposes to work with the Oak Park Unified School District to support district personnel in identifying evidence and equity-based approaches to enhance the academic experiences and outcomes for all students.

Dr. Tyrone Howard is a professor of education in the School of Education & Information Studies at UCLA. His research addresses issues tied to race, culture, access and educational opportunity for minoritized student populations. Professor Howard is the author of several best-selling books, including "Why Race & Culture Matters in Schools" (Teachers College Press) and "All Students Must Thrive" (Houghton Mifflin Harcourt).

The Howard Group's proposal and agreement follow for the Board's review.

BOARD POLICY: Pursuant to Board Policy 0415 Equity - The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

Pursuant to BP 3600 – Consultants - All consultant contracts shall be brought to the Board for approval.

BOARD OF EDUCATION, NOVEMBER 16, 2021

Approve a consultant agreement for Diversity, Equity, and Inclusion Programs with The Howard Group

Page 2

GOAL: In support of OPUSD Goal: 2.c. Support and follow-up on recommendations from May 7, 2021, Collective Equity Final Report and continue the work of the Diversity and Equity Task Force.

FISCAL IMPACT: The cost to OPUSD for this service is \$75,00 for 2021-2022 and is expected to be split funded through the District Mental Health Services Diversity and Equity Grant and the Educator Effectiveness Grant Fund.

ALTERNATIVES:

1. Approve the agreement for Diversity, Equity, and Inclusion Programs with The Howard Group.
2. Do not approve the consultant services with The Howard Group.

RECOMMENDATION: Approve Alternate No. 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	_____	_____	_____	_____



THG - Oak Park Unified School District Proposal

Purpose

The Oak Park Unified School District is currently taking a deliberate examination of the equity culture to identify key actions to move the district's educational and operational system to improve equitable outcomes for all students. The Howard Group proposes to work with the Oak Park Unified School District to support district personnel in identifying evidence and equity-based approaches to enhance the academic experiences and outcomes for all students.

Research has shown that practitioners and leaders benefit when professional development is frequent, inclusive, personal, and centered around problems of practice. Too often professional development in schools is ritualistic, episodic and superficial, often leaving teachers and school leaders disappointed with their options for new learning. We know that professional development is more meaningful if the learning is deliberate and directly related to the context of everyday life in schools. With this in mind, the objective of the professional development provided by The Howard Group is to collaboratively work to position each school with the capabilities to build individual and collaborative experiences around problems of practice. The proposed work focuses on helping practitioners and leaders to develop tools, strategies, and knowledge that will help sustain growth, develop equitable practices, and place an intentional focus on creating and sustaining a healthy school culture for all learners.

The Stakeholders

This proposal seeks to drastically improve upon the one time, single-day professional development approach that typically results in minimal improvement and is frequently lacking in sustained awareness of various approaches in assisting all learners. The proposed strategic plan seeks to engage core stakeholder groups over the course of multiple years with evidence based, results driven professional development that will include the following stakeholders' participation:

- School leaders
- Teachers
- School staff

We believe that each of the above-mentioned stakeholders play a pivotal role in creating a school climate, culture and overall learning environment that influences all students in reaching academic success. Each of the sessions offered will target a specific stakeholder group concerned with the education of all students. The sessions will be interactive with each stakeholder group. This comprehensive strategic plan will consist of a series of professional development and coaching sessions, meetings, and site visits, designed for each stakeholder to recognize the role that he/she/they play in enhancing learning for all students.

Addressing the Problem of Practice for OPUSD

- How does equity focused professional development enhance engagement, experiences, and academic outcomes for all students in an equitable manner? With a particular focus on those most marginalized?
- How can equity focused professional development assist OPUSD school personnel in acquiring knowledge and skills to develop appropriate beliefs and equitable instructional practices that are responsive to all students?

Professional Development Content

The topics below will be the core areas of professional learning for practitioners and leaders

Why Culture and Race Matter - Sets the foundation by helping educators understand the importance of race and culture in teaching and learning. It distinguishes culture from race and focuses teachers and leaders on their own cultural identity and its influence on how one teaches and perceives learning.

Relational Trust - Relational trust is rooted in personal exchanges, respect, personal regard, competence, responsibility, and personal integrity. Evidence shows that schools with higher levels of relational trust among teachers, between teachers and students and between teachers and a principal are more likely to have improved student outcomes over time. This workshop focuses on building relational trust among staff to create and support the conditions to tackle inequities in schools and create spaces for change to occur. The professional learning will help staff understand how to build relational trust through their interactions, conversations and through tension and critical collaboration in order to create an atmosphere where participants are empowered to battle inequities by exploring their identity, positionality and making connections and partnerships through critical reflection and equity focused conversations.

Leadership & Equity - In this interactive session, district and school leaders will be introduced to the importance of equity-based leadership. Moreover, this session will identify and discuss core tenets of culturally responsive school leadership. Participants will discuss strategies, pitfalls, and leadership approaches that can be used to support their equity-based school leadership goals and aspirations.

Creating a Trauma Aware Learning Environment - In this interactive session school personnel will be introduced to the importance of understanding trauma and how it affects school age youth. School personnel will be exposed to strategies, classroom arrangements, and instructional approaches that can be used to create supportive and trauma sensitive classrooms.

Implicit Bias - In this session participants will receive an overview of implicit bias and the ways in which it shapes attitudes and interactions in classrooms. Participants will engage in active learning activities that consider the origins and impact of assumptions, stereotypes, and microaggressions. Participants will begin to explore strategies for disrupting bias and consider ways to make classrooms more just and equitable spaces

Culturally Responsive Pedagogy (CRP) - The professional development will identify instructional practices that are situated in a cultural framework to enhance students learning. This session will focus on the development of practical ways to shift deficit mindsets and provide applicable strategies that help build skillsets around CLRP pedagogy in an effort to transform their school into effective institutions for educating culturally diverse students.

Building Equitable Relationships with Students - One of the more foundational aspects to engaging students in learning is to cultivate authentic, sustained, culturally responsive relationships. In this session, participants will be introduced to strategies, approaches, and practices that can be used to develop relationships with students that can serve as a conduit for learning.

Universal Design for Learning (UDL) - *Helping Every Student Succeed* - This workshop focuses on what educators need to know to effectively reach and engage all students. Beginning with education law and policy that calls for universal design for learning, participants will learn how universally designed instruction addresses the learning needs of a wide range of students, including English language learners, students with disabilities, and other students who have a difficult time grasping content and demonstrating learning on tests. Session activities include interactive lesson plan development and assessment of student learning with universal design instructional strategies. Participants will leave the session with foundational knowledge of universal design as a framework for education, with knowledge of how it benefits a diverse range of learners, and with practical tips and strategies for developing, implementing, and evaluating instruction that is designed to meet the learning needs of all students.

LGBTQ Competency Training - This session is designed to increase LGBTQ competency by expanding knowledge around language and supportive behaviors for classroom teachers, administrators, and school staff. School personnel will be exposed to key terminology around sexual orientation, gender expression, and gender identity. Participants will learn to recognize and respond to instances of anti-gay bias, anti-transgender bias, and heterosexism in their school environments. This session will stress the importance of understanding environmental cues and affirming behaviors in promoting a safe and affirming school environment for all youth.

“When They See Us”: Uncovering the Story of Discipline Disparities for Students of Color - This session is designed to provide research-based and tangible tools that educators can use to address racial discipline disparities and keep Students of Color in school. This workshop features the insights of Students of Color to offer informed approaches toward designing inclusive and responsive schooling environments that support their specific needs. Educators will participate in interactive activities and work collaboratively to develop effective strategies and solutions that build and sustain an empowering and inclusive learning environment.

Professional Development Session Objectives

This proposal operates from the standpoint that a critical understanding of equitable school practices matters. Moving from theory to implementation is a key goal of the proposed work. The key to improve school outcomes for all students, but in particular those with chronic underperformance is the role of engaging all stakeholders. In the various sessions the workshops will focus on core skills, strategies, and approaches for engaging school leaders, teachers, and staff in

improving the educational outcomes for all learners. Among the areas that will be examined through an equity lens will be:

- School curriculum
- Discipline policies and practices
- Teacher-student relationships
- Access to high level courses (e.g. GATE, Honors, AP, IB)
- Addressing socio-emotional needs of all learners

To further support the recommendations made in the OPUSD Collective Equity Report the Howard Group proposes to partner with OSPUSD to move forward the work initiated by, and recommendations made in the Report. Specifically, working with OPUSD to continue the work to address equity gaps for students, staff, teachers, and leadership.

Scope of Work to Include:

Targeted student equity survey. Gather specific student input to define equity needs in alignment with recommendation 2 in the Collective Equity Report

1. Review preliminary data collected to identify student voice gaps
2. Define goals, constructs to assess, methodology, and dissemination strategy
3. Create student survey, codebook, analysis plan
4. Data collection and analysis
5. Summary of survey findings into report

Analyze initial survey data of perceptions and process with focus on ongoing efforts to build trust in a community searching for systemic equity in alignment with recommendation 5 in the Collective Equity Report

1. Review preliminary data gathered
2. Create analysis plan
3. Analyze data, emerging themes, illuminate concrete examples.
4. Package data findings into presentation for stakeholders.
5. Include actionable implementation strategies with a focus on addressing concerns from teachers, students, and administrators.

Work with the Diversity & Equity Task Force (“DETF”) and subcommittees to bring key policy to the BOE for approval. Develop a district wide discipline policy and handbook addressing behavior of students in the system, a guideline of disciplinary consequences that are in direct alignment with the violating behavior in alignment with recommendation 6 in the Collective Equity Report

1. Provide research support
2. Examining and synthesizing successful districts nationwide

Review the data in more detail – There are several students at OPIS and OVHS that are in athletics, Working, or the Arts. However, there are more students that are attending that do not feel comfortable at OPHS. Review history of students in both schools to determine the “Why” in alignment with recommendation 10 in the Collective Equity Report

1. Review data
2. Analysis plan to dive deeper into data themes and subthemes
3. Specific focus on a systemic equity gap analysis
4. Report summary



The Howard Group is an educational consulting group that provides equity focused professional learning and keynote services to school staffs, administrators, district personnel, and parents both locally, and nationally. Our group is comprised of researchers, former teachers, former principals, and social workers, who do extensive research on various areas of equity in schools.

For over 6 years The Howard Group has worked with schools and districts to promote equity in schools for all children, staff, faculty, and administrators. We have experts in the field that provide evidence based professional development trainings in areas such as: Implicit Bias, Culturally and Linguistically Responsive Pedagogy, Race & Culture, Creating a Trauma Aware Learning Environment, and Supporting Language Learning to name a few.

Districts that we have worked with locally that you may find similar to yours are Palos Verdes Peninsula Unified School District, Los Alamitos as well as Santa Monica-Malibu.

The Howard Group (THG) Agreement

Event Dates: TBD

Name of School/Organization Seeking Services: Oak Park Unified School District

Presenters: Drs. Tyrone C. Howard, Tonikiaa Orange, Kenjus Watson, and Laura Cervantes

Presenter Bio: Tyrone Howard is professor of education in the School of Education & Information Studies at UCLA. His research addresses issues tied to race, culture, access and educational opportunity for minoritized student populations. Professor Howard is the author of several best-selling books. He is a native of Compton, California where he also served as a classroom teacher. Professor Howard is a member of the National Academy of Education and has been listed by Education Week as one of the 30 most influential educational scholars in the nation on education practice, policy, and research.

Tonikiaa Orange serves as the Director for the Culture and Equity Project (CEP) and is the Assistant Director for the Principal leadership Institute (PLI) at UCLA Center X. Her commitment to education spans over 25 years and she has a focus on culturally responsive and sustaining pedagogy and is the co-developer of the Reciprocal Learning Partnerships for Equity Coaching Framework. As the Director for CEP and Assistant Director for PLI, her work focuses on preparing the next generation of social justice leaders to transform and create equitable and culturally responsive educational spaces for all students.

Kenjus Watson is a Postdoctoral Research Fellow with the Health and Equity Research Laboratory in the Biology Department at San Francisco (SF) State University. Kenjus also teaches courses in the Education Department at Occidental College. His research explores dynamics of the bio-psycho-social impact of racial microaggressions endured by Students of Color across K-20 educational spaces. Kenjus earned his BA in Psychology at Occidental

College, his Master's in Education at Penn State University, and his PhD in Education with an emphasis in Race and Ethnic Studies at UCLA.

Laura Cervantes earned a Doctorate in Education from the University of California, Los Angeles where her academic research examined the effect of discipline disparities on the school-to-prison pipeline. Dr. Cervantes is an advocate for and works to advance educational, social, and racial justice for underrepresented groups. Her research focuses on discipline disparities, examining the achievement gap in urban school systems, college readiness, persistence and completion in higher education, and organizational change to increase diversity among law enforcement agencies nationwide. She has over eight years of experience developing, implementing, and managing nationwide and local level research studies.

Service Offerings: Targeted Student Equity Study

- a. Survey and Data (80 Hours)
- b. Analysis and Review with Diversity and Equity Task Force (45 hours)

10 Professional Development Sessions TBD

Diversity Equity Task Force and Subcommittee Work (25 Hours)

Audio/Visual Accommodations: LCD Projector and lapel microphone

Cost of Services: \$75,000.00

Recording Policy: THG presentations shall not be recorded without the express written consent from The Howard Group Inc.

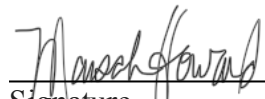
Terms of Payment: All payments are due after services are rendered and within 30 days after billing. Make all checks payable to **The Howard Group Inc.**

Please send checks to PO Box 800394, Santa Clarita, CA. 91380

Cancellation Policy: In the event of a cancellation, Oak Park Unified School District will be charged 25% of the cost of the scheduled event.

The Howard Group Inc.

Oak Park Unified School District


Signature

Signature

Maisah Howard/COO
Name/Title

Name/Title

11/10/21
Date

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.4.a. APPROVE CLASSIFIED HOLIDAY CALENDARS FOR 2022-2023 AND 2023-2024

ACTION

ISSUE: Shall the Board of Education approve the classified holiday calendars for 2022-2023 and 2023-2024?

BACKGROUND: The proposed calendars was presented to Oak Park Classified Association President. It has been recommended that these calendars are presented to the Board for approval. The Calendar shows 15 contractual holidays that coincide with the Instructional Calendars for 2022-2023 and 2023-2024. The District and OPCA recommend including Juneteenth as an additional holiday for employees who work 11.5 and 12 months.

BOARD POLICY: N/A

GOALS: In support of OPUSD Goal 4 - Engage staff more deeply in shared-decision making and enhance communications to engage, inform and educate all stakeholders.

FISCAL IMPACT: None

ALTERNATIVES: 1. Approve the 2022-2023 and 2023-2024 classified holiday calendars.
 2. Do not approve 2022-2023 and 2023-2024 classified holiday calendars.

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

JULY 2022- JUNE 2023 - CLASSIFIED HOLIDAY CALENDAR

DRAFT PROPOSED FOR APPROVAL AT THE BOARD OF EDUCATION MEETING ON 11-16-2021

JULY 2022

JANUARY 2023

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

AUGUST 2022

FEBRUARY 2023

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

SEPTEMBER 2022

MARCH 2023

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

OCTOBER 2022

APRIL 2023

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

NOVEMBER 2022

MAY 2023

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5			1	2	3	4	5	6	
6	7	8	9	10	11	12	11 - Veterans Day/School Holiday	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	23 - Local Holiday	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	24 - Thanksgiving	21	22	23	24	25	26	27	26 - Last day of School
27	28	29	30				25 - Local Holiday	28	29	30	31				29 - Memorial Day

DECEMBER 2022

JUNE 2023

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3						1	2	3	
4	5	6	7	8	9	10		4	5	6	7	8	9	10	
11	12	13	14	15	16	17	22 - End of Sem 1	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	23 - Local Holiday	18	19	20	21	22	23	24	19 - Juneteenth/Local Holiday
25	26	27	28	29	30	31	22, 30 - Local Holidays	25	26	27	28	29	30		

 Denotes School Holiday

 Denotes Beginning and End of school

OAK PARK UNIFIED SCHOOL DISTRICT

JULY 2023- JUNE 2024 - CLASSIFIED HOLIDAY CALENDAR

DRAFT PROPOSED FOR APPROVAL AT THE BOARD OF EDUCATION MEETING ON 11-16-2021

JULY 2023							JANUARY 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1								
2	3	4	5	6	7	8	4 - Independence Day	7	8	9	10	11	12	13
9	10	11	12	13	14	15		14	15	16	17	18	19	20
16	17	18	19	20	21	22		21	22	23	24	25	26	27
23	24	25	26	27	28	29		28	29	30	31			
30	31													
AUGUST 2023							FEBRUARY 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5					1	2	3	
6	7	8	9	10	11	12	8 - First School Day	4	5	6	7	8	9	10
13	14	15	16	17	18	19		11	12	13	14	15	16	17
20	21	22	23	24	25	26		18	19	20	21	22	23	24
27	28	29	30	31				25	26	27	28	29		
SEPTEMBER 2023							MARCH 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						1	2	
3	4	5	6	7	8	9	4 - Labor Day/School Holiday	3	4	5	6	7	8	9
10	11	12	13	14	15	16		10	11	12	13	14	15	16
17	18	19	20	21	22	23		17	18	19	20	21	22	23
24	25	26	27	28	29	30		24	25	26	27	28	29	30
OCTOBER 2023							APRIL 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5	6
8	9	10	11	12	13	14		7	8	9	10	11	12	13
15	16	17	18	19	20	21		14	15	16	17	18	19	20
22	23	24	25	26	27	28		21	22	23	24	25	26	27
29	30	31						28	29	30				
NOVEMBER 2023							MAY 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				1	2	3	4	
5	6	7	8	9	10	11	10 - Veterans Day/School Holiday	5	6	7	8	9	10	11
12	13	14	15	16	17	18	22 - Local Holiday	12	13	14	15	16	17	18
19	20	21	22	23	24	25	23 -Thanksgiving	19	20	21	22	23	24	25
26	27	28	29	30			24 - Local Holiday	26	27	28	29	30	31	
DECEMBER 2023							JUNE 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2							1	
3	4	5	6	7	8	9		2	3	4	5	6	7	8
10	11	12	13	14	15	16		9	10	11	12	13	14	15
17	18	19	20	21	22	23	21 - End of Sem 1	16	17	18	19	20	21	22
24	25	26	27	28	29	30	25, 26 - Local Holidays	23	24	25	26	27	28	29
31								30						

	Denotes School Holiday
	Denotes Beginning and End of school

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.4.b. APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH OAK PARK TEACHERS (OPTA) ASSOCIATION REGARDING INSTRUCTIONAL AND INSTRUCTIONAL PAY

ACTION

ISSUE: Shall the Board approve the MOU with OPTA regarding instructional and non-instructional pay?

BACKGROUND: Per the Collective Bargaining Agreement (CBA), when a teacher covers another teacher's class while they are out ill or on a Personal Necessity Leave, the teacher covering the class receives \$25.00 an hour. Due to the shortage of Guest Teachers this year, we have increased the daily rate for Guest Teachers to the long-term rate of \$205.00 a day. In response to increasing the Guest Teacher's pay, we have also increased the teachers' hourly rate with a similar increase. During negotiations it was agreed to increase the rate of instructional hourly teaching to \$51.82. This will help incentivize teachers to teach during their prep if we do not have Guest Teacher coverage. It was also negotiated to add a \$36.59 non-Instructional hourly rate, which will help us have a set figures when we offer teachers certain tasks that are outside of the classroom. Some examples of these outside tasks are helping cover lunch lines and providing extra supervision during their lunchtime or after school.

BOARD POLICY: Pursuant to Board Policy 4151/4251/4351 - Employee Compensation - In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

GOAL: In support of OPUSD Goals
1 - Return to a full-time, in-person instructional model.
1g - Continue to be sensitive to and supportive of the challenges of teaching and learning during the pandemic.

FISCAL IMPACT: Funding source is the General Fund

ALTERNATIVES:

1. Approve the MOU with OPTA regarding instructional and non-instructional pay.
2. Do not approve the MOU with OPTA regarding instructional and non-instructional pay

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

BOARD OF EDUCATION MEETING, NOVEMBER 16, 2021

Approve the MOU with OPTA regarding instructional and non-instructional pay.

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.	_____	_____	_____	_____

**MEMORANDUM OF UNDERSTANDING BETWEEN
OAK PARK UNIFIED SCHOOL DISTRICT AND
OAK PARK TEACHERS ASSOCIATION
REGARDING INSTRUCTIONAL AND NON-INSTRUCTIONAL PAY**

This Memorandum of Understanding (MOU) is entered by and between the Oak Park Unified School District ("District") and the Oak Park Teachers Association ("OPTA" or "Association") (collectively, the "Parties") regarding instructional and non-instructional pay.

WHEREAS, Article 9, Salaries and Compensation Regulations, of the collective bargaining agreement ("CBA") with OPTA addresses compensation for OPTA unit members;

WHEREAS, Article 9, Salary and Compensation Regulations, provides for a \$25 hourly rate for secondary teachers who cover another teacher's class.

WHEREAS, the OPTA CBA does not provide compensation for instructional and non-instructional duties that occur outside the regular duty day.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Site and District Administrators, at their discretion, may offer unit members the opportunity to perform extra duty work at an hourly rate of pay. Unit members who accept the extra duty work will be compensated at the hourly rate for instructional and non-instructional duties as set forth in this MOU. This MOU does not apply to existing stipends.
2. The hourly rate of pay for instructional duties outside the regular duty day shall be set at \$51.82 per hour ("Instructional Hourly Rate"), and \$36.59 per hour for non-instructional work ("Non-Instructional Hourly Rate"), with a 30 minute minimum. Hourly rates will be rounded up to the closest 30 minute interval.
3. Unit members who accept an assignment to cover another teacher's class, per Article 9, Salaries and Compensation Regulations, paragraph 4., Emergency Class Coverage and Preparation Period Rates of Pay, shall receive the Instructional Hourly Rate, above.

This MOU expires on June 30, 2022. Upon expiration of this MOU, all terms and conditions in the CBA shall be returned to the 2020-2021 status, prior to the enactment of this MOU, unless otherwise agreed to by the parties. This is a non-precedent setting agreement.

Oak Park Teachers Association

Oak Park Unified School District

Russell Peters Date
OPTA President

Jeff Davis, Ed.D. Date
District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.4.c. APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH OAK PARK TEACHERS ASSOCIATION (OPTA) REGARDING ELEMENTARY REPORT CARD DAYS

ACTION

ISSUE: Shall the Board approve the MOU with OPTA regarding elementary report card days?

BACKGROUND: Over the past couple of years, we have had an MOU for elementary teachers to have days to help with preparing report cards. We enter into this MOU agreement for the purpose of providing teachers in grades DK-5 with the time necessary, prior to each reporting period, to assess students and prepare report cards. We currently allow one day to help with report card grading, per the Collective Bargaining Agreement (CBA). With the MOU, this will allow for two extra days to help with reports cards. Due to our Guest Teacher shortages, we are specifying that teachers are not allowed to use those days on a Monday or Friday and only one grade level per site at a time can schedule these days. Additionally, if they do not use the days, then they do not rollover. We have also added the three DK teachers to this year's MOU.

FISCAL IMPACT: Funding for this is already included in the General Fund.

BOARD POLICY: Pursuant to Board Policy 6011 - Academic Standards - Staff shall continually assess students' progress toward meeting the standards, report each student's progress to the student and his/her parents/guardians, and offer remedial assistance in accordance with Board policy and administrative regulation.

GOAL: In support of OPUSD Goals
1. Return to a full-time, in-person instructional model.
1g. Continue to be sensitive to and supportive of the challenges of teaching and learning during the pandemic.

ALTERNATIVES:
1. Approve the MOU with OPTA regarding elementary report card days?
2. Do not approve the MOU with OPTA regarding elementary report card days?

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, NOVEMBER 16, 2021

MOU with OPTA regarding elementary report card days?

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.	_____	_____	_____	_____

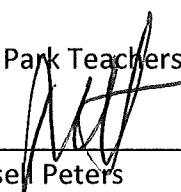
**MEMORANDUM OF UNDERSTANDING BETWEEN
OAK PARK UNIFIED SCHOOL DISTRICT AND
OAK PARK TEACHERS ASSOCIATION
REGARDING REPORT CARD DAYS**

The Oak Park Unified School District ("District") and Oak Park Teachers Association ("OPTA" or Association") (Collectively, "the Parties") enter into this agreement for the purpose of providing teachers in grades DK-5 with time necessary prior to each reporting period to assess students and prepare report cards.

The Parties agree to the following:

1. In addition to the one pupil-free day provided in the contract during the first trimester, teachers in grades DK-5 will be provided with two (2) additional release days to assess students and prepare report cards.
2. The two (2) days will be required to be used one each in the second and third trimester.
3. A guest teacher will be provided by the District for the (2) additional release days.
4. The teacher must remain on campus during release time.
5. The release time must be taken on Tuesday, Wednesday, or Thursday.
6. The two (2) days are forfeited if not used.
7. Only one (1) grade level can be out on release at a time.
8. This agreement shall be effective on the date of execution, or, if ratification is necessary based in the internal procedures of either Party, as of the date of ratification. This agreement shall be in effect for the 2021-2022 school year.
9. This is a non-precedent setting agreement.

Oak Park Teachers Association



Russel Peters
OPTA President

10.15.2021

Date

Oak Park Unified School District

Jeff Davis, Ed.D.
District Superintendent

Date

**MEMORANDUM OF UNDERSTANDING BETWEEN
OAK PARK UNIFIED SCHOOL DISTRICT AND
OAK PARK TEACHERS ASSOCIATION
REGARDING INSTRUCTIONAL AND NON-INSTRUCTIONAL PAY**

This Memorandum of Understanding (MOU) is entered by and between the Oak Park Unified School District ("District") and the Oak Park Teachers Association ("OPTA" or "Association") (collectively, the "Parties") regarding instructional and non-instructional pay.

WHEREAS, Article 9, Salaries and Compensation Regulations, of the collective bargaining agreement ("CBA") with OPTA addresses compensation for OPTA unit members;

WHEREAS, Article 9, Salary and Compensation Regulations, provides for a \$25 hourly rate for secondary teachers who cover another teacher's class.

WHEREAS, the OPTA CBA does not provide compensation for instructional and non-instructional duties that occur outside the regular duty day.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Site and District Administrators, at their discretion, may offer unit members the opportunity to perform extra duty work at an hourly rate of pay. Unit members who accept the extra duty work will be compensated at the hourly rate for instructional and non-instructional duties as set forth in this MOU. This MOU does not apply to existing stipends.
2. The hourly rate of pay for instructional duties outside the regular duty day shall be set at \$51.82 per hour ("Instructional Hourly Rate"), and \$36.59 per hour for non-instructional work ("Non-Instructional Hourly Rate"), with a 30 minute minimum. Hourly rates will be rounded up to the closest 30 minute interval.
3. Unit members who accept an assignment to cover another teacher's class, per Article 9, Salaries and Compensation Regulations, paragraph 4., Emergency Class Coverage and Preparation Period Rates of Pay, shall receive the Instructional Hourly Rate, above.

This MOU expires on June 30, 2022. Upon expiration of this MOU, all terms and conditions in the CBA shall be returned to the 2020-2021 status, prior to the enactment of this MOU, unless otherwise agreed to by the parties. This is a non-precedent setting agreement.

Oak Park Teachers Association



Russell Peters
OPTA President

10-15-2021

Date

Oak Park Unified School District

Jeff Davis, Ed.D.
District Superintendent

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.5.a. APPROVE SELECTION OF ANNUAL ORGANIZATIONAL BOARD MEETING – DECEMBER 14, 2021

ACTION

ISSUE: Should the Board of Education select December 14, 2021 at 6:00 p.m., as the date and time for the annual organizational meeting for the Governing Board?

BACKGROUND: Pursuant to Education Code Section 35143, the Governing Board of each School District must hold its 2021 Annual Organizational Meeting between December 10 - 24, 2021 (inclusive). Within 15 days prior to the date of the Annual Organizational Meeting, districts must notify in writing all members and members-elect of the date and time selected.

Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected.

BOARD POLICY: Pursuant to Board Bylaw 9100 Organization - Each year, the Governing Board shall hold an annual organizational meeting. The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period.

GOALS: N/A

ALTERNATIVES:

1. Approve December 14, 2021 at 6:00 p.m. as the date and time for the annual organizational meeting of the Governing Board.
2. Approve another date and time for the annual organizational meeting of the Governing Board.

FISCAL IMPACT: None

RECOMMENDATION: Alternative No. 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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY 0470 COVID-19 MITIGATION PLAN

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 0470 – COVID-19 Mitigation Plan?

BACKGROUND: Board Policy 0470 updated to add new note to reflect that districts are obligated to comply with COVID-19 mitigation requirements from multiple jurisdictional authorities including the California Department of Public Health (CDPH), the California Division of Occupational Safety and Health (Cal/OSHA), and local health authorities, to reflect guidance from CDPH and Cal/OSHA's COVID-19 prevention program, and reflect requirements for districts to create and post COVID-19 safety plans. Policy updated to direct the Superintendent and/or designee to establish and maintain a COVID-19 safety plan that complies with public health guidance of CDPH, the requirements of Cal/OSHA, any orders of state or local health authorities, and any other applicable law and/or health order(s) and to omit specific details regarding COVID-19 mitigation practices due to the evolving nature of public health guidance. Policy updated to reflect NEW LAW (AB 86, 2021) and NEW LAW (AB 130, 2021) requiring the reporting of specified COVID-19 cases to CDPH and requiring the reporting of other information to the California Collaborative for Educational Excellence (CCEE). Policy updated to reflect NEW LAW (AB 86, 2021) and NEW LAW (AB 130, 2021) requiring districts that receive Extended Learning Opportunities (ELO) grant funding to implement a learning recovery program that provides supplemental instruction, support for social-emotional well-being, and to the maximum extent permissible as specified in U.S. Department of Agriculture guidelines, meals and snacks, to eligible students. Policy also updated to include promising practices for reengaging chronically absent students and to direct the Superintendent or designee to ensure the continuity of instruction for students who may be under a quarantine order to stay home by offering such students independent study or other instructional delivery channels that allows the student to continue to participate in the instructional program to the greatest extent possible. Board Policy 0470 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 0470 – COVID-19 Mitigation Plan as first and final reading.
2. Approve amendment to Board Policy 0470 – COVID-19 Mitigation Plan as first reading.
3. Do not approve amendment to Board Policy 0470 – COVID-19 Mitigation Plan.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, NOVEMBER 16, 2021
Approve amendment to Board Policy 0470 – COVID-19 Mitigation Plan
Page 2

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 0000

Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(a)

COVID-19 Mitigation Plan

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. - The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. - In the event that any federal, or state, law and/or order or local order may conflict with this policy, the law or order shall govern.

~~*(cf. 2210 – Administrative Discretion Regarding Board Policy)*~~

~~*(cf. 5141.22 – Infectious Diseases)*~~

~~*(cf. 9310 – Board Policies)*~~

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

To limit the impact of the pandemic on the education of district students, the district shall implement learning recovery, social-emotional support, and other measures and strategies designed to keep students learning and engaged in the instructional program.

COVID-19 Safety Plan

The Superintendent or designee shall establish, implement, and maintain a COVID-19 safety plan that complies with any mandatory public health guidance of the California Department of Public Health (CDPH), the COVID-19 prevention program ("CPP") consistent with the regulations of the California Division of Occupational Safety and Health, any orders of state or local health authorities, and any other applicable law and/or health order(s). The Superintendent or designee shall ensure, at a minimum, that the COVID-19 safety plan complies with all mandatory guidance and gives priority to recommended practices that are identified as being particularly effective at COVID-19 mitigation. The Superintendent or designee shall regularly review public health guidance to ensure that the district's COVID-19 mitigation strategies are current with public health mandates or recommendations.

The district's COVID-19 safety plan shall be posted on the district's web site.

To promote transparency and facilitate decision-making regarding COVID-19 mitigation strategies, the Superintendent or designee shall report to the Board on a regular basis regarding the following:

1. Level of community transmission of COVID-19

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 0000

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BP 0470(b)

2. COVID-19 vaccination coverage in the community and among students and staff
3. Any local COVID-19 outbreaks or increasing trends
4. Changes to local, state, and/or federal public health guidance, orders, and laws
5. Any revisions to the district's COVID-19 safety plan

Reporting to the Public Health Department

Upon learning that a school employee or student who has tested positive for COVID-19 was present on campus while infectious, the Superintendent or designee shall immediately, and in no case later than 24 hours after learning of the positive case, notify the local health officer or the local health officer's representative about the positive case. The notification shall be made even if the individual who tested positive has not provided prior consent to the disclosure of personally identifiable information and shall include all of the following information, if known: (Education Code 32090)

1. Identifying information of the individual who tested positive, including full name, address, telephone number, and date of birth
2. The date of the positive test, the school(s) at which the individual was present, and the date the individual was last onsite at the school(s)
3. The name, address, and telephone number of the person making the report

If a school has two or more outbreaks of COVID-19 and is subject to a safety review by CDPH pursuant to Education Code 32090, the Superintendent or designee shall cooperate fully with the review.

Statewide Instructional Mode Survey

On or before the second and fourth Monday of each month, the Superintendent or designee shall submit to the California Collaborative for Educational (CCEE) information required under Education Code 32091, in accordance with the form and procedures determined by CCEE.

Stakeholder Engagement and Community Relations

The district shall solicit input from stakeholders on how to best support students following the learning disruptions of the pandemic through appropriate methods, which may include surveys, community and family meetings, and other methods identified by the Superintendent or designee.

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

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Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(c)

The Superintendent or designee shall collaborate with local health authorities to ensure that parents/guardians are provided with the information needed to ensure that public health guidance is observed in the home as well as in school, such as information about isolation and quarantine requirements, face mask requirements, symptom checks prior to school attendance, and who to contact when students have symptoms and/or were exposed.

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding [community transmission levels](#), district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

~~*(cf. 1100—Communication with the Public)*~~

~~*(cf. 1112—Media Relations)*~~

~~*(cf. 9010—Public Statements)*~~

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for ~~keeping students, staff, and visitors safe during the COVID-19 state-of-emergency.~~ [COVID-19 mitigation strategies](#). The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

Learning Recovery and Social-Emotional Support

The Superintendent or designee shall develop a plan for assessing students' current academic levels early in the school year to ensure that each student is provided with appropriate opportunities for learning recovery based on need. The plan may include:

1. Use of interim or diagnostic assessments
2. Review of available data from assessments within the California Assessment of Student Performance and Progress
3. Review of attendance data from the 2020-2021 school year
4. Review of prior year grades
5. Discussion of student needs and strengths with parents/guardians and former teachers

The Superintendent or designee shall develop and implement a learning recovery program that, at a minimum, provides supplemental instruction and support for social emotional well-being, and to the maximum extent permissible meals and snacks, to eligible students. (Education Code 43522)

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BOARD POLICY**

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Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(d)

Supplemental Instruction and Support

The district shall provide students with evidence-based supports and interventions in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. (Education Code 43522)

Targeted and intensive supports may include: (Education Code 43522)

1. Extending instructional learning time based on student learning needs including through summer school or intersessional instructional programs
2. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff
3. Learning recovery programs and materials designed to accelerate student academic proficiency, English language proficiency, or both
4. Integrated student supports to address other barriers to learning, such as:
 - a. The provision of health, counseling, or mental health services
 - b. Access to school meal programs
 - c. Access to before and after school programs
 - d. Programs to address student trauma and social-emotional learning
 - e. Referrals for support for family or student needs
5. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports
6. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility
7. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning
8. Other interventions identified by the Superintendent or designee

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

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Philosophy, Goals, Objectives and Comprehensive Plan

BP 0470(e)

To ensure schoolwide implementation of the district's tiered framework of supports, the Superintendent or designee shall plan staff development that includes: (Education Code 43522)

1. Accelerated learning strategies and effective techniques for closing learning gaps, including training in facilitating quality learning opportunities for all students
2. Strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs

Reengagement for Chronically Absent Students

The Superintendent or designee shall implement strategies for identifying, locating, and reengaging students who were chronically absent or disengaged during the 2020-21 school year, including students who were kindergarten-age but who did not enroll in kindergarten. Strategies for reengaging students may include:

1. Personal outreach to families, including by staff who are known to families
2. Door-to-door campaigns
3. The use of social media to spread awareness about the implementation of COVID-19 mitigation strategies
4. Welcoming and supporting students who experienced chronic absenteeism due to the COVID-19 pandemic or who are returning to school after a long absence

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or is subject to a quarantine order to stay home in accordance with state and local health orders.

The Superintendent or designee shall ensure continuity of instruction for students who may be under a quarantine order to stay home, by offering such students independent study or other instructional delivery channels that allows the student to continue to participate in the instructional program to the greatest extent possible.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

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BP 0470(f)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff except as allowed by law. (Education Code 49450)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on their medical condition or COVID status, exposure, or high-risk status.

~~The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.~~

~~(cf. 0400—Comprehensive Plans)~~

~~(cf. 0450—Comprehensive Safety Plan)~~

~~(cf. 3516—Emergencies and Disaster Preparedness Plan)~~

~~Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

~~(cf. 6020—Parent Involvement)~~

Student Support

~~The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.~~

~~(cf. 0415—Equity)~~

~~As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.~~

~~(cf. 6142.8—Comprehensive Health Education)~~

~~Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.~~

~~(cf. 5141.5—Mental Health)~~

~~(cf. 5141.52—Suicide Prevention)~~

~~(cf. 6164.2—Guidance/Counseling Services)~~

~~(cf. 6164.5—Student Success Teams)~~

~~As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.~~

~~(cf. 6173—Education for Homeless Children)~~

~~The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.~~

~~(cf. 5141.4—Child Abuse Prevention and Reporting)~~

~~The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.~~

Instruction/Schedules

~~The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.~~

~~(cf. 6157—Distance Learning)~~

~~(cf. 6158—Independent Study)~~

~~The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements which include a distance or blended learning, and an independent study model.~~

~~(cf. 6111—School Calendar)~~

~~(cf. 6112—School Day)~~

~~For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning.~~

~~Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.~~

Evaluation of Academic Progress Following Campus Closure

~~Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:~~

- ~~1. Address student-specific needs arising from the transition back into on-campus instruction~~
- ~~2. Consider whether or not a student has experienced a regression of skills and/or lack of progress~~
- ~~3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services~~

~~(cf. 6179—Supplemental Instruction)~~

~~For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6159.1—Procedural Safeguards and Complaints for Special Education)~~

~~(cf. 6164.6—Identification and Education Under Section 504)~~

Grading:

~~For each grading period, student progress shall be reported in accordance with BP/AR 5121—Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:~~

- ~~1. Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments~~
- ~~2. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means~~

~~(cf. 5121—Grades/Evaluation of Student Achievement)~~

Health Screening of Students

~~To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.~~

~~If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.~~

~~(cf. 5141—Health Care and Emergencies)~~

~~(cf. 5141.3—Health Examinations)~~

~~(cf. 5141.6—School Health Services)~~

Student Absence and Attendance

~~The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses.~~

~~Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.~~

~~Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)~~

~~Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off-campus.~~

~~When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted, but is not required.~~

~~(cf. 5113—Absences and Excuses)~~

~~If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall~~

~~work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.~~

~~(cf. 6154—Homework/Makeup Work)~~

~~The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.~~

~~The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.~~

~~(cf. 5113.1—Chronic Absence and Truancy)~~

~~(cf. 5113.11—Attendance Supervision)~~

Social Distancing

~~In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:~~

- ~~1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other~~
- ~~2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes~~
- ~~3. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements~~
- ~~4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries~~
- ~~5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries~~
- ~~6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment~~
- ~~7. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.~~

~~(cf. 5142.2—Safe Routes to School Program)~~

~~Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.~~

~~(cf. 6145—Extracurricular and Cocurricular Activities)~~

~~(cf. 6145.2—Athletic Competition)~~

~~(cf. 6153—School Sponsored Trips)~~

Personal Protective Equipment and Hygiene Practices

~~The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.~~

~~Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.~~

~~The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.~~

Sanitization of Facilities and Equipment

~~School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.~~

~~(cf. 3510—Green School Operations)~~

~~(cf. 3514.1—Hazardous Substances)~~

~~(cf. 4157/4257/4357—Employee Safety)~~

~~The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by~~

~~opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.~~

Food Services

~~The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.~~

~~(cf. 3550—Food Service/Child Nutrition Program)~~

~~For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.~~

~~Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.~~

~~Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.~~

~~(cf. 3553—Free and Reduced Price Meals)~~

Staff

~~Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.~~

~~(cf. 4030—Nondiscrimination in Employment)~~

~~(cf. 4113—Assignment)~~

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

~~(cf. 4113.5/4213.5/4313.5—Working Remotely)~~

~~In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.~~

~~(cf. 4151/4251/4351—Employee Compensation)~~

~~Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.~~

~~An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)~~

~~(cf. 4161.1/4361.1—Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8—Family Care and Medical Leave)
(cf. 4261.1—Personal Illness/Injury Leave)~~

~~Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)~~

- ~~1.—Subject to a federal, state, or local quarantine or isolation order related to COVID-19~~
- ~~2.—Advised by a health care provider to self-quarantine due to concerns related to COVID-19~~
- ~~3.—Experiencing symptoms of COVID-19 and seeking a medical diagnosis~~
- ~~4.—Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine~~
- ~~5.—Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19~~
- ~~6.—Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services~~

~~Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)~~

~~For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of \$200 per day and \$10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)~~

~~The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)~~

Follow-Up with Infected Persons/Contact Tracing

~~The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.~~

~~If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.~~

~~Nondiscrimination~~

~~The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)~~

~~(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information)~~

~~The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.~~

~~(cf. 1312.3—Uniform Complaint Procedures)~~

~~(cf. 5131.2—Bullying)~~

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

Community Relations

~~(cf. 1400—Relations Between Other Governmental Agencies and the Schools)~~

~~(cf. 1700—Relations Between Private Industry and the Schools)~~

~~While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.~~

~~(cf. 1240—Volunteer Assistance)~~

~~(cf. 1250—Visitors/Outsiders)~~

~~Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.~~

(cf. 1330—Use of School Facilities)

Potential Re closure of Campus

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to re close school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that re closure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference:

EDUCATION CODE

44978 Sick leave for certificated employees

45191 Leave of absence for illness and injury, classified employees

48205 Excused absences

48213 Prior parent notification of exclusion; exemption

48240 Supervisors of attendance

49451 Exemption from physical exam; exclusion from attendance

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12945.1-12945.2 California Family Rights Act

HEALTH AND SAFETY CODE

120230 Exclusion from attendance

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 2

11087-11098 California Family Rights Act

CODE OF REGULATIONS, TITLE 5

202 Exclusion from attendance

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended, especially:

2601 Paid sick leave

2620 Public health emergency leave

UNITED STATES CODE, TITLE 42

1760 Note National School Lunch program waivers addressing COVID-19

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:

CSBA PUBLICATIONS

Sample School Board Resolution on Grading During Emergency School Closures

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs for 2019 Novel Coronavirus

FAQs on Grading and Graduation Requirements

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020

School Guidance on Novel Coronavirus or COVID-19, March 7, 2020

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Considerations for Schools, rev. May 19, 2020

Interim Guidance for Schools and Day Camps, May 2020

Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020

OFFICE OF THE GOVERNOR PUBLICATIONS

Executive Order N-30-20, March 17, 2020

Executive Order N-26-20, March 13, 2020

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

U.S. DEPARTMENT OF LABOR POSTERS

Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act

WEB SITES

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

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

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

Centers for Disease Control and Prevention: <http://www.cdc.gov/coronavirus/2019-nCoV>

Office of the Governor: <http://www.gov.ca.gov>

Office of Management and Budget: <http://www.whitehouse.gov/omb>

U.S. Department of Labor: <http://www.dol.gov>

World Health Organization: <http://www.who.int>

Adopted: 8-18-20

Amended: 11-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY 4141/4241
COLLECTIVE BARGAINING AGREEMENT

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 4141/4241 – Collective Bargaining Agreement?

BACKGROUND: Board Policy 4141/4241 updated to reflect court decision holding that a provision in a collective bargaining agreement that directly conflicts with the Education Code cannot be enforced. Policy also adds language clarifying that, whenever a law conflicts with a provision in the collective bargaining agreement, the law will prevail. Board Policy 4141/4241 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy 4141/4241 – Collective Bargaining Agreement as first and final reading.
 2. Approve amendment to Board Policy 4141/4241 – Collective Bargaining Agreement as first reading.
 3. Do not approve amendment to Board Policy 4141/4241 – Collective Bargaining Agreement.

RECOMMENDATION: Approval of 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 BOARD POLICY

Series 4000

Personnel

BP 4141, 4241

Collective Bargaining Agreement

The Governing Board recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The Board is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.

~~(cf. 4140/4240 – Bargaining Units)
(cf. 4143/4243 – Negotiations/Consultation)~~

Following adoption of the collective bargaining agreement, the Superintendent or designee shall review related Board policies and recommend to the Board any action needed to maintain consistency with the agreement. Whenever a Board policy conflicts with a provision in the collective bargaining agreement, the agreement shall be binding for those employees covered by the terms of the agreement. **Whenever a law conflicts with a provision in the collective bargaining agreement, the law will prevail as to those employees for whom the law applies.**

~~(cf. 9310 – Board Policies)~~

Upon request by the Public Employment Relations Board, the Superintendent or designee shall provide, within 15 days of the request, a copy of the written agreement and any amendments. (8 CCR 32120)

Legal Reference:

~~EDUCATION CODE~~

~~35035 Additional powers and duties of superintendent, transfer authority~~

~~35036 Voluntary transfers~~

~~35160 Authority of governing boards~~

~~35160.1 Broad authority of school districts~~

~~GOVERNMENT CODE~~

~~3540-3549.3 Educational Employment Relations Act~~

~~CODE OF REGULATIONS, TITLE 8~~

~~31001-32997 Regulations of employee relations boards~~

Management Resources:

~~CSBA PUBLICATIONS~~

~~Collective Bargaining DVD-ROM~~

~~Maximizing School Board Governance: Collective Bargaining~~

~~WEB SITES~~

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

~~California Public Employee Relations: <http://eper.berkeley.edu>~~

~~Center for Collaborative Solutions: <http://www.cesecenter.org>~~

~~Public Employment Relations Board: <http://www.perb.ca.gov>~~

~~State Mediation and Conciliation Services (SMCS): <http://www.dir.ca.gov/csmcs/smes.html>~~

Adopted: 9-17-80

Amended: 7-23-85, 1-21-92, 9-17-02, 3-16-04, 2-19-08, 11-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 4158/4258/4358 EMPLOYEE SECURITY

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy and Administrative Regulation 4158/4258/4358 Employee Security?

BACKGROUND: Board Policy 4158/4258/4358 updated to reflect law authorizing a district to petition, on behalf of an employee, for a gun violence restraining order prohibiting a person from owning, purchasing, possessing, or receiving a firearm. Policy also reflects law requiring a district to provide reasonable accommodations, upon request, to an employee who is a victim of domestic violence, sexual assault, or stalking. Policy adds a requirement of law to inform administrators and counselors, along with teachers, regarding certain crimes and offenses committed by students. Regulation updated to more directly reflect law requiring a report to law enforcement of any attack, assault, or physical threat made against an employee by a student. Material in section on "Notice Regarding Student Offenses" reorganized to clarify the required notifications that must be made to staff pertaining to (1) student offenses that are grounds for suspension or expulsion and (2) any report received from a court that a student has been found to have committed a felony or misdemeanor involving specified offenses. In that section, paragraph on notifications that may be provided by a district police or security department deleted and moved into Note since its applicability is limited. New section on "Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking" reflects law requiring a district to provide reasonable accommodations, including, but not limited to, safety procedures or adjustments to a job structure, workplace facility, or work requirement, upon the request of an employee who is a victim of domestic violence, sexual assault, or stalking. Board Policy 4158/4258/4358 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 4158/4258/4358 Employee Security as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 4158/4258/4358 Employee Security as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 4158/4258/4358 Employee Security.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, NOVEMBER 16, 2021
Approve amendment to Board Policy and Administrative Regulation
4158/4258/4358 Employee Security
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4158, 4258, 4358(a)

Employee Security

The Governing Board desires to provide a safe and orderly working environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

~~(cf. 0450—Comprehensive Safety Plan)~~

~~(cf. 3515—Campus Security)~~

~~(cf. 5131.4—Student Disturbances)~~

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with AR 3515.2 - Disruptions. Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code 48904, 48905) Such measures may include seeking a temporary restraining order on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

~~(cf. 3320—Claims and Actions Against the District)~~

~~(cf. 3515.4—Recovery for Property Loss or Damage)~~

~~(cf. 4156.3/4256.3/4356.3—Employee Property Reimbursement)~~

~~(cf. 5125.2—Withholding Grades, Diploma or Transcripts)~~

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Labor Code 230-230.1 and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall ~~ensure that employees receive training~~ provide staff development in crisis prevention and intervention techniques, ~~in order to protect themselves and students.~~ Staff development which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4158, 4258, 4358(b)

~~(cf. 4131—Staff Development)~~
~~(cf. 4231—Staff Development)~~
~~(cf. 4331—Staff Development)~~

~~The Superintendent or designee also shall inform teachers, i~~In accordance with law, ~~the Superintendent or designee shall inform teachers, administrators, and/or counselors~~ of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

~~(cf. 5141—Health Care and Emergencies)~~

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities, except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

~~(cf. 4118—Suspension/Disciplinary Action)~~
~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

Reporting of Injurious Objects

~~The Board requires e~~Employees shall ~~to~~ take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. ~~The e~~Employees shall ~~use his/her own~~ exercise their best judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

~~(cf. 3515.7—Firearms on School Grounds)~~
~~(cf. 5131.7—Weapons and Dangerous Instruments)~~
~~(cf. 5144—Discipline)~~
~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~
~~(cf. 5144.2—Suspension and Expulsion/Due Process (Students with Disabilities))~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4158, 4258, 4358(c)

When informing the principal about the possession or seizure of a weapon or dangerous device, ~~the~~ an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

~~32210-32212 Willful disturbance, public schools or meetings~~

~~32225-32226 Communication devices~~

~~35208 Liability insurance~~

~~35213 Reimbursement for loss, destruction or damage of school property~~

~~44014 Report of assault by pupil against school employee~~

~~44807 Duty concerning conduct of students~~

~~48201 Transfer of student records~~

~~48900-48926 Suspension or expulsion~~

~~49079 Notification to teacher; student who has engaged in acts re: grounds for suspension or expulsion~~

~~49330-49335 Injurious objects~~

CIVIL CODE

~~51.7 Freedom from violence or intimidation~~

CODE OF CIVIL PROCEDURE

~~527.8 Workplace violence safety act~~

GOVERNMENT CODE

~~995-996.4 Defense of public employees~~

~~3543.2 Scope of representation~~

PENAL CODE

~~71 Threatening public officers and employees and school officials~~

~~240-246.3 Assault and battery, especially:~~

~~241.3 Assault against school bus drivers~~

~~241.6 Assault on school employee including board member~~

~~243.3 Battery against school bus drivers~~

~~243.6 Battery against school employee including board member~~

~~245.5 Assault with deadly weapon; school employee including board member~~

~~290 Registration of sex offenders~~

~~601 Trespass by person making credible threat~~

~~626-626.11 School crimes~~

~~646.9 Stalking~~

~~22810 Purchase, possession, and use of tear gas~~

WELFARE AND INSTITUTIONS CODE

~~827 Juvenile court proceedings; reports; confidentiality~~

~~828.1 District police or security department, disclosure of juvenile records~~

COURT DECISIONS

~~City of San Jose v. William Garbett, (2010) 190 Cal.App.4th 526~~

Management Resources:

WEB SITES

~~CSBA: <http://www.esba.org>~~

~~CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/ls/ss>~~

Adopted: 1-25-78

Amended: 2-14-79, 11-17-82, 7-23-85, 1-21-92, 9-17-02, 10-18-11, 11-13-18, 11-16-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4158, 4258, 4358(a)

Employee Security

An employee may use reasonable and necessary force for self-defense or defense of another person, to quell a disturbance threatening physical injury to others or damage to property, or to obtain possession of weapons or other dangerous objects within the control of a student. - (Education Code 44807, 49001)

~~(cf. 5131.7 – Weapons and Dangerous Instruments)
(cf. 5144 – Discipline)~~

~~Employees~~ An employee shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against ~~him/her~~ the employee by a student or by any other individual in relation to the ~~employee's~~ performance of ~~his/her~~ the employee's duties, and any action the employee took in response. ~~When appropriate~~ Reports of an attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

In addition, the employee and the principal or other immediate supervisor shall promptly report ~~the incident~~ to local law enforcement. ~~– authorities~~ an attack, assault, or physical threat made against the employee by a student. (Education Code 44014)

Notice Regarding Student Offenses

When a student commits certain offenses that may endanger staff or others, the following procedures shall be implemented to notify staff members as appropriate:

~~(cf. 3515.2 – Disruptions)~~

~~Reports of attack, assault, or threat also shall be forwarded immediately to the Superintendent or designee.~~

~~(cf. 3320 – Claims and Actions Against the District)
(cf. 3515.4 – Recovery for Property Loss or Damage)
(cf. 3530 – Risk Management/Insurance)~~

~~Notice Regarding Student Offenses Committed While Under School Jurisdiction~~

1. Acts That Are Grounds for Suspension or Expulsion

- a. The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in AR 5144.1 - Suspension and Expulsion/Due Process. -This information shall be based upon district

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4158, 4258, 4358(b)

records maintained in the ordinary course of business or records received from a law enforcement agency. - (Education Code 49079)

~~(cf. 5125—Student Records)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

- b. Upon receiving a transfer student's record regarding acts committed by the student that resulted in ~~his/her~~ suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended ~~from school~~ or expelled from ~~his/her~~the former district and of the act that resulted in the suspension or expulsion. - (Education Code 48201)
- c. Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. - (Education Code 48201, 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

~~When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)~~

~~(cf. 3515.3—Police/Security Department)~~

2. Offences Reported to the District by a Court

- a. When informed by ~~the~~a court that a minor student has been found by ~~a~~the court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall ~~so inform~~expeditiously notify the school principal. - (Welfare and ~~Institution~~Institutions Code 827)
- b. The principal shall ~~expeditiously~~ disseminate this information to ~~the~~any counselor(s) who directly supervises or reports on the student's behavior or progress.~~The principal shall also inform and to~~ any teacher or administrator directly supervising or reporting on the student's behavior or progress whom ~~he/she~~the principal thinks may need the information ~~so as~~in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. - (Welfare and Institutions Code 827)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 4000

Personnel

AR 4158, 4258, 4358(c)

- c. Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. - The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. - (Welfare and Institutions Code 827)
- d. When a student is removed from school as a result of ~~his/her~~an offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. - If the student is returned to a different district, the Superintendent shall transmit the ~~information provided by the student's parole or probation officer to the superintendent of the new district of attendance.~~ (Welfare and Institutions Code 827) (Welfare and Institutions Code 827)

~~information provided by the student's parole or probation officer to the Superintendent of the new district of attendance.~~

- e. Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. - (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to ~~counselors and teachers of classes/programs to which a student is assigned~~a counselor or teacher, the principal or designee shall send the staff member a written notification that ~~one of his/her students~~a student has committed an offense that requires ~~him/her~~review of a student's file in the school office. - This notice shall not name or otherwise identify the student. -The staff member shall ~~be asked to~~initial the notification and ~~return it to the principal or designee.~~ He/she shall also initial the student's file when reviewing it in the school office.

Use of Pepper Spray

Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking

When requested by an employee who is a victim of domestic violence, sexual assault, or stalking, the district shall provide the employee reasonable accommodations which may include the implementation of safety measures, including: (Labor Code 230)

1. A transfer, reassignment, or modified schedule

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AR 4158, 4258, 4358(d)

2. A changed work telephone or work station
3. An installed lock
4. Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace
5. Referral to a victim assistance organization
6. Another safety procedure or adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime

The Superintendent or designee shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations that do not pose an undue hardship on the district. In determining whether an accommodation is reasonable, the Superintendent or designee shall consider any exigent circumstance or danger facing the employee. (Labor Code 230)

Upon the request of the Superintendent or designee, an employee requesting a reasonable accommodation shall provide a written statement, signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. The Superintendent or designee may also request that the employee provide certification of the employee's status as a victim of domestic violence, sexual assault, or stalking. Such certification may include: (Labor Code 230)

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a licensed medical professional or health care provider, domestic violence or sexual assault counselor, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
- ~~4.~~ 4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf

Any verbal or written statement, police or court record, or other documentation identifying an employee as a victim shall be confidential and shall not be disclosed by the district except as

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AR 4158, 4258, 4358(e)

required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be notified before any authorized disclosure. (Labor Code 230)

Every six months after the date of the certification, the Superintendent or designee may request recertification of the employee's status as a victim of domestic violence, sexual assault, or stalking or ongoing circumstances related to the crime or abuse. The employee shall notify the Superintendent or designee if, due to changing circumstances, the employee needs a new accommodation or no longer needs an accommodation. (Labor Code 230)

The district shall not retaliate against an employee because of the employee's status as a victim of crime or abuse or for requesting a reasonable accommodation, regardless of whether the request was granted. (Labor Code 230)

Use of Pepper Spray

The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee. Employees wishing to carry pepper spray shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. The Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.

When approving an employee's request, the Superintendent or designee shall inform the employee of the following conditions:

1. The pepper spray shall be used only in self-defense: ~~pursuant to Penal Code 22810.~~
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

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

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

3. The pepper spray must be stored in a secure place and not be accessible to students or other individuals. ~~Negligent storage of the pepper spray may subject the employee to disciplinary action.~~

Adopted: 1-21-92

Amended: 9-17-02, 3-11, 11-13-18, 11-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5141.1 CHILD ABUSE PREVENTION AND REPORTING

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy and Administrative Regulation 5141.4 – Child Abuse and Prevention Reporting?

BACKGROUND: Board Policy 5141.4 updated to clarify that districts are not required, but are authorized, to include age-appropriate and culturally sensitive child abuse prevention curriculum in the instructional program, add material regarding displaying posters on campus notifying students of the appropriate telephone number to call to report child abuse or neglect, include the requirement for student identifications cards for students in grades 7-12 to include the National Domestic Hotline telephone number, and clarify that the training regarding duties of mandated reporters be according to law and administrative regulation. Regulation updated to reflect NEW LAW (AB 1145, 2020) which amends the definition of sexual assault for purposes of mandated reporting to not include voluntary conduct in violation of Penal Code 286, 287, or 289 (sodomy, oral copulation, or sexual penetration) if there are no indicators of abuse unless such conduct is between a person who is 21 years of age or older and a minor who is under 16 years of age. Regulation also adds licensees of licensed child day care facilities to the list of mandated reporters, reflects that the California Department of Justice form is now titled BCIA 8572, clarifies that when a staff member or volunteer aide is selected by a child to be present at an interview where child abuse is being investigated that the principal or designee inform the person of specified requirements prior to the interview, and reflects NEW STATE REGULATION (Register 2020, No. 21) which authorizes parents/guardians of special education students to file a complaint with CDE for safety concerns that interfere with the provision of a free appropriate public education pursuant to 5 CCR 3200-3205 rather than through uniform complaint procedures. Board Policy 5141.4 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 5141.4 – Child Abuse and Prevention Reporting as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 5141.4 – Child Abuse and Prevention Reporting as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 5141.4 – Child Abuse and Prevention Reporting.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, NOVEMBER 16, 2021
Approve amendment to Board Policy and Administrative Regulation
5141.4 – Child Abuse and Prevention Reporting
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5141.4(a)

Child Abuse Prevention and Reporting

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. -The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

~~(cf. 1020—Youth Services)~~

~~(cf. 5141.6—School Health Services)~~

~~(cf. 6164.2—Guidance/Counseling Services)~~

Child Abuse Prevention

The district's instructional program ~~shall include~~ **may provide** age-appropriate and culturally sensitive child abuse prevention curriculum. ~~This curriculum shall explain students' which explains students'~~ right to live free of abuse, includes instruction in **the** skills and techniques needed to identify unsafe situations and react appropriately and promptly, ~~inform~~ **informs** students of available support resources, and ~~teach them~~ **teaches** students how to obtain help and disclose incidents of abuse.

~~(cf. 6142.8—Comprehensive Health Education)~~

~~(cf. 6143—Courses of Study)~~

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5141.4(b)

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law

~~(cf. 4119.21/4219.21/4319.21—Professional Standards)~~
~~(cf. 5145.7—Sexual Harassment)~~

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

~~(cf. 0450—Comprehensive Safety Plan)~~

District employees who are mandated reporters, as defined by law and ~~district~~ administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Legal Reference:

EDUCATION CODE

~~32280-32288 Comprehensive school safety plans~~
~~33195 Heritage schools, mandated reporters~~
~~33308.1 Guidelines on procedure for filing child abuse complaints~~
~~44252 Teacher credentialing~~
~~44691 Staff development in the detection of child abuse and neglect~~
~~44807 Duty concerning conduct of students~~
~~48906 Notification when student released to peace officer~~
~~48987 Dissemination of reporting guidelines to parents~~
~~49001 Prohibition of corporal punishment~~
~~51220.5 Parenting skills education~~
~~51900.6 Sexual abuse and sexual assault awareness and prevention~~

PENAL CODE

~~152.3 Duty to report murder, rape or lewd or lascivious act~~
~~273a Willful cruelty or unjustifiable punishment of child; endangering life or health~~
~~288 Definition of lewd or lascivious act requiring reporting~~
~~11164-11174.3 Child Abuse and Neglect Reporting Act~~

WELFARE AND INSTITUTIONS CODE

~~15630-15637 Dependent adult abuse reporting~~

CODE OF REGULATIONS, TITLE 5

~~4650 Filing complaints with CDE, special education students~~

UNITED STATES CODE, TITLE 42

~~11434a McKinney-Vento Homeless Assistance Act; definitions~~

COURT DECISIONS

~~Camreta v. Greene (2011) 131 S.Ct. 2020~~

Management Resources:

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BP 5141.4(c)

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

WEB SITES

CDE, Safe Schools: <http://www.ede.ca.gov/ss>

California Attorney General's Office, Suspected Child Abuse Report Form:

http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf

California Department of Social Services, Children and Family Services Division: <http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information:

<http://nccan.ch.acf.hhs.gov>

Adopted: 8-18-92

Amended: 9-17-02, 3-22-05, 4-21-15, 11-16-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.4(a)

Child Abuse Prevention and Reporting

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

~~(cf. 4119.21/4219.21/4319.21—Professional Standards)~~
~~(cf. 5145.7—Sexual Harassment)~~

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of ~~his/her~~ employment (Penal Code 11165.5, 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be **legally** privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)-
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, ~~to protect himself/herself~~ **for purposes of self-defense**, or to obtain weapons or other dangerous objects within the control of ~~the~~ student (Education Code 49001)

~~(cf. 5131.7—Weapons and Dangerous Instruments)~~
~~(cf. 5144—Discipline)~~
~~(cf. 6159.4—Behavioral Interventions for Special Education Students)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.4(b)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by ~~the~~ student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed ~~nurses~~nurses or health care providers; and administrators, presenters ~~or~~, and counselors of a child abuse prevention program. - (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on ~~his/her~~the person's training and experience, to suspect child abuse or neglect. - However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, acting in ~~his/her~~a professional capacity or within the scope of ~~his/her~~employment, ~~he/she~~the mandated reporter has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. - (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any district employee who reasonably believes ~~that he/she has~~to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. - (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

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AR 5141.4(c)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. - (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. - (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom ~~he/she~~ **the person** knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. - (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or ~~the~~ county welfare department. (Penal Code 11165.9, 11166)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall ~~then~~ prepare and either send, fax, or electronically ~~submit~~ **transmit** to the appropriate agency a written follow-up report, which includes a completed **California** Department of Justice (**DOJ**) form (**SSBCIA** 8572). - (Penal Code 11166, 11168)

The Department Oof Justice form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

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- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to ~~him/her.~~ ~~the mandated reporter.~~ (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to ~~the~~an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. - (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose ~~his/her~~the mandated reporter's identity to ~~his/her~~a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to ~~the~~an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. - (Penal Code 11166)

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AR 5141.4(e)

Training

Within the first six weeks of each school year, ~~or within the first six weeks of employment if hired during the school year~~, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. ~~Any school personnel hired during the school year shall receive such training within the first six weeks of employment.~~ (Education Code 44591.44691; Penal Code 11165.7)

~~(cf. 4131/4231/4331—Staff Development)~~

The Superintendent or designee shall use the online training module provided by the California Department of Social Services- (CDSS). (Education Code 44691)

The ~~T~~training shall ~~also~~ include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691.7; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Whenever ~~the Department of Social Services~~CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a ~~student~~child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform ~~him/her of the~~ ~~the~~ ~~person of the following requirements prior to the interview:~~ (Penal Code 11174.3) ~~following requirements:~~ (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the ~~student~~child and enable ~~him/her~~the child to be as comfortable as possible.

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Students

AR 5141.4(f)

2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the ~~student~~ child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

~~(cf. 5145.11—Questioning and Apprehension)~~

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those [guidelines](#) and/or procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." -If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. - The employee shall also ~~is~~ file a report when obligated to do so pursuant to Penal Code 11166 ~~to file a report himself/herself~~ using the procedures described above for mandated reporters.

~~(cf. 1312.1—Complaints Concerning District Employees)~~

In addition, if the ~~student~~child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR ~~4650-3200-3205~~.

~~(cf. 1312.3—Uniform Complaint Procedures)~~

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AR 5141.4(g)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

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

Before beginning employment, any person who will be a mandated ~~reported~~reporter by virtue of ~~his/her portion~~the person's position shall sign ~~the~~a statement indicating ~~that he/she has~~ knowledge of the reporting obligations under Penal Code 11166 and ~~will comply~~compliance with ~~those~~such provisions. - The signed statement shall be retained by the Superintendent or designee. - (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of ~~his/her~~the mandated reporter's professional capacity or outside the scope of ~~his/her~~ employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that ~~he/she~~the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to ~~timely~~ report an incident of known or reasonably suspected child abuse or neglect, ~~he/she~~the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that ~~he/she~~the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. - (Penal Code 11166~~), 11172~~)

Adopted: 8-18-92

Amended: 9-17-02, 11-04, 3-07, 3-08, 3-10, 11-10, 4-21-15, 7-1-16, 11-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5142.52 SUICIDE PREVENTION

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy and Administrative Regulation 5142.52– Suicide Prevention?

BACKGROUND: Board Policy 5142.52 updated to expand material regarding stakeholder engagement and best practices for suicide prevention, intervention, and postvention, and for consistency with CDE's Model Youth Suicide Prevention Policy, including an enhanced list of participants for staff development, the importance of resiliency skills to student instruction, the review of materials and resources for alignment with safe and effective messaging, information to be provided to parents/guardians and caregivers, and the establishment of district and/or school site crisis intervention team(s). Policy also updated to clarify that the policy may be reviewed more frequently than the five-year review requirement of law, and that district data pertaining to reports of suicidal ideation, attempts, or death and data that reflect school climate be periodically reviewed to aid in program development. Regulation updated to expand the section on "Staff Development" by adding to the list of participants for suicide prevention training, topics to be included in such training, and additional professional development for specified groups and to enhance the section on "Instruction" by adding to the list of topics to be taught and authorizing the development and implementation of school activities that raise awareness about mental health wellness and suicide prevention. Regulation also updated to include, for districts that have crisis intervention teams, the contact information for district and/or school site crisis intervention team members, add that school counselors may disclose a student's personal information to report child abuse and neglect as required by law, and include providing comfort to a student who has attempted or threatened to attempt suicide. Board Policy 5142.52 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 5142.52– Suicide Prevention as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 5142.52– Suicide Prevention as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 5142.52– Suicide Prevention.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, NOVEMBER 16, 2021
Approve amendment to Board Policy and Administrative Regulation
5142.52– Suicide Prevention
Page 2

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

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

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.52(a)

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth ~~and~~, prevention is a collective effort that requires stakeholder engagement, and school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior ~~and~~, its impact on students and families, and other trauma associated with suicide, the Superintendent or designee shall develop measures ~~and~~, strategies, practices, and supports for suicide prevention, intervention, and postvention.

In developing policy and ~~strategies~~ procedures for suicide prevention ~~and~~, intervention, and postvention, the Superintendent or designee shall consult with school and community stakeholders ~~such as administrators, other staff, parents/guardians, and students;~~ school-employed mental health professionals ~~such as~~, suicide prevention experts, and, in developing policy for grades K-6, the county mental health plan. (Education Code 215)

School and community stakeholders and school mental health professionals with whom the Superintendent or designee shall consult may include district and school administrators, school counselors, school psychologists, school social workers, ~~and school nurses;~~ ~~suicide prevention experts such as~~, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, ~~and community organizations;~~ law enforcement; ~~and, in developing policy for grades K-6, the county mental health plan.~~ (Education Code 215) The Board shall ensure that measures, legal counsel, and ~~strategies for students in grades K-6 are age appropriate~~ or the district's risk manager or insurance carrier. The Superintendent or designee may also collaborate with county and ~~delivered and discussed in a manner that is sensitive~~ or city governments in an effort to ~~the needs of young students.~~ (Education Code 215) align district policy with any existing community suicide prevention plans.

~~(cf. 1220—Citizen Advisory Committees)~~

~~(cf. 1400—Relations Between Other Governmental Agencies and the Schools)~~

Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and ~~other district employees~~ others who interact with students, including, as ~~described in the accompanying administrative regulation~~ appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

2. Instruction to students in problem-solving ~~and~~, coping, and resiliency skills to promote

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students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

~~(cf. 6142.8 – Comprehensive Health Education)~~

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

~~(cf. 5131 – Conduct)~~

~~(cf. 5131.2 – Bullying)~~

~~(cf. 5137 – Positive School Climate)~~

~~(cf. 5145.3 – Nondiscrimination/Harassment)~~

~~(cf. 5145.7 – Sexual Harassment)~~

~~(cf. 5145.9 – Hate Motivated Behavior)~~

4. The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide
5. The provision of information to parents/guardians and caregivers regarding risk and protective factors and, warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, the district's suicide prevention policy and procedures, basic steps for helping suicidal youth, the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention procedures for addressing suicide threats or attempts
8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
9. Establishment of district and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other district practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide;

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students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

~~(cf. 5141.6 – School Health Services)~~

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. ~~The Board may, at its discretion, review the policy more frequently.~~ (Education Code 215)

The Superintendent or designee shall periodically review district data pertaining to school climate and reports of suicidal ideation, attempts, or death to identify patterns or trends and make recommendations regarding program development.

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. - (Education Code 234.6)

Legal Reference:

EDUCATION CODE

~~215 Student suicide prevention policies~~

~~215.5 Suicide prevention hotline contact information on student identification cards~~

~~216 Suicide prevention online training programs~~

~~234.6 Posting suicide prevention policy on web site~~

~~32280-32289.5 Comprehensive safety plan~~

~~49060-49079 Student records~~

~~49602 Confidentiality of student information~~

~~49604 Suicide prevention training for school counselors~~

GOVERNMENT CODE

~~810-996.6 Government Claims Act~~

PENAL CODE

~~11164-11174.3 Child Abuse and Neglect Reporting Act~~

WELFARE AND INSTITUTIONS CODE

~~5698 Emotionally disturbed youth; legislative intent~~

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~~5850-5883 Children's Mental Health Services Act~~

COURT DECISIONS

~~Corales v. Bennett (Ontario Montclair School District), (2009) 567 F.3d 554~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008~~

~~Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019~~

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

~~School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009~~

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

~~Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015~~

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

~~National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012~~

~~Preventing Suicide: A Toolkit for High Schools, 2012~~

WEB SITES

~~American Association of Suicidology: <http://www.suicidology.org>~~

~~American Foundation for Suicide Prevention: <http://afsp.org>~~

~~American Psychological Association: <http://www.apa.org>~~

~~American School Counselor Association: <http://www.schoolcounselor.org>~~

~~California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/eg/mh>~~

~~California Department of Health Care Services, Mental Health Services:~~

~~<http://www.dhcs.ca.gov/services/MH>~~

~~Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>~~

~~National Association of School Psychologists: <http://www.nasponline.org>~~

~~National Institute for Mental Health: <http://www.nimh.nih.gov>~~

~~Suicide Prevention Resource Center: <http://www.sprc.org/about-suicide>~~

~~Suicide Prevention Lifeline: <http://suicidepreventionlifeline.org>~~

~~Trevor Project: <http://thetrevorproject.org>~~

~~U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services~~

~~Administration: <http://www.samhsa.gov>~~

Adopted: 9-16-14

Amended: 5-16-17, 2-19-19, 4-21-20, 11-16-21

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AR 5141.52(a)

Suicide Prevention

Staff Development

Suicide prevention training shall be provided to teachers, interns, counselors, and ~~other district employees~~ others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers. The training shall be offered under the direction of a district counselor, psychologist, and/or ~~in cooperation~~ social worker who has received advanced training specific to suicide and who may collaborate with one or more county or community mental health agencies.

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Additionally, staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe or traumatic stressor or loss, family instability, impulsivity, and other factors

~~(cf. 5131.6—Alcohol and Other Drugs)~~

3. ~~Warning~~ Identification of students who may be at risk of suicide, including, but not limited to, warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

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5. Instructional strategies for teaching the suicide prevention curriculum ~~and~~, promoting mental and emotional health, **reducing the stigma associated with mental illness, and using safe and effective messaging about suicide**
6. **The importance of early prevention and intervention in reducing the risk of suicide**
7. School and community resources and services, including resources and services that meet the specific needs of high-risk group

(cf. 5141.6—School Health Services)

(cf. 6164.2—Guidance/Counseling Services)

8. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for **constant monitoring ~~the student~~ and supervision of the student, during the time the student is in the school's physical custody**, while the immediate referral of the student to medical or mental health services is being processed
9. District procedures for responding after a suicide has occurred
10. **Common misconceptions about suicide**

The district may provide additional professional development in suicide risk assessment and crisis intervention to district mental health professionals, including, but not limited to, school counselors, psychologists, social workers, and nurses.

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age **and developmentally** appropriate manner and shall be designed to help students:

1. Identify and analyze **warning signs ~~of depression and self-destructive behaviors in oneself~~ risk factors associated with suicide, including, but not limited to, understanding how mental health challenges and ~~others and understand how~~ emotional distress, such as feelings of depression, loss, isolation, inadequacy, and anxiety, can lead to thoughts of suicide**
2. Develop coping and resiliency skills **for dealing with stress and trauma, and building self-esteem**

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3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults~~;~~; school resources, **including the district's suicide prevention, intervention, and referral procedures;** and/or community crisis intervention resources where youth can get help
5. **Develop help-seeking strategies** and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

~~*(cf. 5131.6 – Alcohol and Other Drugs)*~~

~~*(cf. 5141.6 – School Health Services)*~~

~~*(cf. 6142.8 – Comprehensive Health Education)*~~

~~*(cf. 6164.2 – Guidance/Counseling Services)*~~

6. **Recognize that early prevention and intervention can drastically reduce the risk of suicide**

The Superintendent or designee may develop and implement school activities that raise awareness about mental health wellness and suicide prevention.

Student Identification Cards

Student identification cards for students in grades 7-12 shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Intervention

The Superintendent or designee shall provide the name, title, and contact information of the members of the district and/or school crisis intervention team(s) to students, staff, parents/guardians, and caregivers and on school and district web sites. Such notifications shall identify the mental health professional who serves as the crisis intervention team's designated reporter to receive and act upon reports of a student's suicidal intention.

Students shall be encouraged to notify a teacher, principal, counselor, **designated reporter**, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal ~~or~~, school counselor, **or designated reporter**, who shall implement district intervention protocols as appropriate.

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Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, ~~referenced, or~~ discussed, ~~or referred to~~ with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment ~~-, or to report child abuse and neglect as required by Penal Code 11164-11174.3.~~ (Education Code 49602)

~~*(cf. 5141—Health Care and Emergencies)*~~

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

~~*(cf. 5138—Conflict Resolution/Peer Mediation)*~~

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision ~~and providing comfort to the student~~ until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

~~*(cf. 0450—Comprehensive Safety Plan)*~~

~~*(cf. 5141—Health Care and Emergencies)*~~

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

~~*(cf. 5125—Student Records)*~~

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall

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consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 – Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate ~~next~~ steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how to best ~~to~~ discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112 – Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Adopted: 9-16-14

Amended: 5-16-17, 2-19-19, 4-21-20, 11-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY 5145.12 SEARCH AND SEIZURE

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 5145.12– Search and Seizure?

BACKGROUND: Board Policy 5145.12 updated to reflect court decision upholding a school policy that called for limited searches without individualized suspicion if students left campus and returned in the middle of the day. Policy also updated to reflect law which places restrictions on searches of electronic devices such as cellular phones, court decision regarding searches of lockers without individualized suspicion, and court decision upholding policy of random weapons screening with a handheld metal detector.. Board Policy 5145.12 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy 5145.12– Search and Seizure as first and final reading.
 2. Approve amendment to Board Policy 5145.12– Search and Seizure as first reading.
 3. Do not approve amendment to Board Policy 5145.12– Search and Seizure.

RECOMMENDATION: Approval of 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.	_____	_____	_____	_____

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BP 5145.12(a)

Search And Seizure

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities.- As necessary to protect the health, and welfare of students and staff, **and only as authorized by law, Board policy, and administrative regulation**, school officials may search students, their property, and/or district property under their control, and may seize illegal, unsafe ~~and~~, or otherwise prohibited items.

(cf. 0450—Comprehensive Safety Plan)

(cf. 3515—Campus Security)

(cf. 5131—Conduct)

(cf. 5131.7—Weapons and Dangerous Instruments)

(cf. 5144.1—Suspension and Expulsion/Due Process)

~~The Board urges that employees-~~ School officials shall exercise discretion and use good judgment. ~~When~~ when conducting a ~~search~~ searches.

The Superintendent or ~~seizure, employees~~ designee shall ~~act in accordance with law, Board~~ ensure that staff who conduct student searches receive training regarding the requirements of the district's policy, and administrative regulation other legal issues, as appropriate.

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

(cf. 1312.1—Complaints Concerning District Employees)

(cf. 5145.3—Nondiscrimination/Harassment)

Individual Searches Based on Individualized Suspicion

School officials may search an individual ~~students, his/her~~ student, the student's property, or district property under ~~his/her~~ the student's control, when there is a reasonable suspicion that the search will uncover evidence that ~~he/she~~ the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school.- Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. ~~The types of student property that may be searched by school officials include, but are not limited to, lockers, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.~~

Any search of a student, ~~his/her~~ the student's property, or district property under ~~his/her~~ the student's control shall be limited in scope and designed to produce evidence related to the alleged violation.- Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found.- In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

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The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property.

A student's personal electronic device may be searched only if a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information.

Employees shall not conduct strip searches or body cavity searches of any student.- (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension)

Searches of ~~Multiple~~ Student Lockers/ and Desks

All student lockers and desks are the property of the district.- The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks.- Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of ~~Drug-Contraband~~ Detection Dogs

In an effort to keep the schools free of ~~drugs~~ dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.- The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events.- Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without ~~their consent~~. individualized suspicion.

Legal Reference:

EDUCATION CODE

~~32280-32289 School safety plans~~

~~35160 Authority of governing boards~~

~~35160.1 Broad authority of school districts~~

~~35294-35294.9 School safety plans~~

~~48900-48927 Suspension and expulsion~~

~~49050-49051 Searches by school employees~~

~~49330-49334 Injurious objects~~

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BP 5145.12(c)

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor; bringing into or possession of upon or within public school ground; exception

CALIFORNIA CONSTITUTION

Article 1, Section 28(e) Right to Safe Schools

COURT DECISIONS

Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

Jennings v. Joshua Independent School District (5th Cir. 1989) 877 F.2d 313

O'Connor v. Ortega, (1987) 107 S.Ct. 1492

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES

California Attorney General's Office: <http://caag.state.ca.us>

CDE, Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Adopted: 5-20-86

Amended: 9-1-92, 9-17-02, 4-21-09, 11-16-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: B.6.g. APPROVE AMENDMENT TO BOARD POLICY 5145.9 HATE MOTIVATED BEHAVIOR

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 5145.9– Hate Motivated Behavior?

BACKGROUND: Board Policy 5145.9 updated to bolster the governing board's commitment to providing a respectful, inclusive, and safe learning environment, including adding a definition of hate-motivated behavior which incorporates a list of characteristics which may motivate prohibited behavior, reflecting the importance of celebrating diversity, enhancing the list of topics for student instruction and staff development, adding material regarding regularly occurring staff training, and including student and staff discipline for engaging in hate-motivated behavior. Policy also updated to include the requirement to post the policy in a prominent location on the district's web site and add that, in addition to other staff listed, complaints may be reported to the district's compliance officer. Board Policy 5145.9 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy 5145.9– Hate Motivated Behavior as first and final reading.
 2. Approve amendment to Board Policy 5145.9– Hate Motivated Behavior as first reading.
 3. Do not approve amendment to Board Policy 5145.9– Hate Motivated Behavior.

RECOMMENDATION: Approval of 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.	_____	_____	_____	_____

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Students

BP 5145.9(a)

Hate-Motivated Behavior

The Governing Board is committed to providing a **respectful, inclusive, and** safe learning environment that protects students from discrimination, harassment, intimidation, bullying, **and/or any other type of behavior that is motivated by a person's hate.**

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility **towards another person's** toward the victim's real or perceived **ethnicity,** race, color, ancestry, nationality, national origin, **immigrant status,** immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, **gender,** sexual orientation **religious belief, age, disability,** gender, gender identity, gender expression, or genetic information, or any other **physical or cultural** characteristic **identified in** Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior **to the extent possible,** and address such incidents **if in a timely manner when** they occur.

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

(cf. 0450—Comprehensive Safety Plan)

(cf. 3515.4—Recovery for Property Loss or Damage)

(cf. 5131—Conduct)

(cf. 5131.2—Bullying)

(cf. 5131.5—Vandalism and Graffiti)

(cf. 5136—Gangs)

(cf. 5137—Positive School Climate)

(cf. 5141.52—Suicide Prevention)

(cf. 5145.3—Nondiscrimination/Harassment)

(cf. 5147—Dropout Prevention)

The Superintendent or designee shall collaborate with regional programs and community organizations to promote **safe environments for youth** **an environment where diversity is celebrated and hate-motivated behavior is not tolerated.** Such collaborative efforts shall focus on **ensuring an efficient use of district and community resources, developing** the development of effective prevention strategies and response plans, **providing** provision of assistance to students affected by hate-motivated behavior, and/or **educating** education of students who have perpetrated hate-motivated acts.

(cf. 1020—Youth Services)

(cf. 1400—Relations Between Other Governmental Agencies and the Schools)

(cf. 1700—Relations Between Private Industry and the Schools)

(cf. 5148.2—Before/After School Programs)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.9(b)

The district shall provide students with age-appropriate instruction that:

1. ~~i~~Includes the development of social-emotional learning, ~~promotes their~~
2. Promotes an understanding ~~of~~, awareness, appreciation, and respect for human rights, human relations, diversity, and acceptance in a multicultural society;
3. Explains the harm and dangers of explicit and implicit biases
4. Discourages discriminatory attitudes and ~~provides~~practices
5. Provides strategies to manage conflicts constructively.

~~(cf. 5138—Conflict Resolution/Peer Mediation)~~

~~(cf. 6142.3—Civie Education)~~

~~(cf. 6142.4—Service Learning/Community Service Classes)~~

~~(cf. 6141.94—History Social Science Instruction)~~

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

~~(cf. 6164.2—Guidance/Counseling Services)~~

The Superintendent or designee shall provide staff with training that:

1. ~~ensure that~~Promotes an understanding of diversity, equity, and inclusion
2. Discourages the development of discriminatory attitudes and practices
3. Includes social-emotional learning and nondiscriminatory instructional and counseling methods
4. Supports the ~~rules~~prevention, recognition, and response to hate-motivated behavior
5. Raises the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior
6. Includes effective enforcement of rules for appropriate student conduct

Employees who engage in hate-motivated behavior shall be subject to disciplinary action, up to and including dismissal.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.9(c)

Rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident ~~are~~ shall be provided to students, staff, and parents/guardians.

~~The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.~~

~~(cf. 4131/4231/4331—Staff Development)~~

This policy shall be posted in a prominent location on the district's web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

Complaints ~~Process~~

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the ~~principal or the~~ compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, ~~he/she shall also contact law enforcement. All complaints~~ the staff member shall also contact law enforcement.

~~(cf. 3515.3—District Police/Security Department)~~

~~(cf. 5145.11—Questioning and Apprehension by Law Enforcement)~~

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is encouraged to report the incident to a teacher, the principal, the district's compliance officer, or other staff member.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures: or other applicable procedure. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

~~(cf. 1312.1—Complaints Concerning District Employees)~~

~~(cf. 1312.3—Uniform Complaint Procedures) (cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

~~(cf. 5144.2—Suspension and Expulsion/Due Process (Students with Disabilities))~~

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5145.9(d)

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of Hate crimes

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Prohibition of discrimination based on age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Prohibited Disability Harassment, July 2000

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

California Office of the Attorney General: <http://oag.ca.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

Adopted: 9-17-02

Amended: 11-17-09, 9-17-18, 11-16-21

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: NOVEMBER 16, 2021

SUBJECT: VII.1. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of October 31st of the 2021-22 fiscal year?

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

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

2021-22 ADOPTED BUDGET as of
Oak Park Unified
10/31/2021

Cashflow Report
2021-22 ADOPTED BUDGET as of 10/31/2021
Base Year 2021-22; Actuals Through the Month of October

Fund 01

	Object Range	Budget/Beg. Balance	2021 July	August	September	October	November	December	2022 January	February
A. BEGINNING CASH		7,019,939	7,019,939	3,677,406	4,223,262	4,049,284	419,721	—	4,551,292	1,792,180
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	28,455,009	888,806	888,806	4,282,079	1,599,850	1,599,850	4,282,079	1,599,850	1,996,091
Property Taxes	8020-8079	12,344,848	—	88,793	32,874	—	—	6,050,757	—	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,047,038	339	50,512	(725)	37,569	—	41,191	4,814	(264)
Other State Revenue	8300-8599	3,676,130	—	—	275,772	112,486	466,485	565,409	98,042	26,683
Other Local Revenue	8600-8799	3,559,306	206,186	232,715	549,361	391,346	215,962	217,019	337,145	243,248
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		49,082,331	1,095,331	1,260,826	5,139,361	2,141,251	2,282,297	11,156,455	2,039,851	2,265,758
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	23,329,821	296,427	2,365,584	2,092,956	2,248,911	2,228,048	2,215,041	2,339,159	2,218,709
Classified Salaries	2000-2999	7,650,387	233,641	706,392	739,877	735,273	625,490	682,164	666,236	654,241
Employee Benefits	3000-3999	11,428,838	120,449	1,086,852	1,075,395	1,085,772	1,096,043	1,113,851	1,143,196	1,111,558
Books and Supplies	4000-4999	1,867,667	98,948	262,362	309,398	436,747	61,331	47,074	38,661	67,740
Services	5000-5999	3,946,497	107,020	730,496	(189,739)	392,490	215,110	192,024	538,435	196,243
Capital Outlay	6000-6999	0	—	—	5,759	—	—	—	—	—
Other Outgo	7000-7499	298,419	2,392	(21,149)	18,823	4,305	14,113	21,931	44,451	40,271
Interfund Transfers Out	7600-7629	0	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		48,521,629	858,878	5,130,537	4,052,470	4,903,499	4,240,135	4,272,085	4,770,138	4,288,762
E. NET INCREASE/DECREASE (B - C + D)		(2,473,290)	(3,342,533)	545,856	(173,978)	(3,629,562)	(419,721)	4,551,292	(2,759,113)	(1,792,180)
F. ENDING CASH (A + E)			3,677,406	4,223,262	4,049,284	419,721	—	4,551,292	1,792,180	—
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report
2021-22 ADOPTED BUDGET as of 10/31/2021
 Base Year 2021-22; Actuals Through the Month of October

Fund 01

	Object Range	Budget/Beg. Balance	2022 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		7,019,939	—	—	2,807,852	259,010	—	—	—	—
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	28,455,009	3,662,708	1,996,091	1,996,091	3,662,708	—	—	28,455,009	—
Property Taxes	8020-8079	12,344,848	—	6,172,424	—	—	—	—	12,344,848	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,047,038	9,729	10,896	—	93,620	836,925	—	1,084,607	(37,569)
Other State Revenue	8300-8599	3,676,130	574,315	59,184	26,683	778,225	457,656	—	3,440,940	235,190
Other Local Revenue	8600-8799	3,559,306	215,293	246,210	250,894	279,569	253,907	—	3,638,855	(79,549)
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		49,082,331	4,462,046	8,484,805	2,273,668	4,814,121	1,548,488	—	48,964,259	118,072
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	23,329,821	2,226,050	2,260,778	2,360,000	519,038	—	—	23,370,701	(40,880)
Classified Salaries	2000-2999	7,650,387	716,274	766,973	801,068	451,930	—	—	7,779,559	(129,172)
Employee Benefits	3000-3999	11,428,838	1,110,890	1,130,740	1,148,907	192,017	—	—	11,415,671	13,167
Books and Supplies	4000-4999	1,867,667	126,157	123,700	203,517	194,058	308,392	—	2,278,086	(410,419)
Services	5000-5999	3,946,497	399,553	217,062	541,108	489,541	324,046	—	4,153,390	(206,893)
Capital Outlay	6000-6999	0	—	—	—	—	—	—	5,759	(5,759)
Other Outgo	7000-7499	298,419	32,035	2,679	20,396	26,523	91,559	—	298,328	91
Interfund Transfers Out	7600-7629	0	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		48,521,629	4,610,959	4,501,932	5,074,996	1,873,106	723,997	—	49,301,494	(779,865)
E. NET INCREASE/DECREASE (B - C + D)		(2,473,290)	—	2,807,852	(2,548,842)	2,726,748	(1,298,530)	—	(5,332,711)	
F. ENDING CASH (A + E)			—	2,807,852	259,010	2,985,758	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									1,687,227	

Oak Park Unified
56-73874-0000000

Cashflow Report

2021-22 ADOPTED BUDGET as of 10/31/2021

Base Year 2021-22; Actuals Through the Month of October

Fund 01

	Object Range	Budget/Beg. Balance	2021 July	August	September	October	November	December	2022 January	February
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
	Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—
	Accounts Receivable	9200-9299	7,641,076	(284,218)	4,985,161	941,476	394,875	1,288	840	3,603
	Due From Other Funds	9310	51,666	(37,956)	(60,000)	(110,000)	(30,000)	—	—	—
	Stores	9320	0	—	—	—	—	—	—	—
	Prepaid Expenditures	9330	(89,700)	—	—	(91,700)	—	—	—	—
	Other Current Assets	9340	0	—	—	—	—	—	—	—
	Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—
	SUBTOTAL		7,605,041	(322,175)	4,925,161	739,776	364,875	1,288	840	3,603
Liabilities and Deferred Inflows										
	Accounts Payable	9500-9599	3,979,585	1,776,213	655,115	816,167	(265,528)	(41,660)	40,900	32,428
	Due To Other Funds	9610	459,763	—	—	—	23,553	(2,293,018)	2,293,018	—
	Current Loans	9640	5,910,000	1,480,599	(145,521)	1,184,479	1,184,479	797,850	—	—
	Unearned Revenues	9650	289,685	—	—	—	289,685	—	—	—
	Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—
	SUBTOTAL		10,639,033	3,256,812	509,594	2,000,646	1,232,189	(1,536,828)	2,333,918	32,428
Nonoperating										
	Suspense Clearing	9910	0	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS			(3,033,992)	(3,578,986)	4,415,567	(1,260,870)	(867,314)	1,538,116	(2,333,078)	(28,825)
E. NET INCREASE/DECREASE (B - C + D)			(2,473,290)	(3,342,533)	545,856	(173,978)	(3,629,562)	(419,721)	4,551,292	(2,759,113)
F. ENDING CASH (A + E)			3,677,406	4,223,262	4,049,284	419,721	—	4,551,292	1,792,180	—
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report
2021-22 ADOPTED BUDGET as of 10/31/2021
 Base Year 2021-22; Actuals Through the Month of October

Fund 01

	Object Range	Budget/Beg. Balance	2022 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	7,641,076	—	2,567	1,954	—	(1,402,965)	—	4,644,581	—
Due From Other Funds	9310	51,666	—	—	—	289,622	—	—	51,666	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	(89,700)	—	—	—	—	—	—	(91,700)	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
SUBTOTAL		7,605,041	—	2,567	1,954	289,622	(1,402,965)	—	4,604,546	
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	3,979,585	(18,906)	(152,412)	(250,531)	153,012	720,056	—	3,454,901	—
Due To Other Funds	9610	459,763	(130,007)	—	—	350,878	—	—	23,553	—
Current Loans	9640	5,910,000	—	1,330,000	—	—	—	—	5,831,885	—
Unearned Revenues	9650	289,685	—	—	—	—	—	—	289,685	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
SUBTOTAL		10,639,033	(148,913)	1,177,588	(250,531)	503,890	720,056	—	9,600,024	
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		(3,033,992)	148,913	(1,175,021)	252,485	(214,268)	(2,123,021)	—	(4,995,477)	
E. NET INCREASE/DECREASE (B - C + D)		(2,473,290)	—	2,807,852	(2,548,842)	2,726,748	(1,298,530)	—	(5,332,711)	
F. ENDING CASH (A + E)			—	2,807,852	259,010	2,985,758	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									1,687,227	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: NOVEMBER 16, 2021

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

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through November 12, 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				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
Measure S Management										
Measure S General Architecture Planning Services	155,160	-	-	155,160	155,160	-	155,160	-	Complete	CLOSED
Measure S District Salaries (3) (4)	1,000,000	281,190	-	1,281,190	1,524,130	(242,940)	1,287,002	237,128	Out to Bid	
17-58S General Planning & Architectural Services (1) (3) (4)	90,821	29,400	-	120,221	119,400	821	101,952	17,448	Complete	HED General Planning
Measure S Program Direct Software, Equipment & Su (1) (4)	251,000	50	-	251,050	226,044	25,006	225,392	652	In Design	IN PROGRESS
Measure S General CM Services-Balfour Beatty	900,000	(425,437)	-	474,563	389,693	84,870	389,693	-	In Close-Out	IN PROGRESS
	2,396,981	(114,797)	-	2,282,184	2,414,427	(132,243)	2,159,199	255,228		
Brookside Elementary School										
17-32S Security Fencing	99,940	(41,450)	-	58,490	58,490	-	58,490	-	Future	Phase-1 Complete/Phase-2 Future
17-42S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-47S Administration Building DSA Cert. (1) (3) (4)	1,302,493	87,763	-	1,390,256	1,285,364	104,892	1,285,364	-	Future	IN PROGRESS
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	-	-	3,400	3,400	-	3,400	-	Complete	CLOSED
18-18S Classroom Replacement(4) Phase 1 (1) (2) (3)	3,648,750	-	-	3,648,750	328,652	3,320,098	328,652	-	In Design	IN PROGRESS
19-28S Extend Shared Wall Room 216	11,200	-	-	11,200	11,200	-	11,200	-	Complete	
19-30S Extend Height of Playground Fence	25,034	-	-	25,034	25,034	-	25,034	-	In Close-Out	
20-17S Remove and Replace Foundation on Portable C (1)	46,571	1,212	-	47,783	46,099	1,684	46,099	-	Future	
20-16S Innovation Lab BES (1) (3)	47,200	-	-	47,200	47,200	-	47,200	-	In Construction	
	5,194,587	47,525	-	5,242,112	1,815,438	3,426,673	1,815,438	-		
District Office										
19-17S District Office Emergency Generator (1) (3)	79,275	(5,215)	-	74,060	38,402	35,658	24,752	13,650	Future	IN DESIGN
19-21S Upper Field Chain Link Fencing and Gates	12,416	-	-	12,416	12,416	-	12,416	-	In Close-Out	
	91,691	(5,215)	-	86,476	50,818	35,658	37,168	13,650		
District Wide										
17-49S Security Badge System Upgrade	9,586	-	-	9,586	9,586	-	9,586	-	Complete	C APPROVED 11/21/17
17-01S Solar Project	7,000,000	120,121	-	7,120,121	7,120,121	-	7,120,121	-	Complete	NOC APPROVED 11/14/17
17-33S Ext. Campus Surveillance Cameras @ 6 Si	344,563	30,034	-	374,597	374,597	-	374,597	-	Complete	NOC APPROVED 11/14/17
17-39S Landscape Improvements	19,000	-	-	19,000	19,000	-	19,000	-	Complete	NOC APPROVED 09/15/17
18-22S Security Upgrades - PA System	14,669	-	-	14,669	14,669	-	14,669	-	Complete	CLOSED
18-26S Collaborative Furniture	200,000	(15,412)	-	184,588	184,588	-	184,588	-	Complete	CLOSED
18-38S Extended Care Facility Furniture & Equipmen	100,000	(87,681)	-	12,319	12,319	-	12,319	-	Complete	IN PROGRESS
18-33S Solar Installation Maintenance Contract (1) (3)	256,055	-	-	256,055	195,277	60,778	170,530	24,747	In Close-Out	IN PROGRESS
19-08S DW Arch Svcs for DSA Certific (1) (2)	195,035	-	(160,832)	34,203	34,203	-	34,203	-	In Close-Out	
19-10S Collaborative Furniture	200,000	-	-	200,000	196,043	3,957	195,708	335	Future	
19-22S King James Court Debris Clearance	15,700	-	-	15,700	15,700	-	15,700	-	Complete	
19-31S Security Raptor Software Districtwide	45,710	(343)	-	45,367	45,367	-	45,367	-	In Construction	
20-04S Collaborative Furniture (1) (3)	102,376	-	-	102,376	102,376	0	66,573	35,803	Future	
20-10S Exterior Repairs to Portables at BES/MCMS	59,834	1,200	-	61,034	61,034	-	61,034	-	Complete	
20-21S Outdoor Furniture Purchases DW (1) (3)	107,636	-	-	107,636	106,359	1,277	106,359	0	Future	
20-23S HVAC Upgrades Districtwide (1) (3) (4)	354,420	-	-	354,420	323,988	30,432	191,120	132,868	Future	
	9,024,584	47,919	(160,832)	8,911,671	8,815,227	96,445	8,621,474	193,753		
Medea Creek Middle School										
17-23S Roof Replacement	83,000	(22,684)	-	60,316	60,316	-	60,316	-	Complete	NOC APPROVED 08/15/17
17-24S HVAC Replacement	276,810	54,977	-	331,787	331,787	0	331,787	-	Closed	NOC APPROVED 08/15/17
17-36S Modernization Campus Wide	5,058	4,942	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-35S Kitchen Improvements (2) (3)	1,506,394	109,362	(109,362)	1,506,394	1,589,078	(82,683)	1,576,650	12,428	Out to Bid	NOC APPROVED 1/23/19
18-03S Security Fencing Parking Lot	42,630	-	-	42,630	42,630	-	42,630	-	Complete	NOC APPROVED 05/17/18
18-07S Sidewalk and Handrail Installation, Buildin	26,937	-	-	26,937	26,937	-	26,937	-	Complete	NOC APPROVED 02/20/18
18-21S Classroom Replacement (1) (2) (3)	4,918,759	549,950	(4,655)	5,464,053	5,154,472	309,581	5,019,400	135,072	Future	IN PROGRESS
18-25S MPR High Roof Replacement	160,135	-	-	160,135	165,457	(5,322)	165,457	-	Complete	NOC APPROVED 8/12/18
18-36S Library Wall Removal	3,500	-	-	3,500	3,500	-	3,500	-	Complete	CLOSED
18-39S Counseling Office Improvements & Additions	28,350	3,759	-	32,109	35,459	(3,350)	35,459	-	In Close-Out	NOC APPROVED 04/23/19



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget				Commitments		Expenditures		Current Status	Project Comments (current only)
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures	Remaining Against Committed		
18-40S Safety/Security Gates	89,827	-	-	89,827	89,827	-	89,827	-	Complete	NOC APPROVED 2/19/19
18-45S ORCA Food Waste Recycling Pilot Program	61,844	-	-	61,844	64,940	(3,096)	45,633	19,307	In Construction	MAINT IN PROGRESS
18-48S EV Charging Station	17,794	-	-	17,794	17,794	-	17,794	-	Closed	NOC APPROVED 4/23/19
19-05S Trellis Removal at MCMS	23,000	52,609	-	75,609	75,609	-	75,609	-	Complete	
19-15S Shade Sails at MCMS	55,850	4,995	-	60,845	60,845	-	60,845	-	Completion	
20-12S Renovate Lobby MCMS (1) (4)	19,808	899	-	20,707	20,707	-	20,707	-	Complete	
21-02S Entry Way Sign at Medea Creek Middle School	14,900	-	-	14,900	14,900	-	14,900	-	Complete	NOC 3/16/2021
Oak Hills Elementary School	7,334,595	758,810	(114,017)	7,979,388	7,764,258	215,129	7,597,452	166,807		
17-25S HVAC Replacement	143,189	(3,352)	-	139,837	133,652	6,184	133,652	-	Complete	NOC APPROVED 08/15/17
17-38S Modernization Campus Wide	15,000	-	-	15,000	15,000	-	15,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	50,000	(1,155)	-	48,845	48,845	-	48,845	-	Complete	NOC APPROVED 10/17/17
19-09S/18-19S Add Modular Classrooms (1) (2)	358,700	54,717	54,800	468,217	215,220	252,997	215,220	-	Close Out	
19-02S Area Drain Improvements Rooms 8-11	13,640	(1,240)	-	12,400	12,400	-	12,400	-	Closed	NOC Approved 5/14/19
19-12F OHES Running Track	25,084	4,471	-	29,555	29,555	-	29,555	-	Complete	NOC 9-17-2019
19-13S OHES Fencing @ Park (3)	135,042	0	-	135,042	120,691	14,351	120,517	174	Complete	
19-20S Kindergarten Flooring Classrooms	19,223	-	-	19,223	19,223	-	19,223	-	In Close-Out	
19-29S Extend Wall Between Conf/Copy Room	11,732	-	-	11,732	11,732	-	11,732	-	Complete	
20-03S Innovation Lab OHES (1)	65,731	(575)	-	65,156	65,156	-	65,156	-	In Construction	
Oak Park High School	837,340	52,866	54,800	945,006	671,474	273,532	671,300	174		
17-34S Security Lighting at Cul De Sac	376,862	(93,728)	-	283,134	283,134	0	283,134	-	Complete	NOC APPROVED 09/19/17
17-28S Roof Replacement	125,000	(70,295)	-	54,705	54,705	0	54,705	-	Complete	NOC APPROVED 08/15/17
17-27S HVAC Replacement	96,219	1,011	-	97,230	97,230	0	97,230	-	Complete	NOC APPROVED 08/15/17
17-32S Security Fencing (Ornamental @ Stadium)	249,060	(50,226)	-	198,834	139,864	58,970	139,864	-	Complete	NOC APPROVED 5/17/18
17-57S Safety Lighting	30,000	(5,109)	-	24,891	-	24,891	-	-	Complete	NOC APPROVED 02/20/18
18-01S Football Field Fencing	56,370	-	-	56,370	56,370	-	56,370	-	Complete	NOC APPROVED 03/20/18
18-02S Fencing Girls Varsity Softball Field	42,885	-	-	42,885	42,855	30	42,855	-	Complete	NOC APPROVED 5/17/18
18-24S Safety Security Fencing @ Library & Gates	52,800	-	-	52,800	62,010	(9,210)	62,010	-	Complete	NOC APPROVED 8/12/18
18-23S OPHS Stadium Safety Rail Repair	20,650	2,800	-	23,450	23,450	-	23,450	-	Complete	OC APPROVED 8/12/18
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	117,838	4,245	-	122,083	122,083	-	122,083	-	Complete	NOC APPROVED 12/11/18
19-19S Art Court Phase II (1)	235,127	-	-	235,127	235,141	(14)	233,548	1,592	Future	
19-23S Tennis Court Resurfacing	44,084	-	-	44,084	44,084	-	44,084	-	In Close-Out	
19-27S Repair Wood Columns @OPHS	19,655	-	-	19,655	19,655	-	19,655	-	Complete	
20-05S Basketball Courts Resurfacing OPHS	20,052	-	-	20,052	20,052	-	20,052	-	Future	
20-22S Economizers OPHS F Bldg. HVAC's (1) (4)	25,756	-	-	25,756	25,756	-	25,756	-	Future	
21-01S Turf Replacement and Upgrades OPHS (3)	1,118,397	-	-	1,118,397	1,100,604	17,793	1,100,604	-	In Close-Out	
Oak View High School	2,630,755	(211,302)	-	2,419,453	2,326,993	92,460	2,325,401	1,592		
19-26S Reno Bldg Ext at OVHS (1) (4)	176,514	-	-	176,514	164,514	12,000	164,514	-	Future	
Red Oak Elementary School	176,514	-	-	176,514	164,514	12,000	164,514	-		
17-37S Modernization Campus Wide	10,000	-	-	10,000	10,000	-	10,000	-	Complete	NOC APPROVED 09/15/17
17-32S Security Fencing	5,400	(1,540)	-	3,860	3,860	-	3,860	-	Complete	NOC APPROVED 08/15/17
18-20S Modular Classroom Replacement (1) (3)	6,663,709	84,400	-	6,748,109	503,094	6,245,014	503,094	-	Future	IN PROGRESS
19-01S MPR Structural Repairs	37,849	(3,441)	-	34,408	34,408	-	34,408	-	Complete	NOC APPROVED 3/19/19
19-14S ROES Phase 1 Safety/Security Fencing	148,440	(18,040)	-	130,400	130,400	-	130,400	-	Complete	NOC APPROVED 10/15/2019
19-16S ROES Phase 2 Safety/Security Fencing	75,873	0	-	75,873	69,615	6,258	69,615	-	Completed	NOC APPROVED 10/15/2019
20-11S Restroom Upgrades at ROES (1)	86,466	4,173	-	90,639	90,639	-	90,639	-	In Close-Out	
20-13S Paint Admin Interior	17,601	-	-	17,601	18,265	(664)	18,265	-	Complete	
20-14S Flooring for Admin + 7 Classrooms	49,125	-	-	49,125	49,125	-	49,125	-	In Close-Out	



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

Budget vs. Commitments and Expenditures

School/Project Name	Budget			Commitments		Expenditures		Current Status	Project Comments (current only)	
	Initial Budget	Approved Budget Changes	Proposed Budget Changes	Total Budget	Total Commitments	Remaining Against Budget	Total Expenditures			Remaining Against Committed
20-15S Innovation Lab at ROES (1)	44,065	-	-	44,065	44,065	-	44,065	-	Planning	
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	105,853	-	-	105,853	89,993	15,860	50,519	39,474	Future	
	7,244,380	65,552	-	7,309,932	1,043,464	6,266,468	1,003,991	39,474		
TECH										
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	35,000	1,532	-	36,532	48,120	(11,588)	48,120	-	Complete	NOC APPROVED 02/01/18
18-12S Network File Server Refresh	125,000	-	-	125,000	124,500	500	124,500	-	In Progress	IN PROGRESS
18-13S Purchase Staff Computers & Spare Device	55,000	-	-	55,000	37,272	17,728	37,272	-	In Progress	IN PROGRESS
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	263,923	77,334	-	341,257	218,114	123,143	210,136	7,978	In Progress	IN PROGRESS
18-35S BES Chromebooks for Gr5	18,000	(794)	-	17,206	17,206	-	17,206	-	Complete	Project complete
18-30S MCMS Library Computer Lab Refresh	47,000	-	-	47,000	37,106	9,894	37,106	-	In Progress	IN PROGRESS
18-31F 3-D Printers	31,500	-	-	31,500	26,882	4,618	26,882	-	In Progress	IN PROGRESS
18-28S DW Chromebook Refresh	250,000	-	-	250,000	209,943	40,057	209,943	-	In Progress	IN PROGRESS
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	-	-	36,100	31,124	4,976	31,124	-	In Progress	IN PROGRESS
18-42S MCMS Computer on Wheels Laptops for Art Cla	30,000	(11,019)	-	18,981	18,981	-	18,981	-	Complete	PROJECT COMPLETE
18-43S DW Virtual Reality Pilot Program	6,000	-	-	6,000	5,148	852	5,148	-	In Progress	IN PROGRESS
18-44S I-Pad Refresh of K-2 Totes	325,000	-	-	325,000	302,138	22,862	302,138	-	In Progress	IN PROGRESS
18-49F iMacs for Tech Lab MCMS	10,000	-	-	10,000	20,000	(10,000)	8,052	11,948	In Progress	IN PROGRESS
19-03S Replace Smartboard Projectors	24,000	-	-	24,000	22,448	1,552	21,081	1,367	In Construction	PROJECT APPROVED 2/19/19
19-04S District Refresh & Spare Computer Equipment	50,000	-	-	50,000	53,415	(3,415)	53,415	-	In Construction	PROJECT APPROVED 2/19/19
19-06S Promethean Smart Board Replacement at OHES	82,409	(1,180)	-	81,229	81,229	-	81,229	-	In Close-Out	IN CLOSEOUT
19-07F Chromebook 1:1 Take Home Prgm Grds 5-12 (1) (3)	670,000	184,877	-	854,877	826,167	28,709	732,904	93,263	Out for Bid	BOARD APPROVED 5/23/19
19-11S Ipad Air Refresh Part 2	243,400	7,935	-	251,335	251,335	(0)	251,335	-	Complete	BOARD APPROVED 6-4-19
19-24S Additional Security Cameras DW Phase 4	38,029	-	-	38,029	38,029	-	38,029	-	In Close-Out	
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	-	-	20,451	20,451	-	8,576	11,875	Future	
20-02S Interactive Flat Panel Displays for Element	15,000	-	-	15,000	-	15,000	-	-	Future	
20-08S Apple iPad Air Refresh (1)	34,544	-	-	34,544	34,544	-	34,544	-	Future	
20-09S District Network Firewall Refresh (1)	285,524	-	-	285,524	285,524	-	285,524	-	Out for Bid	
20-19S Staff Laptop Refresh (1)	198,069	28,916	-	226,985	227,073	(88)	207,402	19,671	In Construction	
20-20S Chromebook 1:1 Program (1)	361,738	-	-	361,738	361,738	-	361,738	-	Future	
20-24S Oak Park High School Engineering Workstatio (1)	69,534	-	-	69,534	69,534	-	69,534	-	Future	
20-25S Apple iPad Air Refresh Wave 3 (1) (3)	33,030	-	-	33,030	33,030	-	795	32,235	Future	
20-26S MCMS Computer Lab Refresh (3)	95,000	-	-	95,000	95,000	-	79,214	15,786	Future	
21-03S Core Network Switch Replacement & Service C (1) (3)	74,146	-	-	74,146	74,146	-	-	74,146	Future	
21-05S Smartboard Replacement DW (1)	209,356	-	-	209,356	209,356	-	209,356	-	Future	
21-04S Network Access Appliance (3)	23,000	-	-	23,000	23,000	-	-	23,000	Future	
Totals	38,691,181	928,957	(220,049)	39,400,090	28,869,165	10,530,926	27,907,219	961,946		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: NOVEMBER 16, 2021

SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's General Fund operating budget through October 31st of the 2021-22 fiscal year?

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

FISCAL IMPACT: None- for information only.

RECOMMENDATION: None - for information only.

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2021/22 Through September 2021				
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
REVENUE DETAIL						
LCFF Revenue Sources						
8011-8019	LCFF State Aid	28,455,009.00	28,455,009.00	7,659,541.00	20,795,468.00	26.92%
8020-8079	Property Taxes	12,344,848.00	12,344,848.00	121,667.05	12,223,180.95	0.99%
	Total LCFF Revenue Sources	40,799,857.00	40,799,857.00	7,781,208.05	33,018,648.95	19.07%
Federal Revenues						
8100-8299	Federal Revenues	1,047,038.00	1,047,038.00	87,695.25	959,342.75	8.38%
Other State Revenues						
8300-8599	Other State Revenues	3,676,130.00	3,676,130.00	388,257.87	3,287,872.13	10.56%
Other Local Revenue						
8600-8799	Other Local Revenues	3,559,306.00	3,559,306.00	1,379,608.09	2,179,697.91	38.76%
	Total Year To Date Revenues	49,082,331.00	49,082,331.00	9,636,769.26	39,445,561.74	19.63%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							
Certificated Salaries							
1100-1199	Certificated Teacher Salaries	18,733,533.00	18,732,633.00	12,376,484.93	5,593,200.12	762,947.95	29.86%
1160	<i>Certificated Salaries Stipends</i>	363,777.00	365,497.00	215,299.46	79,319.49	70,878.05	21.70%
1200	Certificated Pupil Support Salaries	1,933,161.00	1,933,161.00	1,320,770.15	574,717.86	37,672.99	29.73%
1260	<i>Counselor Stipend</i>	10,000.00	10,000.00	400.00	100.00	9,500.00	1.00%
1300	Certificated Supervisors' & Administrators' Salaries	2,289,350.00	2,289,350.00	1,495,894.91	756,540.48	36,914.61	33.05%
	Total Certificated Salaries	23,329,821.00	23,330,641.00	15,408,849.45	7,003,877.95	917,913.60	30.02%
Classified Salaries							
2100	Classified Instructional Salaries	2,725,271.00	2,725,271.00	1,655,829.23	763,495.94	305,945.83	28.02%
2200	Classified Support Salaries	1,873,291.00	1,873,291.00	1,172,144.84	652,832.31	48,313.85	34.85%
2300	Classified Supervisors' & Administrators' Salaries	357,391.00	357,391.00	241,493.92	120,746.96	4,849.88-	33.79%
2400	Clerical, Technical, & Office Staff Salaries	1,983,156.00	1,984,156.00	1,324,811.96	638,022.52	21,321.52	32.16%
2900	Other Classified Salaries	711,278.00	711,278.00	463,475.64	240,085.30	7,717.06	33.75%
	Total Classified Salaries	7,650,387.00	7,651,387.00	4,857,755.59	2,415,183.03	378,448.38	31.57%
Employee Benefits							
3100	State Teachers' Retirement System	3,852,851.00	3,853,142.00	2,599,451.23	1,148,751.79	104,938.98	29.81%
3200	Public Employees' Retirement System	1,296,835.00	1,296,835.00	809,387.26	371,163.30	116,284.44	28.62%
3400	Health & Welfare Benefits	4,596,961.00	4,596,961.00	3,257,148.65	1,402,371.89	62,559.54-	30.51%
3300-3900	All Other Statutory Costs	1,682,191.00	1,682,343.00	936,230.87	446,181.83	299,930.30	26.52%
	Total Employee Benefits	11,428,838.00	11,429,281.00	7,602,218.01	3,368,468.81	458,594.18	29.47%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	442,681.00	442,681.00	83,002.32	449,025.32	89,346.64-	101.43%
4200	Other Books and Reference Material	48,701.00	56,501.00	13,914.27	43,193.85	607.12-	76.45%
4300	Materials & Supplies	937,736.00	824,515.00	280,861.28	224,935.65	318,718.07	27.28%
4400	Noncapitalized Equipment	438,549.00	447,424.00	106,401.37	390,301.22	49,278.59-	87.23%
	Total Books and Supplies	1,867,667.00	1,771,121.00	484,179.24	1,107,456.04	179,485.72	62.53%
Services and Other Operating Expenditures							
5200	Travel and Conference	116,098.00	111,843.00	8,468.47	8,920.70	94,453.83	7.98%
5300	Dues and Memberships	43,893.00	48,643.00	449.04	41,524.89	6,669.07	85.37%
5400	Insurance	591,180.00	591,180.00	412,145.00	181,332.00	2,297.00-	30.67%

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	Revenues	49,082,331.00	49,082,331.00		9,636,769.26	39,445,561.74	19.63%
B.	Expenditures	48,521,629.00	48,590,871.00	30,989,652.96	14,945,383.64	2,655,834.40	30.76%
C.	Subtotal (Revenues LESS Expense)	560,702.00	491,460.00		5,308,614.38-	36,789,727.34	
D.	Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	.00	.00		.00	.00	0.00%
E.	Net Change in Fund Balance	560,702.00	491,460.00		5,308,614.38-	36,789,727.34	
F.	Fund Balance						
	Beginning Balance (9791)	2,398,960.00	2,398,960.00		3,985,946.97		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	2,398,960.00	2,398,960.00		3,985,946.97		
G.	Calculated Ending Balance	2,959,662.00	2,890,420.00		1,322,667.41-		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,959,662.00	2,890,420.00				
	Other				30,989,652.96		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: NOVEMBER 16, 2021
SUBJECT: VII.4. MONTH 2 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 2 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 2: September 6 2021 - October 1, 2021				YTD: August 9, 2021 - October 1, 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	87.05	91.63%	K	95.00	87.43	92.03%
1	95.00	93.12	98.02%	1	95.00	90.54	95.31%
2	72.00	67.53	93.79%	2	72.00	66.59	92.49%
3	82.00	78.29	95.48%	3	82.00	77.00	93.90%
4	103.00	97.47	94.63%	4	103.00	96.95	94.13%
5	90.00	85.88	95.42%	5	90.00	83.89	93.21%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	537.00	509.34	94.85%	Total	537.00	502.40	93.56%
OHES				OHES			
K	97.00	93.41	96.30%	K	97.00	90.27	93.06%
1	78.00	75.00	96.15%	1	78.00	75.03	96.19%
2	62.00	59.88	96.58%	2	62.00	59.38	95.77%
3	78.00	74.76	95.85%	3	78.00	74.57	95.60%
4	74.00	72.06	97.38%	4	74.00	71.81	97.04%
5	83.00	79.65	95.96%	5	83.00	80.49	96.98%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	472.00	454.76	96.35%	Total	472.00	451.55	95.67%
ROES				ROES			
K	104.00	100.24	96.38%	K	104.00	101.08	97.19%
1	81.00	79.24	97.83%	1	81.00	79.46	98.10%
2	101.00	96.82	95.86%	2	101.00	97.43	96.47%
3	110.00	107.82	98.02%	3	110.00	107.35	97.59%
4	95.00	92.29	97.15%	4	95.00	91.22	96.02%
5	88.00	84.88	96.45%	5	88.00	85.86	97.57%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	579.00	561.29	96.94%	Total	579.00	562.40	97.13%
MCMS				MCMS			
6	353.00	344.94	97.72%	6	353.00	345.92	97.99%
7	318.00	310.12	97.52%	7	318.00	310.19	97.54%
8	358.00	346.88	96.89%	8	358.00	350.16	97.81%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	1,029.00	1,001.94	97.37%	Total	1029.00	1,006.27	97.79%
OPHS				OPHS			
9	378.00	367.06	97.11%	9	378.00	370.81	98.10%
10	365.00	353.76	96.92%	10	365.00	354.43	97.10%
11	345.00	328.35	95.17%	11	345.00	332.00	96.23%
12	376.00	357.76	95.15%	12	376.00	359.00	95.48%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	1,464.00	1406.93	96.10%	Total	1464.00	1416.24	96.74%
OVHS				OVHS			
Total	29.00	24.72	85.24%	Total	30.00	24.66	82.20%
OPIS				OPIS			
Total	240.00	233.87	97.45%	Total	240.00	219.03	91.26%
Other**				Other***			
Total	1.00	0.36	36.00%	Total	1.00	0.49	48.57%
Total	4,351.00	4,193.21	96.37%	Total	4,352.00	4,183.04	96.12%