



**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1042**

NOTICE OF SPECIAL BOARD MEETING - AGENDA #1042

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

DATE: Monday, August 23, 2021

TIME: 5:30 p.m. Open Session
5:40 p.m. Closed Session

PLACE: Pursuant to Governor Newsom’s Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this special board meeting. The meeting will be conducted via teleconference/video conference. Members of the public will have the right to observe the meeting using this link: www.opusd.org/livestream. Members of the public may offer public comment on items on the agenda as provided on page 2 of this agenda.

Call to Order _____
Roll Call
Flag Salute
Adoption of Agenda
Public Comments – Speakers on Agenda items

OPEN SESSION

A. ACTION

- [1. Approve Staff Development Agreement with Columbia University’s Reading and Writing Project Network, LLC.](#)**

Board Policy 3312 requires Board approval for contracts for services.

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

- 1. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6
Agency designated representatives: Adam Rauch and Stewart McGugan
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association
- 2. SUPERINTENDENT GOALS**

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

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

PURSUANT TO EXECUTIVE ORDER N-29-20, TO FIND OUT HOW YOU MAY ELECTRONICALLY PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

Members of the Public can observe the Board of Education meeting: www.opusd.org/livestream

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

SUBMIT PUBLIC COMMENTS IN ADVANCE AND DURING THE MEETING VIA THE ONLINE COMMENT FORM

Public Comments may be submitted via this link www.opusd.org/PublicComments. If you wish to make a comment regarding a matter on the agenda, please submit your comment via the form accessed by the above link by 5:30 p.m. on August 23, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. **Please note since this is a special meeting public comments are limited to items on the agenda.**

This public comment form will be open to members of the public 3 hours (at 2:30 pm) prior to the meeting and will close when the board recesses to closed session. This form will take the place of the "yellow speaker cards" available for members of the public who are present in-person.

The President of the Board will inquire if there are any public comments with respect to any item appearing on the special meeting agenda. Individual speakers will be allowed three minutes or 250 words to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant and Communications Coordinator at raggarwal@opusd.org.

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

Your comments are greatly appreciated. Thank you for your cooperation and compliance with these guidelines.

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

Adjournment

Date: August 22, 2021

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 23, 2021

SUBJECT: A.1. APPROVE STAFF DEVELOPMENT AGREEMENT WITH COLUMBIA UNIVERSITY'S READING AND WRITING PROJECT NETWORK, LLC.

ACTION

ISSUE: Shall the Board of Education enter into an agreement for staff development with Columbia University's Reading and Writing Project Network, LLC.

BACKGROUND: This agreement is to provide staff development for K-5 general and special educators for the purpose of ongoing implementation of Reading and Writing Workshop. Each school will have 10 days of on-site Staff Development (5 days each for K-2 and 3-5). Staff Developers provide support to grade levels in pull out meetings as well as in-classroom training with students. Elementary Principals will also be enrolled in the Principals Conference, focused on leading literacy programs. Staff is recommending that the board approve the accompanying agreement with Columbia University's Reading and Writing Project Network, LLC.

FISCAL IMPACT: The cost of the agreement is \$88,200, plus other expenses related to staff developers' travel and lodging. Funding source is the general Fund and is included in the 2021-22 adopted budget.

GOAL: In support of OPUSD Goal 3a - 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.

LCAP Goal 1, Action 12- Continue to provide Staff Development with the Teachers College Reading and Writing Project.

BOARD POLICIES: Pursuant to Board Policy 4131 Staff Development - The Superintendent or designee shall continue to develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

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.

ALTERNATIVES:

1. Approve Staff Development Agreement with Columbia University's Reading and Writing Project Network, LLC.
2. Do not approve Staff Development Agreement with Columbia University's Reading and Writing Project Network, LLC.

RECOMMENDATION: Alternative #1

BOARD OF EDUCATION MEETING, AUGUST 23, 2021

Approve Staff Development Agreement with Columbia University's
Reading and Writing Project Network, LLC

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

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.	_____	_____	_____	_____

August 17, 2021

Jay Greenlinger
Oak Park USD
5801 Conifer Street
Oak Park, CA 91377

Dear Jay,

This letter describes 2021-22 contract between Reading Writing Project Network, LLC and Oak Park USD for professional development services to be rendered by the Network to the district. The specific arrangements outlined here were developed over the past weeks through conversations between Reading Writing Project Network, LLC staff and district personnel.

For this year, your district has agreed to purchase services totaling **\$88,200**.

These services include:

	#	Cost	Subtotal
1. Professional Development and Site based coaching as detailed:			
<u>Brookside ES</u>			
• 1 remote day with a Senior Primary Staff Developer	5	\$2,400	\$12,000
• 4 in person days with a Senior Primary Staff Developer			
• 1 remote day with an Upper Grade Staff Developer	5	\$2,200	\$11,000
• 4 in person days with an Upper Grade Staff Developer			
<u>Oak Hills ES</u>			
• 1 remote day with a Senior Primary Staff Developer	5	\$2,400	\$12,000
• 4 in person days with a Senior Primary Staff Developer			
• 1 remote day with an Upper Grade Staff Developer	5	\$2,200	\$11,000
• 4 in person days with an Upper Grade Staff Developer			
<u>Red Oak ES</u>			
• 1 remote day with a Senior Primary Staff Developer	5	\$2,400	\$12,000
• 4 in person days with a Senior Primary Staff Developer			
• 1 day with an Upper Grade Staff Developer	5	\$2,200	\$11,000
• 4 in person days with an Upper Grade Staff Developer			
<u>Principal's Conferences</u>			
• Brookside	1	N/C	N/C
• Oak Hills	1	N/C	N/C
• Red Oak	1	N/C	N/C
2. Reimbursement of Estimated Travel Expenses (see paragraph below):	24	\$800	\$19,200
TOTAL			\$88,200

Expenses and Payment

As usual, we expect to bill for the Network staff developer's travel expenses for each consulting day he/she spends in your district. We will be charging you for air fare, ground transportation, hotel and food costs. Also, we send our billing statements on a monthly basis, and will expect payment within 6 weeks of being invoiced. After 8 weeks, a 10% late fee will be added to your invoice.

Audio and Video Recording

Making recordings of any portion of this conference is unlawful and violates the rights of RWPN and the presenters. RWPN reserves all rights to bring legal action against any individuals believed to have engaged in unlawful recording, copying, sharing, or posting and/or any other violation of law, including without limitations copyright and privacy laws.

Cancellations

Once you sign this contract, we will reserve time to work with you. If, at a later date, budgetary or other constraints make it necessary for you to rescind on this agreement then;

- You will be charged for any non-refundable expenses.
- We will work together to reschedule the visit if it is at all possible.
- If a rescheduled visit is not possible, there will be a 50% charge on any dates for which we have more than one month's notice and a 75% charge for any cancellations with less than one month's notice.
- If the cancellation occurs after the staff development consultant has departed for the scheduled visit due to a "force majeure" (such as, but not limited to a public emergency or calamity i.e.: snowstorm, blizzard, war, strike, fire), there will be a 50% fee for the scheduled visit to compensate the staff development consultant for the loss of work.

We assume that you share our commitment to making this work productive so that it makes a difference in your schools. If we determine the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

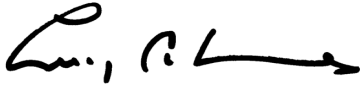
If there is a discrepancy between the specific details in this letter and your understanding of our agreement please email Kathleen Neville at kathy@readingandwritingproject.com or call [917-484-1482](tel:917-484-1482).

To help you prepare accurate purchase orders, **please note that payment should be made to:**

**Reading Writing Project Network, LLC
125 Strathmore Road
Middlebury, Connecticut 06762
(EIN 30-0017231)**

We look forward to working together this year.

Sincerely,



Lucy McCormick Calkins
Founding Director

Copy to Kathy Neville

Reading Writing Project Network, LLC Contract

This Agreement dated on this _____ day of _____ by and between Oak Park USD
And Reading Writing Project Network, LLC.

The parties hereby agree to the terms, provisions and conditions of this agreement as stated:

Signed by _____ Date _____