

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1041

DATE: August 17, 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

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 August 17, 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, September 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.

8/13/21

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1041
August 17, 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: Clerical Subs, Food Services Assistants I, Assistant Computer Technician, ESY Instructional Assistant III Behavior, Summer School Campus Supervisor, Summer School Site Leader, Extended Care Assistant Site Leader, Student Services Assistant I, Instructional Assistant I – PE, Instructional Assistants I L & N, Walk-On-Coach, Department Clerk College/Career Center, Preschool Extended Care Assistant, Instructional Assistant III – Behavior, Elementary Teachers Temp, OPHS Counselor, ASL Teacher Temp, MCMS Science Teacher, .5 FTE OPIS Teachers Temp , Summer School Remediation Teachers

C. SUPERINTENDENT’S GOALS

D. CONFERENCE WITH LEGAL COUNSEL— PENDING LITIGATION:
Government Code Section 54956(a) & (d)(i)

E. CONFERENCE WITH LEGAL COUNSEL— PENDING LITIGATION:
Government Code Section 54956(a) & (d)(i)

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

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

A. ROLL CALL

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS TAKEN

8/13/21

D. ADOPTION OF AGENDA

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

VI. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Remarks from Board Members
2. Introduction and Report from Student Board Member, Nikita Manyak
3. Return to School Update and Q&A with Ventura County Public Health
4. Remarks from Superintendent
5. Report from Oak Park Education Foundation
6. Report from Oak Park Municipal Advisory Council
7. Facilities Report – Summer Work Update

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 June 22, 2021 and Special Meetings held on July 6, 2021, July 25, 2021, and Board Retreat held on July 25, 2021](#)**

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

b. **[Approve Public Employee/Employment Changes 01CL25117-01CL25194 & 01CE10887-01CE10988](#)**

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

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

Board Policy 3300 requires Board approval of Purchase Orders.

d. **[Approve Quarterly Report on Williams Uniform Complaints – July 2021](#)**

Education Code 35186 requires Superintendent or designee to report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.

e. **[Approve Renewal Agreement with Interquest Detection Canines for Drugs Detection Services at Secondary Schools](#)**

Board Policy 5145.12 permits the use of specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

f. **[Approve Renewal of Contract for Non Public School Placement and Residential Services for Special Education Student #1 - 2021-2022](#)**

Board Policy 6159 requires the District to make FAPE available to students with disabilities who reside in the district including students who are placed by the district in a non-public, nonsectarian school.

g. **[Authorization for Use of Cooperative Purchasing Contracts by the Student Nutrition Services Department During Fiscal Year 2021-22, Per PCC 20118](#)**

Board Policy 3311 permits piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

h. Approve Student Teaching Clinical Affiliation Agreement with Emerson College May 24, 2021 – May 27, 2022

Board policy 4112.21 permits the District to provide instruction and supervision appropriate for the student intern's level of preparation and continued learning for clinical education.

ACTION

2. BUSINESS SERVICES

a. Award Bid and Approve Proposal for Grass Mowing Services

Staff would like to contract out for all grass surfaces to be mowed once per week. All sidewalks, curbs, concrete slabs, tree rings, and bed edges will be edged with a string trimmer. Board Policy 3312 requires Board approval of contracts for services.

b. Ratify Agreement with Paper.co for Online Tutoring Services for Students in Grades K-12

Paper.co is an online tutoring service being funded by the ELO Grant and will be available for free to all students in grades K-12 in 2021-2022. Board Policy 3312 requires Board approval of contracts for services.

3. HUMAN RESOURCES

a. Approve 2021-2022 Declaration of Need for Fully Qualified Educators

Board Policy 4112.2 requires the Board to annually approve a Declaration of Need for Fully Qualified Educators which certifies that there are an insufficient number of fully credentialed persons who meet the specified employment criteria required for the certificated positions. Prior to requesting that the Commission on Teacher Credentialing (CTC) issue an emergency permit or a limited assignment permit for an employee.

b. Approve Provisional Internship Permit (PIP) Request for Certificated Employee

Pursuant to 5 CCR 80021.1, the Governing Board must approve a notice of its intent to employ a PIP applicant who is scheduled to complete preliminary credential requirements within six months and who is granted a PIP issued by the CTC for a specific position for which a diligent search has been conducted and a fully credential teacher could not be found.

c. Ratify Establishment of a District Committee on Assignment in Accordance with Ed Code 44258.7 (C) & (D)

Pursuant to Ed Code 44258.7 and AR 4113 district may establish a Committee on Assignments to review and approve assignments of teachers employed on a fulltime basis in grades K-12 who have special skills and preparation outside of their credential authorization, to teach an elective course.

d. Approve Variable Term Waiver Request for 2021-2022 School Year

In accordance with Education Code 44253.3, for a certificated employee to be issued a variable term waiver by the CTC it is necessary for the Board to give public notice. The CTC provides a process whereby a teacher may be employed by the district under an approved Variable Term Waiver to teach Driver Education.

4. BOARD

a. Approve Proposed Board Meeting Schedule for the 2021-2022 School Year

The Board approved meetings from January 2021-December 2021 at the Organizational meeting held on December 15, 2020. For planning purpose, the Board is requested to approve the regular meetings schedule for the 2021-2022 school year.

b. Approve Board Goals for 2021-2022

Board reviewed and discussed Board Goals for 2021-2022 school year at their retreat held on July 25, 2021. At this meeting Board will formally adopt the 2021-2022 Board Goals.

c. Approve Revised 2021 Governance Handbook

Board reviewed and revised the Governance Handbook at their retreat held on July 25, 2021. Board will formally approve the revision at this meeting.

d. Review, Amend, and Approve 2021-2022 Moral Imperatives and District Goals

Board review and approval required for the 2021-22 Moral Imperative and Goals which were discussed at the July 25, 2021 Board Retreat. Board Policy 0200 requires Board to adopt goals for the district that focus on the achievement and needs of all district students.

5. BOARD POLICIES

a. Approve Adoption of New Board Policy 3110 Transfer of Funds and Deletion of Administrative Regulation 3110 Transfer of Funds

Per CSBA recommendations, Administrative Regulation is being deleted since the material from the regulation is now incorporated into Board Policy. Board Policy added to reflect NEW LAW (SB 98, 2020) which authorizes, for the 2020-21 and 2021-22 fiscal years if the state defers any payments owed to districts, the temporary transfer of up to 85 percent of the maximum amount held in any fund or account for the payment of obligations. Item #4 revised to clarify requirements for transfers from special reserve funds for capital outlay or other purposes into the general fund for general operating purposes of the district.

b. Approve Amendment to Board Policy and Administrative Regulation 3230 Federal Grant Funds

Board updated to reflect NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506), effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called the "Uniform Guidance"). Policy reflects an amendment to the Uniform Guidance which extends the timeframe for submitting the final performance report from 90 to 120 calendar days after the ending date of the grant. Regulation updated to reflect NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506), effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Uniform Guidance. Regulation reflects amendments to the Uniform Guidance which (1) extend the timeframe for paying all obligations of federal funds from 90 to 120 calendar days after the end of the funding period; (2) require districts to give a preference to the purchase, acquisition, or use of goods, products, or materials from the United States as practicable; and (3) increase the threshold for "micro-purchases" and "small purchases" that qualify for simplified procurement procedures. Regulation also adds the requirement to provide for disciplinary actions to be applied when officers, employees, or representatives of the district violate conflict of interest standards. Section on "Personnel" revised to (1) add the district's responsibility to check employee records and ensure that the charges are accurate, allowable, and properly allocated and (2) clarify the documentation requirements for employees whose salary is paid with state or local funds but is used to meet a cost-sharing or matching requirement of the federal grant.

c. Approve Amendment to Administrative Regulation 3311.2 Lease-Leaseback Contracts

Administrative Regulation updated to (1) include the maximum term for the lease-leaseback contract as specified in law, (2) reflect the requirement for site and plan approval prior to entering into an agreement, (3) add optional language for a board resolution declaring the intent to enter into a lease-leaseback contract, and (4) move evaluation criteria into the list of items that must be included in the request for sealed proposals. Regulation also reflects NEW LAW (AB 2311, 2020) which requires districts to include in all bid documents and construction contracts a notice that the project is subject to state "skilled and trained workforce" requirements.

d. Approve Amendment to Administrative Regulation 3311.3 Design-Build Contracts

Administrative Regulation updated to reflect NEW LAW (AB 2311, 2020) which requires districts to include in all bid documents and construction contracts a notice that the project is subject to state "skilled and trained workforce" requirements. Regulation also adds a definition of "skilled and trained workforce," and describes the district's responsibilities if the contractor fails to demonstrate compliance with these requirements.

e. **Approve Amendment to Administrative Regulation 3320 Claims and Actions Against the District**

Administrative Regulation updated to add introductory information explaining the procedures that may be used to file a claim for money or damages against the district depending on the cause of action. Section on "Time Limitations" reorganized and clarified, especially with regard to the time limits for claims related to causes of actions which are excepted from the Government Claims Act, are not governed by any other claim presentation statute or regulation, and are addressed through procedures established by the district. Regulation also reflects NEW LAW (SB 1473, 2020) which allows a person to submit a claim, amendment to a claim, or application for a late claim by electronic means, if so authorized by a board resolution, in which case the subsequent notices provided by the district must be sent to the electronic address from which the claim was sent unless the claimant specifies an alternative electronic address for that purpose.

f. **Review Recently Amended Board Policies and Administrative Regulation 5141.31 Immunizations, Deleted Board Policy 6157 Distance Learning, and Board Policy and Administrative Regulation 6158 Independent Study**

Policies and Regulations were updated at a special meeting held on July 25, 2021. Board requested that these are brought back for discussion at this meeting.

VII. INFORMATION ITEMS

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

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.