

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1045

DATE: October 19, 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

10/15/2021

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 October 19, 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, November 16, 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.

10/15/2021

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1045
October 19, 2021**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G9**. Members of the public will have the right to observe the meeting in person and on www.opusd.org/livestream and offer public comment as provided on page 2 of this agenda.

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

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

B. PUBLIC EMPLOYEE EMPLOYMENT : Campus Supervisors, 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 organizations: Oak Park Teachers Association and Oak Park Classified Association

D. SUPERINTENDENT’S GOALS

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 Oak Park High School National Merit Semifinalists

10/15/2021

2. Presentation of the Partners in Education Award to Edward Park
3. Presentation of the Partners in Education Award to Joshua McAlister
4. Recognition of Oak Park High School as a 2021 National Blue Ribbon School
5. Remarks from Board Members
6. Report from Student Board Member
7. Remarks from Superintendent
8. Report from Oak Park Education Foundation
9. Report from the Oak Park Municipal Advisory Council
10. 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 September 14, 2021 and Special Meeting held September 22, 2021

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

b. Approve Public Employee/Employment Changes 01CL25287-01CL25334 & 01CE11089-01CE11296

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

c. Ratify Purchase Orders - September 1 – September 30, 2021

Board Policy 3300 requires Board approval of Purchase Orders

d. Approve Quarterly Report on Williams Uniform Complaints – October 2021

Education Code 35185 requires Board approval of each quarterly report regarding complaints related to instructional materials, teacher vacancy or misassignment or facility conditions

e. Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books

Board Policy 3270 requires Board approval to dispose of obsolete or surplus instructional materials

f. Approve Overnight Trip for Oak Park High School Fall Sports Teams who Qualify for CIF Playoffs

Board Policy 6153 requires Board approval for student overnight trips

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

Board Policy 3350 requires Board approval for employees out of state travel

h. Approve Student Teaching Agreement with Western Governors University, Utah October 2021 Thru October 2024

Pursuant to Board policy 4112.21 the district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities.

i. Approve Student Teaching Agreement with California State University Northridge for 2021 – 2022

Pursuant to Board policy 4112.21 the district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities.

ACTION

2. CURRICULUM AND INSTRUCTION

a. Approve Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan

The ESSER III Expenditure Plan must be adopted by the Board and then to the Ventura County Office of Education (VCOE) for review and approval on or before October 29, 2021

b. Approve Agreement Between Ventura County Office of Education and Oak Park School District Library Support Services

Board Policy 3312 requires Board approval for contracts for services

c. Approve Consultant Agreement for Elementary and Middle School Garden Program

Board Policy 3312 requires Board approval for contracts for services

3. BUSINESS SERVICES

a. Discussion of Potential Measure S General Obligation Bond Issuance, Series C

Information will be provided to the Board and a discussion will be held on various options pertaining to the potential issuance of Series C general obligation bonds for Measure S, Facility Improvement, Technology, and Equipment Bond

b. 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

4. BOARD

a. Approve the Oak Park USD's Comprehensive Communication Plan

Board Policy 1110 requires the development of a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues

b. Approve District Instructional Calendars for 2022-2023 and 2023-2024

Board Policy 6111 requires Board approval for school year calendars

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

Board approval required for Memoranda of Understanding with collective bargaining units

5. BOARD POLICIES

a. Approve Amendment to Board Policy 1313 Civility

Board policy addresses the importance of civility to the effective operation of the district, including its role in creating a positive school climate and enabling a focus on student well-being, learning, and achievement. Policy includes First Amendment free speech considerations, behavior that constitutes civil behavior, practices that promote civil behavior, and authorization to educate or provide information to students, staff, parents/guardians, and community members to assist in the recognition, development, and demonstration of civil behavior. Policy also includes material regarding behavior that is disruptive, hinders the orderly conduct of district operations or programs, or creates an unsafe learning or working environment, as well as the prohibition of, and consequences for, behavior which is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence.

b. Approve Amendment to Board Policy 3452 Student Activity Funds

Board updated to clarify that the policy does not apply to school-connected organizations that are not composed entirely of students or subject to the board's control and regulation. Section on

"Fundraising" adds a reference to policy that addresses online fundraising, and addresses fundraising events that involve the sale of foods and/or beverages. Section on "Management and Reporting of Funds" updated to reflect Governmental Accounting Standards Board (GASB) Statement 84, which provides that, if the district has administrative or direct financial involvement with the student organization's assets, as defined, the student activity fund may be considered a governmental fund subject to specific accounting and financial reporting requirements.

c. Approve Amendment to Board Policy and Administrative Regulation 3511.1 Integrated Waste Management

Policy updated to reflect current legal requirements for recycling waste which are based on specified thresholds of waste generation and are detailed in the accompanying administrative regulation, add district goal to develop strategies for recycling organic waste, and more directly link waste management to education goals. Regulation updated to add new section on "Recycling" which contains (1) material formerly in item #2 above, (2) new material reflecting a determination by the California Department of Resources Recycling and Recovery (CalRecycle) regarding the level of statewide disposal of organic waste which triggered a requirement for any facility generating two or more cubic yards of solid waste per week to meet specific requirements pertaining to the recycling of organic waste, and (3) new material reflecting legal requirements to provide recycling bins or containers in a facility that generates four or more cubic yards of solid waste or two or more cubic yards of organic waste per week.

d. Approve Amendment to Board Policy 3600 Consultants

Policy updated to reflect NEW LAW (AB 2257, 2020) which recodifies the three-part test established in *Dynamex Operations West, Inc. v. Superior Court of Los Angeles* to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor, and NEW LAWS (AB 2257 and AB 323, 2020) which establish exceptions to the use of the three-part test. Requirement to afford equal opportunity for contracts revised to add ethnicity and reflect NEW LAW (AB 3364, 2020) which changes the term "military and veteran status" to "veteran or military status."

e. Approve Amendment to Board Policy 7210 Facilities Financing

Board Policy updated to add state facilities funding from the Leroy F. Greene School Facilities Act as a method of funding facilities and to reflect NEW LAW (SB 820, 2020) which requires filing the audit of completed facilities projects with the California State Controller. Policy also adds the requirement to comply with law and board policy regarding debt issuance and management.

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

Education Code 35160.5 and 48980 require annual review of this policy. The policy and administrative regulation are being submitted for review. There are no recommended updates from CSBA or the staff.

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

Education Code 35160.5 requires annual review of this policy, as it relates to the participation of students in grades 7-12 in extracurricular and cocurricular activities. There are no other recommended updates from

VII. INFORMATION ITEMS

- 1. Monthly Cash Flow Report**
- 2. Monthly Measure S Status Report**
- 3. Monthly General Fund Budget Report**
- 4. Month 1 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 9-14-2021 #1043
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, Mr. Jay Fernow, Legal Counsel, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

BOARD ABSENT

None

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

Board President, Allen Rosen reported that in Closed Session the Board would be discussing:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Campus Supervisor, College and Career Center Technician Part-time, Department Clerk Part-time, Extended Care Site Leader, Food Services Assistants I, Health Services Assistant I Subs, Instructional Assistants I – Literacy and Numeracy, Instructional Assistant I Computer Lab, Instructional Assistants I Grade Level, Instructional Assistant I Literacy, Instructional Assistant II Special Ed, Instructional Assistant III Behavior, Instructional Assistant III ELL, Instructional Assistant III Art, Accounting Assistant II, Guest Teachers, Guest Interim Administrator
- C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- D. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6
Agency designated representatives: Adam Rauch and Stewart McGugan
Employee organization: Oak Park Teachers Association
- E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: Directors

F. SUPERINTENDENT'S GOALS

The Board adjourned to Closed Session at 5:07 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:30 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 and Nikita Manyak, Student Board Member

BOARD ABSENT

None

STAFF PRESENT

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Brad Benioff, Director of Student Support and School Safety, Mr. Byron Jones, Director of Fiscal Services, Mrs. Allie LeVine, District Nurse, 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 August 23, 2021 Special Meeting and also no action was taken in the closed session at tonight's meeting.

ADOPTION OF AGENDA

Student Board Member Nikita Manyak cast a preferential vote to adopt the agenda as presented. On motion of Derek Ross, seconded by Allen Rosen, the Board of Education the board adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

PUBLIC SPEAKERS

There were 3 public speakers who spoke in person on the Agenda item VI.A.5 Update on COVID-19 Impact on Oak Park USD Schools. There were 4 public speakers on Agenda Item B.2.d. Discussion on Facility Use Policies and Practices who submitted a comment via the online form prior to the meeting. These comments were heard at the time the Agenda items were called.

OPEN COMMUNICATIONS/PRESENTATIONS

REPORT FROM BOARD MEMBERS/SUPERINTENDENT

Board Member Derek Ross thanked everyone who came to the meeting. Thank Dr. Davis and staff for putting on the 9/11 commemoration at the high school.

Denise Helfstein wished everyone well on Yom Kippur. Denise reported that she attended the virtual back to school night, the 9/11 memorial at OPHS. Denise thanked the families for their support in doing their part to help keeping our students in school.

Board Member Drew Hazelton thanked the staff who have worked countless hours to keeping our students safe and our campuses open. Drew shared that today is Luc Bodden Day in Oak Park. Drew read a tribute to Luc who was a former student of Oak Park who lost his battle with sickle cell anemia.

Board Member Tina Wang reported that she attended the 9/11 memorial ceremony. Tina shared that she completed her Masters in Governance training from CSBA. Tina thanked the staff for all that has been required from them in light of all the changes and requirements from the state.

Board President, Allen Rosen expressed his appreciation to see students back at school. Allen thanked Dr. Davis and the Leadership team and our staff on educating our students in a safe learning environment.

Student Board member Nikita Manyak thanked the Board and the staff for keeping providing testing and keeping our students safe and being able to attend school in person. Students are happy to be back at school and expressed her thanks on behalf of all the students and herself to be able to enjoy a school year in person. Nikita shared about upcoming events being planned by ASB such as the homecoming dance on September 25th. Negative COVID testing will be required to attend the homecoming dance. The rally and dance will be held outside and masks will be required.

Superintendent Dr. Jeff Davis thanked Dr. Davis reported that he is happy to see public members in the audience once again. Dr. Davis thanked the Leadership team, and the District office staff, and Cabinet all the people working round the clock to help with the COVID response. DR. Davis expressed how meaningful the 9/11 commemorative ceremonies held at all our school and a special one at the high school. Dr. Davis shared that the District is implementing baseline testing at all school. The schools will need parent consent for this testing. Dr. Davis gave a shout out to the football team, the dance team, the cheer team and the band.

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

There were three public speakers on this item. Mr. Brad Benioff, Director of Student Support and School Safety and Allie LeVine, District Nurse provided updates on COVID cases and class closures, they highlighted the modified quarantine protocols and the work our staff has been doing to test, contact trace, and notify classes, and the school. Staff also provided information on staff vaccination and testing as well as implementation of baseline testing at all school sites. Dr. Greenlinger shared information about curricular support provided to students who are out on quarantine. Mr. Stew McGugan provided an update on staff challenges and recruitment.

Student Board Member, Nikita Manyak left the meeting at 7:54 pm.

INSTRUCTIONAL TECHNOLOGY UPDATE

Mr. Enoch Kwok, Director of Technology provided an update: <https://bit.ly/OPtechUpdateFall2021slides> on the technology services, new hires, training, Chromebook program etc.

B.1. CONSENT AGENDA

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Consent Agenda. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent - 0.

- a. [Approve Minutes of Regular Board Meeting August 17, 2021 and Special Meeting held on August 23, 2021](#)

- b. [Approve Public Employee/Employment Changes 01CL25195-01CL25286 & 01CE10989-01CE11088](#)
- c. [Ratify Purchase Orders – August 1 – August 31, 2021](#)
- d. [Approve Quarterly Report on Williams Uniform Complaints – July 2021](#)
- e. [Approve Resolution #2021-14, Establishing the GANN Appropriation Limit for Fiscal Years 2020-2021 and 2021-2022](#)
- f. [Approve Notice of Completion Measure S Project 21-01S Field Turf Replacement and Upgrades at Oak View High School](#)

B2. BUSINESS SERVICES

- a. [Approve District of Choice Reporting Requirement](#)
On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the District of Choice Reporting Requirement. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.
- b. [Approve Unaudited Actual Revenues and Expenditures Report for Fiscal Year 2020-21](#)
On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Unaudited Actual Revenues and Expenditure Report for Fiscal Year 2020-2021. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.
- c. [Approve Spending Plan for 2021-22 Education Protection Account Funds](#)
On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Spending Plan for 2021-22 Education Protection Account Funds. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.
- d. [Discussion on Facility Use Policies and Practices](#)
There were 4 public speakers on this items who submitted a comment via the online form prior to the meeting. Board President Allen Rosen read the comments aloud.
The Board held a discussion on facilities use fees charged to various organizations by the district. The Board asked Mr. Adam Rauch to provide a recommendation of the revised facilities fees schedule so that organization who are providing services to our students are charged a discounted rate.

B3. CURRICULUM AND INSTRUCTION

- a. [Public Hearing and Approval of Resolution #2021-15, Regarding Sufficiency of Textbooks and Instructional Materials for 2021-2022](#)
Board President, Allen Rosen opened the Public Hearing at 9:45 pm. No comments, Public hearing was closed 9:45 pm. On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Resolution #2021-15, Regarding Sufficiency of Textbooks and Instructional Materials for 2021-2022. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.
- b. [Approve K-12 Strong Workforce Program Memorandum of Understanding with Ventura County Office of Education](#)
On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the K-12 Strong Workforce Program Memorandum of Understanding with Ventura County Office of Education. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.
- c. [Quarterly Report on the Number of Students Earning a D or F Grade at Secondary Schools and Update on AB 104](#)
The Board received information from staff on strategies implemented to support students who have earned D/F grades, or who may be at risk of earning D/F grades. The Board also received an update on Assembly Bill (AB) 104 which provides options for students and

parents/guardians to address learning recovery needs and an opportunity to change Grades to Pass/No Pass for students enrolled in High school in 2020-2021.

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education extended the meeting until 11:55 pm.

d. Quarterly Update on the Expanded Learning Opportunities Plan and LCAP

The Board received the first quarterly update on programs funded by the ELO and LCAP.

B4. HUMAN RESOURCES

a. Approve Annual Teacher Assignment Report for 2021-2022

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved Annual Teacher Assignment Report for 2021-2022. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

b. Approve Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Classified Association as Relates to Taking Temperature and Health Screening for the 2021-2022 School Year

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education approved Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Classified Association as Relates to Taking Temperature and Health Screening for the 2021-2022 School Year. 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 as Relates as Relates Allowing Classified Staff to Volunteer to Work in Child Nutrition Services

On motion of Tian Wang, seconded by Derek Ross, the Board of Education approved Memorandum of Understanding Between Oak Park Unified School District and the Oak Park Classified Association as Relates as Relates Allowing Classified Staff to Volunteer to Work in Child Nutrition Services. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

d. Approve Revised Title, Job Description and Department Change for the Classified Position of Student Data Systems Specialist

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved Revised Title, Job Description and Department Change for the Classified Position of Student Data Systems Specialist. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

e. Establish New Classified Service Position of Department Secretary in the Technology Services Department and Approve Associated Job Description

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved Establish New Classified Service Position of Department Secretary in the Technology Services Department and Approve Associated Job Description. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

B5. BOARD POLICIES

a. Approve Amendment to Board Policy 1313 Civility

b. Approve Amendment to Board Policy 3452 Student Activity Funds

c. Approve Amendment to Board Policy and Administrative Regulation 3511.1 Integrated Waste Management

d. Approve Amendment to Board Policy 3600 Consultants

e. Approve Amendment to Board Policy 7210 Facilities Financing

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved to table item B.5.a through B.5.e to the next meeting. Motion carried Aye: Hazelton, Helfstein, Rosen, Ross, Wang. No - 0. Absent – 0.

VIII. FUTURE AGENDA ITEMS

On motion of Derek Ross, seconded by Tina Wang, there being no further business before this Board, the Regular meeting held on September 14, 2021 is declared adjourned at 11:31 p.m.

Date President of the Board

Date Clerk or Secretary of the Board

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

9-22-2021 #1044

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Allen Rosen, called the special meeting to order at 6:03 p.m. On March 17, 2020, Gov. Newsom issued Executive Order N-29-20 that, in part, authorized governing boards to hold public meetings via teleconference. Governing boards must still provide advanced notice of each public meeting in accordance with the Brown Act and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe the meeting and/or to address the governing board.

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, Mr. Jay Fernow, Legal Counsel, and Mrs. Ragini Aggarwal, Executive Assistant and Communications Coordinator.

ADOPTION OF AGENDA

On motion of Tina Wang, seconded by Derek Ross, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, 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 6:04 pm:**

- 1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- 2. 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
- 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: Directors
- 4. SUPERINTENDENT'S GOALS**

There being no further business before this Board, the Special meeting held on September 22, 2021 is declared adjourned at 9:57 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: OCTOBER 19, 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
CL25287	Soyon Hardy	Interpreter	9/9/2021	Special Ed	\$20.00	DO
CL25288	Mary Jane Weaver	Instructional Assistant III Reading/Literacy	10/13/2021	General	\$24.98	BES
CL25289	Giselle Shuken	Instructional Assistant III Behavior	9/20/2021	Special Ed	\$23.89	BES
CL25290	Melanie Kazemi	Instructional Assistant III - ELL	9/15/2021	General	\$24.73	ROES
CL25291	Holly Sieber	Instructional Assistant I Reading/Literacy	10/6/2021	General	\$20.57	OHES
CL25292	Chenoa Solis-Fine	Instructional Assistant I DK Art	10/7/2021	General	\$20.57	OHES
CL25293	Karen Kalan	Instructional Assistant I - PE	10/13/2021	General	\$20.57	OHES
CL25294	Lilian Mattar	Instructional Assistant I - Math	10/7/2021	ELO	\$19.43	BES
CL25295	Anahid Markarian	Instructional Assistant I - Math	10/8/2021	ELO	\$20.57	OHES
CL25296	Alana Gurian	Food Service Assistant I SUB	9/21/2021	Fund 130	\$15.83	DO
CL25297	Sulie Moreno	Food Service Assistant I	10/1/2021	Fund 130	\$19.92	MCMS
CL25298	Kellie Miller	Campus Supervisor	10/13/2021	General	\$17.72	ROES
CL25299	Danny Garite	Campus Supervisor	10/13/2021	General	\$19.92	MCMS
CL25300	Valerie Moore	Instructional Assistant I - Literacy & Numeracy Temp	10/18/2021	ELO	\$20.57	BES
CL25304	Apurva Mastakar	Instructional Assistant I - Literacy & Numeracy Temp	10/18/2021	ELO	\$17.31	BES

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL25305	Patricia Bleau	Instructional Assistant I L&N LOA	9/13/2021	ELO	\$19.43	ROES
CL25306	Aditi Sengupta	Food Service Assistant I SUB frm Campus Sup	9/9/2021	Fund 130	\$15.83	DO
CL25307	Sahira Shahbaz	Site Change Food Services Assistant I frm MCMS	9/1/2021	Fund 130	\$18.79	OHES
CL25308	Maureen Young	Site Change Food Services Assistant I	9/1/2021	Fund 130	\$19.92	ROES
CL25309	Maria Flores	Site Change Food Services Assistant I frm BES	9/1/2021	Fund 130	\$19.92	OPHS
CL25310	Aurelia Reyfa	Site Change Food Services Assistant I frm OPHS	9/1/2021	Fund 130	\$16.75	BES
CL25311	Jessica Wampler	Site Change Food Services Assistant I frm OHES	9/1/2021	Fund 130	\$16.75	OPHS
CL25312	Yoovapha Potter	Site Change Food Services Assistant I frm OHES	9/1/2021	Fund 130	\$16.75	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Salary	Site
CL25313	Morgan Weiss	Site Leader The Club LOA - PDL	9/21/2021	Fund 120	\$25.91	MCMS
CL25314	Saelina Gutierrez	Working out of class Extended Care Site Leader	9/21/2021	Fund 120	\$21.91	MCMS
CL25315	Stephanie Sandler	Data Systems Specialists to IA I Computer Lab	10/13/2021	PFA	\$20.57	ROES
CL25316	Jacob Hershko	Instructional Assistant II - Club Oak Park add'l Hrs	8/9/2022	Fund 120	\$21.26	TBD
CL25317	Samantha Helland	Instructional Assistant II - Club Oak Park add'l Hrs	8/9/2021	Fund 120	\$22.28	TBD
CL25318	Gio Franco	Instructional Assistant III - Club Oak Park add'l Hrs	8/9/2023	Fund 120	\$21.26	TBD
CL25319	Janki Groves	Instructional Assistant II - LOA	10/21/2021	Special Ed	\$22.28	OPHS
CL25320	Heather Swanson	Instructional Assistant II - LOA	10/25/2021	Special Ed	\$22.28	OPHS
CL25321	Doris Park	Instructional Assistant II - Club Oak Park add'l Hrs	8/10/2021	Fund 120	\$22.28	TBD
CL25322	Alana Gurian	Campus Supervision Club Oak Park add'l Hrs	9/21/2021	Fund 120	\$15.83	DO
CL25323	Alyson Redding	Instructional Assistant II - Club Oak Park add'l Hrs	8/9/2024	Fund 120	\$22.28	TBD
CL25324	Lexi Arrlington	Decrease in hours Instructional Assistant III	10/1/2021	Special Ed	\$20.04	OHES
CL25325	Michael Best	Campus Supervisor to IA I L & N	10/12/2021	ELO	\$19.43	BES

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Salary	Site
CL25326	Nicole Baumann	Instructional Assistant III - Reading/Literacy	9/20/2021	Resignation	\$24.98	BES
CL25327	Holly Stuczynski	Instructional Assistant III - Art	9/22/2021	Resignation	\$23.89	Elm Sites
CL25328	Darcie Burst	Campus Supervision	9/24/2021	Resignation	\$17.72	MCMS
CL25329	Maria Flores	Food Services Assistant I	9/27/2021	Resignation	\$19.92	CN/OPHS
CL25330	Isabelle Thurman	Campus Supervision	10/1/2021	Resignation	\$19.92	ROES
CL25331	Sandra Waite	Instructional Assistant III Behavior	10/1/2021	Resignation	\$23.89	BES
CL25332	Janice Rosen	Instructional Assistant I - Computers	10/6/2021	Resignation	\$19.58	BES
CL25333	Alexa Gatti	Instructional Assistant III Behavior	10/6/2021	Resignation	\$22.52	OHES
CL25334	Adam Rinehart	Instructional Assistant II SpEd	10/6/2021	Resignation	\$18.73	ROES

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: OCTOBER 19, 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	
01CE11089	Nicholas Fowler	Guest Teacher	9/9/2021	General	DO	
01CE11090	Bette Empol	Guest Teacher	9/10/2021	General	DO	
01CE11091	Matthew Budin-Smithers	Guest Teacher	9/20/2021	General	DO	
01CE11092	Nicole Baumann	Literacy & Numeracy Intervention Teacher	9/20/2021	General	BES	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11093	Carrie Jones	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11094	Kellie Gross	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11095	Alyssa Santos	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11096	Elya Fletcher	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11097	Kim Villalpando	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11098	Doreen Oswaks	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11099	Rebecca Custodio	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11100	Tiffany Johnson	Student Scheduling	08/09/2021	ELO	\$200.00	Pupil Serv
01CE11101	Cathryn Paolini	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	Pupil Serv
01CE11102	Maryannick Bovard	Study Hall (Fall)	08/09/2021	General	\$1,650.00	OPHS
01CE11103	Kat Klamecki	Study Hall (Fall)	08/09/2021	General	\$1,650.00	OPHS
01CE11104	Brenda Pasqua	Study Hall (Fall)	08/09/2021	General	\$1,650.00	OPHS
01CE11105	Brenda Pasqua	Athletic Trainer (add'l funds)	09/22/2021	Site Athletics	\$3,300.00	OPHS
01CE11106	Erik Amerikaner	Webmaster	08/09/2021	Site	\$1,350.00	OPHS
01CE11107	DJ Cook	Class Size Overages (August 2021)	08/09/2021	General	\$23.00	OPHS
01CE11108	DJ Cook	Class Size Overages (September 2021)	09/01/2021	General	\$78.00	OPHS
01CE11109	Rob Hall	Class Size Overages (August 2021)	08/09/2021	General	\$23.00	OPHS
01CE11110	Rob Hall	Class Size Overages (September 2021)	09/01/2021	General	\$35.00	OPHS
01CE11111	Jennifer Hankins	Class Size Overages (August 2021)	08/09/2021	General	\$40.00	OPHS
01CE11112	Jennifer Hankins	Class Size Overages (September 2021)	09/01/2021	General	\$116.00	OPHS
01CE11113	Lauren Heinrich	Class Size Overages (August 2021)	08/09/2021	General	\$11.00	OPHS
01CE11114	Lauren Heinrich	Class Size Overages (September 2021)	09/01/2021	General	\$33.00	OPHS
01CE11115	Jessica Wall	Class Size Overages (August 2021)	08/09/2021	General	\$54.00	OPHS
01CE11116	Jessica Wall	Class Size Overages (September 2021)	09/10/2021	General	\$128.00	OPHS
01CE11117	Caitlin McCranie	District Innovators	08/09/2021	LCAP	\$600.00	OPHS
01CE11118	Brianne Hazlewood	District Innovators	08/09/2021	LCAP	\$600.00	OPHS
01CE11119	Winnie Sloan	District Innovators	08/09/2021	LCAP	\$600.00	OPHS
01CE11120	Jen Hankins	District Innovators	08/09/2021	LCAP	\$600.00	OPHS
01CE11121	Anastasia Kokiousios	District Technology Committee Member	08/09/2021	LCAP	\$400.00	OPHS
01CE11122	Anastasia Kokiousios	ASB Asst. Coordinator	08/09/2021	PFA	\$1,736.50	OPHS
01CE11123	Adam Nielson	Varsity Head Coach Girls' Tennis	09/14/2021	Site Athletics	\$1,675.00	OPHS
01CE11124	Adam Nielson	JV Head Coach Girls' Tennis	09/14/2021	Site Athletics	\$1,000.00	OPHS
01CE11125	Zach Borquez	Curriculum Council Rep	10/01/2021	LCAP	\$370.00	OPHS
01CE11126	Russ Peters	G-9 Tech	08/09/2021	CTEIG	\$300.00	OPHS
01CE11127	Tara Lamb	Science Olympiad Advisor	09/15/2021	ELO	\$1,000.00	MCMS
01CE11128	Tara Lamb	Capella Club Sponsor	09/14/2021	PFA	\$500.00	MCMS
01CE11129	Tara Lamb	Culmination	05/01/2022	PFA	\$300.00	MCMS

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CONSENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11130	Kathy Mosley	ASB Bookkeeper	08/09/2021	ASB	\$3,000.00	MCMS
01CE11131	Kathy Mosley	Yearbook Advisor	08/09/2021	ASB	\$4,000.00	MCMS
01CE11132	Kathy Mosley	Anime/Manga Club Sponsor	09/17/2021	PFA	\$500.00	MCMS
01CE11133	Brittany Ulloa	Drama Club Sponsor	09/15/2021	PFA	\$500.00	MCMS
01CE11134	Brittany Ulloa	Pi Day/Week	03/14/2022	PFA	\$35.00	MCMS
01CE11135	Catherine Steiner	CJSF Sponsor	09/13/2021	PFA	\$1,000.00	MCMS
01CE11136	Catherine Steiner	Minecraft Club Sponsor	09/14/2021	PFA	\$500.00	MCMS
01CE11137	Catherine Steiner	Electives Department Chair	08/09/2021	Site	\$1,500.00	MCMS
01CE11138	Kim Sonnabend	Site Council	08/09/2021	PFA	\$500.00	MCMS
01CE11139	Kim Sonnabend	GSA Club Sponsor	09/16/2021	PFA	\$500.00	MCMS
01CE11140	Kim Sonnabend	MCMS Leadership	08/09/2021	PFA	\$800.00	MCMS
01CE11141	Kim Sonnabend	WEB Tutoring	10/05/2021	PFA	\$700.00	MCMS
01CE11142	Lindsay Smits	GSA Club Sponsor	09/16/2021	PFA	\$500.00	MCMS
01CE11143	Lindsay Smits	MCMS Leadership	08/09/2021	PFA	\$800.00	MCMS
01CE11144	Amy Sinnamon	Video Making Club Sponsor	09/15/2021	PFA	\$500.00	MCMS
01CE11145	Amy Sinnamon	Math Department Chair	08/09/2021	Site	\$1,500.00	MCMS
01CE11146	Michael O'Hagan	Webmaster	08/09/2021	PFA	\$300.00	MCMS
01CE11147	Michael O'Hagan	Star Wars Club Sponsor	09/15/2021	PFA	\$350.00	MCMS
01CE11148	Michael O'Hagan	Mock Trial Advisor	09/13/2021	PFA	\$1,000.00	MCMS
01CE11149	Michael O'Hagan	District Innovators	08/09/2021	LCAP	\$600.00	MCMS
01CE11150	Cathy Norton	Comic Club Sponsor	09/13/2021	PFA	\$500.00	MCMS
01CE11151	Cathy Norton	Sketch Club	09/13/2021	PFA	\$350.00	MCMS
01CE11152	Cara Lavigna	Equestrian Club Sponsor (6th grade)	09/28/2021	PFA	\$350.00	MCMS
01CE11153	Cara Lavigna	Equestrian Club Sponsor (7th/8th grade)	09/28/2021	PFA	\$350.00	MCMS
01CE11154	Rob Large	Mechatronics Club Sponsor (twice weekly)	09/13/2021	PFA	\$500.00	MCMS
01CE11155	Rob Large	Math Counts Advisor	09/13/2021	PFA	\$1,000.00	MCMS
01CE11156	Frances Hermosillo	Basketball Club Sponsor	09/14/2021	PFA	\$500.00	MCMS
01CE11157	Frances Hermosillo	Fitness/Sports Club Co-Sponsor	09/14/2021	PFA	\$250.00	MCMS
01CE11158	Vanessa Heller	Minecraft United Clbu Sponsor	09/14/0221	PFA	\$500.00	MCMS
01CE11159	Vanessa Heller	DEFT: Panthers Sponsor	09/14/2021	PFA	\$500.00	MCMS
01CE11160	Vanessa Heller	GATE Coordinator	08/09/2021	PFA	\$400.00	MCMS
01CE11161	Brittany Gibson	Drawing Club Sponsor	09/15/2021	PFA	\$500.00	MCMS
01CE11162	Brittany Gibson	Fitness/Sports Club Co-Sponsor	09/15/2021	PFA	\$250.00	MCMS
01CE11163	Paula Franco	Magic Gathering Cards Club Sponsor	09/14/2021	PFA	\$500.00	MCMS
01CE11164	Paula Franco	Walking Wednesdays Club Sponsor	09/14/2021	PFA	\$500.00	MCMS
01CE11165	Paula Franco	Culmination	05/01/2022	PFA	\$300.00	MCMS
01CE11166	Christine Fersht	Gameboard Club Sponsor	09/15/2021	PFA	\$350.00	MCMS
01CE11167	Christine Fersht	Art Club Sponsor	09/15/2021	PFA	\$350.00	MCMS
01CE11168	Christine Fersht	Pi Day/Week	03/14/2022	PFA	\$35.00	MCMS
01CE11169	Christina Fersht	District Innovators	08/09/2021	LCAP	\$600.00	MCMS

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11170	Malia Cadle	Anime/Manga Club Sponsor	09/14/2021	PFA	\$350.00	MCMS
01CE11171	Malia Cadle	Animal Invasion Club Sponsor	09/14/2021	PFA	\$350.00	MCMS
01CE11172	Malia Cadle	Culmination	05/01/2022	PFA	\$300.00	MCMS

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CONSENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11173	Marta Graves	Science Department Chair	08/09/2021	Site	\$1,500.00	MCMS
01CE11174	Marta Graves	MCMS Leadership	08/09/2021	PFA	\$800.00	MCMS
01CE11175	Tris Wenker	Culmination	05/01/2022	PFA	\$300.00	MCMS
01CE11176	Tris Wenker	Language Arts Department Chair	08/09/2021	Site	\$1,500.00	MCMS
01CE11177	Tris Wenker	MCMS Leadership	08/09/2021	PFA	\$800.00	MCMS
01CE11178	Trish Wenker	District Technology Committee Member	08/09/2021	LCAP	\$400.00	MCMS
01CE11179	Tris Wenker	Curriculum Council Rep	10/01/2021	LCAP	\$370.00	MCMS
01CE11180	Carrie Jones	Fidgets & Doodlers Club Sponsor	09/16/2021	PFA	\$500.00	MCMS
01CE11181	Carrie Jones	MCMS Leadership	08/09/2021	PFA	\$800.00	MCMS
01CE11182	Carrie Jones	Special Ed Department Chair	08/09/2021	Site	\$1,500.00	MCMS
01CE11183	Kim Connelly	WEB Tutoring	10/05/2021	PFA	\$700.00	MCMS
01CE11184	Kim Connelly	Camp Medea	08/09/2021	PFA	\$300.00	MCMS
01CE11185	Kim Connelly	WEB Advisor	08/09/2021	PFA	\$500.00	MCMS
01CE11186	Kim Connelly	Peer Counseling	08/09/2021	PFA	\$500.00	MCMS
01CE11187	Suzanne Shea	WEB Tutoring	10/05/2021	PFA	\$700.00	MCMS
01CE11188	Suzanne Shea	Camp Medea	08/09/2021	PFA	\$300.00	MCMS
01CE11189	Suzanne Shea	WEB Advisor	08/09/2021	PFA	\$500.00	MCMS
01CE11190	Suzanne Shea	Peer Counseling	08/09/2021	PFA	\$500.00	MCMS
01CE11191	Sharon Lavene	Teen Talk Podcasts Club Sponsor	09/13/2021	PFA	\$500.00	MCMS
01CE11192	Sharon Lavene	Social Science Department Chair	08/09/2021	Site	\$1,500.00	MCMS
01CE11193	Steve White	Interior Design Club Sponsor	09/13/2021	PFA	\$500.00	MCMS
01CE11194	Steve White	ASB Advisor	08/09/2021	ASB	\$3,000.00	MCMS
01CE11195	Maureen O'Hagan	MCMS Leadership	08/09/2021	PFA	\$800.00	MCMS
01CE11196	Maureen O'Hagan	Site Council	08/09/2021	PFA	\$500.00	MCMS
01CE11197	Dianne Large	Web Coordinator	08/09/2021	PFA	\$1,000.00	MCMS
01CE11198	Kim Johnson	Knitting & Crocheting Club Sponsor	09/14/2021	PFA	\$500.00	MCMS
01CE11199	Ray Gonzales	Debate Club Sponsor	09/16/2021	PFA	\$500.00	MCMS
01CE11200	Teresa Hogan	P.E. Department Chair	08/09/2021	Site	\$1,500.00	MCMS
01CE11201	Katie Wilsker	Crayfish Club Sponsor	09/13/2021	PFA	\$500.00	MCMS
01CE11202	Alison Stein	Spelling Bee Coordinator/Advisor	01/10/2022	PFA	\$150.00	MCMS
01CE11203	Jessica Kudlacek	Culmination	05/01/2022	PFA	\$300.00	MCMS
01CE11204	Kim Winthrop	Pi Day/Week	03/14/2022	PFA	\$35.00	MCMS
01CE11205	Kathryn Dusek	Cartoons & Coloring Club Sponsor	09/15/2021	PFA	\$500.00	MCMS
01CE11206	Jamie Brown	Class Size Overages (August 2021)	08/09/2021	General	\$60.00	ROES
01CE11207	Jamie Brown	Class Size Overages (September 2021)	09/01/2021	General	\$95.00	ROES
01CE11208	Jamie Brown	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	ROES
01CE11209	Alexis Ma	Class Size Overages (August 2021)	08/09/2021	General	\$145.00	ROES
01CE11210	Alexis Ma	Class Size Overages (September 2021)	09/01/2021	General	\$135.00	ROES
01CE11211	Kathy Strong	Class Size Overages (August 2021)	08/09/2021	General	\$170.00	ROES
01CE11212	Kathy Strong	Class Size Overages (September 2021)	09/01/2021	General	\$190.00	ROES
01CE11213	Amy Buccino	Class Size Overages (August 2021)	08/09/2021	General	\$95.00	ROES
01CE11214	Amy Buccino	Class Size Overages (September 2021)	09/01/2021	General	\$190.00	ROES
01CE11215	Amy Buccino	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	ROES
01CE11216	Robbin Lund	Class Size Overages (August 2021)	08/09/2021	General	\$85.00	ROES
01CE11217	Robbin Lund	Class Size Overages (September 2021)	09/01/2021	General	\$95.00	ROES

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CONSENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11218	Danielle McKendry	Class Size Overages (August 2021)	08/09/2021	General	\$40.00	ROES
01CE11219	Danielle McKendry	Class Size Overages (September 2021)	09/01/2021	General	\$130.00	ROES
01CE11220	Kate Gregg	Class Size Overages (August 2021)	08/09/2021	General	\$170.00	ROES
01CE11221	Kate Gregg	Class Size Overages (September 2021)	09/01/2021	General	\$190.00	ROES
01CE11222	Nicole LoBianco	Class Size Overages (August 2021)	08/09/2021	General	\$85.00	ROES
01CE11223	Nicole LoBianco	Class Size Overages (September 2021)	09/01/2021	General	\$75.00	ROES
01CE11224	Nicole LoBianco	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	ROES
01CE11225	Tahnee Munoz	Class Size Overages (August 2021)	08/09/2021	General	\$160.00	ROES
01CE11226	Tahnee Munoz	Class Size Overages (September 2021)	09/01/2021	General	\$95.00	ROES
01CE11227	Ryan Bodily	Class Size Overages (August 2021)	08/09/2021	General	\$170.00	ROES
01CE11228	Ryan Bodily	Class Size Overages (September 2021)	09/01/2021	General	\$190.00	ROES
01CE11229	Julie Matthews	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	ROES
01CE11230	Elisa Duffy	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	ROES
01CE11231	Erica White	Curriculum Council Rep	10/01/2021	LCAP	\$370.00	ROES
01CE11232	Lyanne Gaeta	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	ROES
01CE11233	Kim Annino	Class Size Overages (August 2021)	08/09/2021	General	\$5.00	BES
01CE11234	Kim Annino	Grade Level Lead	08/01/2021	Site	\$250.00	BES
01CE11235	Barbie Lee	Class Size Overages (August 2021)	08/09/2021	General	\$5.00	BES
01CE11236	Barbie Lee	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	BES
01CE11237	Erik Squire	Grade Level Lead	09/01/2021	Site	\$225.00	BES
01CE11238	Erik Squire	Class Size Overages (August 2021)	08/09/2021	General	\$170.00	BES
01CE11239	Erik Squire	Class Size Overages (September 2021)	09/01/2021	General	\$190.00	BES
01CE11240	Erik Squire	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	BES
01CE11241	Stacey Altman	Grade Level Lead	08/01/2021	Site	\$25.00	BES
01CE11242	Stacey Altman	Class Size Overages (August 2021)	08/09/2021	General	\$170.00	BES
01CE11243	Stacey Altman	Class Size Overages (September 2021)	08/09/2021	General	\$40.00	BES
01CE11244	Sandy Hirano	SST Coordinator	08/09/2021	Site	\$500.00	BES
01CE11245	Sandy Hirano	Grade Level Lead	08/01/2021	Site	\$250.00	BES
01CE11246	Cindy Stephens	Lead Teacher	08/09/2021	Site	\$700.00	BES
01CE11247	Cindy Stephens	Grade Level Lead	08/01/2021	Site	\$250.00	BES
01CE11248	Allison Gerin	Curriculum Catalysts	08/09/2021	LCAP	\$300.00	BES
01CE11249	Allison Gerin	Covid Safety	08/01/2021	Site	\$200.00	BES
01CE11250	Sarah Rozenberg	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	BES
01CE11251	Sarah Rozenberg	Student Council	08/09/2021	Site	\$550.00	BES
01CE11252	Lisa Becker	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	BES
01CE11253	Lisa Becker	Curriculum Council Rep	10/01/2021	LCAP	\$370.00	BES
01CE11254	Tawnya Watson	Grade Level Lead	08/01/2021	Site	\$250.00	BES
01CE11255	Denise Keane	Grade Level Lead	08/01/2021	Site	\$250.00	BES
01CE11256	Gina Goodridge	Resource	08/01/2021	Site	\$250.00	BES
01CE11257	Cynthia Morrow	SST Coordinator	08/09/2021	Site	\$500.00	BES
01CE11258	Heather Powers	Student Council	08/09/2021	Site	\$550.00	BES
01CE11259	Nicole Standing	Safety & Disaster	08/09/2021	Site	\$150.00	BES
01CE11260	Brandie Pryor	Safety & Disaster	08/09/2021	Site	\$150.00	BES
01CE11261	Sara Lipkin	Curriculum Catalysts	08/09/2021	LCAP	\$300.00	BES
01CE11262	Paula Foy	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	OHES
01CE11263	Allison Shapiro	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	OHES

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11264	Keri Lieberman	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	OHES
01CE11265	Joy Reints	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	OHES
01CE11266	Kristin Chobanian	Curriculum Catalysts	08/09/2021	LCAP	\$600.00	OHES
01CE11267	Heather Sloan	Curriculum Council Rep	10/01/2021	LCAP	\$370.00	OHES
01CE11268	Ericka Jauchen	District Technology Committee Member	08/09/2021	LCAP	\$400.00	OHES
01CE11269	Susan Allen	District Innovators	08/09/2021	LCAP	\$600.00	OVHS
01CE11270	Susan Allen	Curriculum Council Rep	10/01/2021	LCAP	\$370.00	OVHS
01CE11271	Susan Allen	District Technology Committee Member	08/09/2021	LCAP	\$400.00	OVHS
01CE11272	Susan Allen	Stained Glass Design & Development	08/24/2021	Learning Loss	\$3,600.00	OVHS
01CE11273	Jim Barnett	OVHS Math Support	08/24/2021	ELO	\$2,000.00	OPIS
01CE11274	Ty De Long	District Innovators	08/09/2021	LCAP	\$600.00	OPIS
01CE11275	Ty De Long	Curriculum Council Rep	10/01/2021	LCAP	\$370.00	OPIS

CORRECTION OF STIPENDS FROM PREVIOUS MONTH

Number	Name	Change	Effective Date	Fund	Site	
01CE11276	Elayne Roesner	Jazz Band	08/17/2021	Site	\$3,000.00	MCMS
01CE11277	Kim Villalpando	Induction Mentor (stipend cancelled)	08/09/2021	Title II	\$1,500.00	OPHS

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site	
01CE11278	Gracie Jerrems	Baby Bonding	09/10/2021	General	Pupil Serv	
01CE11279	Allison LeVine	Add'l hours (Aug-Sept)	08/09/2021	General	Pupil Serv	
01CE11280	Allison LeVine	Add'l hours (Oct-Dec) - 20 hr. cap	10/01/2021	General	Pupil Serv	
01CE11281	Danielle Severn	Step Increase (transcripts received)	08/09/2021	General	OPHS	
01CE11282	Katie White-Lague	Increase 0.6 - 0.7 FTE	09/03/2021	General	OPIS	
01CE11283	Katie White-Lague	Increase 0.7 - 0.8 FTE	09/21/2021	General	OPIS	
01CE11284	Stacey Altman	Pregnancy Disability Leave	09/09/2021	General	BES	
01CE11285	Nicole Baumann	Add'l hours (Sept20-Oct08)	09//10/2021	General	BES	
01CE11286	Robbin Lund	Medical Leave	11/12/2021	General	ROES	
01CE11287	Cori Orlando	Add'l hours (Aug-Sept) - not to exceed 11 hrs	08/09/2021	General	DO	
01CE11288	Alison Stein	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11289	Kim Sonnabend	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11290	Lindsay Smits	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11291	Sharon Lavene	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11292	Carrie Jones	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11293	Rebecca Goldman	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11294	Malia Cadle	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11295	Albert Calce	Add'l hours for Mini Carnival	08/04/2021	General	MCMS	
01CE11296	Steven White	Add'l hours for Mini Carnival	08/04/2021	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: OCTOBER 19, 2021
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – SEPTEMBER 1 THROUGH SEPTEMBER 30, 2021

CONSENT

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

BACKGROUND: Purchase Order Report listing all purchase orders issued during the reporting period is included for the Board review. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account. The Board is requested to ratify the purchase order from September 1 through September 30, 2021.

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

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

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

ALTERNATIVES:

1. Ratify the Purchase Order Report as submitted.
2. Do not ratify the Purchase Order Report.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

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

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

Includes Purchase Orders dated 09/01/2021 - 09/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4100 Approved Textbooks and Core Cu					
P22-00196	Houghton Mifflin Harcourt	005	21/22 ROES Additional Go Math	010-4100	219.56
P22-00215	Houghton Mifflin Harcourt	005	21/22 OPIS Science Fusion Online	010-4100	4,255.52
P22-00225	Rosetta Stone Ltd	005	21/22 OPIS Additional Rosetta Stone	010-4100	825.00
P22-00233	Vista Higher Learning	005	OPIS-Additional Spanish License	010-4100	349.50
Total:010-4100 Approved Textbooks and Core Cu					5,649.58
010-4200 Other Books and Reference Mate					
P22-00197	Kaeden Corporation DBA Kaeden Publishing	005	21/22 ROES Running Records Revision Packs	010-4200	884.81
Total:010-4200 Other Books and Reference Mate					884.81
010-4330 Other Materials and Supplies N					
B22-00182	Southwest School Supply	004	2020/21 Supplies/Furniture as needed for sites DW	010-4330	3,000.00
B22-00184	Office Depot Customer Service Center	004	DW COVID Supplies	010-4330	4,000.00
B22-00189	Southwest School Supply	009	School & Office Supplies	010-4330	6,000.00
B22-00190	Ryan Communications	004	2020-2021 District-wide Radio Repair/Supplies	010-4330	4,000.00
B22-00191	Southwest School Supply	004	2021/22 PO for COVID Supplies	010-4330	4,000.00
B22-00193	Document Systems	009	Toner, Color Copies, Staples	010-4330	2,000.00
P22-00167	REC Solar Commercial Corp	004	Solar Panel Replacement Wire @OPHS	010-4330	8,319.87
P22-00199	Corwin Press, Inc	005	OVHS Visible Learning Classroom Supplies	010-4330	1,016.16
P22-00200	Eyedentity Graphics Inc.	004	Design and Production for Signs & Stickers DW	010-4330	1,000.00
P22-00203	Lee & Low Books, Inc dba BeBop Books	015	English Books (CSI Funds)	010-4330	1,961.37
P22-00205	Pacific Artglass Corp	015	Stained Glass class	010-4330	707.35
P22-00214	REC Solar Commercial Corp	004	Rewire AC Disconnect @OPHS	010-4330	7,733.86
P22-00219	Cion Binshtock dba Town and Country Printing and Graph	011	Student campus passes	010-4330	343.20
P22-00223	Signature Signs	004	ADA Room Sign for College Center @OPHS	010-4330	112.84
P22-00234	Delphi Creativity Group DBA Delphi Glass Corp	015	Stained Glass Class Supplies	010-4330	1,766.73
P22-00236	Southwest School Supply	004	Backpack Carts for ROES	010-4330	1,954.20
P22-00237	Booksource	005	ROES Mentor Text	010-4330	141.63
P22-00238	Concepts School & Office Furn	004	Ergonomic Chairs for Staff per Assessments	010-4330	1,370.27
P22-00239	Ryan Communications	004	Walkie Talkies for OHES Safety	010-4330	3,243.24
P22-00240	Southwest School Supply	004	Ergonomic Furniture for Staff	010-4330	823.14
P22-00241	Southwest School Supply	004	Furniture for Lead Instructional Tech	010-4330	742.17
Total:010-4330 Other Materials and Supplies N					54,236.03

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 09/01/2021 - 09/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
010-4410	Equipment New Non-Capitalized				
P22-00230	Johnstone Supply	004	Duct Purifier for School Sites DW	010-4410	10,813.13
P22-00232	Screenflex Portable Partitions	016	Partition Fixtures for BES, OHES and OVHS	010-4410	6,132.56
T22-00014	MJP Technologies Inc	007	COVID Tech Supplies - CB Chargers	010-4410	1,480.05
TB22-00012	Monoprice	007	COVID Tech Supplies and Cables	010-4410	2,000.00
Total:010-4410 Equipment New Non-Capitalized					20,425.74
010-5200	Travel and Conference				
P22-00221	Tobi Jo Greene Girls Empowerment Workshop	015	Girls Empowerment Workshop	010-5200	2,000.00
Total:010-5200 Travel and Conference					2,000.00
010-5600	Rents, Leases, and Repairs				
B22-00188	Enhanced Landscape Mgmt, Inc	004	2020/21 Lawn Care Services @all sites Districtwide	010-5600	83,130.00
B22-00192	Salinas & Sons Rooter Service	004	2021/22 Plumbing and Rooter Services DW	010-5600	575.00
P22-00201	Hughes General Engineering	004	Install New Concrete Pad for Elevator Use @MCMS	010-5600	1,650.00
P22-00202	Aces High Organizing, Inc.	004	Organization of DO Warehouse	010-5600	2,700.00
P22-00204	Morales Exterminating Co. Inc	004	Termite Treatment for classrooms at BES/OVHS	010-5600	1,170.00
P22-00211	Riddell/All American Sports Cp	013	Athletic Helmets Reconditioning	010-5600	4,031.97
P22-00220	Cold Tech Refrigeration	004	2021/22 Refrigerator and Freezer Services DW	010-5600	3,000.00
P22-00226	REC Solar Commercial Corp	004	Additional work needed to repair SK meter @OPHS	010-5600	2,036.29
P22-00227	Southern California Flagpole Company, Inc.	004	Add'l Materials for Flagpole @ROES	010-5600	316.39
P22-00231	Window Products Mgmt, Inc.	004	Roller Shades for new classrooms at MCMS	010-5600	1,647.00
Total:010-5600 Rents, Leases, and Repairs					100,256.65
010-5800	Professnl/Consult Serv & Opera				
P22-00210	Dale Scott & Company	004	2020-21 Continuing Disclosure Annual GOB	010-5800	5,525.31
Total:010-5800 Professnl/Consult Serv & Opera					5,525.31
010-5820	Other Operating Expense				
B22-00002	ACCO Brands USA LLC	013	Oth Exp/Disc/ Laminator Repair	010-5820	1,000.00
B22-00185	Tori Nisperos	013	AP Reader/PFA Funded/Oth Exp	010-5820	5,000.00
B22-00187	Christine Denise DeKlotz	013	Other Exp/PFA Donation	010-5820	3,000.00
B22-00194	Justin Parzik	013	Independent Band Coach/Oth Exp/Site	010-5820	5,500.00
B22-00195	Steven Robinson	013	Independent Band Coach/oth Exp/Opima//Jazz	010-5820	5,000.00
P22-00198	Leadership Associates, LLC	004	Consulting Svs for Superintendent	010-5820	9,000.00

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

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Includes Purchase Orders dated 09/01/2021 - 09/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P22-00206	ABA Network	000	Contracted Services - 7/1/21 - 12/31/21	010-5820	11,953.75
P22-00207	Change Academy at Lake of the Ozarks, LLC	000	ISA Contract / 7/1/2021 - 6/30/2022	010-5820	201,904.64
P22-00208	Reading Writing Project LLC	005	2021/22 RWW Prof Develop Teachers	010-5820	88,200.00
P22-00209	Augmentativbe Communication Therapies	000	Independent Educational Evaluation Agreement	010-5820	3,500.00
P22-00216	VCOE	004	Capitol Advisors Advocacy Agreement 21/22	010-5820	1,570.00
P22-00218	University of California Regen t	005	21/22 OPUSD and Curtis Center Agreement	010-5820	12,125.00
P22-00224	Green Schools Natl Network Inc	005	Renewal of GSNN Sustainability Agreement	010-5820	5,000.00
P22-00228	Certiport NCS Pearson Inc.	013	Add on License/CTEIG/Oth.Exp/Software Sys.	010-5820	750.00
P22-00229	Teachers College Columbia University	005	21/22 PD-Teaching the SDG's	010-5820	1,125.00
P22-00235	Toledo Physical Education Supply, Inc	005	21/22 PE Supplies	010-5820	3,575.20
TB22-00011	MJP Technologies Inc	007	Blanket PO for services	010-5820	2,000.00
Total:010-5820 Other Operating Expense					360,203.59
010-7438	Debt Service - Interest				
P22-00222	Dubuque Bank and Truck Co.	004	Pro 14-29F Lease/Purchase of Solar Install at OPHS	010-7438	6,642.48
Total:010-7438 Debt Service - Interest					6,642.48
010-7439	Debt Service - Principal				
				010-7439	51,428.80
Total:010-7439 Debt Service - Principal					51,428.80
120-4330	Other Materials and Supplies N				
P22-00217	Jared Luke Kira DBA Deo Volent e Industries	028	Shirts & Sweatshirts for Ext. Care Program staff	120-4330	2,990.02
Total:120-4330 Other Materials and Supplies N					2,990.02
120-5820	Other Operating Expense				
B22-00183	Ed. Learning Opportunities DBA Developing Outdoors	028	Payroll charges for EC Mentors	120-5820	1,157,098.00
Total:120-5820 Other Operating Expense					1,157,098.00
130-4330	Other Materials and Supplies N				
FS22-00017	Ecolab Food Safety Specialties	025	Cleaning Supplies	130-4330	200.00
Total:130-4330 Other Materials and Supplies N					200.00
130-4700	Food Purchases				
FS22-00001	The Berry Man, Inc.	025	Fresh Produce	130-4700	10,507.50
FS22-00016	D'Amore's Pizza Connection	025	Ready Made Pizza and Pasta	130-4700	20,725.00

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

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Includes Purchase Orders dated 09/01/2021 - 09/30/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
FS22-00018	Refill It Inc.	025	Refillable Bottled Water	130-4700	1,351.35
Total:130-4700 Food Purchases					32,583.85
130-5820	Other Operating Expense				
FS22-00015	San Mateo-Foster-Super Co-Op	025	Fees: Super Co-Op Annual Membership Contribution	130-5820	96.23
FS22-00019	Water Walkers Inc	025	Menu Planning Software	130-5820	2,375.00
FS22-00020	Boonli, LLC	025	Meal Ordering Software	130-5820	3,500.00
Total:130-5820 Other Operating Expense					5,971.23
211-4410	Equipment New Non-Capitalized				
P22-00212	Grainger Industrial Supply	004	Pro 18-21S New Classrooms MCMS	211-4410	3,736.58
Total:211-4410 Equipment New Non-Capitalized					3,736.58
211-5820	Other Operating Expense				
P22-00210	Dale Scott & Company	004	2020-21 Continuing Disclosure Annual GOB	211-5820	525.31
P22-00213	Barnhart Balfour Beatty, Inc B alfour Beatty Construction	004	Const. Mgmt. Svcs. August 1-31 #40000	211-5820	3,200.00
Total:211-5820 Other Operating Expense					3,725.31
211-6272	Construction Management Fees				
				211-6272	460.00
Total:211-6272 Construction Management Fees					460.00
211-6500	Equipment Replacement \$5000+				
T22-00004	School Tech Supply	007	Proj. 21-05S Smartboard Refresh (Promethean)	211-6500	209,356.04
Total:211-6500 Equipment Replacement \$5000+					209,356.04
Total Number of POs				72	Total
					2,023,374.02

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	60	607,252.99
		Total Fiscal Year 2022	607,252.99
120	Child Development Fund	2	1,160,088.02
		Total Fiscal Year 2022	1,160,088.02
130	Cafeteria Fund	7	38,755.08
		Total Fiscal Year 2022	38,755.08
211	Measure S Facilities & Tech	4	217,277.93
		Total Fiscal Year 2022	217,277.93
		Total	2,023,374.02

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 09/01/2021 - 09/30/2021

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			
P22-00152	1,858.11	010-4100	General Fund/Approved Textbooks and Core Cu	640.82
			Total:010-4100 Approved Textbooks and Core Cu	640.82
010-4330	Other Materials and Supplies N			
B22-00009	9,500.00	010-4330	General Fund/Other Materials and Supplies N	4,000.00
B22-00013	3,000.00	010-4330	General Fund/Other Materials and Supplies N	859.47
B22-00130	1,500.00	010-4330	General Fund/Other Materials and Supplies N	500.00
			Total:010-4330 Other Materials and Supplies N	5,359.47
010-5820	Other Operating Expense			
B22-00118	2,040.00	010-5820	General Fund/Other Operating Expense	1,020.00
			Total:010-5820 Other Operating Expense	1,020.00
			Total PO Changes	7,020.29

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: BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT B.1.d. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – OCTOBER 2021

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - October 2021?

BACKGROUND: As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or members of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

Education Code 35186 requires the Superintendent or designee to report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. For the quarterly period of April 1, 2021 through June 30, 2021 there were no complaints filed with any school in the District.

FISCAL IMPACT: None

BOARD POLICY: Pursuant to Administrative Regulation 1312.4 - On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints

GOAL: In support of LCAP Goal #1 - Support high academic achievement for all students

ALTERNATIVES:

1. Approve the Quarterly Report on Williams Uniform Complaints – October 2021.
2. Do not approve the Quarterly Report on Williams Uniform Complaints

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	_____	_____	_____	_____

Quarterly Report on Williams Uniform Complaints
 [Education Code Section 35186]
 Fiscal Year 2021-22

District: Oak Park Unified School District

Person completing this form: Dr. Jay Greenlinger

Title: Director of Curriculum and Instruction

Quarterly Report Submission Date: October 31, 2021 (7/1/21 to 9/30/21)
 (check one) January 31, 2022 (10/1/21 to 12/31/21)
 April 30, 2022 (1/1/22 to 3/31/22)
 July 31, 2022 (4/1/22 to 6/30/22)

Date for information to be reported publicly at governing board meeting: 10/19/2021

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Totals	0		

Jeff Davis Ed.D.

 Name of District Superintendent

 Signature of District Superintendent

TO: BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.1.e. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS
INSTRUCTIONAL MATERIALS, BOOKS, AND OR LIBRARY
BOOKS

CONSENT

ISSUE: Shall the Board approve the sale and/or disposal of obsolete or surplus instructional materials, books, and/or library books per the provisions of Education Code Section 60510?

BACKGROUND: The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code Section 60510 requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have benefit of current quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District. List of obsolete instructional materials is included.

FISCAL IMPACT: The estimated cost of the destruction of books is \$150. This is included in the 2021-2022 adopted budget.

BOARD POLICIES: Pursuant to BP/AR 3270 Sale and Disposal of Books, Equipment, and Supplies - The Board, upon recommendation of the Superintendent or designee, may declare any district-owned property unusable, obsolete, or no longer needed.

GOALS: Not applicable

ALTERNATIVES:

1. Approve a motion declaring the inventory of instructional materials and library books obsolete and/or surplus.
2. Do not approve a motion declaring the inventory of instructional materials and library books obsolete and/or surplus.

RECOMMENDATION: Alternative No. 1

Prepared by: Dr. Jay Greenlinger, Director, Curriculum and Instruction

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD MEETING, OCTOBER 17, 2021

Approve Disposal of Obsolete or Surplus Instructional Materials, Books
or Library Books

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	_____	_____	_____	_____

Inventory of Surplus Or Obsolete
Instructional Materials for 2021 - 2022 School Year

School Site		Oak Park High School		
Date of Recommendation		10-19-2021		
Title	ISBN#	Publisher	Copyright Date	Quantity
Magruder's American Government	0-13-133579-0	Pearson/Prentice Hall	2006	30
Discovering French Rouge	0-618-03506-0	McDougal Littell	2001	37

School Site		Oak Hills Elementary School		
Date of Recommendation		10-19-2021		
Title	ISBN#	Publisher	Copyright Date	Quantity
Reflections	0-15-3385014	Harcourt	2007	30
Health & Wellness	0-02-280602-4	MacMillan/McGraw Hill	2006	32
Reflections	0-15-338502-2	Harcourt	2007	24
Earth and Sun	978-1-62571-372-8	Delta Education	2016	80

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS, CA

CONSENT

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

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

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.

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

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Jeffrey Davis, Ed.D.
Superintendent

BOARD OF EDUCATION, OCTOBER 19, 2021

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

Page 2

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.1.f. APPROVE OUT OF STATE TRAVEL FOR STAF TO ATTEND THE NATIONAL BLUE RIBBON SCHOOLS AWARDS CEREMONY IN WASHINGTON, D.C.

CONSENT

ISSUE: Shall the Board of Education approve out of state travel for the Principal and Assistant Principal of Oak Park High School (OPHS) to attend the National Blue Ribbon Schools Awards Ceremony?

BACKGROUND: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. The Superintendent is proposing to send **Mat McClenahan and Jason Meskis** to the National Blue Ribbon Schools Awards Ceremony (November 3-6). U.S. Secretary of Education Miguel Cardona recognized 325 schools, OPHS included, as National Blue Ribbon Schools for 2021. OPHS is one of 28 outstanding schools in California recognized for this award and one of the nation's 5 Achievement Gap Closing High Schools, and the only high school in CA to earn 2021 National Blue-Ribbon status in this category. School officials will represent OPHS at a two-day awards ceremony on Nov. 4-5 in Washington, D.C. They will hear from other esteemed educators, share best practices, and celebrate its hard-won achievements.

FISCAL IMPACT: The estimated cost of this conference is: Lodging \$1330 + Airfare \$400 + meals \$600= \$1065 per person.

BOARD POLICIES: Pursuant to Board Policy 3350 Travel Expenses - All out-of-state travel shall be approved in advance by the Board.

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

ALTERNATIVES:

1. Approve out of state travel for Mat McClenahan and Jason Meskis to attend National Blue Ribbon School Ceremony.
2. Do not approve out of state travel for Mat McClenahan and Jason Meskis to attend National Blue Ribbon School Ceremony.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve Out of State Travel for National Blue Ribbon Schools
Award Ceremony, November 3-6 in Washington D.C.

Page 2

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

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.1.h. APPROVE STUDENT TEACHING AGREEMENT WITH WESTERN GOVERNORS UNIVERSITY – UTAH, OCTOBER 2021 THRU OCTOBER 2024

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with, Western Governors University (WGU) commencing, October 2021 Thru October 2024?

BACKGROUND: WGU desires to enter into an agreement with Oak Park Unified School District for the purpose of providing supervised, practical learning experiences in connection with a student teaching to students of WGU. This agreement will permit WGU to place Teacher Candidates for a Field Experience with District Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes.

Staff is recommending that the Board approve the agreement with WGU to offer practicums opportunities for WGU student teachers. Our staff will benefit from the contributions of the students participating in the supervised practice and the District would provide staff to mentor and supervise student interns and assist the University in the supervised practice.

FISCAL IMPACT: None

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

GOAL: In support of OPUSD Goal # 4.c - Expand teacher leadership opportunities

ALTERNATIVES:

1. Approve Student Teaching Agreement with WGU commencing, October 2021 Thru October 2024.
2. Do not approve the Student Teaching Agreement with WGU.

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan, Assistant Superintendent of Human Resources

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve a Student Teaching Agreement with WGU

October 2021 thru October 2024

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.	_____	_____	_____	_____



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

STUDENT TEACHING LETTER OF AGREEMENT - CALIFORNIA

Tier 1: Primary Partner

This Student Teaching Letter of Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (WGU), and Oak Park Unified School ("District"), and is effective as of the District date of the signature below ("Effective Date").

Thank you for working with Western Governors University (WGU) for the placement of student teachers. Our goal is to establish a relationship of collaboration that benefits your district/school and WGU Teacher Candidates, and that allows us to work together for continuous improvement. We look forward to working together for the benefit of your future educators.

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), and the WGU Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements.

- **Mutual Expectations**

A Primary Partner is a district/school where WGU places Teacher Candidates for a Field Experience with Cooperating Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes. The school administrator and Cooperating Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each cohort.

- **Definitions**

For the purposes of this Agreement, capitalized terms will have the following meanings:

- Teacher Candidate refers to a student enrolled in a WGU program leading to an education credential.
- Cooperating Teacher (or host teacher) refers to a District employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Cooperating Teacher may or may not be a Clinical Supervisor.
- Clinical Supervisor refers to a present or former employee of District, retired educator, or any other individual meeting the criteria of "supervisor" established by WGU for this position, and engaged by WGU or District, to supervise a Teacher Candidate's progress during a minimum of six observations. WGU shall be responsible for the selection, assignment, training, and compensation of Clinical Supervisors. WGU welcomes nominations of Clinical Supervisors by the District/school.
- Preclinical Experience refers to the active participation by a Teacher Candidate in a wide range of in-classroom experiences in order to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching. Students reflect on and document at least 75 hours of in-classroom observations (15 hours of which must involve direct engagement with students in a classroom) leading up to Student Teaching.
- Student Teaching (or demonstration teaching) refers to the greater of the then-current WGU full-time and continuous requirement in California (currently 13 weeks, or 16 weeks for special education) or the State's and/or District's minimum requirement for Student Teaching. Student Teaching shall satisfy all applicable WGU and State requirements.
- Field Experience refers collectively to the Preclinical Experience and Student Teaching.

- **Cooperating Teacher Standards**

District, with the input of WGU, will provide the Teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Cooperating Teacher that meets the following minimum requirements:

- Has documented completion of training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California Commission on Teacher Credentialing (CTC);
- Holds a teaching credential or license for the subject area and/or grade level being taught;
- Has a minimum of three years of teaching experience, five years preferred, with two or more years teaching in the placement school and/or District, and have strong evaluations;
- Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective when a state, district, or school provides such ratings;
- Successfully and with positive impact mentored student teachers, colleagues, and/or other adults;
- Competently uses technology for communicating via email and completing online evaluation forms; and
- Consistently models the dispositions and ethical considerations expected of WGU Teacher Candidates:
 - Caring and considerate
 - Affirming of diversity and cross-culturally competent
 - Reflective practitioner
 - Equitable and fair
 - Committed to the belief that all students can learn
 - Collaborative
 - Technologically proficient
 - Professional leadership

- **WGU Responsibilities**

WGU will:

- Select qualified Teacher Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in Field Experience.
- Pay an honorarium per Teacher Candidate, either directly to the Cooperating Teacher or to the District, for the Cooperating Teacher's services. The Cooperating Teacher may also receive professional development hours connected to the successful completion of WGU Cooperating Teacher training.
- Require Teacher Candidates to: (i) complete a background check acceptable to District, and (ii) have a current Tuberculosis (TB) Risk Assessment and/or examination. Upon request, Teacher Candidates will be required to provide documentation to District prior to participating in Field Experience activities.
- Provide opportunities for feedback regarding improvement of WGU Teacher Candidate preparation.
- Provide professional development training to Cooperating Teachers regarding WGU processes and procedures.
- Maintain an online site for support, resources, and training for Cooperating Teachers.

- Facilitate a cohort seminar in which Teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.
 - It is the responsibility of WGU to provide notice to its Teacher Candidates that student teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits.
- **District Responsibilities**
District, or school administrator, will:
 - Nominate one or more qualified Cooperating Teacher(s) by providing a completed copy of the Student Teacher Acceptance Form to the WGU Field Placement Team.
 - Allow the Clinical Supervisor access to the host school and classroom for the specific purpose of observing Teacher Candidates. Clinical supervision may include an in-person site visit, video capture, or synchronous video observation.
 - Provide Teacher Candidates with any District policies and procedures to which they are expected to adhere to during the Field Experience and while on District premises.
 - Through the involvement of the Cooperating Teacher, participate with the Clinical Supervisor and Teacher Candidates in two evaluations: one mid-way through Student Teaching, and a Final Evaluation at the end of Student Teaching. WGU shall be responsible for the format of the evaluations.
 - Provide Teacher Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Field Experience.
 - Provide, when possible, opportunities for Teacher Candidates to use technology to enhance student learning and monitor student progress and growth.
 - Provide, when possible, opportunities for Teacher Candidates to experience working with diverse student populations including English Language Learners and Students with Exceptional Learning Needs.
 - Require Cooperating Teachers to complete and document training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California CTC.
 - Encourage administrators and Cooperating Teachers to participate in WGU's Feedback Surveys (offered at the end of the Spring and Fall Cohorts) to report on Teacher Candidate quality and preparation and to provide program feedback to WGU for continuous improvement.
 - **Teacher Candidate Responsibilities**
 - Comply with all applicable terms and provisions of this Agreement while serving as a Teacher Candidate.
 - Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as a Teacher Candidate.
 - Provide services to District pupils only under the direct supervision of District staff.
 - Maintain the confidentiality of pupil information. No Teacher Candidate will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the internship program. The discussion, transmission, or narration in any form by Teacher Candidate of any individually identifiable pupil information, educational, medical, or otherwise, which is obtained in the course of the internship program is forbidden except as a necessary part of the practical internship experience. Otherwise, Teacher Candidates shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with WGU, its employees, agents, or others.
 - **Additional Terms**
 - **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from

the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching.

- **Points of Contact.** Each party shall designate a point of contact between the parties for communication and coordination of Student Teaching. Contact information is set forth following the signature block.
- **Education Records.**
 - District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, WGU hereby designates District as a “school official” with a legitimate educational interest in such records.

- WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student’s parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

- **Video Recordings.**

During Student Teaching, Teacher Candidates complete a teacher performance assessment, which measures Teacher Candidate readiness to teach. A teacher performance assessment is designed for Teacher Candidates to submit real artifacts—lesson plans, video, and student work samples—to show the authenticity of the local teaching context and the way the Teacher Candidates respond to students when teaching in a real setting. In order to collect artifacts required for a teacher performance assessment, Teacher Candidates may be required to submit video recordings of themselves teaching in the classroom.

Additionally, recordings provide WGU an avenue to evaluate the performance of Teacher Candidates, and the Teacher Candidates with opportunities to evaluate themselves, reflect, and improve their instruction.

WGU provides the following guidelines to Teacher Candidates. District understands that Teacher Candidates are not employees or agents of WGU and that any further precautions regarding the privacy of the District’s students should be agreed directly between the District and Teacher Candidates.

Teacher Candidate Guidelines

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
 - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., “the district”) for your state, school, district, and cooperating teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
 - You must follow appropriate protocol to submit recordings to WGU.
 - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
 - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
 - You must destroy all video recordings once the evaluation is complete.
- **Right to Accept or Terminate a Placement.** District may refuse to accept for placement, or may terminate the placement, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify WGU in writing and shall state the reasons for such decision.
 - **WGU Insurance.** WGU warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District’s request, shall provide a certificate of insurance as evidence of coverage. General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage. General Liability insurance 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 CG 20 26 10 01 or an equivalent endorsement reasonably acceptable to the District. WGU shall maintain, at its sole expense, workers' compensation insurance as required by law.

- WGU warrants and represents that it provides and maintains sexual misconduct/abuse and molestation insurance with limits of at least \$2,000,000 per occurrence and \$4,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. Sexual misconduct/abuse and molestation insurance coverage shall name the District, its governing board, officers, agents, employees, and/or volunteers as additional insureds.
- **Professional Liability Insurance.** Teacher Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Field Experience with minimum limits of: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
- **Indemnification.** WGU shall defend, indemnify and hold DISTRICT and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of WGU, its officials, agents, or employees.

DISTRICT shall defend, indemnify and hold WGU, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT, its officials, agents, or employees.

- In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law
- This Agreement and the rights and obligations of the parties shall be governed and construed by 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, or other location as mutually agreed by both parties. WGU 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. WGU 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.
- **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner.
- **Non-Discrimination.** Both parties agree to fully comply with all applicable non-discrimination laws of District's state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, veteran status, or any other basis protected by law.
- **Entire Agreement.** This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification shall be valid unless in writing and

signed by both parties. No Teacher Candidate or other third party shall be a beneficiary of or have any right to enforce the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

WGU

DISTRICT

By: Stacey Ludwig Johnson

By: _____

Title: VP, Academic Operations, Teachers College

Title: _____

Date: _____

Point of Contact:

Point of Contact:

Email: terry.miller@wgu.edu

Email:

Phone: 866-889-0132 (Option 1)

Phone:

For legal notices:

For legal notices:

General Counsel
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.1.i. APPROVE STUDENT TEACHING AGREEMENT WITH CALIFORNIA STATE UNIVERSITY – NORTHRIDGE FOR 2021-2022

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with, California State University, Northridge for 2021-2022?

BACKGROUND: California State University, Northridge (CSUN) desires to enter into an agreement with Oak Park Unified School District for the purpose of providing supervised, practical learning experiences in connection with a student teaching to students of CSUN. This agreement with CUSN will permit CSUN to place Teacher Candidates for a Field Experience with District Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes.

Staff is recommending that the Board approve affiliation agreement with CSUN to offer practicums opportunities for CSUN student teachers. Our staff will benefit from the contributions of the students participating in the supervised practice and the District would provide staff to mentor and supervise student interns and assist the University in the supervised practice. The Agreement is included for the Board review.

FISCAL IMPACT: None

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

GOAL: In support of OPUSD Goal # 4.c - Expand teacher leadership opportunities

ALTERNATIVES:

1. Approve Student Teaching Agreement with CSUN for 2021-2022.
2. Do not approve the Student Teaching Agreement with CSUN.

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan, Assistant Superintendent of Human Resources

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve a Student Teaching Agreement with CSUN for 2021-2022

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.	_____	_____	_____	_____

STUDENT TEACHING AGREEMENT

THIS AGREEMENT entered into by and between the State of California through the Trustees of The California State University on behalf of the State University noted below, all of which are hereinafter called State or State University, and the School District/School, noted below, hereinafter called the District.

WITNESSETH

WHEREAS, The District is authorized to enter into agreements with the State, to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the State University; and

WHEREAS, any such agreement may provide for the payment for the services rendered by the District of an amount not to exceed the actual costs to the District of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District; and

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the District to the supervising teacher as compensation for and recognition to services performed for the student teacher in the supervisory teacher's charge.

NOW THEREFORE, it is mutually agreed between the State and the District as follows:

SPECIAL PROVISIONS

The State University and the District are as follows:

UNIVERSITY
California State University, Northridge

DISTRICT
Oak Park Unified School District

This AGREEMENT shall become effective upon execution and shall continue in perpetuity until terminated by either party after giving the other party thirty (30) days' advance written notice of the intention to terminate, provided further, however, that any such termination of the agreement by the CP shall not be effective against any such STUDENT(S) who at the date of the mailing of notice of termination was participating in said program until such STUDENT(S) has completed the program as mutually agreed upon.

Payment for SERVICES for subsequent fiscal years is contingent upon approval of the State Budget.

The SERVICES to be provided by District to State shall not exceed 40 semester units of Practice Teaching per Fiscal Year (July 1-June 30).

The State shall pay District for such services at the RATE AND AMOUNT of \$25.00 per semester unit per Fiscal Year.

Invoices must be sent to:

University Accounts Payable
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8202

GENERAL TERMS

1. The District shall provide to State University students teaching experience through practice teaching in schools and classes of the District not to exceed the units of practice teaching set forth in the Special Provisions. Such practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District, as the District and the State through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for practice teaching any student of the State University assigned to practice teaching in the District, and upon request of the District, made for good cause, the State shall terminate the assignment of any student of the State University to practice teaching in the District.

Practice teaching as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. The State will pay the District for the performance by the District of all services required to be performed under this agreement at the rates set forth in the Special Provisions for each semester or quarter unit of practice teaching.

A semester unit of practice teaching for elementary and secondary schools is approximately twenty (20) minutes of practice teaching daily for five (5) days a week for eighteen (18) weeks. A quarter unit of practice teaching is two-thirds (2/3) of a semester unit. For community colleges and/or adult schools, a semester unit is approximately 20 minutes of practice teaching daily three (3) days a week for eighteen (18) weeks during regular session.

3. An assignment of a student of the State University to practice teaching in schools or classes of the District shall be, at the discretion of the State, either for approximately nine (9) weeks or for approximately eighteen (18) weeks, but a student may be given more than one assignment by the State University to practice teaching in such schools or classes.

The assignment of a student of the State University to practice teaching in the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the State University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

In the event the assignment of a student of the State University to practice teaching is terminated by the State University for any reason, the District shall receive payment on account of such student except that if such assignment is terminated before the end of the ninth week of the term of the assignment, the District shall receive payment for an assignment for nine (9) weeks only. If a student is assigned by the State University to another teacher of the District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. Within a reasonable time following the close of each semester or quarter of the State University, the District shall submit an invoice, in triplicate, to the State University for payment, at the rate provided herein, for all units of practice teaching provided by the District under and in accordance with this agreement during said semester or quarter. The District shall attach to the invoice a certificate, in triplicate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such practice teaching an amount not less than the amount of the invoice. The State will pay the amount of such invoice from moneys made available for such purpose by or pursuant to the laws of the State. All invoices for services for each fiscal year must be received by University Accounts Payable no later than August 31 following the close of that fiscal year. Any invoices received after this date will be returned unprocessed.

5. Notwithstanding any other provisions of this agreement, the State shall not be obligated by this agreement to pay the District any amount in excess of the total sum set forth in the Special Provisions.

6. It is the responsibility of UNIVERSITY to provide notice to its Teacher Candidates that student teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits.

7. Teacher Candidate Responsibilities

- Comply with all applicable terms and provisions of this Agreement while serving as a Teacher Candidate.
- Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as a Teacher Candidate.
- Provide services to District pupils only under the direct supervision of District staff.
- Maintain the confidentiality of pupil information. No Teacher Candidate will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the internship program. The discussion, transmission, or narration in any form by Teacher Candidate of any individually identifiable pupil information, educational, medical, or otherwise, which is obtained in the course of the internship program is forbidden except as a necessary part of the practical internship experience. Otherwise, Teacher Candidates shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with UNIVERSITY, its employees, agents, or others.

8. For any virtual or in-person placements, the FACILITY is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". The FACILITY is familiar with and informed about the Centers for Disease Control and Prevention ("CDC") current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. The FACILITY, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, the FACILITY will take steps to comply with the modified, changed or updated guidelines or directives. If at any time the FACILITY becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify UNIVERSITY of that fact.

9. Additional Terms

- **UNIVERSITY Insurance.** UNIVERSITY warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage. General Liability insurance 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 CG 20 26 10 01 or an equivalent endorsement reasonably acceptable to the District.

UNIVERSITY shall maintain, at its sole expense, workers' compensation insurance as required by law for its faculty and staff..

- UNIVERSITY warrants and represents that it provides and maintains sexual misconduct/abuse and molestation insurance with limits of at least \$2,000,000 per occurrence and \$4,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. Sexual misconduct/abuse and molestation insurance coverage shall name the District, its governing board, officers, agents, employees, and/or volunteers as additional insureds.
- Indemnification

UNIVERSITY shall defend, indemnify and hold DISTRICT and its officials, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of UNIVERSITY, its officials, agents, or employees.

DISTRICT shall defend, indemnify and hold UNIVERSITY, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT, its officials, agents, or employees.

- Any dispute arising under the terms of this Agreement which is not resolved within a reasonable period of time by authorized representatives of the DISTRICT and UNIVERSITY shall be brought to the attention of the Chief Executive Officer (or designated representative) of the DISTRICT and the Chief Business Officer (or designee) of UNIVERSITY for joint resolution. At the request of either Party, UNIVERSITY shall provide a forum for discussion of the disputed item(s), at which time the Vice Chancellor, Business and Finance (or designated representative) of UNIVERSITY shall be available to assist in the resolution by providing advice to both Parties regarding UNIVERSITY contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either Party may seek resolution employing whatever remedies exist in law or equity beyond this Agreement.

STATE OF CALIFORNIA

SCHOOL DISTRICT

Trustees of the California State University

Oak Park Unified School District

BY _____

BY _____

TITLE Director, Purchasing & Contract Administration

TITLE _____

California State University, Northridge
 18111 Nordhoff Street
 Northridge, CA 91330-8231
 818/677-2301
 818/677-6544 (fax)

SCHOOL DISTRICT CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on _____, 20__.

It was moved, seconded and carried that the attached contract with the Trustees of The California State University, whereby the University may assign students to the schools in the School District for practice teaching, be approved; and the

_____ is hereby authorized to execute the same.≡

BY _____

Clerk, Secretary (strike one) of the Governing Board of
 The School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
**SUBJECT: B.2.a. APPROVE THE ELEMENTARY AND SECONDARY SCHOOL
EMERGENCY RELIEF (ESSER) III EXPENDITURE PLAN**

ACTION

ISSUE: Shall the Board approve the ESSER III Expenditure Plan?

BACKGROUND: The District has received Elementary and Secondary School Emergency Relief (ESSER) funds from the third round of funding. As a condition of receiving these funds, the District is required to develop a plan for how the funds will be used to address students' academic, social, emotional, and mental health needs. The District may use these funds to supplement actions from other plans, such as the Local Control Accountability Plan (LCAP), and the Expanded Learning Opportunities (ELO) grant. Included in the plan are specific actions the District will take in order to support the needs of students in relation to a return to in-person instruction. The plan must be adopted by the Board at a public meeting on or before October 29, 2021 and must be submitted to the Ventura County Office of Education within 5 days of adoption.

FISCAL IMPACT: ESSER III funds total \$598,888 of which 20% (\$119,778) must be spent on Expanded Learning Opportunities activities.

BOARD POLICIES: Pursuant to Board Policy 3230 – Federal Grant Funds - The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants.

GOALS: District Goal 1- Return to full-time, in-person instructional model.
District Goal 2- Strengthen the Climate of Care and School Connectedness at all OPUSD schools.

ALTERNATIVES: 1. Approve the ESSER III Expenditure Plan.
2. Do not approve the ESSER III Expenditure Plan.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve the ESSER III Expenditure 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.	_____	_____	_____	_____

ESSER III Expenditure Plan

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

School districts, county offices of education, or charter schools, collectively known as LEAs, that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use their ESSER III funds. In the plan, an LEA must explain how it intends to use its ESSER III funds to address students’ academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic. An LEA may also use its ESSER III funds in other ways, as detailed in the Fiscal Requirements section of the Instructions. In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP), provided that the input and actions are relevant to the LEA’s Plan to support students.

For more information please see the Instructions.

Other LEA Plans Referenced in this Plan

Plan Title	Where the Plan May Be Accessed
Expanded Learning Opportunities Grant	https://docs.google.com/spreadsheets/d/1062YZIM2jBxYybnX8u_CAGjoAKFrMI6ZEG4WpqdIVKI/edit?usp=sharing
Local Control Accountability Plan	https://docs.google.com/viewerng/viewer?url=https://www.oakparkusd.org//cms/lib/CA01000794/Centricity/Domain/908/2021_Merged_Oak_Park_Unified_School_District_20210914.pdf
Reopening & COVID-19 Mitigation Plan	https://drive.google.com/file/d/1XsvBhikbYF2LIUmhMxlww0c0kGGW5ZJX/view

Summary of Planned ESSER III Expenditures

Below is a summary of the ESSER III funds received by the LEA and how the LEA intends to expend these funds in support of students.

Total ESSER III funds received by the LEA
\$598,888

Plan Section	Total Planned ESSER III
Strategies for Continuous and Safe In-Person Learning	\$443,303
Addressing Lost Instructional Time (a minimum of 20 percent of the LEAs ESSER III funds)	\$119,778
Use of Any Remaining Funds	\$0

Total ESSER III funds included in this plan

\$598,888

Community Engagement

An LEA’s decisions about how to use its ESSER III funds will directly impact the students, families, and the local community. The following is a description of how the LEA meaningfully consulted with its community members in determining the prevention and mitigation strategies, strategies to address the academic impact of lost instructional time, and any other strategies or activities to be implemented by the LEA. In developing the plan, the LEA has flexibility to include input received from community members during the development of other LEA Plans, such as the LCAP, provided that the input is relevant to the development of the LEA’s ESSER III Expenditure Plan.

For specific requirements, including a list of the community members that an LEA is required to consult with, please see the Community Engagement section of the Instructions.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

As part of our annual LCAP process, Oak Park USD connected with the following stakeholder groups to discuss how the district should prioritize recovery efforts specifically in the areas of safe in-person learning, lost instructional time, and other pandemic impacts:
 Students;
 Families, including families that speak languages other than English;
 School and district administrators, including special education administrators;
 Teachers, principals, school leaders, other educators, school staff, and local bargaining units.
 Documentation related to these stakeholder engagement efforts can be found in the 2021 LCAP (<https://www.oakparkusd.org/Page/10833>)

A description of how the development of the plan was influenced by community input.

Throughout distance learning last year, OPUSD’s School Board continuously sought feedback from students, parents and staff through surveys, site and district committees, public hearings and Board meetings.

Feedback from these sources provided direction and policy changes, and helped formulate the plans for students returning to campus under hybrid instruction. In particular, feedback from parents highlighted some support needed in remediation in some grade levels of Mathematics, and helped guide the creation of intervention programs that met the academic, social, and emotional needs of students. These feedback systems have and will continue to play a role in the development of policies and practices going forward, as well as the use of state and federal funding for COVID related activities. The feedback received led to the formation of the Expanded Learning Opportunities grant, which ESSER III funds are being used to supplement.

Actions and Expenditures to Address Student Needs

The following is the LEA’s plan for using its ESSER III funds to meet students’ academic, social, emotional, and mental health needs, as well as how the LEA will address the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. In developing the plan, the LEA has the flexibility to include actions described in existing plans, including the LCAP and/or Expanded Learning Opportunity (ELO) Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan.

For specific requirements, please refer to the Actions and Expenditures to Address Student Needs section of the Instructions.

Strategies for Continuous and Safe In-Person Learning

A description of how the LEA will use funds to continuously and safely operate schools for in-person learning in a way that reduces or prevents the spread of the COVID-19 virus.

Total ESSER III funds being used to implement strategies for continuous and safe in-person learning

\$443,303

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
ELO: Strategy 4	Tech Supplies	Purchasing educational technology (hardware, software, and connectivity) for students, that aids in the regular and substantive educational interaction between students and their classroom instructors.	\$35,000
LCP	Provide Proper PPE	Purchase Personal Protective Equipment (PPE) - disinfectant products including wipes, disposable gloves,	\$75,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		disposable masks - for regular protection and frequent cleaning	
Reopening & COVID-19 Mitigation Plan	Check for Symptoms - Screening Staff, Students, and Visitors	Additional hourly for Campus Supervisors to meet the needs for active screening protocols.	\$15,000
Reopening & COVID-19 Mitigation Plan	Intensify Cleaning, Disinfecting, and Ventilation	Reme LED Duct Purifiers and OPHS Band Instrument Sanitation	\$19,000
Reopening & COVID-19 Mitigation Plan	Maintain Healthy Operations - Surveillance and Reporting	Additional hours for Classified Staff and District Nurse, as well as contracting outside individuals to record, report, trace all Covid related illnesses or symptoms.	\$100,000
Reopening & COVID-19 Mitigation Plan	Maintain Healthy Operations - Surveillance and Reporting	Contract courier to deliver COVID tests for faster results	\$15,000
Reopening & COVID-19 Mitigation Plan	Maintain Healthy Operations - Surveillance and Reporting	Additional Health Tech (.395 FTE) to aid in administering Covid testing program	\$27,000
ELO: Strategy 4	Chromebook 1:1 Program	To provide pupils with equitable access to technology. Grades 3-12.	\$193,110

Addressing the Impact of Lost Instructional Time

A description of how the LEA will use funds to address the academic impact of lost instructional time.

Total ESSER III funds being used to address the academic impact of lost instructional time

\$119,778

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
ELO, LCAP Goal 1 Action 6	K-5 Intervention (Literacy and Numeracy)	Additional materials to support Tier 2 and Tier 3 intervention	\$6,500
ELO	Welcome Back Activities	Elementary students participated in 3 hour team building mini-camps. The budgeted amount in the ELO did not meet	\$30,118

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		the need for these activities, so ESSER III funds are being utilized to cover the overage.	
ELO	MCMS Library Collection Expansion	Update the MCMS library collection to include recently published, high interest titles.	\$7,500
	Virtual Units of Study-Writing	Purchase a subscription for each teacher to access the Virtual Units of Study in Writing to support quarantined learners, and to provide support for parents when working with their children at home.	\$6,980
LCAP Goal 1, Action 3 and 17	PBIS Curriculum	Provide counselors with curricular materials to promote Positive Behavior Intervention and Supports (PBIS) to address behavioral and social concerns related to middle school students' return to campus.	\$3,000
	MCMS Book Clubs	Provide Humanities teachers in grades 6-8 with expanded access to high interest fiction and non-fiction titles for Book Clubs.	\$3,000
ELO	Professional Development	Purchase a site wide license to the Teaching Channel for MCMS. These resources will guide department and school-wide plans to address student learning needs. Provide SEL professional development to teachers to support students.	\$3,000
ELO	Support Library Personnel and Programs	Contract with Ventura County Office of Education to provide ongoing professional learning and support to library personnel.	\$9,680
LCAP Goal 2 Action 2 and 4	Teacher Grant Program	Initiate a teacher grant process to fund innovative programs that meet the academic, social, or emotional needs of students.	\$50,000

Use of Any Remaining Funds

A description of the how the LEA will use any remaining ESSER III funds, as applicable.

Total ESSER III funds being used to implement additional actions

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures

Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic. The following is the LEA’s plan for ensuring that the actions and expenditures in the plan are addressing the identified academic, social, emotional, and mental health needs of its students, and particularly those students most impacted by the COVID–19 pandemic.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
Tech Supplies	Technology Department will monitor and asses individual student, teacher, and classroom needs, based on Technology Ticket request data.	Ongoing
Provide Proper PPE	Office managers and head custodians will monitor site inventory and request additional supplies as needed.	Ongoing
Check for Symptoms - Screening Staff, Students, and Visitors	Evaluating the efficiency (wait times) of screenings protocols.	Ongoing
Intensify Cleaning, Disinfecting, and Ventilation	Site walkthroughs and monitoring HVAC systems effectiveness (Ecobees)	Ongoing
Maintain Healthy Operations - Surveillance and Reporting	Evaluating Covid test results turnaround times and monitor/update district Covid dashboard.	Ongoing
Chromebook 1:1 Program	Technology department will ensure all students have a working Chromebook.	Ongoing
K-5 Intervention (Literacy and Numeracy)	Intervention outcomes are measured every other week. Universal screening is monitored each trimester, and informs schoolwide data	Overall data reviewed each trimester, individual student data as frequently as once per week.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
	teams. MTSS staff and administrators meet each trimester to review student progress.	
Welcome Back Activities	Informal feedback process on each campus	Feedback received in first month of school
MCMS Library Collection Expansion	Listing of new titles will be published to school community	Annually reviewed once purchases are made.
Virtual Units of Study-Writing	Review of strategies to integrate virtual units of study	Ongoing, will be reviewed during Staff Development with TCRWP staff
PBIS Curriculum	Feedback from counselors and administrators.	Ongoing, including informally at SKTF, school leadership meetings
MCMS Book Clubs	Teachers will be able to hold increased numbers of book clubs.	Review usage at end of year
Professional Development	MCMS administration will summarize the impact of this work on schoolwide goals.	Ongoing, will be reflected in Single Plan for Student Achievement
Support Library Personnel and Programs	Library consulting teacher will provide a summary of the work performed with library staff.	Following each day of professional development.
Teacher Grant Program	Grant recipients will be asked to share the impact of their projects on student learning or social emotional wellbeing.	During the implementation of projects, and again at the end of the school year to measure impact.

ESSER III Expenditure Plan Instructions

Introduction

School districts, county offices of education (COEs), or charter schools, collectively known as local educational agencies (LEAs), that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan (ARP) Act, referred to as ESSER III funds, are required to develop a plan for how they will use ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before October 29, 2021 and must be submitted for review and approval within five days of adoption. A school district must submit its ESSER III Expenditure Plan to its COE for review and approval; a COE must submit its plan to the California Department of Education for review and approval. A charter school must submit its plan to its chartering authority for review and to the COE of the county in which the charter school operates for review and approval.

In addition, consistent with the requirements of the ARP, Volume 86, *Federal Register*, page 21201, April 22, 2021, the ESSER III Expenditure Plan must be:

- Written in an understandable and uniform format;
- Written in a language that parents can understand, to the extent practicable;
 - If it is not practicable to provide written translations to a parent with limited English proficiency, the plan must be orally translated for parents
- Provided in an alternative format to a parent who is an individual with a disability as defined by the Americans with Disabilities Act, upon request; and
- Be made publicly available on the LEA's website.

For additional information regarding ESSER III funding please see the ARP Act Funding web page at <https://www.cde.ca.gov/fg/cr/arpact.asp>.

For technical assistance related to the completion of the ESSER III Expenditure Plan, please contact EDReliefFunds@cde.ca.gov.

Fiscal Requirements

- The LEA must use at least 20 percent (20%) of its ESSER III apportionment for expenditures related to addressing the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
 - For purposes of this requirement, "evidence-based interventions" include practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. This kind of evidence has generally been produced through formal studies and research. There are four tiers, or levels, of evidence:

- **Tier 1 – Strong Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented randomized control experimental studies.
 - **Tier 2 – Moderate Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented quasi-experimental studies.
 - **Tier 3 – Promising Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
 - **Tier 4 – Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a State Educational Agency, LEA, or outside research organization to determine their effectiveness.
- **For additional information please see the Evidence-Based Interventions Under the ESSA web page at <https://www.cde.ca.gov/re/es/evidence.asp>.**
- The LEA must use the remaining ESSER III funds consistent with section 2001(e)(2) of the ARP Act, including for:
 - Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965;
 - Any activity authorized by the Individuals with Disabilities Education Act (IDEA);
 - Any activity authorized by the Adult Education and Family Literacy Act;
 - Any activity authorized by the Carl D. Perkins Career and Technical Education Act of 2006;
 - Coordination of preparedness and response efforts of LEAs with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to COVID-19;
 - Activities to address the unique needs of low-income students, students with disabilities, English learners, racial and ethnic minorities, homeless students, and foster youth, including how outreach and service delivery will meet the needs of each population;
 - Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs;
 - Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases;
 - Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency;
 - Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under IDEA, and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements;
 - Purchasing education technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment;
 - Providing mental health services and supports, including through the implementation of evidence-based full-service community schools;
 - Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of underserved students;

- Addressing learning loss among students, including underserved students, by:
 - Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiated instruction,
 - Implementing evidence-based activities to meet the comprehensive needs of students,
 - Providing information and assistance to parents and families of how they can effectively support students, including in a distance learning environment, and
 - Tracking student attendance and improving student engagement in distance education;

Note: A definition of “underserved students” is provided in the Community Engagement section of the instructions.

- School facility repairs and improvements to enable operation of schools to reduce risks of virus transmission and exposure to environmental health hazards, and to support student health needs;
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door replacement;
- Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff;
- Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

Other LEA Plans Referenced in this Plan

In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP) and/or the Expanded Learning Opportunities (ELO) Grant Plan, provided that the input and/or actions address the requirements of the ESSER III Expenditure Plan.

An LEA that chooses to utilize community input and/or actions from other planning documents must provide the name of the plan(s) referenced by the LEA and a description of where the plan(s) may be accessed by the public (such as a link to a web page or the street address of where the plan(s) are available) in the table. The LEA may add or delete rows from the table as necessary.

An LEA that chooses not to utilize community input and/or actions from other planning documents may provide a response of “Not Applicable” in the table.

Summary of Expenditures

The Summary of Expenditures table provides an overview of the ESSER III funding received by the LEA and how the LEA plans to use its ESSER III funds to support the strategies and interventions being implemented by the LEA.

Instructions

For the ‘Total ESSER III funds received by the LEA,’ provide the total amount of ESSER III funds received by the LEA.

In the Total Planned ESSER III Expenditures column of the table, provide the amount of ESSER III funds being used to implement the actions identified in the applicable plan sections.

For the ‘Total ESSER III funds included in this plan,’ provide the total amount of ESSER III funds being used to implement actions in the plan.

Community Engagement

Purpose and Requirements

An LEA’s decisions about how to use its ESSER III funds will directly impact the students, families, and the local community, and thus the LEA’s plan must be tailored to the specific needs faced by students and schools. These community members will have significant insight into what prevention and mitigation strategies should be pursued to keep students and staff safe, as well as how the various COVID–19 prevention and mitigation strategies impact teaching, learning, and day-to-day school experiences.

An LEA must engage in meaningful consultation with the following community members, as applicable to the LEA:

- Students;
- Families, including families that speak languages other than English;
- School and district administrators, including special education administrators;
- Teachers, principals, school leaders, other educators, school staff, and local bargaining units, as applicable.

“Meaningful consultation” with the community includes considering the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic. Comprehensive strategic planning will utilize these perspectives and insights to determine the most effective strategies and interventions to address these needs through the programs and services the LEA implements with its ESSER III funds.

Additionally, an LEA must engage in meaningful consultation with the following groups to the extent that they are present or served in the LEA:

- Tribes;
- Civil rights organizations, including disability rights organizations (e.g. the American Association of People with Disabilities, the American Civil Liberties Union, National Association for the Advancement of Colored People, etc.); and
- Individuals or advocates representing the interests of children with disabilities, English learners, homeless students, foster youth, migratory students, children who are incarcerated, and other underserved students.
 - For purposes of this requirement “underserved students” include:
 - Students who are low-income;

- Students who are English learners;
- Students of color;
- Students who are foster youth;
- Homeless students;
- Students with disabilities; and
- Migratory students.

LEAs are also encouraged to engage with community partners, expanded learning providers, and other community organizations in developing the plan.

Information and resources that support effective community engagement may be found under *Resources* on the following web page of the CDE’s website: <https://www.cde.ca.gov/re/lc>.

Instructions

In responding to the following prompts, the LEA may reference or include input provided by community members during the development of existing plans, including the LCAP and/or the ELO Grant Plan, to the extent that the input is applicable to the requirements of the ESSER III Expenditure Plan. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA’s local community.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

A sufficient response to this prompt will describe how the LEA sought to meaningfully consult with its required community members in the development of the plan, how the LEA promoted the opportunities for community engagement, and the opportunities that the LEA provided for input from the public at large into the development of the plan.

As noted above, a description of “meaningful consultation” with the community will include an explanation of how the LEA has considered the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic.

A description of the how the development of the plan was influenced by community input.

A sufficient response to this prompt will provide clear, specific information about how input from community members and the public at large was considered in the development of the LEA’s plan for its use of ESSER III funds. This response must describe aspects of the ESSER III Expenditure Plan that were influenced by or developed in response to input from community members.

- For the purposes of this prompt, “aspects” may include:
 - Prevention and mitigation strategies to continuously and safely operate schools for in-person learning;

- Strategies to address the academic impact of lost instructional time through implementation of evidence-based interventions (e.g. summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs);
- Any other strategies or activities implemented with the LEA’s ESSER III fund apportionment consistent with section 2001(e)(2) of the ARP Act; and
- Progress monitoring to ensure interventions address the academic, social, emotional, and mental health needs for all students, especially those students disproportionately impacted by COVID-19

For additional information and guidance, please see the U.S. Department of Education’s Roadmap to Reopening Safely and Meeting All Students’ Needs Document, available here: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>.

Planned Actions and Expenditures

Purpose and Requirements

As noted in the Introduction, an LEA receiving ESSER III funds is required to develop a plan to use its ESSER III funds to, at a minimum, address students’ academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

Instructions

An LEA has the flexibility to include actions described in existing plans, including the LCAP and/or ELO Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan. When including action(s) from other plans, the LEA must describe how the action(s) included in the ESSER III Expenditure Plan supplement the work described in the plan being referenced. The LEA must specify the amount of ESSER III funds that it intends to use to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. Descriptions of actions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA’s local community.

Strategies for Continuous and Safe In-Person Learning

Provide the total amount of funds being used to implement actions related to Continuous and Safe In-Person Learning, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds for prevention and mitigation strategies that are, to the greatest extent practicable, in line with the most recent CDC guidance, in order to continuously and safely operate schools for in-person learning.

- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

Addressing the Impact of Lost Instructional Time

As a reminder, the LEA must use not less than 20 percent of its ESSER III funds to address the academic impact of lost instructional time. Provide the total amount of funds being used to implement actions related to addressing the impact of lost instructional time, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

Use of Any Remaining Funds

After completing the Strategies for Continuous and Safe In-Person Learning and the Addressing the Impact of Lost Instructional Time portions of the plan, the LEA may use any remaining ESSER III funds to implement additional actions to address students’ academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. LEAs choosing to use ESSER III funds in this manner must provide the total amount of funds being used to implement actions with any remaining ESSER III funds, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of any additional action(s) the LEA will implement to address students’ academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. If an LEA has allocated its entire apportionment of ESSER III funds to strategies for continuous and safe in-person learning and/or to addressing the impact of lost instructional time, the LEA may indicate that it is not implementing additional actions.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. If the LEA it is not implementing additional actions the LEA must indicate “\$0”.

Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

The LEA may group actions together based on how the LEA plans to monitor the actions' progress. For example, if an LEA plans to monitor the progress of two actions in the same way and with the same frequency, the LEA may list both actions within the same row of the table. Each action included in the ESSER III Expenditure Plan must be addressed within the table, either individually or as part of a group of actions.

Complete the table as follows:

- Provide the action title(s) of the actions being measured.
- Provide a description of how the LEA will monitor progress of the action(s) to ensure that they are addressing the needs of students.
- Specify how frequently progress will be monitored (e.g. daily, weekly, monthly, every 6 weeks, etc.).

California Department of Education
June 2021

ESSER III Expenditure Plan

Dr. Jay Greenlinger, Director of Curriculum & Instruction
Adam Rauch, Assistant Superintendent of Business Services



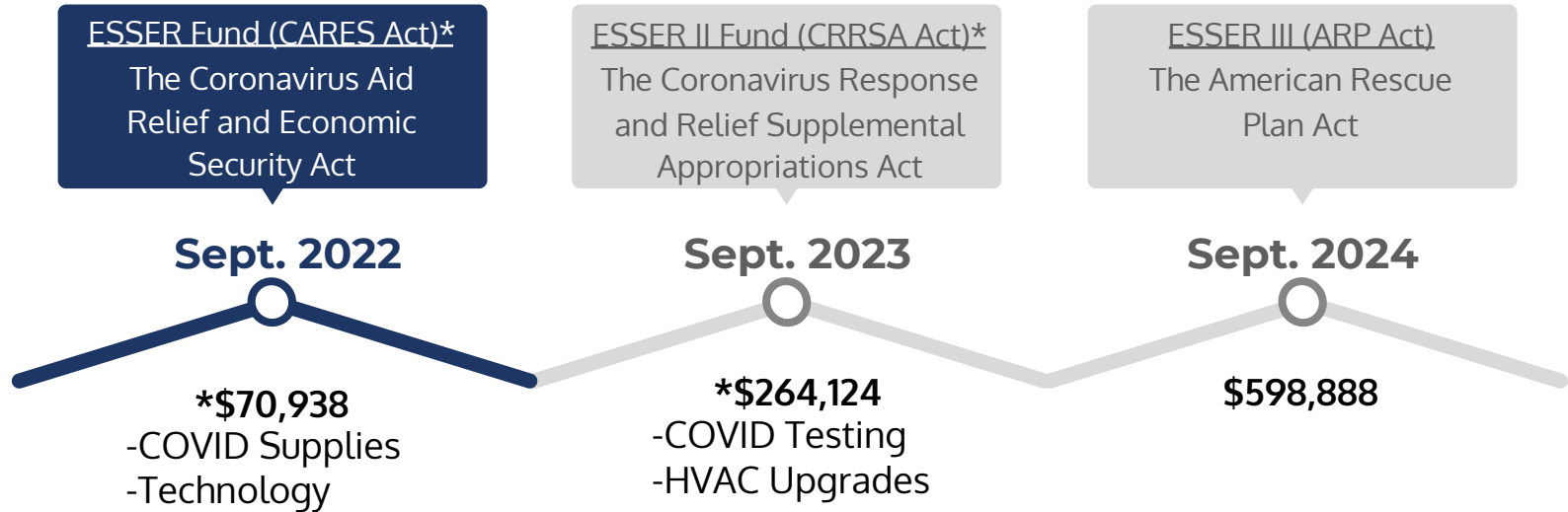
ESSER III Requirements

Development of the plan must include:

- 20% of funds must be used to address impact from lost instructional time
- Respond to academic, social, emotional, and mental health needs of students
- Community input from LCAP, ELO, and other COVID plans
- Follow best practices guide and ESSER III template
- ESSER III plan should have expenditures that are supplemental to what the district planned to do in the LCAP and ELO



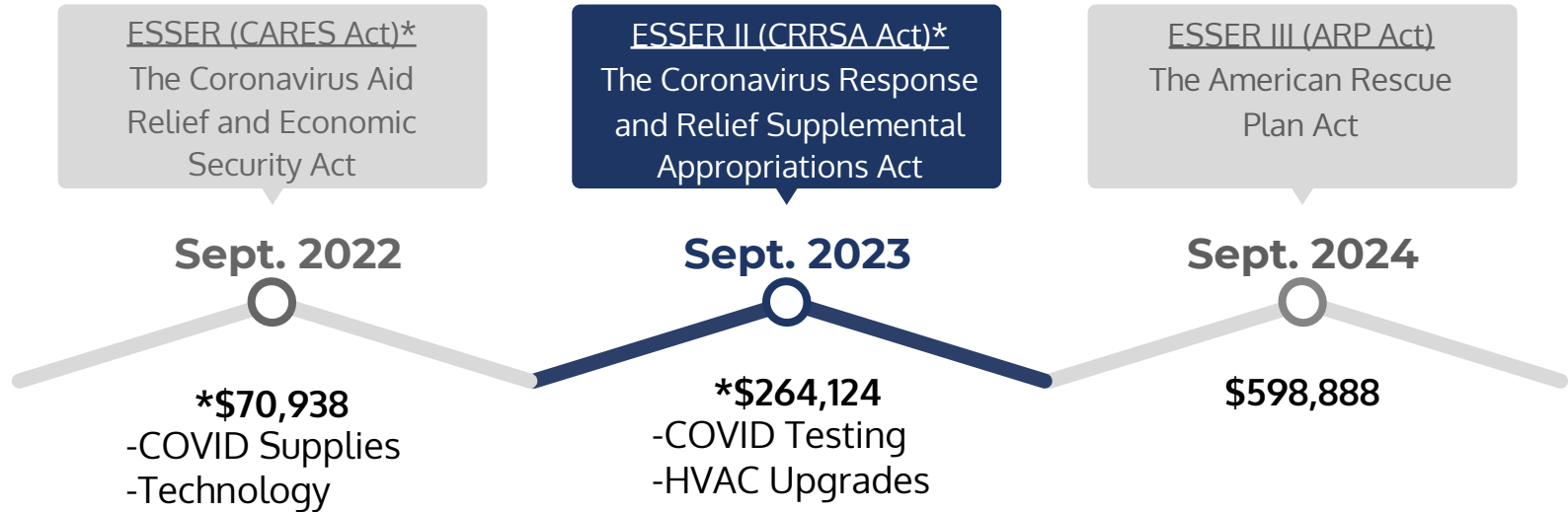
Timeline of Federal Dollars and Spending Deadlines



*All funds expensed as of June 30, 2021



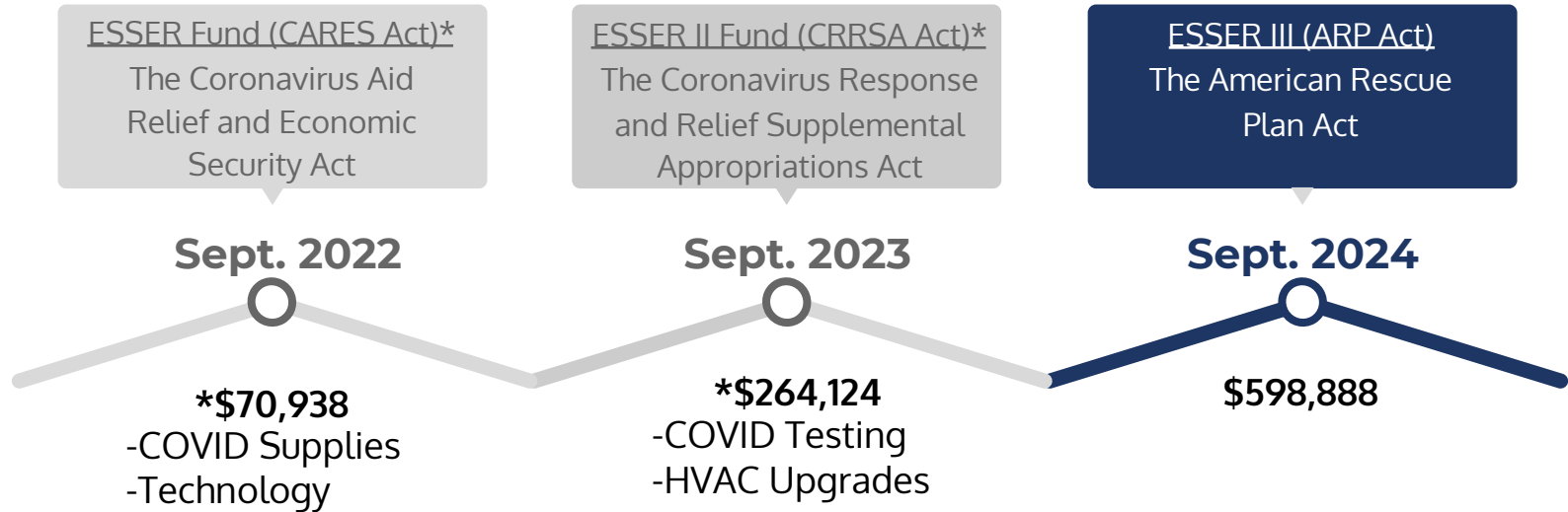
Timeline of Federal Dollars and Spending Deadlines



*All funds expensed as of June 30, 2021



Timeline of Federal Dollars and Spending Deadlines



*All funds expensed as of June 30, 2021



Funding Comparison

District	ESSER III Allocation	Enrollment	Funding Per Pupil	What if for OPUSD?
Oxnard	\$32,020,108	16,197	\$1,977	\$9,163,006
Santa Paula Unified	\$10,174,636	5,321	\$1,912	\$8,862,890
Fillmore Unified	\$6,346,359	3,854	\$1,647	\$7,632,427
Oxnard Union High	\$24,432,809	18,304	\$1,335	\$6,186,957
Ojai Unified	\$2,868,344	2,529	\$1,134	\$5,256,929
Ventura Unified	\$16,640,891	16,673	\$998	\$4,626,074
Simi Valley Unified	\$13,829,713	17,052	\$811	\$3,759,132
Pleasant Valley	\$6,002,182	8,005	\$750	\$3,475,342
Conejo Valley Unified	\$12,323,124	18,797	\$656	\$3,038,659
Moorpark Unified	\$3,565,709	6,870	\$519	\$2,405,686
Las Virgenes Unified	\$4,817,720	11,144	\$432	\$2,003,781
Oak Park Unified	\$598,888	4,635	\$129	\$598,888



Strategies for Continuous & Safe In-Person Learning (80%)

Plan Alignment	Action Title	Planned ESSER III Expenditures
ELO: Strategy 4	Technology Supplies- Hardware, software, connectivity	\$35,000
LCP	Provide Proper PPE	\$75,000
Reopening & COVID-19 Mitigation Plan	Check for Symptoms - Screening Staff, Students, and Visitors	\$15,000
Reopening & COVID-19 Mitigation Plan	Intensify Cleaning, Disinfecting, and Ventilation- Duct purifiers and instrument sanitation	\$19,000
Reopening & COVID-19 Mitigation Plan	Maintain Healthy Operations - Surveillance and Reporting- Additional hours for contact tracing	\$100,000
Reopening & COVID-19 Mitigation Plan	Maintain Healthy Operations - Surveillance and Reporting- Courier test delivery	\$15,000
Reopening & COVID-19 Mitigation Plan	Maintain Healthy Operations - Surveillance and Reporting- Additional Health Tech (.395 FTE)	\$27,000
ELO: Strategy 4	Chromebook 1:1 Program	\$193,110
	Total Continuous & Safe In-Person Learning Expenditures	\$479,110



Funding to Address Lost Instructional Time (20% of ESSER III Funds)

Plan Alignment (if applicable)	Action Title	Planned ESSER III Funded Expenditures
ELO, LCAP Goal 1 Action 6	K-5 Intervention (Literacy and Numeracy)	\$6,500
ELO Strategy 7	Welcome Back Activities	\$30,118
ELO Strategy 4	MCMS Library Collection Expansion	\$7,500
	Virtual Units of Study- Writing	\$6,980
LCAP Goal 1, Action 3 and 17	PBIS Curriculum	\$3,000
	MCMS Book Clubs	\$3,000
ELO Strategy 2	Professional Development	\$3,000
ELO Strategy 4	Support Library Personnel and Programs	\$9,680
LCAP Goal 2, Action 2 and 4	Teacher Grant Program	\$50,000
	Total Lost Instructional Time Expenditures	\$119,778



Questions?



TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.2.b. APPROVE AGREEMENT BETWEEN VENTURA COUNTY OFFICE OF EDUCATION AND OAK PARK SCHOOL DISTRICT LIBRARY SUPPORT SERVICES

ACTION

ISSUE: Shall the Board of Education approve the agreement between Ventura County Office of Education and Oak Park School District Library Support Services?

BACKGROUND: California Education Code 18100 requires that *“the governing board of each school district shall provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency.”* Section 18120 further instructs districts on the credentialing requirements for the staffing of school libraries. While OPUSD currently has an arrangement with the Oak Park Public Library on the Oak Park High School campus, OPUSD must continue to arrange for credentialed librarian services for the other school sites in order to be fully compliant with Section 18120. The Ventura County Office of Education maintains credentialed librarians who can be contracted to provide support and training to school libraries and district staff. This agreement would ensure that OPUSD is providing support for library staff, while also remaining in full compliance with the Education Code Sections pertaining to school libraries.

BOARD POLICY: Pursuant to Board Policy 6163.1 Library Media Centers - School librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

GOALS: In support of OPUSD Goals
1.d Ensure availability of quality resources, technology support, and professional development to staff.
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: The estimated cost of these services is \$10,560. Funding Source is the General Fund (\$880) and ESSER III (\$9,680) and is included in the 2021-2022 adopted budget.

ALTERNATIVES:

1. Approve the agreement between Ventura County Office of Education and Oak Park School District Library Support Services?
2. Do not approve the agreement between Ventura County Office of Education and Oak Park School District Library Support Services?

RECOMMENDATION: Alternative #1

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve Agreement between VCOE and OPUSD

For Library Support Services

Page 2

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.	_____	_____	_____	_____

**AGREEMENT BETWEEN
VENTURA COUNTY OFFICE OF EDUCATION, I AND
OAK PARK UNIFIED
SCHOOL DISTRICT FOR
K-12 LIBRARY SUPPORT SERVICES**

The scope of this document is to define the roles and responsibilities of Ventura County Office of Education Coordinator-Library, Media, Reading, and Literacy in providing Oak Park Unified School District, hereafter called “the District.” The purpose is to support staff and students by providing regular and effective library support services as follows:

1. Provide library support services pursuant to Section 18100 of the California Education Code to the school sites of Oak Park Unified School District.
2. Provide support in implementing State Standards and aligning individual school site library services with the California Model School Library Standards to include the following:
 - a. Provide direct support in the selection and cataloging of library materials to correlate with site needs and support standards-based curriculum
 - b. Provide professional development and training for library staff regarding library materials use, organization, programming, collection development, and standard library procedure and use
 - c. Provide professional development training for library staff to support efforts to integrate information literacy and technology skills into all areas of learning
 - d. Assist in site-specific inventory and assessment of library materials, programming and student/teacher needs
 - e. Provide professional development training for library staff on repair, weeding, and disposal of obsolete materials that conform to approved district policies and procedures to maintain a healthy library collection
 - f. Provide distance-based support on an as-needed basis (via telephone or e-mail)
3. Assist in the completion of the annual CDE Library Survey pursuant to Section 18122 of the California Education Code.
4. Perform any or all of the following duties as authorized:
 - a. Instruct students in accessing, evaluating, using and integrating information and resources in the library program
 - b. Plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers
 - c. Select materials for school and district libraries
 - d. Develop programs for and deliver staff development for school library

This serves as a Memorandum of Understanding and Responsibility Agreement that “**the District**” and the **Ventura County Office of Education** will work together toward promoting effective library services. Each agency, according to its defined role, agrees to participate in coordinating, providing, and financing these services for the purpose of this agreement.

1. **Ventura County Office of Education, Instructional Services Support Department, agrees to:**
Provide 12 days of library support services on a date to be mutually determined between September 1, 2021, through June 30, 2022. Library support services to be provided by VCOE Coordinator-Library, Media, Reading, and Literacy at a rate of \$880.00. Total cost for library services not to exceed \$10,560.
2. **The District agrees to:**
 - a. Pay Ventura County Office of Education for VCOE Coordinator-Library, Media, Reading, and Literacy for services, not to exceed \$10,560.00.

The Ventura County Office of Education shall monitor this Agreement to oversee implementation of project activity. This Memorandum of Understanding and Responsibility Agreement shall be effective upon signature and implemented September 1, 2021, until June 30, 2022.

For the Oak Park Unified School District

Jeff Davis, Ed.D., Superintendent

Date

For the Ventura County Office of Education, Educational Services Branch

Lisa Salas Brown., Associate Superintendent

Date

Lisa Cline, Executive Director of Internal Business Services

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.2.c. APPROVE CONSULTANT AGREEMENT FOR ELEMENTARY AND MIDDLE SCHOOL GARDEN PROGRAM

ACTION

ISSUE: Shall the Board approve a consultant agreement for the elementary and middle school garden program for the 2021-22 fiscal year?

BACKGROUND: In response to a request by District administration, 2Eden Design Studio has submitted the accompanying proposal to provide a school garden program. The agreement includes services for the three elementary schools, preschool, and Medea Creek middle school. The agreement includes development of NGSS aligned lessons, delivery of lessons for grades DK-5, weekly garden classes at Oak Park Neighborhood School, and weekly mentoring of the MCMS garden Club. This year's theme for instruction will be Monarch Butterflies and Pollinators. Staff has reviewed the proposal and recommends that the Board approve the agreement with 2Eden Design Studio for these services.

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

GOALS: In support of OPUSD Goal 3.e – Deepen student learning through nature-based experiences and environmental stewardship in the instructional program, to foster creativity, play, and experiential and inquiry-based learning.
Expanded Learning Opportunities Grant Strategy 2 and LCAP Goal 3, Action 2

FISCAL IMPACT: The cost of the agreement is \$63,816.00 plus \$1,000 for materials. Funding source is the General Fund and ELO Grant and is included in the 2021-22 adopted budget.

ALTERNATIVES:

1. Approve a consultant agreement for the elementary and middle school garden program for the 2021-22 fiscal year.
2. Do not approve a consultant agreement for the elementary and middle school garden program for the 2021-22 fiscal year.

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve Consultant Agreement for Elementary and Middle School

Garden Program

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.	_____	_____	_____	_____



September 24, 2021

Jay Greenlinger
Director of Curriculum & Instruction
Oak Park Unified School District
5801 Conifer Street
Oak Park, CA 91377

Dear Mr. Greenlinger

OPUSD SCHOOL GARDENS PROGRAM – CONTRACT 2021-2022

Following another year of programming, thank you for the invitation to continue to provide a School Garden Program for Oak Park Unified School District for the 2021-2022 school year. We are delighted to once again be considered as a service provider for this important program and look forward to our seventh year, continuing 'Growing with OPUSD' to support the education of compassionate and creative global citizens.

The scope of our proposed service provision is outlined below.

SCOPE AND MANNER OF SERVICE PROVISION

LOCATION

The contract will be delivered at the following district campuses:

- Oak Park Neighborhood School
- Oak Hills Elementary
- Red Oak Elementary
- Brookside Elementary
- Medea Creek Middle School

SESSION BREAKDOWN

The contract will be divided into six sections as follows:

- 1) Program development including standards and curriculum aligned lesson planning and preparation (October – May) 120 hours total.

(Continued/)

- 2) Elementary grades 4&5 – Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related experience (October to December – 135 hours).
- 3) Elementary grades 2&3 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related experience (January to March – 135 hours).
- 4) Elementary grades DK-1 - Delivery of garden instruction and standards/curriculum aligned lessons, garden preparation and planting, culmination in a harvest related experience (March to May – 135 hours).
- 5) OPNS – Delivery of 1 hour of age appropriate garden instruction each week for 30 weeks (October to May – 30 hours)
- 6) MCMS – Delivery of 45 mins instruction/supervision/mentoring of the MCMS Garden Club each week for 30 weeks and weekly activity preparation, big garden preparation, planting and harvest (*new). (October to May – 82.5 hours). *Previously 22.5 hours only for instruction. Now with a proposed additional 60 hours over 30 weeks for planting, growing, harvest and supply to kitchens.

CONTENT

Specific content will be defined during lesson planning however provision will be aligned to Common Core and Next Generation Science Standards and prepared/delivered according to the direction of OPUSD's Director of Curriculum & Instruction.

This year's theme will focus on Monarch Butterflies and Pollinators. We will review the excellent groundwork begun during last year's Earth Week and build on it to delve deeper into the science, preservation, habitat challenges and call to action to ensure survival of threatened species, their plant partners and other pollinators so critical to our planet. We are also hoping to link this year's focus to the prospective partnership with VRCD in the establishment of Monarch habitats/waystations at Oak Park USD campuses.

PAYMENT FOR SERVICES

Payment for services is requested as a three-payment plan based on each 3-month delivery window. The proposed payment schedule is as follows and invoices can be submitted up to 30 days in advance to allow for processing time:

3rd October 2020 - \$21,272.00

9th January 2021 - \$21,272.00

12th March 2021 - \$21,272.00

TOTAL CONTRACT SERVICE PROVISION VALUE - \$63,816.00*
(2021-22 estimate includes 2020-21 CPI increase @ 4.2%)

(Continued/)

MATERIALS COSTS - In addition to services provision, and as in previous years, budget allocation also identified for materials necessary to service the garden program. Materials costs include plants and seeds, project materials (taken home by students), containers for seeding, planting, materials for experiments, and miscellaneous purchases to replace worn items such as hose sprays, buckets and watering cans. Where possible, items are recycled and only recyclable items purchased, minimal plastics are used, and only organic and heirloom varieties purchased. Receipts for purchases are always provided. Donations are sourced where possible.

MATERIALS BUDGET RECOMMENDATION - \$1,150.00 per year (based on materials costs incurred over the past 6 years of program)

This year, in addition to the program materials budget provision, it is recommended that provision also be allocated for the following, which are key components in facilitating the program (though not considered part of this contract service provision or program materials allocation) but, we are more than happy to provide advice on necessary quantities, suitable products and best practices for healthy, sustainable, vegan, organic and chemical-free gardens.

- Compost and soil amendments for each planting bed of each of the school gardens

ADDITIONAL SERVICES

Additional services are available on request but are outside the scope of this contract. Suggested priority additional services for your consideration are:

- 1) Summer garden management & harvest (June-September 2022)
- 2) Construction of box covers at Brookside Elementary and Oak Hills Elementary

2EDEN STANDARD TERMS AND CONDITIONS

Services from other vendors

All services and materials required from other vendors will be agreed directly by you with the vendor and payment made directly to the vendor and in accordance with the vendor's terms and conditions. 2eden design does not accept any responsibility for other service or materials providers or the services/materials provided by them. If requested, we do work hard however to connect you with vendors that have a great track record, previous experience relative to your project and have proven themselves in providing a quality service or product.

Discretionary design and planning approvals are not guaranteed as part of our service and sometimes result in a change of scope of work or design concept to satisfy the agenda of a committee or agency. Because of this, changes to the level and type of service provision, as a result of discretionary reviews, are not included in this estimate and the contract will need to be renegotiated and revised accordingly and in agreement with the service provider and Oak Park Unified School District.

Surveying, soils testing/geology reports, grading plan and environmental reports are not included as services provided by 2eden landscape design unless otherwise specified in writing.

(Continued/)

Estimate and compensation

Services described in the proposal will be provided and billed as the payment schedule outlined on page 2 of this contract, until the scope of work is complete or the client orders work to stop. Limitation of fees, if applicable, shall be described in the scope of work. At this stage, we estimate payment for services to be no more than \$63,816.00.

Bills for services rendered and reimbursable expenses are included in this contract. Balances unpaid after thirty (30) calendar days will accrue interest from the date of invoice at the rate of one and one-half percent per month.

Termination

Either party may terminate this agreement with 21 days prior written notice. All fees accumulated up to the date of termination are due and payable.

Dispute resolution

The parties agree that, in the event of any dispute under the contract in which the amount sought is \$10,000.00 or less, any litigation to resolve the dispute shall be brought only in the Ventura County Small Claims Court. If the amount in dispute exceeds \$10,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. The cost of the mediator shall be borne equally by the parties. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration before a mutually agreed upon arbitrator. The prevailing party in the arbitration shall be entitled to the reimbursement of his/her attorney's fees and costs from the non-prevailing party. If the matter is settled at any time prior to the arbitrator's rendition of an award, each party shall bear its own costs and expenses, including attorney's fees, and the arbitrator's fees shall be borne equally by the parties.

Additional services

Additional services not in the scope of this agreement may be provided at the written direction of the client, at rates to be agreed in advance of provision. The client may request a written revision to the original agreement or an additional agreement for added services prior to commencing additional work.

Independent Contractor

It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

Insurance

Contractor shall, at Contractor's sole cost and expense, provide for and maintain in force and effect, from the commencement of services until expiration of this Agreement, a policy or policies of insurance covering Contractor's services. All insurance shall be with an insurance company with a rating of A or better, as rated by the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858 and authorized to conduct business in the State of California.

(Continued/)

Required insurance coverage shall include: Comprehensive general liability and property damage insurance and comprehensive automobile liability insurance covering activities and operations of the Contractor. Such liability insurance shall provide a minimum coverage of \$1,000,000.

Contractor shall furnish to District, prior to commencement of services under this Agreement, Certificates of Insurance as evidence of the coverage and limits stated above. Certificates of Insurance shall:

- A. Name the District as additional insured.
- B. Provide a minimum of 30 days advance written notice of cancellation or material changes.
- C. State that coverage afforded the District, as additional insured shall apply as primary and not excess to any insurance issued the District.

Indemnification

Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

Thank you again for your interest in our school garden program provision. If you have any questions regarding this proposal, please don't hesitate to contact me by phone or email.

Sincerely,



Debra Leith
Certified Landscape Designer & Master Gardener
2eden studio – design.garden.grow



CONTRACT FOR SERVICES RENDERED

This is a contract entered into by 2eden studio (hereinafter referred to as "the Provider") and Oak Park Unified School District (hereinafter referred to as "the Client") on this date _____.

The Provider's place of business is 5555 Fairview Place, Agoura Hills, CA 91301 and the Client's place of business is 5801 Conifer Ave, Oak Park, CA 91377.

The Client hereby engages the Provider to provide services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services – as described in pages 1&2 of the above contract. The Client shall pay the Provider for services rendered according to the Payment Schedule on page 2 of the above contract, within thirty (30) calendar days of the date on any invoice for services rendered from the Provider.

Should the Client fail to pay the Provider the full amount specified in any invoice within calendar days of the invoice's date, a late fee equal to 1.5% shall be added to the amount due and interest of percent per month shall accrue from the calendar day following the invoice's date.

APPLICABLE LAW

This contract shall be governed by the laws of the County of Ventura in the State of California and any applicable Federal law.

SIGNATURES

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

(Printed Name of Client or agent)

(Signature of Client or agent) (Date)

Debra Leith, 2eden landscape design

(Printed Name of Provider or agent)

 09.24.21

(Signature of Provider or agent) (Date)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.3.a DISCUSSION OF POTENTIAL MEASURE S GENERAL OBLIGATION BOND ISSUANCE, SERIES C

DISCUSSION

ISSUE: Shall the Board of Education receive information and discuss various options pertaining to the potential issuance of Series C general obligation bonds for Bond Measure S?

BACKGROUND: District staff is currently preparing an updated Measure S Project Priority Plan that is based on an updated needs assessment, which will be brought for the Board's consideration at a future date. The timing of the identified priority projects in the plan will be directly tied to the timing of bond issuances for funding. At this evening's meeting the District's bond financial advisor, Tim Carty of Piper Jaffray, will be present to provide an overview of general obligation bonds, and more specifically, lead a discussion regarding a potential Series C issuance of Measure S bonds and the various bond structuring options available.

FISCAL IMPACT: None at this time.

BOARD POLICY: Pursuant to Board Policy 7214 General Obligation Bonds - The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible.

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

RECOMMENDATION: None – for information and discussion only.

Prepared by: Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

Jeff Davis, Ed.D.
Superintendent



Oak Park Unified School District

Overview of Opportunity to Issue Next Series of Bonds Under Measure S

October 19, 2021

**I. Oak Park Unified School District's
Most Recent Bond Issuance**

Oak Park Unified School District's Most Recent Bond Issuance November 2020 G.O. Bond Refinancing

- Refinanced \$7,408,176 of Measure R Series 2013B General Obligation Bonds
- 6.01% Old Interest Rate vs. 4.09% New Interest Rate
- Underwritten by Wells Fargo

Summary of Refinancing Savings Delivered to Local Taxpayers to Date

Date	Prior Bonds Refinanced	Taxpayer Savings
June 15, 2016	\$9,600,000	\$1,302,089
November 18, 2020	\$7,408,176	\$3,444,480
	Total Taxpayer Savings to Date	\$4,746,569

II. Measure S

Measure S Ballot Language

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

Current Snapshot of Measure S

Measure S (Election of 2016)

1. Approved by Voters on November 8, 2016
2. Passage Rate: 63.5% (55% Required)
3. \$60,000,000 Bond Program Size
4. Series A Bonds: \$15,000,000 Issued in March 2017
5. Series B Bonds: \$17,310,000 Issued in November 2018
6. Remaining Voter-Approved Bond Authorization is \$27,690,000
7. Could Potentially Issue Up-To \$18,000,000 in Spring 2022
8. Fiscal Year 2021-22 Tax Rate of \$52.70 Per \$100,000 of Assessed Valuation

Historical and Projected Tax Rates For Measure S Bond Program

1	2	3	4	5	6	7	8
Fiscal Year Ending June 30th	Total Assessed Value	Actual/ Assumed Growth Rate	Series 2017A 3/30/17 \$15,000,000 Debt Service	Series 2018B 11/29/18 \$17,310,000 Debt Service	Series 2022C \$18,000,000 Estimated Debt Service	Grand Total Estimated Debt Service	Actual/ Projected Tax Rates Per \$100,000
2018	\$2,728,841,133	3.52%	\$1,478,996			\$1,478,996	\$62.70
2019	\$2,837,727,490	3.99%	\$1,640,025			\$1,640,025	\$55.90
2020	\$2,918,376,850	2.84%	\$1,692,275			\$1,692,275	\$53.40
2021	\$3,019,899,745	3.48%	\$474,275	\$1,074,024		\$1,548,299	\$56.80
2022	\$3,099,365,058	2.63%	\$489,275	\$1,212,200		\$1,701,475	\$52.70
2023	\$3,207,842,835	3.50%	\$508,525	\$1,242,200	\$118,000	\$1,868,725	\$58.85
2024	\$3,320,117,334	3.50%	\$526,775	\$769,700	\$642,104	\$1,938,579	\$58.99
2025	\$3,436,321,441	3.50%	\$549,025	\$784,700	\$673,550	\$2,007,275	\$59.01
2026	\$3,556,592,691	3.50%	\$570,025	\$808,950	\$573,550	\$1,952,525	\$55.46
2027	\$3,681,073,436	3.50%	\$594,775	\$831,950	\$573,550	\$2,000,275	\$54.90
2028	\$3,809,911,006	3.50%	\$618,025	\$858,700	\$573,550	\$2,050,275	\$54.37
2029	\$3,943,257,891	3.50%	\$639,775	\$888,950	\$593,550	\$2,122,275	\$54.37
2030	\$4,081,271,917	3.50%	\$670,025	\$912,450	\$612,550	\$2,195,025	\$54.33
2031	\$4,224,116,434	3.50%	\$693,275	\$944,450	\$635,550	\$2,273,275	\$54.37
2032	\$4,371,960,510	3.50%	\$719,775	\$979,450	\$652,300	\$2,351,525	\$54.34
2033	\$4,524,979,127	3.50%	\$752,375	\$1,002,200	\$678,050	\$2,432,625	\$54.31
2034	\$4,683,353,397	3.50%	\$778,175	\$1,038,200	\$702,300	\$2,518,675	\$54.33
2035	\$4,847,270,766	3.50%	\$812,375	\$1,066,700	\$730,050	\$2,609,125	\$54.38
2036	\$5,016,925,243	3.50%	\$841,800	\$1,107,950	\$751,050	\$2,700,800	\$54.38
2037	\$5,192,517,626	3.50%	\$874,650	\$1,141,200	\$775,550	\$2,791,400	\$54.31
2038	\$5,374,255,743	3.50%	\$909,400	\$1,176,700	\$805,750	\$2,891,850	\$54.36
2039	\$5,562,354,694	3.50%	\$945,600	\$1,214,200	\$834,350	\$2,994,150	\$54.38
2040	\$5,757,037,108	3.50%	\$984,400	\$1,248,450	\$866,350	\$3,099,200	\$54.38
2041	\$5,958,533,407	3.50%	\$1,020,600	\$1,294,450	\$891,550	\$3,206,600	\$54.37
2042	\$6,167,082,076	3.50%	\$1,064,200	\$1,331,450	\$920,150	\$3,315,800	\$54.32
2043	\$6,382,929,949	3.50%	\$1,104,800	\$1,374,700	\$956,500	\$3,436,000	\$54.38
2044	\$6,606,332,497	3.50%	\$1,147,400	\$1,413,700	\$991,350	\$3,552,450	\$54.32
2045	\$6,837,554,135	3.50%	\$1,191,800	\$1,463,450	\$1,024,700	\$3,679,950	\$54.37
2046	\$7,076,868,529	3.50%	\$1,242,800	\$1,503,200	\$1,061,550	\$3,807,550	\$54.35
2047	\$7,324,558,928	3.50%		\$2,843,200	\$1,096,750	\$3,939,950	\$54.34
2048	\$7,580,918,490	3.50%		\$2,943,200	\$1,135,300	\$4,078,500	\$54.35
2049	\$7,846,250,637	3.50%			\$3,837,050	\$3,837,050	\$49.40
2050	\$8,120,869,410	3.50%			\$3,972,050	\$3,972,050	\$49.41
2051	\$8,405,099,839	3.50%			\$4,114,850	\$4,114,850	\$49.46

The Estimated Median Assessed Valuation of a Home in the District is About \$700,000

Potential Timeline For the Measure S Series C Bonds Issuance Process

Date (On or About)	Activity	Responsible Parties
To Be Determined	<ul style="list-style-type: none"> Board Direction to District Staff and Bond Team to Proceed With the Measure S Series C Bonds Issuance 	District Board
To Be Determined	<ul style="list-style-type: none"> Preparation of Legal Documentation Authorizing the Sale of Measure S Series C Bonds Together with the Agenda Item, Executive Summary and Staff Report Preparation of Credit Rating Presentation Document for Review by District Staff 	Bond Counsel Financial Advisor
To Be Determined	<ul style="list-style-type: none"> Board Approval of Legal Documents Authorizing the Sale of Measure S Series C Bonds 	District Board
To Be Determined	<ul style="list-style-type: none"> Credit Rating Preparation Zoom Meeting 	Financial Advisor / District Staff
To Be Determined	<ul style="list-style-type: none"> Credit Rating Zoom Meeting with Standard & Poor's 	Financial Advisor / District Staff
To Be Determined	<ul style="list-style-type: none"> Enter the Bond Market and Conduct Bond Sale 	Financial Advisor / District Staff

III. Review of Oak Park Unified School District's Historical Bond Taxes and Parcel Tax

Historical Tax Rates For General Obligation Bonds and Parcel Tax

1	2	3	4	5	6	7
	BONDS	BONDS	BONDS	BONDS	PARCEL TAX	
	Election of 1977	Election of 2006 Measure C-6	Election of 2008 Measure R	Election of 2016 Measure S	Election of 2004 Measure D And Election of 2008 Measure C	
Fiscal Year	Tax Rate Per \$100,000	Tax Rate Per \$100,000	Tax Rate Per \$100,000	Tax Rate Per \$100,000	Flat Tax Rate Per Parcel	Total School Taxes
2004/05	\$133.80				\$197.00	\$330.80
2005/06	\$135.30				\$197.00	\$332.30
2006/07	\$130.00				\$197.00	\$327.00
2007/08	\$138.90	\$24.00			\$197.00	\$359.90
2008/09	\$189.00	\$18.80			\$197.00	\$404.80
2009/10	\$78.20	\$13.00	\$33.80		\$197.00	\$322.00
2010/11	\$103.40	\$32.20	\$54.20		\$197.00	\$386.80
2011/12	\$90.30	\$24.10	\$45.40		\$197.00	\$356.80
2012/13	\$93.10	\$25.10	\$46.60		\$197.00	\$361.80
2013/14	\$92.60	\$35.10	\$59.60		\$197.00	\$384.30
2014/15	\$91.40	\$20.30	\$52.90		\$197.00	\$361.60
2015/16	\$81.80	\$31.30	\$51.80		\$197.00	\$361.90
2016/17	\$42.90	\$37.20	\$48.70		\$197.00	\$325.80
2017/18		\$33.20	\$52.10	\$62.70		\$148.00
2018/19		\$39.50	\$51.20	\$55.90		\$146.60
2019/20		\$40.20	\$52.80	\$53.40		\$146.40
2020/21		\$40.80	\$64.30	\$56.80		\$161.90
2021/22		\$41.90	\$54.10	\$52.70		\$148.70

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.3.b 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 can be view at the following link: <https://bit.ly/3ltleGt>

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 \$8,000 for year 1 and \$9,000 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 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

RECOMMENDATION: Alternative No. 1

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve a joint use agreement with Proactive Sports Performance

Page 2

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: OCTOBER 19, 2021
SUBJECT: B.4.a. APPROVE THE OAK PARK USD'S COMPREHENSIVE COMMUNICATION PLAN

ACTION

ISSUE: Shall the Board approve the District's Comprehensive Communication Plan?

BACKGROUND: The District is committed to consistently providing clear, accurate, relevant, and timely information to stakeholders, reporting on district progress, seeking input, and encouraging participation in a two-way communication process. Timely and accurate communication between school and home (and community) helps us build and maintain a culture of trust and a shared commitment to our students. The District's comprehensive communication plan identifies specific communications goals aligned with the district's vision and goals for student learning. The Board reviewed the draft comprehensive communications plan at their Board Retreat held on July 25, 2021. The District's plan was reviewed by the District Leadership at their retreat held on July 29, 2021. The plan has been reviewed by Jay Fernow District's Legal Counsel and also by Terilyn Finders, Director of Communications and Legislative Affairs, Fagen Freidman and Fulfroost. The comprehensive communication plan is included for the Board's review.

FISCAL IMPACT: None

BOARD POLICIES: Pursuant to Board Policy 1110 – Communications with the Public - The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues.

GOALS: In support of District Goals:

- 4 Engage staff more deeply in shared-decision making and enhance communications to engage, inform and educate all stakeholders.
- 4.d. Implement District-wide Communication Plan that includes a weekly communication for all stakeholders and district committee updates/summaries.

ALTERNATIVES: 1. Approve the District's Comprehensive Communication Plan.
2. Do not approve the District's Comprehensive Communication Plan.

RECOMMENDATION: Alternative #1

Prepared by:
Ragini Aggarwal, Communications Coordinator and Executive Assistant to the Superintendent

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve the District's Comprehensive Communication Plan

Page 2

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

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

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



Oak Park Unified School District Comprehensive Communication Plan 2021-2022

Our Motto

Educating Compassionate and Creative Global Citizens

Our Mission

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

Introduction

This communications plan is designed to establish strategic, comprehensive, and integrated communications consistent with Board Policy “[1100 Communications with the public](#)” for effective communication with all stakeholders. It aligns with the district’s mission, vision, LCAP, budget, goals, and board policies.

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Communication Goal

The District is committed to consistently providing clear, accurate, relevant, and timely information to stakeholders, reporting on district progress, seeking input, and encouraging participation in a two-way communication process.

OPUSD Communication goal is to support our district's students, staff, families, and community by:

- providing transparent, timely, and accurate information and resources.
- communicating quickly yet accurately during safety and crisis situations.
- building relationships and partnerships.
- celebrating our students and staff in order to advance the common goal of providing a high-quality public education to all students.
- utilizing a multi-layered communication approach to engage and inform all stakeholders.
- improving communication efforts by regularly measuring progress as well as requesting and utilizing feedback from district stakeholders.

The Communications Coordinator, Ragini Aggarwal, raggarwal@opusd.org will act as a trusted resource for schools, students, families, staff, and community members.

Key Stakeholders

Internal Audiences

- Board of Education
- Administration/District Leadership
- Certified staff (teachers, counselors)
- Support and classified staff,
- Walk-on Coaches

Parents and Students

- Students
- Parents/Guardians
- Parent Organizations
- Student Organizations
- Education Foundation

External Audiences

- Residents without children attending OPUSD
- Community leaders
- Real estate agents
- Media
- Alumni and Alumni Association
- Government officials
- Law enforcement agencies
- Civic groups
- Prospective residents and parents
- Ventura County Office of Education and school districts

Communication Strategies

Clarify District Flow Of Information

- Develop a communication plan for the district.
- Establish communication guidelines and expectations for administrators and staff.
- Communicate key messages internally first.
- Communicate the rationale behind important decisions.
- Identify and frame issues to ensure clear, consistent messaging.

Communication Efforts Should Be Tied To District LCAP, Goals And Moral Imperatives

- Communication should focus on teaching and learning and inform the public of progress toward student achievement goals.
- Communication should involve a structured, ongoing process to engage the district staff, students, and families and promote an open dialogue on educational issues and goals.
- Processes and procedures should be established to incorporate a communication component into planning for all district initiatives, programs, and activities.

Internal Communication Must Be A Priority

- Timely and consistent internal communication creates knowledgeable, articulate employees who can respond confidently to questions and requests.
- Staff can become true “ambassadors for achievement” when they receive regular updates on key district issues and are provided with the tools and training needed to support them in their communication roles.
- Provide regular updates regarding facilities, programs, staffing, and other important matters.
- Express appreciation for staff efforts.

Become A “Listening” Organization

- Effective communication efforts involve listening in equal proportion, or more, to disseminating information.
- Engage stakeholders before making decisions that impact students and staff and incorporate opportunities for stakeholders to engage in dialogue with district and school leaders and the Board on a variety of issues.

Provide Ongoing Training And Support For Administrators In Effective Communication With Staff And Families

- Provide communication training sessions to District and school site administrators.

- Provide ongoing training sessions as part of principal's meetings on how to train teachers and staff to communicate their school's message.
- Provide training on the appropriate use of communication channels, timing, and frequency of messages sent from schools.

Keep District And School Website Content Fresh By Adding New Stories/Updates Regularly

- Keep content fresh, interesting, and relevant.
- Emphasize the school district's mission.
- Use more interactive, dynamic content along with multi-media to engage users as the website develops.
- Create separate parent and staff resource sections on the website.
- Continue to develop and support individual school websites.
- Keep staff apprised of website updates and enhancements and provide training as needed.

Develop A Branding Program To Establish OPUSD As A Quality School System.

- Establish official logos for District and School sites. Provide guidance on the appropriate use of the District and school logo.
- Require the use of approved official logos for brand consistency.
- Develop guidelines for offering school tours.
- Develop information/marketing materials for multiple purposes.
- Update and revise District Brochure.
- Increase usage of Video communications alongside email messages to engage a wider audience.

Communicate With Community Groups And Residents

- Include groups in mailings and provide opportunities for them to sign up for community distribution.
- Attend community meetings as needed to provide information.
- Provide district communications materials to key leaders.
- Seek business partnerships through contacts in local groups.

Promote The Successes Of OPUSD Staff

- Produce a quarterly newsletter or presentation focusing on a student, staff member, program, school, department, etc. This is to be shown on the District website, shared with local newspapers, and/or at Board meetings.
- Highlight staff with articles in district communications pieces, outside media, and through recognition at events and Board meetings.

Train Front Line Staff Emphasizing Constructive Communication

- Actively listen to understand the message beyond the words.
- Engage frontline staff in the conversation, and make sure they have access to information immediately.

Engage The Media

- Note the type of stories aired or published alongside the publishers and sources.
- Develop relationships with editors and education reporters.

Assessment and Accountability

Because different measurements work best in different situations, a tracking system will be developed to measure communication effectiveness.

- Focus groups – Identify focus groups to evaluate communication methods.
- Surveys - Electronic surveys will be used to ascertain people’s opinions and to collect quantitative information.
- Email receipt requests - Look at delivery and usage stats on ParentSquare and the website to measure the number of hits for each story and/or page.

The Communications Plan will be reviewed annually or as deemed necessary by the Superintendent, Board of Education, or Communications Coordinator.

Communication Planning Guide

Consider the following chart for recommendations on when to use what channels depending on the type of information being delivered:

Type of information	Website	Dedicated Email	Weekly Newsletter	Smart Alert	Social Media	Video
Emergency Alerts	✓	✓		✓	✓	
Public Relations	✓		✓		✓	✓
Event Promotion	✓		✓		✓	✓
Special Announcement	✓	✓	✓		✓	✓
Important Reminders	✓		✓		✓	
Forms/Permission Slips	✓		✓			
Event RSVP	✓		✓		✓	
PTO Information	✓		✓		✓	

ParentSquare Best Practices

- Important to avoid message fatigue and overloading parents with communications.
- School sites should plan and coordinate communications for the week between the office, principals, PTO, teachers, and counselors.
- Use the PTO weekly news to communicate reminders, messages, and upcoming events for the school
- PE coaches, Counselors, Office, Principals, Athletics, Band, OPEF should use a message schedule calendar to coordinate messaging for the week. Planning ahead is the key.
- Inform and remind parents to select digest mode so that they receive a daily digest at 6:00 pm. Message posters should use the “send at user preferred time” setting to send posts that are not time-sensitive.
- Schedule posts to go out no earlier than 8:00 am and no later than 5:45 pm so that the digest mode.



HOW WE COMMUNICATE

OPUSD utilizes a variety of tools to communicate with students and parents, community partners, and other key stakeholders to ensure our messages are clear and our audiences are connected to all that's going on in the District. We hope you will connect with us through these channels:



ParentSquare

ParentSquare is a safe and secure platform for all school-to-home communication. OPUSD uses the ParentSquare platform for the district, school, and teacher communications, primarily with email, text, and app notifications. ParentSquare automatically generates an account for each parent/guardian, using their preferred email address and phone number. Download the app or log into the [ParentSquare web portal](#).

What Can Families Do With Parentsquare?

- Receive messages from the district and school via email, text, or app notification
- Choose to receive information as it comes or all at once at 6 p.m. daily (by enabling the digest mode in settings)
- Direct message teachers, staff, and other parents
- Participate in group messages
- Sign up for parent-teacher conferences
- Sign forms & permission slips
- And more, all from your phone or web portal!

How to Make Sure You Stay Connected

- Activate your account & login.
- Make sure the school has your correct email AND mobile phone number.
- Set your notification preferences in ParentSquare.



 ParentSquare

If you are a current parent, you should have received an invitation to activate your account. You can also access it from [parentsquare.com](#) or by downloading the free app on Android or iOS. We hope that every family joins us on this platform. You will be able to receive information in a daily digest or email instantly. Be sure to set your preferences so that you can also receive the digest, app, and/or text notifications.

Please take a moment to review the following helpful resources in ParentSquare

- [Click here for ParentSquare FAQs](#)
- [3-minute Video Overview of ParentSquare](#)
- [ParentSquare Tips for Parents](#)



OakPark Weekly

Every Thursday, a Weekly Recap will be sent via ParentSquare with all of the latest district news, updates, meeting summaries, and upcoming events. If you want to share a story of interest please email the Communications Coordinator, Ragini Aggarwal at raggarwal@opusd.org.

Smart Alerts - Emergency Notification

In the event of a school-wide or district-wide urgent situation (i.e., school delays/cancellations, evacuation, lockdown, relocation, emergency dismissal), information will be shared using the ParentSquare Smart Alert System. Phone calls, text messages, and emails will be sent to the number/email designated by parents or guardians through the annual Registration/Re-Enrollment process. The district will only use all three (Text, Phone, and Email Smart Alert) when it is essential to send an urgent notification to families.



Oak Park Unified



Student Information System - Q Connect

Q is OPUSD's student information management system and is the official system of record for student information which includes Student Enrollment, Scheduling, Attendance, Grade Reporting, Transcripts, Behavior, Health, Test History, Services, and Programs, English Learner, and Special Education programs. Q is composed of the following applications:

- [Q Parent Portal](#) - Where parents can submit annual registration forms and view their child's academic progress online. Parents may obtain their login information from their student's school.
- [Q Student Portal](#) is a website for students to view their progress and attendance online and for secondary school students to request courses for their next term. Students may obtain their login information from their school.
- Please check out the Q Resource Guide [HERE](#).

Q also interfaces with Google Classroom, Paper Online Tutoring, and ParentSquare. The Q Student Information System is provided to OPUSD by the Ventura County Office of Education and developed by [Aequitas Solutions](#).



Website - www.opusd.org

Blackboard is the district and school website. Use the calendar on the homepage to see upcoming events. ParentSquare news feed is published on the District website for extended family and community members who do not have students currently enrolled in OPUSD. The district site also includes information about the Board of Education, policies, and department information for staff, parents, students, and the community. The school site can be accessed from the main district website or at the following links:

www.opusd.org/OPHS

www.opusd.org/OVHS

www.opusd.org/OPIS

www.opusd.org/MCMS

www.opusd.org/BES

www.opusd.org/OHES

www.opusd.org/ROES

www.opusd.org/OPNS

Social Media

Social Media is another communication tool that OPUSD administrators, coaches, and teachers may use to communicate to students, parents, and the community. OPUSD, along with its schools, has various social networking and media sites, including Facebook, Twitter, and Instagram. Follow us on our official social media accounts below:



Organization	Twitter	Instagram	Facebook
Oak Park USD	@oakparkusd	@oakparkusd	@oakparkusd
Oak Park High School	@OPHSEagles	@OPHSEagles	In progress
Oak View High School	@OVHSMustangs	@OVHSMustangs	In progress
Oak Park Independent School	@OPISKnights	@OPISKnights	In progress
Medea Creek Middle School	@MCMS_Panthers	@MCMS_Panthers	In progress
Brookside Elementary School	@BESTigersOPUSD	@BESTigersOPUSD	In progress
Oak Hills Elementary School	@OHESCoyotes	@OHESCoyotes	In progress
Red Oak Elementary School	@RedOakRattlers	@RedOakRattlers	In progress
Oak Park Neighborhood School	@OPNS	@OPNS	In progress
Superintendent	@OakParkSupt		
Nutrition Services	@Yestofreshfood	@Yestofreshfood	
Oak Park High Athletics	@OPathletics		
Club Oak Park	@ClubOakPark	@ClubOakPark	@ClubOakPark



Important Events, School And District Calendar

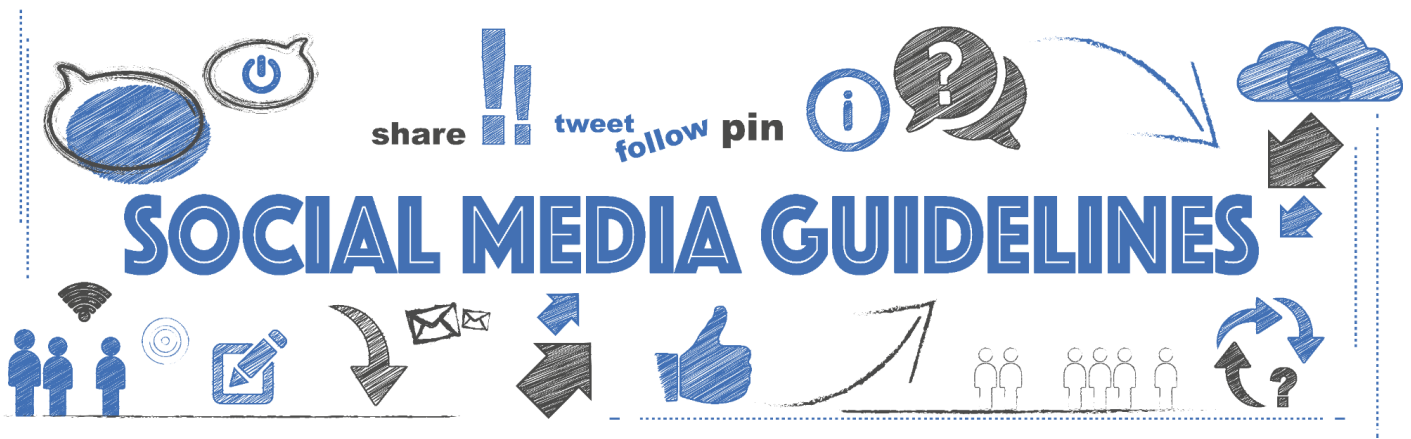
Student Teacher Calendar - School calendar, indicating all days off and early dismissals, is posted on the district and school websites (under Calendar) and can be easily printed for your reference, or you can use the District's interactive calendar on the website.

Important Dates Calendar - This is a live document posted on the district and school websites (under Calendar) noting important dates in the year. These dates include Back to School Night, Open House, Culmination/Graduation dates, Board of Education Meeting

Dates, Conference Dates, School holidays, and Minimum days. This calendar is updated regularly with upcoming District events. You can access this calendar via this direct link: www.opusd.org/ImportantDates.

Board Of Education Information - OPUSD Board of Education meets every third Tuesday of the month. The meeting calendar, Agenda, Minutes, and summaries are posted on the District website. The meetings are open to parents, staff, students, and community members. The meetings are usually held at Oak Park High School, Presentation Room, G9.





OPUSD recognizes the importance of social media and encourages the appropriate use of social media for communication, in order to reach our students, parents, staff, and community members.

What Is Social Media?

User-created online content is designed in a collaborative environment where users share opinions, knowledge, and information.

- **Social Networks:** Facebook, Twitter, LinkedIn
- **Media Sharing Networks:** Instagram, Snapchat, YouTube, TikTok
- **Discussion Forums:** Reddit, Quora, Facebook Groups
- **Group Messaging:** WhatsApp, Discord, GroupMe, Slack, Facebook Messenger
- **Bookmarking And Content Curation Networks:** Pinterest, Flipboard, Tumblr, Wakelet

Social Media Statistics For 2021

- There are currently 3.78 billion social media users worldwide.
- Facebook is the most popular social media platform.
- Among US adults, 84% of those aged 18–29, 81% of those aged 30–49, 73% of those aged 60–64, and 45% of those aged 65 and above are active social media users.
- Users spend an average of 2 hours and 25 minutes per day on social media.
- 500 million daily active Instagram stories are uploaded worldwide.
- 91% of all social media users access social channels via mobile devices.

Official District Social Media Platforms

The purpose of the OPUSD social media accounts is to increase engagement, communication, and collaboration with parents/guardians, staff, and community members. The following are some of the ways in which the district and school sites will utilize social media:

- Disseminate information regarding district and school programs
- Provide resources for parents/guardians, staff, and community members
- Support student learning and staff professional development
- Promote district and school-site events, activities, and accomplishments
- Celebrate and share teaching and learning in the classrooms

The communications coordinator shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

District Approved Official Social Media Accounts

OPUSD social media pages are produced and maintained by the district, and school-site accounts are maintained by their administrative staff.

Organization	Twitter	Instagram	Facebook
Oak Park USD	@oakparkusd	@oakparkusd	@oakparkusd
Oak Park High School	@OPHSEagles	@OPHSEagles	In progress
Oak View High School	@OVHSMustangs	@OVHSMustangs	In progress
Oak Park Independent School	@OPISKnights	@OPISKnights	In progress
Medea Creek Middle School	@MCMS_Panthers	@MCMS_Panthers	In progress
Brookside Elementary School	@BESTigersOPUSD	@BESTigersOPUSD	In progress
Oak Hills Elementary School	@OHESCoyotes	@OHESCoyotes	In progress
Red Oak Elementary School	@RedOakRattlers	@RedOakRattlers	In progress
Oak Park Neighborhood School	@OPNS	@OPNS	In progress
Superintendent	@OakParkSupt		
Nutrition Services	@Yestofreshfood	@Yestofreshfood	
Oak Park High Athletics	@OPathletics		
Club Oak Park	@ClubOakPark	@ClubOakPark	@ClubOakPark

- Sites that have not been authorized by the principal or the communications coordinator yet contain content related to the district or comments on district operations (such as a site created by a PTO, booster club, or other school-connected organization or a student's or employee's personal site) are not considered official district social media platforms.
- The District does not endorse the organizations sponsoring linked websites, nor does the district endorse or recommend the goods/services they offer.
- The District does not control or guarantee the accuracy, relevance, timeliness, or completeness of the information contained on a linked external website.
- The District is not responsible for the content of external online platforms.
- Comments posted by a member of the public on social media pages are the opinions of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the district, nor do such comments necessarily reflect the opinions or policies of the district.
- By posting comments or other work on district social media pages, a post becomes a public record, and the poster grants access to the content by the OPUSD and anyone viewing OPUSD social media pages.
- Never set up a school site social media account using a personal, District, or personally created (Gmail, etc.) email address.
- If you are interested in creating an official social media account please email raggarwal@opusd.org.

Guidelines For Content

The communications coordinator and school site principal shall ensure that official district social media platforms provide information regarding district programs, activities, operations, and district goals. Official district social media platforms shall contain content that is appropriate for all audiences.

Social Media Best Practices For Employees

Respect The Intellectual Property/Copyright Of Others

It is important to abide by intellectual property laws, including patent, copyright, trademark, and fair use. When quoting someone else's work, always credit the original author/source. Link to others' work rather than to reproduce it. In general, if another user has a property right over the information, please provide appropriate credits.

Comply With The Terms Of Service Of Third-party Entities

Most social networking sites have their own rules, policies, and procedures, and you will likely be required to accept their terms of service before you can begin to use them. Familiarize yourself with these rules so that you can be sure you can comply with them.

Respect Your Audience, OPUSD, And Your Coworkers

Members of the OPUSD community reflect a diverse set of customs, values, and points of view. When speaking on behalf of your school or the District, do so respectfully and with good judgment. When representing yourself in social media, be clear that the views and opinions expressed are yours alone and do not represent the official views of the school or the District.

Think Carefully When You "Friend," "Like," Or "Follow"

Is it an appropriate relationship? Is there a chance for misinterpretation from your audience?

Keep Private Information Confidential

It is perfectly acceptable to talk about your work or have a dialogue with the community. However, it is not okay to disclose personal, confidential, or proprietary information concerning the District or any staff, student, or parent in any form of media.

Use Of Student Images And Work On Social Media (As Per [Staff Technology Acceptable Use Policy](#))




In order to safeguard student privacy, staff shall not post photos and/or student work along with the names of students on school or district websites unless they have received explicit written permission from both students and parents to do so. Check the site's Media Release OPT-OUT Form for families that have opted out.

Staff may either post student photos and student work without names or post student names without photos (unless a parent has submitted a Media Release OPT-OUT Form to the school office indicating that they do not wish their child's photo to be published at all). Prior to publishing student images, staff shall consult the school's Media Release Opt-out list to determine whether students shown in the image have not submitted an OPT-OUT Form.

Use of Hashtags and Mentions

- A #hashtag is a way to organize social media posts and categorize them by a topical word or phrase. When you post and want your message to be part of a larger conversation beyond your followers, add a relevant hashtag at the end of your message. This will allow you to reach anyone who searches that same hashtag. Some OPUSD Hashtags: #OPShares, #TeamOPUSD, #OPOpeningDay

- A @tag signifies to someone that you're talking about them, giving them a head's up about something, and/or would like them to respond.
- The use of # and @ tags is not universal across platforms or with different social media management tools. To add even more complexity, they also don't work the same across different devices (e.g., desktop vs. mobile apps).
- Don't hashtag spam—if your tweet doesn't add to that hashtag's topic, discussion, or user base, don't add the hashtag.
- Use more than one hashtag if it applies to more than one topic, but choose wisely. If you want that hashtag's community to value your input, take care to keep that Twitter stream nice, tidy, and free from "visual debris."
- Here are some nuances to keep in mind for some of the most frequently used channels and tools:

 <p>Twitter</p>	<ul style="list-style-type: none"> ● You can use both @ and # tags in original tweets, replies, and comments for retweets. ● A list of accounts will populate when you use the @ tag, and popular hashtags will populate when you use the # tag. When the account or topic you want to use appears, select it from the drop-down list.
 <p>Facebook</p>	<ul style="list-style-type: none"> ● You can @ tag individuals and organizations in both individual updates and page updates, as well as in comments on each. A list of accounts will populate when you use the @ tag. When the account you want to use appears, select it from the drop-down list. ● # tags work in both updates and comments; however, there is no drop-down from which to select a topic. You will have to know the exact hashtags you want to use in advance. ● You can add both @ and # tags when you're creating a scheduled post for a page.
 <p>Instagram</p>	<ul style="list-style-type: none"> ● You can @ tag individuals and organizations in both shares and comments. A list of accounts you follow will populate when you use the @ tag. When the account you want to use appears, select it from the drop-down list. If you don't yet follow an account you want to tag, you will either need to follow it first or look up the precise user name before tagging them. ● # tags work in both shares and comments; however, the drop-down functionality seems to vary by mobile device. If you're using a hashtag for the first time, you may have to look it up in advance to find the right one. Once you have used a hashtag, it should auto-populate for future use.

Which Social Media Should You Use?

Facebook – A Networking Resource

OPUSD and schools have Facebook pages students, staff, and parents can subscribe to. Subscribers can be notified about events and other school information.

Some ideas for school Facebook posts:

- Sharing photos of events
- Using the event calendar for key events
- Sharing news and stories about our school and district
- Sharing other community stories
- Sharing teaching and learning in classrooms

Twitter – A Personalized News Feed

Twitter is a great medium for sharing news about your school and sharing streams related to our school and District mission. One of the big advantages of Twitter is that students, media, and an increasing number of younger parents and staff depend on it. Whether it's for news, entertainment, professional development, connecting, or general information gathering, it's a very popular medium suited for real-time updates.

Some ideas for school Twitter posts:

- Sharing news and stories
- Sharing knowledge for parents and staff
- Targeting staff for professional development
- Emergency information
- Scores and updates
- Connecting with media and thought leaders
- Sharing teaching and learning in classrooms
- Amplifying educator voice

Instagram – A Story In Pictures

Instagram is all about sharing the school's story simply through images. Like Twitter and Facebook, hashtags can be used to group your Instagram content by creating 'content hubs' around targeted content or targeted audiences.

Some ideas for school Instagram posts:

- Photos of athletic teams practicing
- Photos and videos of new teachers and staff
- Video clips of pep rallies
- School cancellations and any emergency notification
- Behind-the-scenes dress rehearsal for a school play
- Upcoming events reminders
- Video greetings from staff members
- Sharing teaching and learning in classrooms

Tips For Great Photos

Photos and images can enhance your communications and capture the attention of your readers.

- Be familiar with student media release permissions.
 - Please check the school's media release opt-out list before posting a student's photo on social media.
 - Helpful Video: Pause Before You Post - View at this link - <https://youtu.be/Zbl5wcnojdI>
- Set the camera resolution to take high-quality photos.
- Take photos outside in natural light when possible; use flash indoors.
- Keep the lens clear of caps, thumbs, straps, and other obstructions.
- Set your white balance.
- Compose shots thoughtfully – get rid of distracting backgrounds and clutter.
- Try interesting angles.
- FOCUS. Poor focusing is one of the most common reasons photos are unusable.








Keeping OPUSD’s brand name in front of the public in an appealing and consistent manner is the cornerstone of our promotional efforts. It is imperative that we convey the OPUSD name clearly, consistently, and prominently. These guidelines have been designed to provide detailed standardized usage guidelines for our graphic brand assets. By following these guidelines, a uniform recognition and awareness of the brand will be created.

Approved District Logos

OPUSD logo is an essential piece of our identity. Please follow the guidelines below for use of the logo. The images below are the approved logos of the OPUSD. This official logo should be used on all district documents and electronic communication, such as stationery, forms, promotional materials, website, etc.

If you want to utilize any of the logo files found within the document below, or are in need of guidance about how to adhere to our brand guidelines, please contact Communications Coordinator, Ragini Aggarwal, raggarwal@opusd.org.











				
<p>Official Oak Park USD logo. Used on letterheads, District websites, business cards.</p>	<p>Permitted logo on presentations, documents.</p>	<p>Permitted logo on presentations, documents.</p>	<p>Logo Shield - Please do not use the shield by itself without the name of the District.</p>	<p>Logo in black or white color. Variation of the official Oak Park USD logo.</p>

Approved District Motto/Tagline

The District motto/tagline is *Educating Compassionate and Creative Global Citizens*

The logo can also be used with the motto/tagline, and in some cases, the shield with the name and motto can be used by itself to represent the district. Our motto/tagline is aspirational and it expresses what we all strive for — A learning environment filled with a climate of care. When displayed in type-written format, it is italicized — *Educating Compassionate and Creative Global Citizens*.

Approved District Colors

COLOR	HEX CODE
	#052d4f
	#1c3664
	#1c3664
	#07467d
	#1f4f83
	#4366a5
	#4583c4
	#4d85be
	#4d93cf
	#719bcd

District Letterhead

Letters on OPUSD letterhead imply an official message from the writer and the District. Because they are official documents, a standard format has been developed for letterhead. The letterhead components incorporate the official District colors. The body of any communications should be printed in black ink and size 12 font whenever possible. Letterhead and other stationery are available only to district employees who are authorized to send official letters on behalf of the District. For a copy of the District letterhead please reach out to Ragini Aggarwal, Communications Coordinator at raggarwal@opusd.org.

District Apparel/Spiritwear

If the approved OPUSD logo is being used on apparel:

- It should be placed on the chest and/or on the sleeve if used on a polo shirt, t-shirt, sweatshirt, etc.
- The logo should be placed on the front if used on a hat



OPUSD’s crisis communication plan is designed to guide staff in communicating with stakeholders, including parents/guardians, staff, students, law enforcement, and media, in emergency and crisis situations. In an emergency, the safety and well-being of students, staff, and volunteers are the first priorities of the schools and the District. Additionally, the provision of factual information is of critical importance. Communications with the stakeholders must be accurate, timely, effective, and consistent.

This protocol provides direction for communication at the site of an incident as well as within the school and through the District in general. It outlines who should provide the necessary and appropriate information, to whom it should be directed, and how it is disseminated.

What Would Necessitate Crisis Communication?

- Emergencies - such as fires, bomb threats, natural disasters, or major crimes.
- Other situations that demand a public response.

Goal

A crisis communication plan establishes guidelines for dealing with a variety of situations and ensures that District, school administrators, and staff are familiar with those procedures and their role in the event of a crisis.

Objectives Of The Plan

- To be the most trusted source.
- To factually assess the situation.
- To confirm the safety of students and staff on campus.
- To inform the Communications Coordinator and Director of Student Support and School Safety.
- To work with the Communications Coordinator to determine whether a communication response is warranted.
- To implement immediate action if a response is warranted:
 - Identify stakeholders that should be informed about the situation.
 - Identify the person handling communication, whether at the site or district level.
 - Clearly communicate facts about the crisis.
 - Minimize rumors and restore order and confidence.

Procedures

Assessment At The School Site

- The individual who encounters potential crisis should immediately contact their principal or the assistant principal/school office manager if the principal is unavailable.
- These individuals will immediately notify the Communications Coordinator and Director of Student Support and School Safety, who will then inform the Superintendent.
- The Superintendent or designee will determine whether to convene a Crisis Communication Team.

Assessment At The District

- The individual who encounters the potential crisis should immediately contact their supervisor.
- The supervisor should inform the Communications Coordinator and Director of Student Support and School Safety, who will then inform the Superintendent.
- The Superintendent or designee will determine whether to convene a Crisis Communication Team.

Assembling A Crisis Communications Team

The composition of the crisis team should include:

- Superintendent of Schools
- Deputy Superintendents
- Director of Student Support and School Safety
- Director in the affected area or department
- Communications Coordinator

Response

The Crisis Communication Team, after assessing the nature and scope of the situation, should develop a plan of action including, as needed, the following:

- **Designate A Spokesperson:** In most cases, the spokesperson should be the person possessing the most direct knowledge of the crisis (for example, the school principal in the event of a school incident). In cases of a significant crisis, the Superintendent or designee shall take the lead in conveying the administration's response to the crisis. The goal of the spokesperson is to show that the District has control of the situation, calm public concern, and communicate actions being taken and the status of the situation.
- **Draft And Distribute A Fact Sheet:** The fact sheet should contain a summary statement of the situation, including all known details to be released to the media and key media talking points. This fact sheet should be analyzed with respect to the public's right to know and concerns for privacy and security in consultation with emergency personnel. The fact sheet should be distributed to all key District officials. The Crisis Communication Team should decide whether or not to make the fact sheet available to the media or simply used by spokespersons as talking points.
- **Notify Key Constituencies:** Determine key constituencies that need to be informed of the crisis. It is important to keep the administration, board of education, staff, and students informed of appropriate details and actions taken by the District during an emergency.
- **Assign Crisis Communications Team Members To Communicate The Facts** (contained in the fact sheet). Among those that may be notified, depending on the situation, are:
 - Board of Education – May be reached via phone or e-mail. Phone lists are maintained through the superintendent's office.
 - Law enforcement agencies via phone.
 - Administration, faculty, and staff – The Office of Communications will provide information to administrators other than those selected to serve on the Crisis Team via e-mail or phone.

- The Communications Coordinator can deliver broadcast e-mail messages to other District employees.
 - Students – Principals can communicate with students through school intercom systems and class teachers.
 - Parents of students – A hotline or a dedicated line can be established by the Communication Coordinator. ParentSquare notifications, Smart Alerts, should be used.
 - The Communications Coordinator will post necessary information on the District Web site and social media.
 - Local community – If the situation has an impact on local residents posting should be made on nextdoor and social media.
 - Media – The Communications Coordinator may prepare news releases for distribution to local media. All media inquiries should be directed to the Communications Coordinator.
 - Other organizations – If the Government entities, associations, unions, or other organizations need to be informed, the appropriate contact person and method should be determined by the Crisis Communications Team.
- **Establish A Crisis Command Center:** Determine whether the magnitude of the crisis merits establishing a Crisis Command Center (for police and District officials) and/or a Media Briefing Center (for larger gatherings of the media for briefings or press conferences).
 - **Alert The Media:** Determine whether a news conference and or news release is an appropriate means of conveying information to faculty, staff, students, the news media, and the community. The Communications Coordinator, in consultation with the Superintendent and Director of Student Support and School Safety, will determine the logistics of the news conference, including when, where, and how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc.
 - **Determine Photography Needs:** Decide the need to assign videographers and photographers to take pictures of the scene. This may prove helpful in responding to media inquiries as well as documenting events. Determine the need to supply video footage from files. Determine whether it is appropriate to allow location shooting by TV and newspaper photographers. Determine when, where and who will accompany the media.
 - **Establish Internal Communications:** Determine an internal communications strategy to be used if the crisis affects District students and/or employees, working closely with the Human Resources Department and the Communications Coordinator.
 - **Provide Means For Handling Incoming Calls:** The main switchboard in the District Office, the main office in an affected school, and any other office that may expect an increase in calls should be notified regarding the key facts of the crisis (fact sheet) and where to refer calls pertaining to the crisis. Determine if additional staffing is required to handle incoming calls.
 - **Determine Meeting Schedule:** Determine a meeting schedule for the Crisis Communications Team for the duration of the crisis.

Ongoing Procedures During Crisis

- Set up information files on the crisis to be maintained by the Communications Coordinator. Material related to the crisis, including clippings, statements, letters, memos, and any other documents, should be forwarded to the Communications Coordinator and filed in chronological order.
- Monitor the situation daily and frequently update staff and appropriate administrators.
- Take notes during the crisis to be reviewed and used to improve future crisis response.
- Follow a regular, established meeting schedule for the Crisis Communications Team.

Crisis Followup

Following any crisis, appropriate action must take place to ensure that members of the District community, and others as necessary, receive needed information and assistance to bring closure to the crisis as well as relief from the effects of the event. Attention should be placed on identifying and implementing measures to improve the action plan used during the crisis.

In the event of a major crisis, a meeting should be scheduled and coordinated by the Superintendent or Communications Coordinator to provide details of the incident and events to all interested members of the District. The timeliness of this meeting is critical, and every effort should be made to see that it occurs immediately at the close of the crisis. Representatives from the District Administration and the affected school or department should attend and be prepared to answer questions and share pertinent information.

The Crisis Communications Team should meet within 7 days following a crisis and review all actions taken as a result of the crisis. Any needed changes or updates to this plan should be noted.

Updates

This plan will be updated at least annually. The District Crisis Communications Team should be assembled periodically to discuss the plan and any updates, including a tabletop exercise. The Director of Student Support and School Safety will serve as team leader and convene these meetings. Results of the meetings and revisions of the plan should be documented.

What Can Parents Do To Help Keep Students Safe?

Every year during annual registration, you should update your student's emergency contact information.

The information below is intended to provide you with safety tips for parents in order to assist us with keeping our students safe. To receive up-to-date information, please follow our social media accounts. Additionally, please visit our district's website to view timely and the most up-to-date information.

- Make sure your student's emergency contact information is up-to-date and comprehensive.
- Make sure the list of adults listed on the emergency contact information to pick up your child is up-to-date and that those adults know to always carry their ID with them.
- Make sure the school has information about any special needs your child may have.
- Check established communication channels regularly: email, phone, social media, website.
- Encourage your students to take drills seriously, to listen carefully, and follow directions.
- During emergencies, families are urged to avoid coming to the school until after notification that it is safe to do so. When regular dismissal times or procedures are altered due to an emergency, schools will have a student sign-out process in place for the safety of all concerned.

Referenced Sources

- [California School Public Relations Association Resources](#)
- [National School Public Relations Association Resources](#)
- [Campus Suite Blog. School Communications tips, trends, and news](#)
- [OPUSD Staff Technology Acceptable Use Policy](#)
- [10 Social Media Statistics You Need to Know in 2021, by Maryam Mohsin](#)
- [BP 1110 Communications with the Public](#)
- [Pause Before you Post - Video](#)

Questions? Please contact Ragini Aggarwal, OPUSD Communications Coordinator, at raggarwal@opusd.org.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.4.b. APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEARS 2022-2023 AND 2023-2024

ACTION

ISSUE: Shall the Board of Education approve the instructional calendar of 2022-2023 and 2023-2024?

BACKGROUND: The District Calendar Committee met on September 28, 2021 and proposed the accompanying calendars for the 2022-2023 and 2023-2024 School Years. The Committee was provided with 4 drafts (A-D) of each year's calendar. Draft A and Draft C were recommended by the Calendar Committee to be moved forward for an advisory vote to the Oak Park Teacher's Association(OPTA) and Oak Park Classified Association(OPCA).

OPTA and OPCA asked their membership to vote on both drafts for each year's calendar. The voting period concluded on October 14th with an overwhelming support of Draft A for both years from OPTA and OPCA.

2022-2023 and 2023-2024	DRAFT A - YES	DRAFT A - NO
OPTA	83.8%	16.2%
OPCA	100%	0%

BOARD POLICY: Pursuant to Board Policy 6111 – School Calendar - For each district school, the Governing Board shall adopt a school calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s).

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 school year calendars.
2. Do not approve 2022-2023 and 2023-2024 school year calendars.
3. Adopt a modified version of the 2022-2023 and 2023-2024 school year calendars.

RECOMMENDATION: Alternative #1.

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve the 2022-2023 and 2023-2024 school year calendars

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	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT - Draft A 9-28-2021

JULY 2022- JUNE 2023 - STUDENT/TEACHER CALENDAR

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	2-6 Winter Break
3	4	5	6	7	8	9	4 - Independence Day	8	9	10	11	12	13	14	9 Sec Prep Day - Secondary students out of school, Elementary in school
10	11	12	13	14	15	16		15	16	17	18	19	20	21	10 First day of Sem 2
17	18	19	20	21	22	23		22	23	24	25	26	27	28	16 - MLK Day - Holiday
24	25	26	27	28	29	30		29	30	31					16 days/Elem, 15 days/Sec
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	4-5 K-12 Opt Buy back				1	2	3	4	
7	8	9	10	11	12	13	8 Teacher Prep Day	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	9 First school day	12	13	14	15	16	17	18	17 - Opt K-12 Buy back day/No School
21	22	23	24	25	26	27		19	20	21	22	23	24	25	20 - Presidents Day
28	29	30	31				17 Days	26	27	28					18 days

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	5	6	7	8	9	10	11	6-10 Spring Conferences (School pick 4 days to hold conferences)
11	12	13	14	15	16	17		12	13	14	15	16	17	18	
18	19	20	21	22	23	24	26 - Rosh Hashanah/School Holiday	19	20	21	22	23	24	25	
25	26	27	28	29	30		20 Days	26	27	28	29	30	31		23 Days

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	5 - Yom Kippur/School Holiday	2	3	4	5	6	7	8	3-7 Spring Break
9	10	11	12	13	14	15	10 Elem Teacher Prep Day/Sec in school	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	24 - Diwali Special Minimum Day	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	25-28, 31 Elem Conference Days	23	24	25	26	27	28	29	15 Days
30	31						19 days Elem/20 days Sec	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 Elem Conference Day		1	2	3	4	5	6	
6	7	8	9	10	11	12	11 - Veterans Day	7	8	9	10	11	12	13	26 Last day of School
13	14	15	16	17	18	19	21-25 - Thanksgiving Break/No School	14	15	16	17	18	19	20	29 - Memorial Day
20	21	22	23	24	25	26	24 - Thanksgiving	21	22	23	24	25	26	27	20 - Days
27	28	29	30				16 Days	28	29	30	31				92 days/Elem, 91 days/Sec

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	23 - End of Sem 1	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	23-30 Winter Break	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	16 Days	18	19	20	21	22	23	24	
25	26	27	28	29	30	31	88 days/Elem, 89 days/Sec	25	26	27	28	29	30		

Denotes School Holiday

Denotes Beginning and End of school

Optional Buy Back Days - Non school days (Before school)

Denotes Teacher Prep Day (During the school year some students in school/some students out of school)

Elementary Conference Days/Minimum Day(Schools can pick the 5 days in fall and the 4 days in Spring)

OAK PARK UNIFIED SCHOOL DISTRICT - Draft C 9-28-2021

JULY 2022- JUNE 2023 - STUDENT/TEACHER CALENDAR

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	2-6 Winter Break
3	4	5	6	7	8	9	4 - Independence Day	8	9	10	11	12	13	14	9 Sec Prep Day - Secondary students out of school, Elementary in school
10	11	12	13	14	15	16		15	16	17	18	19	20	21	10 First day of Sem 2
17	18	19	20	21	22	23		22	23	24	25	26	27	28	16 - MLK Day - Holiday
24	25	26	27	28	29	30		29	30	31					16 days/Elem, 15 days/Sec
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	8 K-12 Opt Buy back				1	2	3	4	
7	8	9	10	11	12	13	9 Teacher Prep Day	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	10 First school day	12	13	14	15	16	17	18	17 - Opt K-12 Buy back day/No School
21	22	23	24	25	26	27		19	20	21	22	23	24	25	20 - Presidents Day
28	29	30	31				16 Days	26	27	28					18 days

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	5	6	7	8	9	10	11	6-10 Spring Conferences (School pick 4 days to hold conferences)
11	12	13	14	15	16	17		12	13	14	15	16	17	18	
18	19	20	21	22	23	24	26 - School Holiday(Rosh Hashanah)	19	20	21	22	23	24	25	20 - Opt K-12 Buy back
25	26	27	28	29	30		20 Days	26	27	28	29	30	31		22 Days

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	5 - School Holiday(Yom Kippur)	2	3	4	5	6	7	8	3-7 Spring Break
9	10	11	12	13	14	15	10 Elem Teacher Prep Day/Sec in school	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	24 - Diwali Special Minimum Day	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	25-28, 31 Elem Conference Days	23	24	25	26	27	28	29	15 Days
30	31						19 days Elem/20 days Sec	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 Elem Conference Day		1	2	3	4	5	6	
6	7	8	9	10	11	12	11 - Veterans Day	7	8	9	10	11	12	13	26 Last day of School
13	14	15	16	17	18	19		14	15	16	17	18	19	20	29 - Memorial Day
20	21	22	23	24	25	26	23-25 -Thanksgiving Holidays	21	22	23	24	25	26	27	20 - Days
27	28	29	30				18 Days	28	29	30	31				91 days/Elem, 90 days/Sec

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	21 - End of Sem 1	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	22-30 Winter Break	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	16 Days	18	19	20	21	22	23	24	
25	26	27	28	29	30	31	89 days/Elem, 90 days/Sec	25	26	27	28	29	30		

Denotes School Holiday

Denotes Beginning and End of school

Optional Buy Back Days - Non school days (Before school)

Denotes Teacher Prep Day (During the school year some students in school/some students out of school)

Elementary Conference Days/Minimum Day (Schools can pick the 5 days in fall and the 4 days in Spring)

OAK PARK UNIFIED SCHOOL DISTRICT - Draft A 9-28-2021

JULY 2023- JUNE 2024 - STUDENT/TEACHER CALENDAR

JULY 2023

JANUARY 2024

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1			1	2	3	4	5	6	1-5 Winter Break
2	3	4	5	6	7	8	4 - Independence Day	7	8	9	10	11	12	13	8 Sec Prep Day - Secondary students out of school, Elementary in school
9	10	11	12	13	14	15		14	15	16	17	18	19	20	9 First day of Sem 2
16	17	18	19	20	21	22		21	22	23	24	25	26	27	15 - MLK Day/No School
23	24	25	26	27	28	29		28	29	30	31				17 days/Elem, 16 days/Sec
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	3, 4 K-12 Opt Buy back					1	2	3	
6	7	8	9	10	11	12	7 Teacher Prep Day	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	8 First school day	11	12	13	14	15	16	17	
20	21	22	23	24	25	26		18	19	20	21	22	23	24	19 - Presidents Day/No School
27	28	29	30	31			18 Days	25	26	27	28	29			20 days

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/No School	3	4	5	6	7	8	9	4-8 Spring Conferences
10	11	12	13	14	15	16	15 - Rosh Hashanah/No School	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	25 - Yom Kippur/No School	24	25	26	27	28	29	30	25-29 Spring Break
							18 Days	31							16 Days

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	9 Elem Teacher Prep Day/Sec in school	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	23-27, 30 Elem Conference Days	21	22	23	24	25	26	27	22 - Opt K-12 Buy back day/No School
29	30	31					21 days Elem/22 days Sec	28	29	30					21 Days

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/No School	5	6	7	8	9	10	11	24 Last day of School
12	13	14	15	16	17	18	20-23 Thanksgiving Break/No School	12	13	14	15	16	17	18	27 - Memorial Day
19	20	21	22	23	24	25	24 -Thanksgiving/No School	19	20	21	22	23	24	25	18 - Days
26	27	28	29	30			16 Days	26	27	28	29	30	31		92 days/Elem, 91 days/Sec

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	21 - End of Sem 1	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	22, 25-29 Winter Break	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	15 Days	23	24	25	26	27	28	29	
31							88 days/Elem, 89 days/Sec	30							

Denotes School Holiday

Denotes Beginning and End of school

Optional Buy Back Days - Non school days (Before school)

Denotes Teacher Prep Day (During the school year some students in school/some students out of school)

Elementary Conference Days (Schools can pick the 5 days in fall and the 4 days in Spring)

OAK PARK UNIFIED SCHOOL DISTRICT - Draft C 9-28-2021

JULY 2023- JUNE 2024 - STUDENT/TEACHER CALENDAR

JULY 2023

JANUARY 2024

S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1			1	2	3	4	5	6	1-5 Winter Break
2	3	4	5	6	7	8	4 - Independence Day	7	8	9	10	11	12	13	8 Sec Prep Day - Secondary students out of school, Elementary in school
9	10	11	12	13	14	15		14	15	16	17	18	19	20	9 First day of Sem 2
16	17	18	19	20	21	22		21	22	23	24	25	26	27	15 - MLK Day/No School
23	24	25	26	27	28	29		28	29	30	31				17 days/Elem, 16 days/Sec
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	7 K-12 Opt Buy back					1	2	3	
6	7	8	9	10	11	12	8 Teacher Prep Day	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	9 First school day	11	12	13	14	15	16	17	16 - Opt K-12 Buy back day/No School
20	21	22	23	24	25	26		18	19	20	21	22	23	24	19 - Presidents Day/No School
27	28	29	30	31			17 Days	25	26	27	28	29			19 days

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/No School	3	4	5	6	7	8	9	4-8 Spring Conferences
10	11	12	13	14	15	16	15 - Rosh Hashanah/No School	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	25 - Yom Kippur/No School	24	25	26	27	28	29	30	29 - Good Friday/No School
							18 Days	31							20 Days

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	1-5 Spring Break
8	9	10	11	12	13	14	9 Elem Teacher Prep Day/Sec in school	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	23-27, 30 Elem Conference Days	21	22	23	24	25	26	27	
29	30	31					21 days Elem/22 days Sec	28	29	30					17 Days

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/No School	5	6	7	8	9	10	11	24 Last day of School
12	13	14	15	16	17	18	22-23 Thanksgiving Break/No School	12	13	14	15	16	17	18	27 - Memorial Day
19	20	21	22	23	24	25	24 -Thanksgiving/No School	19	20	21	22	23	24	25	18 - Days
26	27	28	29	30			18 Days	26	27	28	29	30	31		91 days/Elem, 90 days/Sec

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	21 - End of Sem 1	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	22 - Opt K-12 Buy back day/No School	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	25-29 Winter Break	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	15 Days	23	24	25	26	27	28	29	
31							89 days/Elem, 90 days/Sec	30							

Denotes School Holiday

Denotes Beginning and End of school

Optional Buy Back Days - Non school days (Before school)

Denotes Teacher Prep Day (During the school year some students in school/some students out of school)

Elementary Conference Days (Schools can pick the 5 days in fall and the 4 days in Spring)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.4.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

ACTION

ISSUE: Shall the Board approve the Memorandum of Understanding(MOU) between Oak Park Unified School District(OPUSD) and the Oak Park Classified Association (OPCA) regarding increasing hours of Special Education Instructional Assistants II's?

BACKGROUND: The district has not been able to fully staff the Special Education Instructional Assistants II's (IA II's) throughout this year. We currently have Special Education IA II's who are working less than full-time and may be available to work additional hours to help support the needs of special education students. The Special Education department has not been able to fully staff the IA II positions. Staff is recommending that the Board approve the MOU which would allow the administration to offer additional hours to IA II's who choose to work additional hours. A copy of the MOU is included for the Board's review.

FISCAL IMPACT: There is no direct fiscal impact to the General Fund resulting from this MOU, as these positions being filled by the additional hours are positions that were included in the budget, but are currently vacant.

BOARD POLICY: Pursuant to Board Policy 4200 – Classified Employees - Classified employees shall be required to perform duties prescribed by the Board for the position the employee holds, in accordance with applicable job descriptions and collective bargaining agreements.

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

ALTERNATIVES: 1. Approve the MOU)between OPUSD and the OPCA regarding increasing hours of Special Education IA II's.
2. Do not approve the MOU between OPUSD and the OPCA

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, OCTOBER 19, 2021

Approve the MOU between OPUSD and the OPCA regarding increasing hours of Special Education IA II's

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 Classified Association
October 8, 2021**

This Memorandum of Understanding ("MOU") between the Oak Park Unified School District ("District") and the Oak Park Classified Association ("OPCA") (referred to collectively as "the Parties") on August 13, 2021, regarding increasing hours of Special Education Instructional Assistants for the 2021-2022 school year.

WHEREAS, the Parties recognize there is a shortage of classified employees and special education instructional assistants and an increased need for students to be provided special education services;

WHEREAS, the District has not been able to fully staff the Special Education Instructional Assistant positions; and

WHEREAS, there are current Special Education Instructional Assistants are working less than full-time and may be available to work additional hours to help support the needs of special education students.

IT IS, THEREFORE, NOW AGREED BY AND BETWEEN THE PARTIES THAT:

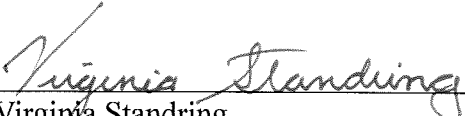
1. Part-time Special Education Instructional Assistants II's, at the District or site administrator's discretion, may be offered the option to work additional hours up to 33 hours per week. Any additional hours shall not conflict with the unit member's current scheduled working hours. Compensation for the additional hours shall be at the unit member's current and entitled hourly rate of pay.
2. The duty day for the Special Education Instructional Assistants, who agree to the additional hours, will change which may result in a different starting and/or ending time from their current schedule. The schedule for the Special Education Instructional Assistant will be established by the site principal or designee.
3. The Special Education Instructional Assistant's additional hours worked per this MOU will cease at the District's sole discretion, with two (2) weeks notice, or, at the latest, at the conclusion of this MOU, and will not become a permanent part of the unit member's position or duty day.
4. Any additional hours unit members work as a result of this MOU will not count towards the unit member's eligibility for receipt of health benefits and the unit member's average hours worked per day. (Article 12.1.1)

6. The Parties agree that this MOU satisfies the 60 days' notice of layoff of the additional hours required per Education Code 45117. Other than providing two (2) weeks notice if hours are reduced prior to the conclusion of the 2021-2022 school year, no additional action is necessary for the District to be permitted to reduce the Special Education Instructional Assistant's additional hours, added per this MOU for 2021-2022 school year, back to their current, and pre MOU, 2021-2022 duty hours level.


7. This MOU shall sunset no later than June 30, 2022.

8. The provisions of this MOU shall not be modified and/or changed unless both parties mutually agree.

This MOU shall not be precedent-setting nor form any basis for a past practice.



Virginia Standing
President, Oak Park Classified Association



Date

Dr. Jeff Davis
Superintendent, Oak Park Unified School District

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.5.a. APPROVE AMENDMENT TO BOARD POLICY 1313 CIVILITY

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 1313 – Civility?

BACKGROUND: Board Policy 1313 updated to addresses the importance of civility to the effective operation of the district, including its role in creating a positive school climate and enabling a focus on student well-being, learning, and achievement. Policy includes First Amendment free speech considerations, behavior that constitutes civil behavior, practices that promote civil behavior, and authorization to educate or provide information to students, staff, parents/guardians, and community members to assist in the recognition, development, and demonstration of civil behavior. Policy also includes material regarding behavior that is disruptive, hinders the orderly conduct of district operations or programs, or creates an unsafe learning or working environment, as well as the prohibition of, and consequences for, behavior which is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence. Board Policy 1313 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy 1313 – Civility as first and final reading.
2. Approve amendment to Board Policy 1313 – Civility as first reading.
3. Do not approve amendment to Board Policy 1313 – Civility.

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 1000

Community Relations

BP 1313(a)

Civility Policy

The Governing Board recognizes the impact that civility has on the effective operation of the district, including its role in creating a safe and positive school climate and enabling a focus on student well-being, learning, and achievement. The Board believes that each person should be treated with dignity and respect in their interactions within the school community.

The Board understands that the First Amendment provides strong protection for speech. However, the Board expects that all speech and expression will comport with norms of civil behavior on district grounds, in district facilities, during district activities or events, and in the use of district electronic/digital systems and platforms.

Civil behavior is polite, courteous, and reasonable behavior which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication.

The Board and district staff shall model civil behavior as an example of behavior that is expected throughout the district. Practices that promote civil behavior include actively listening, giving full attention to the speaker, and refraining from interruptions; welcoming and encouraging participation, input, and feedback through stakeholder engagement; promptly responding to concerns; and embracing varying and diverse viewpoints. Such practices may be incorporated into governance standards adopted by the Board or Superintendent and/or professional standards or codes of conduct for employees as specified in district policies and regulations.

Students, staff, parents/guardians, and community members should be educated in the recognition, development, and demonstration of civil behavior. The Superintendent or designee may incorporate related concepts in the curriculum, provide staff development activities, and/or communicate this policy to the school community.

Students, staff, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment. The Superintendent or designee may respond to disruptive, violent, or threatening behavior in accordance with law and as specified in BP/AR 3515.2 - Disruptions.

Behavior by students or staff that is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence, or behavior that is in any other way unlawful, is prohibited and is subject to discipline in accordance with law and as specified in district policy and regulations.

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 1000

Community Relations

BP 1313(b)

~~Members of the Oak Park Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.~~

~~This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the Oak Park Unified School District encourages positive communication and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.~~

~~Disruptions~~

~~Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; harasses staff with frequent and abusive e-mails; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Superintendent, principal or designee.~~

~~If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.~~

~~When an individual is directed to leave under the above circumstances, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Californian Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal or designee may notify law enforcement officials.~~

~~(cf. 5131.4 Campus Disturbance)~~

~~(cf. 9323 Meeting Conduct)~~

Safety And Security

~~When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.~~

~~An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.~~

Documentation

~~When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.~~

~~Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the attached form.~~

Legal Reference:

EDUCATION CODE

32210 Disturbing School

44014 Assault on personnel

44810 Person on school grounds

44811 Insult and abuses

PENAL CODE

243.5 Arrest on school grounds

413.5 Fighting on school grounds

626.8 Entry of school by person not on lawful business

627.7 Refusal to leave school grounds

Adopted: 9-19-06

Amended: 10-19-2021

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.5.b. APPROVE AMENDMENT TO BOARD POLICY 3452 STUDENT ACTIVITY FUNDS

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 3452 Student Activity Funds?

BACKGROUND: Board Policy 3452 updated to clarify that the policy does not apply to school-connected organizations that are not composed entirely of students or subject to the board's control and regulation. Section on "Fundraising" adds a reference to policy that addresses online fundraising, and addresses fundraising events that involve the sale of foods and/or beverages. Section on "Management and Reporting of Funds" updated to reflect Governmental Accounting Standards Board (GASB) Statement 84, which provides that, if the district has administrative or direct financial involvement with the student organization's assets, as defined, the student activity fund may be considered a governmental fund subject to specific accounting and financial reporting requirements. Board Policy 3452 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy 3452 Student Activity Funds as first and final reading.
 2. Approve amendment to Board Policy 3452 Student Activity Funds as first reading.
 3. Do not approve amendment to Board Policy 3452 Student Activity Funds.

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 3000

Business and Non-Instructional Operations

BP 3452(a)

Student Activity Funds

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities ~~beyond those provided by the district and can also help~~ while helping students learn about effective financial practices— and develop leadership and management skills. To that end, the Board may approve the formation of associated student body organizations which are composed entirely of students, operate under the oversight of the principal or other district-employed advisor, and are subject to the control and regulation of the Board. Student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

~~(cf. 3260—Fees and Charges)~~

~~(cf. 5000—Concepts and Roles)~~

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

~~(cf. 6145.5—Student Organizations and Equal Access)~~

Fund-Raising Events

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the ~~fund-raising~~ fundraising events that each student organization proposes to hold that year. ~~In the case that an event is scheduled during the year, approval must be sought prior to its occurrence from the Superintendent or designee in a timely manner.~~ The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and ~~are~~ do not ~~in~~-conflict with or detract from the school's educational program. - When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

Fundraising events that involve the sale of food and/or beverages shall comply with applicable state and/or federal nutrition standards and BP/AR 3554 - Other Food Sales. If the fundraising event involves the sale of noncompliant food and/or beverages, it shall not take place from midnight until at least one-half hour after the end of the school day, or not be conducted on school premises.

~~(cf. 1321—Solicitation of Funds from and by Students)~~

~~(cf. 3530—Risk Management/Insurance)~~

~~(cf. 3554—Other Food Sales)~~

~~(cf. 5030—Student Wellness)~~

~~(cf. 5142—Safety)~~

~~(cf. 5143—Insurance)~~

Management and Reporting of Funds

Student body funds shall be managed in accordance with law, regulations, Board policies, and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the ~~safety~~ security of funds.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3452(b)

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of ~~fund-raising~~ fundraising ventures, provide reliable financial information, ~~protect employees and volunteers from accusations of impropriety~~, and reduce the risk ~~and promote the detection~~ of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

(cf. 3400—Management of District Assets/Accounts)

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall ~~monitor the budget and~~ periodically review the organization's ~~general~~ use of funds to ensure compliance with the district's internal control procedures.

Funds derived from the student body shall be ~~disbursed~~ expended according to procedures established by the student organization. All ~~disbursements~~ expenditures must be approved by a Board-designated ~~employee or~~ official, the certificated employee who is the designated student organization advisor, and a student organization representative. (Education Code 48933)

When student body funds are expended for equipment, supplies, or activities that support the district's athletic program, the Superintendent or designee shall ensure that the expenditures are aligned with the district's commitment to provide equitable opportunities for males and females.

Because of the district's administrative and/or direct financial involvement in the assets of the student organization, the student activity fund shall be reported within the district's fund in accordance with Governmental Accounting Standards Board Statement 84.

The Board shall provide an annual audit of student organization accounts by a certified public accountant or licensed public accountant. ~~Auditing~~ cost shall be paid from district funds. The cost of the audit shall be paid from district funds. (Education Code 41020)

(cf. 3460—Financial Reports and Accountability)

Legal Reference:

~~EDUCATION CODE~~

~~35182.5 Non-nutritious foods and beverages, vending machines~~

~~35564 Funds, obligation of the student body~~

~~41020 Requirement for annual audit~~

~~48930-48938 Student body organization~~

~~49431 Sale of food and beverages, elementary school~~

~~49431.5 Sale of food and beverages, middle and high schools~~

~~51520 School premise, prohibited solicitations~~

~~51521 Fund-raising projects~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3452c)

CODE OF REGULATIONS, TITLE 5

15500 Food sales, elementary schools

15501 Food sales, middle and junior high schools

COURT DECISIONS

Prince v. Jacoby, (2002) 303 F.3d 1074

Management Resources:

FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM PUBLICATIONS

Associated Study Body Accounting Manual & Desk Reference, 2005

WEB SITES

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

Fiscal Crisis Management & Assistance Team: <http://www.femat.org>

Adopted: 9-17-02

Amended: 1-20-04, 4-15-08, 10-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3511.1 INTEGRATED WASTE MANAGEMENT

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy Administrative Regulation 3511.1 Integrated Waste Management?

BACKGROUND: Board Policy 3511.1 updated to reflect current legal requirements for recycling waste which are based on specified thresholds of waste generation and are detailed in the accompanying administrative regulation, add district goal to develop strategies for recycling organic waste, and more directly link waste management to education goals. Regulation updated to add new section on "Recycling" which contains (1) material formerly in item #2 above, (2) new material reflecting a determination by the California Department of Resources Recycling and Recovery (CalRecycle) regarding the level of statewide disposal of organic waste which triggered a requirement for any facility generating two or more cubic yards of solid waste per week to meet specific requirements pertaining to the recycling of organic waste, and (3) new material reflecting legal requirements to provide recycling bins or containers in a facility that generates four or more cubic yards of solid waste or two or more cubic yards of organic waste per week. Board Policy 3511.1 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy and Administrative Regulation 3511.1 Integrated Waste Management as first and final reading.
 2. Approve amendment to Board Policy and Administrative Regulation 3511.1 Integrated Waste Management as first reading.
 3. Do not approve amendment to Board Policy and Administrative Regulation 3511.1 Integrated Waste Management.

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 3000

Business and Non-Instructional Operations

BP 3511.1(a)

Integrated Waste Management

The Governing Board believes that the conservation of water, energy and other natural resources, ~~as well as~~ the protection of the environment, ~~and the implementation of an effective diversion program~~ are connected to the district's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop ~~and implement a cost-effective, an~~ integrated waste management program ~~to reduce waste, conserve natural resources and protect the environment.~~ That incorporates the principles of green school operations.

~~(cf. 3511—Energy and Water Conservation)~~

~~(cf. 3514—Environmental Safety)~~

~~(cf. 3514.2—Integrated Pest Management)~~

~~The program shall include specific strategies designed to help the district reduce waste generation and improve efficiency in using natural resources in all areas of its operations.~~ The district's integrated waste management program shall include strategies designed to promote waste management practices of source reduction, recycling, and composting to help the district reduce and recycle solid and organic waste, properly dispose of potentially hazardous materials, improve efficiency in the use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

The Superintendent or designee may collaborate with city, county and state agencies ~~and other public or private agencies~~ in developing and implementing the district's integrated waste management program.

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

~~(cf. 7131—Relations With Local Agencies)~~

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program, including applying for available grants or other cost-reducing incentives.

The Superintendent or designee ~~may~~shall provide appropriate training opportunities to students and staff regarding the benefits and methods of conserving natural resources and ~~the manner in which integrated waste management strategies impact such efforts, protecting the environment.~~

The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3511.1(b)

~~(cf. 4131—Staff Development)~~
~~(cf. 4231—Staff Development)~~
~~(cf. 4331—Staff Development)~~
~~(cf. 6142.5—Environmental Education)~~
~~(cf. 6142.93—Science Instruction)~~

Legal Reference:

~~EDUCATION CODE~~

~~32370-32376 Recycling paper~~

~~33541 Environmental education~~

~~51226.4 Environmental ambassador pilot program~~

~~PUBLIC RESOURCES CODE~~

~~25410-25421 Energy conservation assistance~~

~~40050-40063 Integrated waste management act~~

~~41780 Waste diversion~~

~~42620-42622 Source reduction and recycling programs~~

~~42630-42647 Schools site source reduction and recycling~~

Management Resources:

~~CIWMB PUBLICATIONS~~

~~A District wide Approach to Recycling—A Guide for School Districts, Pub. # 500-94-009~~

~~Seeing Green through Waste Prevention—A Guide for School Districts, Pub. # 500-94-010~~

~~Going Beyond Recycling, Buying Recycled—A Guide for School Districts, Pub. # 322-95-001~~

~~Reusable School News~~

~~WEB SITES~~

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

~~California Integrated Waste Management Board: <http://www.ciwmb.ca.gov>~~

~~California Division of State Architect: <http://www.dsa.ca.gov>~~

~~California Energy Commission: <http://www.energy.ca.gov>~~

~~California Environmental Protection Agency: <http://www.calepa.ca.gov>~~

~~U.S. EPA: <http://www.epa.gov>~~

Adopted: 12-8-98

Amended: 9-17-02, 1-20-04, 10-19-21

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Non-Instructional Operations

AR 3511.1(a)

Integrated Waste Management

For all applicable areas of district operations, the Superintendent or designee shall design an integrated waste management program that minimizes the generation of waste, encourages the recovery and diversion of reusable materials from the waste stream, improves efficiency in the utilization of natural and material resources, and protects the environment. The program shall implement measures and/or practices to:

1. Reduce the consumption of disposable materials, increase the composting of organic materials, and fully utilize all materials prior to disposal
2. Recycle materials such as paper, glass, plastic, and aluminum
3. Prefer recycled, biodegradable, and other environmentally preferable products when procuring materials for use in district schools and buildings or contracting for the construction or modernization of any district building
4. Work with city, county, or other government agencies to locate markets for the district's reusable and recyclable materials
5. Minimize the use of nonbiodegradable materials and work with vendors and contractors to use packaging and delivery materials that generate less waste

Recycling

Any school site or district facility which generates four or more cubic yards of solid waste per week shall take at least one of the following actions: (Public Resources Code 42649.1, 42649.2)

1. Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that includes collection, self-hauling, or other arrangements for the pickup of the recyclable materials
2. Subscribe to a recycling service which may include mixed waste processing that yields diversion results comparable to source separation

Any school site or district facility which generates two or more cubic yards per week of solid waste, recyclables, and organics shall arrange for recycling services specifically for organic waste, including food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste. Such facilities shall take at least one of the following actions: (Public Resources Code 42649.8, 42649.81-42649.82, 42649.84)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Non-Instructional Operations

AR 3511.1(b)

1. Source separate organic waste from other waste and subscribe to a basic level of organic waste recycling service that includes collection and recycling of organic waste
2. Recycle organic waste onsite or self-haul organic waste for recycling
3. Subscribe to an organic waste recycling service that may include mixed waste processing that specifically recycles organic waste
4. Make other arrangements to sell or donate recyclable organic waste materials

Any school site or district facility that meets the above thresholds for solid or organic waste shall place a recycling bin or container for solid or organic waste, as applicable, in areas where food or other materials are purchased at the facility for immediate consumption. The recycling bin or container shall be: (Public Resources Code 42649.2, 42649.81)

1. Adjacent to each bin or container for nonrecyclable trash, except in restrooms
2. Visible and easily accessible
3. Clearly marked with educational signage indicating appropriate items to be placed in the recycling bin or container in accordance with state law and the local jurisdiction's waste ordinances and practices

~~Waste Reduction, Recycling and Buy-Recycled Programs~~

~~In 1989, Assembly Bill 939 was passed by the State Legislature and requires that every city and county in the State of California recycles 50% of their respective solid waste by year 2000.~~

~~In December 1997, the County Board of Supervisors passed Ordinance 4155 which requires that all businesses and organizations in the unincorporated areas of the County separate from their refuse certain designated recyclables for recycling as listed on the County Public Works Agency Director's List of Commercial Recyclables.~~

~~The Board is committed to reducing the District's impact on the local environment and in preserving natural resources.~~

- ~~1. All District facilities/buildings shall implement waste reduction and recycling programs in order to achieve a minimum 50% diversion rate of the District's total waste generation.~~
- ~~2. District facilities shall purchase products that a) are designed to last long and are durable (e.g., have long warranties and available repair services), b) are repairable and have interchangeable part so that they are easy to report, c) can be easily reused or recycled, d)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Non-Instructional Operations

AR 3511.1(c)

~~are made from recycled materials, e) do not contain toxic materials, and f) have minimal packaging, if any.~~

~~2. In accordance with the authority granted to the District under California law, preferential awards may be granted to other than the lowest bidder for these products bid which have utilized recycled materials. The District reserves the right to make such awards whenever economically feasible to do so.~~

~~3.1. Any cost savings realized from the comprehensive waste reduction, recycling programs will be used to offset any costs associated with the maintenance and implementation of the District's waste reduction, recycling and buy recycled programs.~~

Waste Reduction Program

~~1. Facility waste reduction programs may include, but are not limited to, promoting zero waste lunches, procurement of products and supplies that are reusable and minimize the use of packaging materials, purchasing recharged laser and ink jet cartridges, buying in bulk, duplexing (copying on both sides), backyard composting and/or worm composting.~~

Recycling Program

~~1. Recycling programs shall include the separation from refuse of materials included on the County Public Works Director's List of Commercial Recyclables.~~

~~2. District facilities may utilize drop-off and buy-back centers, independent recycling brokers, or the recycling services of a County authorized contract collector.~~

~~3. Each school principal within the District shall be designated as the School Recycling Coordinator and will plan, promote, and implement each school's recycling program.~~

~~4. Each school will encourage student participation in waste reduction and recycling through appropriate activities and instructional programs.~~

~~5. Representatives from each school will coordinate with the Oak Park Environmental Action Committee on a monthly basis to network, exchange information, and to better coordinate the district-wide program.~~

~~—The Superintendent's office will track the contracted hauler's monthly refuse recycling statements and provide feedback to each principal and the Oak Park Environmental Action Committee on the success of their individual programs~~

Buy Recycled Program

~~1. Recycled products shall include materials, goods, and supplies made with no less than 50% of the total weight of which consists of secondary and post-consumer waste with no less than 20% of its total weight consisting of post-consumer waste.~~

~~2. Durable, reusable, repairable, non-toxic, and recycled products may include, but are not limited to, office paper, writing paper, tissue and toilet paper, office supplies, laser and ink jet cartridges, playground equipment, cleaning supplies, food service supplies, and copy machines that can duplex (copy on both sides of a page).~~

Adopted: 12-8-98

Amended: 10-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.5.d. APPROVE AMENDMENT TO BOARD POLICY 3600 CONSULTANTS

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 3600 Consultants?

BACKGROUND: Board Policy 3600 updated to reflect NEW LAW (AB 2257, 2020) which recodifies the three-part test established in Dynamex Operations West, Inc. v. Superior Court of Los Angeles to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor, and NEW LAWS (AB 2257 and AB 323, 2020) which establish exceptions to the use of the three-part test. Requirement to afford equal opportunity for contracts revised to add ethnicity and reflect NEW LAW (AB 3364, 2020) which changes the term "military and veteran status" to "veteran or military status." Board Policy 3600 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy 3600 Consultants as first and final reading.
 2. Approve amendment to Board Policy 3600 Consultants as first reading.
 3. Do not approve amendment to Board Policy 3600 Consultants.

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 3000

Business and Non-Instructional Operations

BP 3600(a)

Consultants

The Governing Board authorizes the use of consultants and other independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience, or knowledge. Individuals, firms, or organizations employed as ~~consultants~~ independent contractors may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional, or other matters.

As part of the contract process, the Superintendent or designee shall determine, ~~in accordance with Internal Revenue Service guidelines,~~ that the ~~consultant~~ individual, firm, or organization is properly classified as an independent contractor. ~~District employees who perform extra-duty consultant services shall not be retained as independent contractors. They~~

A person providing labor or services shall be considered ~~employees for all purposes, even if an~~ employee rather than an independent contractor unless the ~~additional services are not-~~ related district is able to ~~their regular duties.~~ demonstrate that all of the following conditions have been met: (Labor Code 2775)

1. The person is free from the control and direction of the district in connection with the performance of the work.
2. The person is performing work that is outside the usual course of the district providing educational services.
3. The person is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.

The determination of whether an individual acting as a sole proprietor or a firm or other business organization is an independent contractor shall be made in accordance with Labor Code 2775-2785, as applicable.

~~(cf. 4117.12/4317.12 - Retirement Consultancy Contracts)~~

All consultant contracts shall be brought to the Board for approval.

~~(cf. 3312 - Contracts)~~

~~The district shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the district's control.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3600(b)

All qualified ~~firms or resource persons~~ independent contractors shall be accorded equal opportunity for ~~consultant~~ contracts regardless of actual or perceived race, ~~creed~~, ethnicity, color, ~~gender~~, national ~~or ethnic~~ origin, ancestry, age ~~or~~, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 220; Government Code 12940)

~~(cf. 3311—Bids)~~

~~(cf. 3551—Food Service Operations/Cafeteria Fund)~~

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

Independent contractors ~~applying for a consultant contract~~ shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend approval of the ~~consultant's employment~~ contract.

Any consultant hired by the district who is subject to the filing requirements in the district's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

~~(cf. 9270—Conflict of Interest)~~

When employees of a public university, county office of education, or other public agency serve as ~~consultant~~ consultants or ~~resource persons~~ independent contractors in other capacities for the district, they shall certify as part of the ~~consultant~~ agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for ~~this~~ the district.

The Board prohibits the harassment of an independent contractor by any district employee or by any other person with whom the independent contractor comes in contact during the course of employment with the district. Additionally, the Board prohibits the harassment of a district employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable district complaint procedures. (Government Code 12940)

Legal Reference:

EDUCATION CODE

~~10400-10407—Cooperative improvement programs~~

~~35010—Control of districts; prescription and enforcement of rules~~

~~35172(a)—Promotional activities~~

~~35204—Contract with attorney~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3600(c)

~~17596 Limit on continuing contracts~~

~~44925 Part time readers employed as independent contractors~~

~~45103 Classified service in districts not incorporating the merit system~~

~~45103.5 Contracts for food service consulting services~~

~~45134-45135 Employment of retired classified employee~~

~~45256 Merit system districts; classified service; positions established for professional experts on a temporary basis~~

~~GOVERNMENT CODE~~

~~53060 Contract for special services and advice~~

~~Management Resources:~~

~~INTERNAL REVENUE SERVICE PUBLICATIONS~~

~~15 A—Employer's Supplemental Tax Guide~~

Adopted: 9-17-02

Amended: 2-17-04, 10-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD POLICY 7210 FACILITIES FINANCING

ACTION

ISSUE: Should the Board of Education approve amendment to Board Policy 7210 Facilities Financing?

BACKGROUND: Board Policy 7200 updated to add state facilities funding from the Leroy F. Greene School Facilities Act as a method of funding facilities and to reflect NEW LAW (SB 820, 2020) which requires filing the audit of completed facilities projects with the California State Controller. Policy also adds the requirement to comply with law and board policy regarding debt issuance and management. Board Policy 7210 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy 7210 Facilities Financing as first and final reading.
 2. Approve amendment to Board Policy 7210 Facilities Financing as first reading.
 3. Do not approve amendment to Board Policy 7210 Facilities Financing.

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 7000

Facilities

BP 7210(a)

Facilities Financing

~~When it is determined that school facilities must be built or expanded to accommodate a increased or projected increased enrollment, the Governing Board shall consider appropriate methods of financing for the purchase of school sites and the construction of buildings. In addition, financing may be needed.~~ The Governing Board recognizes its responsibility to identify the most cost-efficient and effective method of financing when purchasing or modifying district facilities. Financing may be necessary when it is determined that school facilities must be built or expanded to accommodate an increased or projected increased enrollment or when safety considerations and educational program improvements require the replacement, reconstruction or modernization of existing facilities.

The Superintendent or designee shall research funding alternatives and recommend to the Board the method of funding that ~~will~~ best serve district needs as identified in the district's master plan for school facilities.

Funding alternatives may include, but are not be limited to:

1. Levying developer fees pursuant to Education Code 17620 and Government Code 65995-65998
2. Forming a community facilities district pursuant to Government Code 53311-53368.3, the Mello-Roos Community Facilities Act
3. Forming a school facilities improvement district pursuant to Education Code 15300-15425
4. Issuing voter-approved general obligation bonds
5. Imposing a parcel tax pursuant to Government Code 50079
6. Using lease revenues for capital outlay purposes from surplus school property
7. Applying for state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30)

The district shall provide reports, maintain records, and provide for audits of the expenditure of state facilities funds as required by law and AR 3460 - Financial Reports and Accountability. (Education Code 41024)

As applicable, the district shall comply with BP 3470 - Debt Issuance and Management.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7210(b)

~~(cf. 7110—Facilities Master Plan)~~

Mitigation and Financing Agreements

~~Construction of new residential housing has an impact on school facilities and operations. The Board agrees that those who create impacts upon public agencies throughout the development of previously vacant land have an obligation to mitigate those impacts. The purchase of school sites and the construction of buildings may be financed by any legally provided means which the district is qualified to employ.~~

~~To mitigate the impact of residential development with the Oak Park Unified School District, the district will seek an agreement with developers that will include provisions such as donations of school sites, financial contributions, and the payment of developer fees as residences are built.~~

~~The Superintendent is directed to send copies of this Policy to the Ventura County Planning Department and the Ventura County Board of Supervisors for distribution to any developers affected by this Policy. Furniture and equipment needed for a new school shall be purchased utilizing any available state funds, school bond funds and from developer contributions.~~

Legal Reference:

EDUCATION CODE

~~15100-17059.2 School bonds, especially:~~

~~15122.5 Ballot statement~~

~~15300-15425 School facilities improvement districts~~

~~17000-17059.2 State School Building Lease-Purchase Law of 1976~~

~~17060-17066 Joint venture school facilities construction projects~~

~~17070.10-17076.10 Leroy F. Greene School Facilities Act of 1998~~

~~17085-17095 State Relocatable Classroom Law of 1979~~

~~17582 District deferred maintenance fund~~

~~17620-17626 Levies against development projects by school districts~~

~~17621 Procedures for levying fees~~

GOVERNMENT CODE

~~6061 One time notice~~

~~6066 Two weeks' notice~~

~~50075-50077 Voter approved special taxes~~

~~50079 School districts; qualified special taxes~~

~~53175-53187 Integrated Financing District Act~~

~~53311-53368.3 Mello-Roos Community Facilities Act of 1982~~

~~53753 Assessment notice and hearing requirements~~

~~53753.5 Exemptions~~

~~54954.1 Mailed notice to property owners~~

~~54954.6 New or increased tax or assessment; public meetings and hearings; notice~~

~~65864-65867 Development agreements~~

~~65970-65980.1 School facilities development project~~

~~65995-65998 Payment of fees against a development project~~

~~66000-66008 Fees for development projects~~

~~66016-66018.5 Development project fees~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 7000

Facilities

BP 7210(c)

~~66020-66025 Protests and audits~~

~~HEALTH AND SAFETY CODE~~

~~33445.5 Overcrowding of schools resulting from redevelopment~~

~~33446 School construction by redevelopment agency~~

~~CALIFORNIA CONSTITUTION~~

~~Article 13D, Sections 1-6 Assessment and property related fee reform~~

~~UNCODIFIED STATUTES~~

~~17696-17696.98 Greene-Hughes School Building Lease-Purchase Bond Law of 1986~~

~~CODE OF REGULATIONS, TITLE 2~~

~~1859-1859.106 School facility program~~

~~COURT DECISIONS~~

~~Loyola Marymount University v. Los Angeles Unified School District (1996) 45 Cal.App.4th 1256~~

~~Ehrlich v. City of Culver City (1996) 12 Cal.4th 854~~

~~Dolan v. City of Tigard (1994) 114 S.Ct. 2309~~

~~Canyon North Co. v. Conejo Valley Unified School District (1993) 19 Cal.App.4th 243, 23 Cal.Rptr.2d 495~~

~~Garlic Development Co. v. Hayward Unified School District (1992) 3 Cal.App.4th 320, 4 Cal.Rptr.2d 897~~

~~Nollan v. California Coastal Commission (1987) 107 S.Ct. 3141~~

~~ATTORNEY GENERAL OPINIONS~~

~~79 Ops. Cal. Atty. Gen. 149 (1996)~~

~~Management Resources:~~

~~WEB SITES~~

~~Department of General Services, Office of Public School Construction: <http://www.dgs.ca.gov/opsc/>~~

Adopted: 3-20-01

Amended: 9-17-02, 10-19-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.5.f. ANNUAL REVIEW OF BOARD POLICY AND ADMINISTRATIVE REGULATION 5116.1 INTRADISTRICT OPEN ENROLLMENT

ACTION

ISSUE: Should the Board of Education review Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment?

BACKGROUND: Education Code 35160.5 and 48980 require annual review of Board Policy 5116.1 and Administrative Regulation. There are no recommended updates from CSBA or the staff.

- ALTERNATIVES:**
1. Approve annual review of Board Policy and Administrative Regulation 5116.1 as presented.
 2. Do not approve annual review of Board Policy and Administrative Regulation 5116.1 as presented.

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 5000

Students

BP 5116.1(a)

Intradistrict Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

(cf. 5116.2 - Involuntary Student Transfers)
(cf. 5117 - Interdistrict Attendance)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)

0450 - Comprehensive Safety Plan)

2. Is a victim of a violent crime while on school grounds (20 USC 7912)
3. Is victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)

If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(b)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131.2 - Bullying)

4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
(Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor
- b. A court order, including a temporary restraining order and injunction

6. Is a sibling of another student already attending that school

7. Has a parent/guardian whose primary place of employment is that school

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law and Board policy, applications for intradistrict open enrollment shall be submitted between May 1 and June 1 of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity.
(Education Code 35160.5)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5116.1(c)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

Transportation

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being a victim of bullying. (Education Code 46600)

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

Legal Reference:

EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48980 Notice at beginning of term

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6311 State plans

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Transfers from persistently dangerous schools

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Public School Choice FAQs

Every Student Succeeds Act - Update #8, July 14, 2017

**OAK PARK UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Series 5000

Students

BP 5116.1(d)

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Unsafe School Choice Option, May 2004

WEB SITES

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

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

Adopted: 6-92

Amended: 3-29-94, 4-20-99, 9-17-02, 6-19-12, 01-17-17, 3-2-20

Reviewed: 10-28-20, [10-19-21](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5116.1(a)

Intradistrict Open Enrollment

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 calendar days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and parent/guardian in making the offer. If the parent/guardian elects to transfer the student, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," intradistrict transfers shall be granted as follows:

1. Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.

(cf. 0450 - Comprehensive Safety Plan)

2. Parents/guardians who desire to transfer their child out of the school shall provide a written response to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students.
3. The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. The Superintendent or designee shall notify the parents/guardians of the assigned school.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5116.1(b)

4. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Attendance)

Other Intradistrict Open Enrollment

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.
2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 10 school days.

Any student who is granted a transfer out of a school that had been identified by CDE for comprehensive support and improvement shall be allowed to remain in the school of enrollment until completing the highest grade offered at that school. (20 USC 6311)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

A student granted intradistrict enrollment under other circumstances shall not be required to

**OAK PARK UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Series 5000

Students

AR 5116.1(c)

reapply for readmission but may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by CDE

(cf. 5145.6 - Parental Notifications)

Adopted: 9-17-02

Amended: 11-08, 3-11, 1-17-17, 3-17-20

Reviewed: 10-28-20, [10-19-21](#)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: B.5.g. ANNUAL REVIEW OF BOARD POLICY AND ADMINISTRATIVE REGULATION 6145 EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

ACTION

ISSUE: Should the Board of Education review Board Policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities?

BACKGROUND: Education Code 35160.5 requires annual review of Board policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities, as it relates to the participation of students in grades 7-12 in extracurricular and cocurricular activities. There are no recommended updates from CSBA or the staff.

- ALTERNATIVES:**
1. Approve annual review of Board Policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities as presented.
 2. Do not approve annual review of Board Policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities as presented.

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 6000

Instruction

BP 6145(a)

Extracurricular and Cocurricular Activities

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 – Use of School Facilities)
(cf. 5137 – Positive School Climate)
(cf. 6145.2 – Athletic Competition)
(cf. 5148.2 – Before/After School Programs)

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. (5 CCR 4925)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6145.5 – Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Unless specifically authorized by law, no student shall be charged a fee for their participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

(cf. 3260 - Fees and Charges)
(cf. 3452 – Student Activity Funds)

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145(b)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 5121 – Grades/Evaluation of Student Achievement)

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 – Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

(cf. 5144 – Discipline)

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

(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

Annual Policy Review

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6145(c)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of homeless students and foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49010-49013 Student fees

49024 Activity Supervisor Clearance Certificate

49700-49704 Education of children of military families

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance

Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010

WEB SITES

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

California Association of Directors of Activities: <http://www.cada1.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Adopted: 4-26-80

Amended: 9-3-85, 1-5-99, 9-17-02, 3-16-10, 8-21-12, 8-30-17

Reviewed: 10-28-20, [10-19-2021](#)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145(a)

Extracurricular and Cocurricular Activities

Definitions

For the purposes of applying eligibility criteria for student participation, extracurricular and cocurricular shall be defined as follows: (Education Code 35160.5)

1. Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, do not take place during classroom time, and have all of the following characteristics:
 - a. The program is supervised or financed by the school district.
 - b. Students participating in the program represent the school district.
 - c. Students exercise some degree of freedom in the selection, planning or control of the program.
 - d. The program includes both preparation for performance and performance before an audience or spectators.
2. Co-curricular activities are programs that may be associated with the curriculum in a regular classroom.

An activity is not an extracurricular or co-curricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

Eligibility Requirements

The grade point average used to determine eligibility for extracurricular or cocurricular activities shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. If a student was not in attendance for all, or a majority of, the grading period due to absences excused by the school for reasons such as serious illness or injury, approved travel, or work, the GPA used to determine eligibility shall be the grading period immediately prior to the excluded grading period(s). (Education Code 35160.5)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6145(b)

(cf. 5113 – Absences and Excuses)

When a student becomes ineligible to participate in extracurricular or cocurricular activities in the upcoming grading period, or when the student is subject to probation, the principal or designee shall provide written notice to the student and their parents/guardians.

Supervision

All extracurricular activities conducted under the name or auspices of a district school or any class or organization of the school, regardless of where the activities are held, shall be under the direct supervision of certificated employees. (5 CCR 5531)

Any noncertificated person working with students in a district-sponsored extracurricular activity program shall possess an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or shall have cleared a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning their duties, in accordance with BP 4127/4227/4327 – Temporary Athletic Coaches. (Education Code 49024)

(cf. 1240 – Volunteer Assistance)

(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)

(cf. 4212.5 – Criminal Record Check)

Adopted: 1-5-99

Amended: 9-17-02, 3-12, 8-30-17

Reviewed: 10-28-20, [10-19-21](#)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: OCTOBER 19, 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 September 30th 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

Oak Park Unified 56-73874-0000000	Cashflow Report 2021-22 ADOPTED BUDGET as of 8/31/2021 Base Year 2021-22; Actuals Through the Month of August	Fund 01
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	Object Range	Budget/Beg. Balance	2022 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		8,005,995	1,672,362	1,634,085	4,533,667	2,113,263	—	—	—	—
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	427,891	—	1,047,038	—
Other State Revenue	8300-8599	3,676,130	574,315	59,184	26,683	778,225	457,656	—	3,676,130	—
Other Local Revenue	8600-8799	3,559,306	215,293	246,210	250,894	279,569	517,418	—	3,559,306	—
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	4,814,122	1,402,965	—	49,082,331	—
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	23,329,821	2,213,795	2,248,523	2,347,745	506,783	—	—	23,329,821	—
Classified Salaries	2000-2999	7,650,387	729,925	780,624	814,719	465,581	—	—	7,650,387	—
Employee Benefits	3000-3999	11,428,838	1,108,856	1,128,707	1,146,874	189,983	—	—	11,428,838	—
Books and Supplies	4000-4999	1,867,667	126,157	123,700	203,517	194,058	297,665	—	1,867,667	—
Services	5000-5999	3,946,497	308,461	125,970	450,016	404,208	324,046	—	3,946,497	—
Capital Outlay	6000-6999	0	—	—	—	—	—	—	—	—
Other Outgo	7000-7499	298,419	32,035	2,679	20,396	26,523	98,345	—	298,419	—
Interfund Transfers Out	7600-7629	0	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		48,521,629	4,519,229	4,410,203	4,983,266	1,787,136	720,056	—	48,521,629	—
E. NET INCREASE/DECREASE (B - C + D)		281,607	(38,277)	2,899,581	(2,420,403)	2,873,974	(1,440,113)	—	(4,458,870)	
F. ENDING CASH (A + E)			1,634,085	4,533,667	2,113,263	4,987,237	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								3,547,124		

Oak Park Unified 56-73874-0000000	Cashflow Report 2021-22 ADOPTED BUDGET as of 8/31/2021 Base Year 2021-22; Actuals Through the Month of August	Fund 01
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	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	7,384,105	(284,218)	4,985,161	54,645	383,258	1,288	840	3,603
	Due From Other Funds	9310	0	(37,956)	(60,000)	—	—	—	—	—
	Stores	9320	0	—	—	—	—	—	—	—
	Prepaid Expenditures	9330	0	—	—	—	—	—	—	—
	Other Current Assets	9340	0	—	—	—	—	—	—	—
	Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—
	SUBTOTAL		7,386,105	(322,175)	4,925,161	54,645	383,258	1,288	840	3,603
Liabilities and Deferred Inflows										
	Accounts Payable	9500-9599	1,718,491	1,776,213	655,115	(50,110)	(35,721)	(41,660)	40,900	32,428
	Due To Other Funds	9610	0	—	—	—	—	(924,883)	924,883	—
	Current Loans	9640	5,910,000	1,480,599	(145,521)	1,211,550	1,211,550	797,850	—	—
	Unearned Revenues	9650	36,709	—	—	—	—	—	—	—
	Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—
	SUBTOTAL		7,665,200	3,256,812	509,594	1,161,440	1,175,829	(168,693)	965,783	32,428
Nonoperating										
	Suspense Clearing	9910	0	—	—	—	—	—	—	—
	TOTAL BALANCE SHEET ITEMS		(279,095)	(3,578,986)	4,415,567	(1,106,795)	(792,571)	169,981	(964,943)	(28,825)
	E. NET INCREASE/DECREASE (B - C + D)		281,607	(3,342,533)	545,856	569,633	(3,746,119)	(1,801,507)	6,029,743	(2,667,383)
	F. ENDING CASH (A + E)			4,663,462	5,209,318	5,778,951	2,032,832	231,324	6,261,067	3,593,684
	G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									1,672,362

Oak Park Unified 56-73874-0000000	Cashflow Report 2021-22 ADOPTED BUDGET as of 8/31/2021 Base Year 2021-22; Actuals Through the Month of August	Fund 01
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	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	7,384,105	—	2,567	1,954	—	(1,402,965)	3,746,133	—
	Due From Other Funds	9310	0	—	—	—	—	—	(97,956)	—
	Stores	9320	0	—	—	—	—	—	—	—
	Prepaid Expenditures	9330	0	—	—	—	—	—	—	—
	Other Current Assets	9340	0	—	—	—	—	—	—	—
	Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—
	SUBTOTAL		7,386,105	—	2,567	1,954	—	(1,402,965)	3,648,177	
Liabilities and Deferred Inflows										
	Accounts Payable	9500-9599	1,718,491	(18,906)	(152,412)	(250,531)	153,012	720,056	2,818,430	—
	Due To Other Funds	9610	0	—	—	—	—	—	—	—
	Current Loans	9640	5,910,000	—	1,330,000	—	—	—	5,886,028	—
	Unearned Revenues	9650	36,709	—	—	(36,709)	—	—	(36,709)	—
	Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—
	SUBTOTAL		7,665,200	(18,906)	1,177,588	(287,240)	153,012	720,056	8,667,749	
Nonoperating										
	Suspense Clearing	9910	0	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS										
			(279,095)	18,906	(1,175,021)	289,194	(153,012)	(2,123,021)	(5,019,572)	
E. NET INCREASE/DECREASE (B - C + D)										
			281,607	(38,277)	2,899,581	(2,420,403)	2,873,974	(1,440,113)	(4,458,870)	
F. ENDING CASH (A + E)										
			1,634,085	4,533,667	2,113,263	4,987,237	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										
								3,547,124		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: OCTOBER 19, 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 October 11, 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)	343,542	-	-	343,542	323,988	19,554	191,120	132,868	Future	
	9,013,706	47,919	(160,832)	8,900,793	8,815,227	85,566	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
	7,334,595	758,810	(114,017)	7,979,388	7,764,258	215,129	7,597,452	166,807		
Oak Hills Elementary School										
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	
	837,340	52,866	54,800	945,006	671,474	273,532	671,300	174		
Oak Park High School										
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	
	2,630,755	(211,302)	-	2,419,453	2,326,993	92,460	2,325,401	1,592		
Oak View High School										
19-26S Reno Bldg Ext at OVHS (1) (4)	176,514	-	-	176,514	164,514	12,000	164,514	-	Future	
	176,514	-	-	176,514	164,514	12,000	164,514	-		
Red Oak Elementary School										
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) (3)	86,466	-	-	86,466	86,466	-	86,466	-	Complete	
20-13S Paint Admin Interior	17,601	-	-	17,601	17,601	-	17,601	-	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	61,379	-	7,305,759	1,038,627	6,267,132	999,153	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	670,000	121,266	-	791,266	762,556	28,709	669,293	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	38,680,303	861,173	(220,049)	39,321,428	28,800,717	10,520,711	27,838,771	961,946		

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: OCTOBER 19, 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 September 31th 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	6,059,691.00	22,395,318.00	21.30%
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	6,181,358.05	34,618,498.95	15.15%
Federal Revenues						
8100-8299	Federal Revenues	1,047,038.00	1,047,038.00	50,126.20	996,911.80	4.79%
Other State Revenues						
8300-8599	Other State Revenues	3,676,130.00	3,676,130.00	275,771.75	3,400,358.25	7.50%
Other Local Revenue						
8600-8799	Other Local Revenues	3,559,306.00	3,559,306.00	988,261.93	2,571,044.07	27.77%
	Total Year To Date Revenues	49,082,331.00	49,082,331.00	7,495,517.93	41,586,813.07	15.27%

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	14,139,137.44	3,767,915.50	825,580.06	20.11%
1160	Certificated Salaries Stipends	363,777.00	363,777.00	163,230.38	40,639.65	159,906.97	11.17%
1200	Certificated Pupil Support Salaries	1,933,161.00	1,933,161.00	1,506,585.24	385,104.20	41,471.56	19.92%
1260	Counselor Stipend	10,000.00	10,000.00	450.00	50.00	9,500.00	0.50%
1300	Certificated Supervisors' & Administrators' Salaries	2,289,350.00	2,289,350.00	1,682,562.98	561,257.41	45,529.61	24.52%
	Total Certificated Salaries	23,329,821.00	23,328,921.00	17,491,966.04	4,754,966.76	1,081,988.20	20.38%
Classified Salaries							
2100	Classified Instructional Salaries	2,725,271.00	2,725,271.00	1,831,465.94	499,111.27	394,693.79	18.31%
2200	Classified Support Salaries	1,873,291.00	1,873,291.00	1,394,243.45	472,107.98	6,939.57	25.20%
2300	Classified Supervisors' & Administrators' Salaries	357,391.00	357,391.00	271,680.66	90,560.22	4,849.88-	25.34%
2400	Clerical, Technical, & Office Staff Salaries	1,983,156.00	1,983,156.00	1,467,243.94	460,970.37	54,941.69	23.24%
2900	Other Classified Salaries	711,278.00	711,278.00	529,239.05	157,159.89	24,879.06	22.10%
	Total Classified Salaries	7,650,387.00	7,650,387.00	5,493,873.04	1,679,909.73	476,604.23	21.96%
Employee Benefits							
3100	State Teachers' Retirement System	3,852,851.00	3,852,851.00	2,950,590.91	776,009.47	126,250.62	20.14%
3200	Public Employees' Retirement System	1,296,835.00	1,296,835.00	922,542.38	263,101.15	111,191.47	20.29%
3400	Health & Welfare Benefits	4,596,961.00	4,596,961.00	3,699,436.40	936,387.48	38,862.88-	20.37%
3300-3900	All Other Statutory Costs	1,682,191.00	1,682,191.00	1,061,824.31	307,198.22	313,168.47	18.26%
	Total Employee Benefits	11,428,838.00	11,428,838.00	8,634,394.00	2,282,696.32	511,747.68	19.97%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	442,681.00	442,681.00	85,139.40	438,395.86	80,854.26-	99.03%
4200	Other Books and Reference Material	48,701.00	56,501.00	12,289.30	26,139.43	18,072.27	46.26%
4300	Materials & Supplies	937,736.00	846,967.00	330,872.73	156,804.39	359,289.88	18.51%
4400	Noncapitalized Equipment	438,549.00	447,424.00	443,868.38	49,368.90	45,813.28-	11.03%
	Total Books and Supplies	1,867,667.00	1,793,573.00	872,169.81	670,708.58	250,694.61	37.40%
Services and Other Operating Expenditures							
5200	Travel and Conference	116,098.00	111,723.00	11,218.47	4,772.70	95,731.83	4.27%
5300	Dues and Memberships	43,893.00	48,608.00	449.00	41,419.89	6,739.07	85.21%
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		7,495,517.93	41,586,813.07	15.27%
B.	Expenditures	48,521,629.00	48,590,871.00	35,197,868.48	10,041,884.24	3,351,118.28	20.67%
C.	Subtotal (Revenues LESS Expense)	560,702.00	491,460.00		2,546,366.31-	38,235,694.79	
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		2,546,366.31-	38,235,694.79	
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		1,439,580.66		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	2,959,662.00	2,890,420.00				
	Other				35,197,868.48		

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: OCTOBER 19, 2021
SUBJECT: VII.4. MONTH 1 ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 1 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 1: August 9, 2021 - September 3, 2021				YTD: August 9, 2021 - September 3, 2021			
	Enrollment	ADA	ADA %		Enrollment	ADA	ADA %
	2021-22	2021-22	2021-22		2021-22	2021-22	2021-22
BES				BES			
K	94.00	87.75	93.35%	K	94.00	87.75	93.35%
1	95.00	88.35	93.00%	1	95.00	88.35	93.00%
2	72.00	65.80	91.39%	2	72.00	65.80	91.39%
3	82.00	75.80	92.44%	3	82.00	75.80	92.44%
4	103.00	96.50	93.69%	4	103.00	96.50	93.69%
5	90.00	82.20	91.33%	5	90.00	82.20	91.33%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	536.00	496.40	92.61%	Total	536.00	496.40	92.61%
OHES				OHES			
K	96.00	87.60	91.25%	K	96.00	87.60	91.25%
1	79.00	75.05	95.00%	1	79.00	75.05	95.00%
2	62.00	58.95	95.08%	2	62.00	58.95	95.08%
3	78.00	74.40	95.38%	3	78.00	74.40	95.38%
4	73.00	71.60	98.08%	4	73.00	71.60	98.08%
5	83.00	81.20	97.83%	5	82.00	81.20	99.02%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	471.00	448.80	95.29%	Total	470.00	448.80	95.49%
ROES				ROES			
K	103.00	101.80	98.83%	K	103.00	101.80	98.83%
1	82.00	79.65	97.13%	1	82.00	79.65	97.13%
2	100.00	97.85	97.85%	2	100.00	97.85	97.85%
3	111.00	106.95	96.35%	3	111.00	106.95	96.35%
4	94.00	90.30	96.06%	4	94.00	90.30	96.06%
5	88.00	86.70	98.52%	5	88.00	86.70	98.52%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	578.00	563.25	97.45%	Total	578.00	563.25	97.45%
MCMS				MCMS			
6	355.00	346.80	97.69%	6	355.00	346.80	97.69%
7	319.00	310.25	97.26%	7	319.00	310.25	97.26%
8	359.00	352.95	98.31%	8	359.00	352.95	98.31%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	1,033.00	1,010.00	97.77%	Total	1033.00	1,010.00	97.77%
OPHS				OPHS			
9	380.00	373.50	98.29%	9	380.00	373.50	98.29%
10	366.00	355.00	96.99%	10	366.00	355.00	96.99%
11	346.00	335.10	96.85%	11	346.00	335.10	96.85%
12	376.00	359.90	95.72%	12	376.00	359.90	95.72%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
Total	1,468.00	1423.50	96.97%	Total	1468.00	1423.50	96.97%
OVHS				OVHS			
Total	28.00	24.46	87.36%	Total	28.00	24.46	87.36%
OPIS				OPIS			
Total	231.00	205.90	89.13%	Total	231.00	205.90	89.13%
Other**				Other***			
Total	1.00	0.37	37.14%	Total	1.00	0.37	37.14%
Total	4,346.00	4,172.68	96.01%	Total	4,345.00	4,172.68	96.03%