



**OAK PARK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
NOTICE OF SPECIAL BOARD MEETING - AGENDA #1091**

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

DATE: Tuesday, August 29, 2023

TIME: 5:00 pm Closed Session
5:30 pm Open Session

PLACE: **Oak Park Unified School District, Conference Room**
5801 Conifer Street, Oak Park, CA 91377

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

Call to Order _____

Roll Call

Public Comments – Speakers on Closed Session Agenda items

Recess to Closed Session for Discussion on the Following Items:

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

1. SUPERINTENDENT GOALS

Reconvene Open Session

Roll Call

Flag Salute

Report from Closed Session

Adoption of Agenda

Public Comments – Speakers on Agenda items

B. OPEN SESSION

ACTION

1. BUSINESS SESSION

a. Revise the Salary Schedule for Network Administrator

Board approval required for revising the salary for a classified position

b. Revise the Salary Schedule for Director of Student Nutrition

Board approval required for revising the salary for a classified position

- c. [Approve the Reclassification, Revised Job Description, and Salary Schedule Placement for the Confidential Position Executive Assistant and Communications Coordinator to an Administrative Position of Public Information and Strategic Communications Officer](#)

Board approval also required to reclassify a position to management.

- d. [Approve the Reclassification, Revised Job Description, and Salary Schedule Placement for the Certificated Position Coordinator of Instructional Programs to an Administrative Position of Administrator of Curriculum and Instruction](#)

Board approval also required to reclassify a position to management.

- e. [Approve Submitting of Consolidated Application for Categorical Aid Programs – 2023-2024](#)

Board approval required to authorize the filing of the application for funding for programs through the CDE's 2023/2024 Consolidated Application and Reporting System (CARS)

Adjournment

Date Posted: August 28, 2023

Jeff Davis, Ed.D.

Superintendent and Secretary to the Board of Education

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

PUBLIC COMMENTS

The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Communications Coordinator/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)

The President of the Board will inquire if there are any public comments with respect to any item appearing on the special meeting agenda. Individual speakers will be allowed three minutes to address the Board on each agenda

item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

Your comments are greatly appreciated. Members of the public and the media are free to watch the board work, but please note the board will not be engaging in a discussion with members of the public. Since this is a special Board Meeting, the public comments are limited to items on this agenda. 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)

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 29, 2023
SUBJECT: B.1.a. APPROVE THE REVISED SALARY SCHEDULE FOR THE NETWORK ADMINISTRATOR

ACTION

ISSUE: Shall the Board approve the revised salary schedule for the Network Administrator?

BACKGROUND: Our Network Administrator's responsibilities have grown considerably, especially in the realm of cybersecurity. In today's digital age, ensuring the safety and integrity of our networks isn't just about routine maintenance; it's about proactively defending against increasing cyber threats, ensuring data privacy, and adapting to ever-changing technological challenges to keep our educational environment both innovative and secure.

Given the paramount importance of cybersecurity in preserving the integrity of our educational processes and the safety of our students' data, it's evident that the responsibilities of the Network Administrator now demand a unique blend of expertise and constant vigilance. Safeguarding our digital assets, protecting sensitive data, and ensuring uninterrupted network service are tasks that require continuous learning, skill refinement, and dedication.

Comparing our compensation structures with similar roles in neighboring districts, it's essential that OPUSD offers competitive compensation that genuinely reflects the intensified and critical nature of the Network Administrator's responsibilities. By proposing this salary adjustment, we aim to acknowledge the intricate tasks associated with maintaining and securing our networks in today's challenging cyber environment. We respectfully seek the Board's approval on this reclassification. A copy of the recommended salary schedule follows for the Board's review.

FISCAL IMPACT: This is a \$23,136 salary increase in the 2023-2024 General Fund budget.

OPUSD GOAL: In support of OPUSD Goal #3 Recruit, Retain, and Train Talented and Mission/Vision-Driven Staff

ALTERNATIVES:

1. Approve the revised salary schedule for the Network Administrator.
2. Do not approve the revised salary schedule

RECOMMENDATION: Alternative No. 1

Prepared by Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, AUGUST 29, 2023

Approve revised salary schedule for the Network Administrator

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH & CB2
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK
All Rates Listed as Hourly and Monthly
2022-23 SCHOOL YEAR

Board Proposal August 29, 2023 Network

Effective: September 1, 2023

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	18.76	19.89	21.12	22.40	23.76	10 Month
Student Services Assistant I	10	3251.98	3447.46	3661.74	3883.59	4120.40	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	19.89	21.12	22.40	23.76	25.18	11 Month
Student Services Assistant II	12	3447.46	3661.74	3883.59	4120.40	4364.55	10.5 Month
ASB Bookkeeper/Athletics Assistant	14	21.12	22.40	23.76	25.18	26.70	10.5 Month
Student Services Assistant III	14	3661.74	3883.59	4120.40	4364.55	4627.95	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	21.62	22.86	24.21	25.61	27.11	12 Month
		3747.70	3963.80	4196.03	4437.96	4696.05	
Extended Care Assistant Site Leader	15.0	21.73	23.08	24.46	25.99	27.56	11 Month
		3767.03	4000.13	4240.73	4503.87	4774.58	
School Office Manager I	16	23.16	24.49	25.89	27.39	28.96	11 Month
Department Assistant I	16	4012.90	4245.17	4487.06	4748.32	5019.31	11 Month
Department Assistant I	16						12 Month
Credentials Technician	16						12 Month
Accounting Assistant II	16.5	24.02	25.41	26.88	28.41	30.06	12 Month
		4166.72	4405.44	4660.29	4924.76	5211.87	
School Office Manager II	17.5	24.23	25.70	27.23	28.85	30.57	11 Month
		4200.95	4453.61	4720.35	5001.08	5299.42	
School Office Manager III	18.5	24.83	26.32	27.90	29.58	31.36	11.5 Month
Extended Care Site Leader	18.5	4302.75	4562.37	4836.15	5127.45	5436.32	11 Month
Department Assistant II	20	25.97	27.55	29.20	30.95	32.80	12 Month
		4503.16	4773.34	5059.72	5363.32	5685.13	
Accounting Assistant III	23	30.08	31.88	33.80	35.81	37.97	12 Month
		5212.90	5525.67	5857.22	6208.65	6581.16	
Senior Accountant	28	36.35	38.55	40.89	43.36	45.98	12 Month
		6302.18	6683.46	7087.83	7516.72	7971.66	
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	21.12	22.40	23.76	25.18	26.70	12 Month
		3661.74	3883.59	4120.40	4364.55	4627.95	
Grounds Maintenance Worker	15	21.73	23.08	24.46	25.99	27.56	12 Month
		3767.03	4000.13	4240.73	4503.87	4774.58	
Head Custodian I	15.5	22.40	23.76	25.18	26.70	28.29	12 Month
		3883.59	4120.40	4364.55	4627.95	4905.62	

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
Head Custodian II	17	24.00 4162.30	25.45 4411.49	26.97 4674.69	28.59 4955.51	30.32 5253.79	12 Month
General Maintenance Worker	18	24.37 4225.49	25.83 4478.18	27.37 4744.93	29.01 5029.19	30.75 5331.00	12 Month
Head Custodian III	18.5	24.83 4302.75	26.32 4562.37	27.90 4836.15	29.58 5127.45	31.36 5436.32	12 Month
Maintenance Engineer	20	25.97 4503.16	27.55 4773.34	29.20 5059.72	30.95 5363.32	32.80 5685.13	12 Month
Grounds Maintenance Supervisor	21	27.54 4773.34	29.20 5059.72	30.95 5363.32	32.80 5685.13	34.83 6037.75	12 Month
District Wide Head Custodian	21						
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant	8	17.70 3068.41	18.76 3252.35	19.89 3448.04	21.12 3661.34	22.40 3882.47	180 Days
Child Nutrition Services Assistant Lead	9	18.23 3160.38	19.33 3350.20	20.51 3554.69	21.76 3771.91	23.08 4000.86	180 Days
Child Nutrition Services Cook	10	18.76 3251.98	19.89 3447.46	21.12 3661.74	22.40 3883.59	23.76 4120.40	10 Month
Child Nutrition Services Manager	14	21.12 3661.74	22.40 3883.59	23.76 4120.40	25.18 4364.55	26.70 4627.95	10 Month
Child Nutrition Services Assistant/Delivery	12	19.89 3447.46	21.12 3661.74	22.40 3883.59	23.76 4120.40	25.18 4364.55	180 Days
<u>OTHER CLASSIFIED SUPPORT</u>							
Assistant Computer Support Technician	7.0	17.21 2983.78	18.27 3165.61	19.37 3357.78	20.55 3562.34	21.76 3771.05	12 Month
Instructional Assistant I	7.5	17.32 3005.00	18.39 3186.00	19.49 3379.20	20.67 3582.19	21.89 3794.97	180 Days
Instructional Assistant I - TK Ext Care							11 Month
Instructional Assistant II	10	18.76 3251.98	19.89 3447.46	21.12 3661.74	22.40 3883.59	23.76 4120.40	180 Days
Instructional Assistant II - TK Ext Care							11 Month
Campus Supervisor*	10	18.76 3251.98	19.89 3447.46	21.12 3661.74	22.40 3883.59	23.76 4120.40	180 Days
Library/Media Technician	13	20.68 3584.77	21.91 3799.84	23.26 4032.11	24.66 4274.04	26.17 4535.34	10 Month
College/Career Center Technician	13.5	20.82 3608.45	22.05 3823.53	23.40 4055.79	24.80 4297.70	26.29 4559.01	10.5 Month
Instructional Assistant III	14	21.12 3661.74	22.40 3883.59	23.76 4120.40	25.18 4364.55	26.70 4627.95	180 Days
Computer Technician	18	24.37 4225.49	25.83 4478.18	27.37 4744.93	29.01 5029.19	30.75 5331.00	12 Month
Technology Department Assistant	20	25.97 4503.16	27.55 4773.34	29.20 5059.72	30.95 5363.32	32.80 5685.13	12 Month
Extended Care Site Leader II	20						11 Month
Registered Behavior Technician (RBT)	22	28.81 4992.98	30.54 5293.29	32.37 5611.05	34.31 5946.24	36.41 6310.49	180 Days

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
Computer Tech - Lead	23	30.08	31.88	33.80	35.81	37.97	12 Month
Certified Repair Technician	23	5212.90	5525.67	5857.22	6208.65	6581.16	12 Month
Data Systems Specialists	23						12 Month
Construction Management Technician	25	32.53 5638.27	34.48 5976.56	36.55 6335.16	38.74 6715.27	41.06 7118.18	12 Month
College/Career Center Advisor	26	33.77 5853.43	35.81 6207.26	37.98 6582.47	40.27 6980.32	42.71 7402.27	10.5 Month
Social Emotional Services Specialist	27	33.33 5776.64	35.10 6083.87	36.94 6402.84	38.90 6743.33	40.94 7095.57	192 Days
Certified Deaf & Hard of Hearing	28	36.35 6302.18	38.55 6683.46	40.89 7087.83	43.36 7516.72	45.98 7971.66	180 Days
Occupational Therapist	30	40.54 7027.85	42.97 7449.52	45.57 7896.44	48.29 8370.27	51.19 8872.47	10 Month
Network Administrator*	32	48.23 8360.23	49.68 8610.95	51.17 8869.19	52.70 9135.17	54.28 9409.13	12 Month
Behavior Specialist CB2* *Rates listed as Daily and Annually	G*	469.84 94909.05	484.38 97844.10	499.37 100872.65	514.80 103990.14	530.73 107207.98	202 Days

This schedule is a combination of schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week). Employees who work a minimum of 20 hours, but less than 40 hours per week should refer to the hourly rates on the schedule above. Full-time employees may refer to either the hourly or the monthly rates. The hourly rate is determined by dividing the monthly gross by the average full-time hours per month (173.333).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 29, 2023
**SUBJECT: B.1.b. APPROVE THE REVISED SALARY SCHEDULE FOR THE
DIRECTOR OF STUDENT NUTRITION**

ACTION

ISSUE: Shall the Board approve the revised salary schedule for the Director of Student Nutrition?

BACKGROUND: The role of the Director of Student Nutrition has recently expanded, particularly with the introduction of the California Universal Meals program. With this expansion comes a more significant workload and a heightened level of complexity in tasks.

A review of compensation structures for similar roles across our county reveals that our current compensation for the Director of Student Nutrition is not aligned with prevailing standards. By adjusting the salary, we're not only acknowledging the amplified duties of the role but also positioning OPUSD in line with other districts. This ensures that we remain competitive and are offering a salary that recognizes the value and expertise of the individual in this position.

We respectfully seek the Board's approval on this reclassification. A copy of the revised job description and recommended salary schedule follows for the Board's review.

FISCAL IMPACT: This is a \$12,631 salary increase in the 2023-2024 General Fund budget.

OPUSD GOAL: In support of OPUSD Goal #3 Recruit, Retain, and Train Talented and Mission/Vision-Driven Staff

ALTERNATIVES:

1. Approve the revised salary schedule for the Director of Student Nutrition.
2. Do not approve the revised salary schedule.

RECOMMENDATION: Alternative No. 1

Prepared by Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, AUGUST 29, 2023

Approve the revised salary schedule for the Director of Student Nutrition.

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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

*Board Proposed August 29, 2023**

**Effective: September 1, 2023*

Board Approved April 25, 2023 ~ 8.0%

Effective: July 1, 2023

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
CONFIDENTIAL-Rates listed as Monthly and Annually							
Administrative Assistant	A	5,137.84 61,654.12	5,446.12 65,353.47	5,772.88 69,274.59	6,119.26 73,431.17	6,486.42 77,837.03	12 Month
Business Department Assistant	A	5,137.84 61,654.12	5,446.12 65,353.47	5,772.88 69,274.59	6,119.26 73,431.17	6,486.42 77,837.03	12 Month
Executive Assistant	B.1	5,912.44 70,949.22	6,269.07 75,228.82	6,644.83 79,737.91	7,043.82 84,525.82	7,468.75 89,625.05	12 Month
ADMINISTRATION - Rates listed as Daily and Annually							
Director Child Nutrition Services*	D	485.18 107,709.00	499.73 110,940.00	514.72 114,267.00	530.15 117,693.00	546.05 121,223.00	222
Public Information and Strategic Communications Officer*	E	575.35 127,727.65	592.62 131,562.34	610.39 135,507.30	628.72 139,575.08	647.57 143,760.65	222
Director Fiscal Services	E	575.35 127,727.65	592.62 131,562.34	610.39 135,507.30	628.72 139,575.08	647.57 143,760.65	222
Middle School Dean	F	522.15 101,819.70	542.43 105,773.61	561.37 109,467.74	580.20 113,139.85	599.21 116,844.99	195
Program Specialist Director of Early Childhood Education	G.1	556.28 111,256.27	573.16 114,631.91	589.92 117,984.97	607.21 121,441.91	624.97 124,993.67	200
Middle School Assistant Principal	G.2	563.69 112,737.49	580.60 116,119.90	598.02 119,603.93	615.96 123,191.82	634.45 126,890.35	200
High School Assistant Principal Principal OVHS/OPIS	H	594.64 121,902.02	612.46 125,554.15	630.79 129,312.74	649.74 133,196.32	669.26 137,197.92	205
Administrator of Curriculum & Instruction*	H	594.64 127,848.46	612.46 131,678.74	630.79 135,620.68	649.74 139,693.70	669.26 143,890.50	215
Director Extended Care	I	582.79 128,213.74	599.53 131,897.14	616.73 135,679.90	634.49 139,586.84	652.75 143,605.55	220
Elementary School Principal	J	610.54 128,213.40	628.07 131,895.34	646.10 135,681.59	664.70 139,586.39	683.83 143,604.99	210
Middle School Principal	K	620.23 137,690.31	638.04 141,645.31	656.37 145,713.08	675.21 149,896.15	694.67 154,217.06	222
Director Student Support & School Safety	K	620.23 133,348.73	638.04 137,179.01	656.37 141,118.52	675.21 145,169.69	694.67 149,354.36	215
Director Pupil Services	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
Director Bond Programs, Sustainability, Maintenance, and Operations	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
Director Educational Technology and Information Systems	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
High School Principal	M	691.63 153,542.86	711.14 157,873.80	730.62 162,197.22	750.25 166,555.73	769.71 170,876.65	222
Assistant Superintendent, Educational Services	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222
Assistant Superintendent, Human Resources	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222
Assistant Superintendent, Business Services	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222

Annual stipend of \$1,000.00 for Doctorate.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 29, 2023

SUBJECT: B.1.c. APPROVE THE RECLASSIFICATION, REVISED JOB DESCRIPTION AND SALARY SCHEDULE PLACEMENT FOR THE EXECUTIVE ASSISTANT AND COMMUNICATIONS COORDINATOR TO PUBLIC INFORMATION AND STRATEGIC COMMUNICATIONS OFFICER

ACTION

ISSUE: Shall the Board approve the reclassification, revised job description, and salary schedule placement for the confidential position of Executive Assistant and Communications Coordinator to an administrative position of Public Information and Strategic Communications Officer?

BACKGROUND: In our continued efforts to align our organizational structure with the actual responsibilities and demands of key positions within the Oak Park Unified School District, we are proposing a reclassification of the "Executive Assistant and Communications Coordinator" position to the title of "Public Information and Strategic Communications Officer" and to elevate its classification to management.

The new title more aptly captures the essence of its significant responsibilities in crafting and protecting our District's narrative to the public. Beyond assistance, this position involves managing, directing, and innovating our communications strategy. Under the direction of the Superintendent, this single-position classification takes on complex tasks that span a wide range of responsibilities. These include high-level administrative support for the Superintendent and Board of Education, strategic shaping and distribution of public information, proactive media relations, digital content and social media management, branding and marketing strategy, crisis communication protocols, compliance and training programs, as well as community collaboration and professional development.

Furthermore, the intrinsic demands of this position, such as independent decision-making, crisis communication management, and direct liaising with media and high-level district officials, are distinct characteristics of management roles. Recognizing this position as a management role highlights its crucial influence on our District's public reputation and the trust we seek to foster with our community.

We believe that this reclassification will better position the District to meet the evolving demands of our community and provide clarity and alignment in our organizational structure. We respectfully seek the Board's approval on this reclassification. A copy of the revised job description and recommended salary schedule follows for the Board's review.

FISCAL IMPACT: This is a \$15,331.65 salary increase in the 2023-2024 General Fund budget.

OPUSD GOAL: In support of OPUSD Goal #3 Recruit, Retain, and Train Talented and Mission/Vision-Driven Staff

BOARD OF EDUCATION MEETING, AUGUST 29, 2023

Approve the reclassification, revised job description, and salary schedule placement for the Executive Assistant and Communications Coordinator to an administrative position of Public Information and Strategic Communications Officer
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ALTERNATIVES:

1. Reclassify, the position and approve revised job description, and salary schedule placement.
2. Do not reclassify the position

RECOMMENDATION: Alternative No. 1

Prepared by Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PUBLIC INFORMATION AND STRATEGIC COMMUNICATIONS OFFICER

Definition: This is a classified full-time, 222-day administrative position in Range E on the Confidential and Administrative Salary Schedule.

Brief Description: Under the direction of the Superintendent, plan, organize, coordinate, and implement the District's internal and external communications to promote clear communications and support for the District through public awareness; communicate with the Board of Education; inform and educate employees, parents, students, media, businesses and the general public regarding District programs, policies, expectations, and success. This is a single-position classification responsible for overseeing the District's public relations and communications to ensure understanding and support for the District and its goals and objectives. Serves as public relations counsel to the Board of Education, Superintendent, and Leadership.

REPRESENTATIVE DUTIES:

- **Support for the Superintendent and Board of Education:**
 - Provide highly complex and confidential administrative functions on behalf of the Superintendent and the Board of Education.
 - Attend to administrative tasks not requiring the immediate attention of the Superintendent.
 - Ensure proper preparation for Board meetings: prepare agendas and background materials and address follow-up questions.
 - Attend Board of Trustee meetings, take notes, and prepare Board meeting highlights.
 - Produce weekly Friday reports for the Board and coordinate Citizens Oversight Committee recruitment.
 - Update and maintain District Policies, Administrative Rules, and Regulations.
 - Handle budget planning, maintain confidential records, and coordinate the ordering of supplies.
 - Serve as staff liaison for superintendent recruitment and Board of Education vacancy.
 - Represent the District, Superintendent, and Governing Board in communications with educational partners, ensuring legal confidentiality.
 - Provide assistance, advice, and counsel to the Superintendent, Board of Education, District Leadership, and other staff in strategic communication, marketing, outreach, public affairs, media, and other related areas.
- **Public Information, Media, & Communication:**
 - Content Development & Distribution:
 - Manage the development and production of District office news and marketing communications, including print and electronic publications, collateral materials, presentations, website content, social networking sites, new media productions, advertising, media relations, and broadcasts for staff and the community and the annual Notice of Rights and Responsibilities.
 - Coordinate media events and produce promotional materials tailored for the community's diverse media outlets, including news agencies and educators.
 - Prepare communications highlighting Board actions, District programs, policies, and campaigns.
 - Produce written and multimedia content that aligns with the district's goals and objectives.
 - Provide assistance, advice, and counsel to the Superintendent, Board of Education, District Leadership, and other staff in strategic communication, marketing, outreach, public affairs, media, and other related areas.
 - Maintain an internal and external calendar of events to cover and also serve as an event coordinator for assigned special events.
 - Manage the District's public information responses per the Freedom of Information Act (FOIA) and California Public Records Act (CPRA). Maintain records of FOIA/CPRA requests and responses.
 - Serve as author and reviewer of district and executive communications, speeches, and letters.

- Media Relations & Outreach:
 - Maintain cooperative and trusting relationships with the press.
 - Respond promptly and accurately to media inquiries, managing potential controversies proactively.
 - Stay informed about public opinions on education and interpret this data to align District messaging.
 - Assist leadership in formulating communication responses to external educational partners.
- Digital Content & Social Media Management:
 - Engage in independent, technical tasks focused on developing and maintaining the District's digital presence, including its website and social media platforms.
 - Organize, manage, and continuously enhance the District's social media presence and website content.
 - Lead the creation, editing, and management of district social networking accounts, expanding audience reach and crafting relevant content.
 - Assist in providing media guidance to the leadership team and ensure they have the correct information to deliver appropriate messages during interviews with the media.
 - Offer design and technical support for district school sites/department staff regarding emerging social media trends and tools, ensuring the adoption of the latest Internet technologies.
 - Foster an exceptional customer support environment, assisting with developing and maintaining site/department social media channels.
 - Participate in various work groups, committees, and task forces to communicate the District's vision, mission, and guiding principles effectively.
 - Manage, create, and distribute electronic publications to both educational and community partners.
- Branding & Marketing:
 - Develop and execute strategies that promote a positive District identity, branding, and marketing initiatives.
 - Develop procedures related to the District's community relations, graphic communications, and special events.
 - Develop and manage the budget for public information and outreach.
- Communication & Information Dissemination:
 - Provide accurate and timely information to District employees, the general public, and other stakeholders.
 - Direct complex inquiries to the appropriate department or administrator for resolution.
- **Event Management & Recognition:**
 - Organize distributions for seniority awards and retirement receptions.
 - Handle district-wide events as dictated by the Superintendent and related recognitions.
- **Strategic Communication & Crisis Management:**
 - Collaborate to devise promotional and public information objectives.
 - Be a member of pivotal committees such as the Superintendent's Executive Cabinet and District Leadership.
 - Craft and monitor crisis communication protocols, ensuring trust is maintained within the community.
- **Training & Compliance:**
 - Lead and participate in communication training sessions for staff, ensuring alignment with district goals and standards.
 - Actively participate in compliance training, focusing on ensuring all communications adhere to regulations, guidelines, and best practices.
 - Provide training on a variety of topics, including public engagement, marketing, and media.

- **Community Collaboration & School Improvement:**

- Work in tandem with school initiatives aimed at narrowing student achievement disparities between different racial, ethnic, and economic groups, actively collaborating with diverse communities.

- **Professional Development:**

- Actively engage in District professional development, workshops, and other educational opportunities as assigned.
- Perform other related duties as delegated or assigned.

EMPLOYMENT STANDARDS

Knowledge of: Public information channels and methods of distributing news; Newspaper, radio, television, and other communications media sources; Procedures for crisis communications; District organization, operations, policies, and objectives; Modern office practices, procedures, and equipment; Social media management techniques; Good public relations and public speaking techniques; Correct English usage, grammar, spelling, punctuation, and vocabulary; Pertinent Federal, State and local laws, codes and regulations. Brown Act, laws related to freedom of the press and free access to public information; Crisis management; Leadership messaging; Conflicts of interest and privacy rights; FERPA and access rights; Pertinent computer software programs including but not limited to: Google Workspace, Word, Excel, PowerPoint, and other graphics programs.

Ability to: Routinely travel to District school sites, community events, and meetings; Periodically represent the District in events; Attend evening and weekend meetings; Initiate and gather materials from a variety of sources to prepare appropriate press releases; Direct and supervise employee; Disseminate information to staff members and the community; Represent the District to the community in a positive and effective manner; Write and edit clear, concise, accurate, communications and effective informational materials (messages, articles, brochures, presentations, website posting/management, flyers, etc.) for public distribution under tight deadlines; Communicate effectively with the news media and public agencies served by the District; Calmly and safely respond to emergency situations; Work with deadlines and in crisis situation; Maintain the confidentiality and security of sensitive information; Compile and maintain accurate records and files; Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision; Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Oak Park Unified School District; and apply them with good judgment in a variety of situations; Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary; Understand and follow verbal and written instructions in English; Learn and support new and fast changing technologies; Promote team building and a positive work environment; Maintain a neat and clean appearance, and courteous demeanor at all times; Be flexible, exhibit integrity, and exercise mature judgment; Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff and the public.

Education and Experience: Any combination of a bachelor's degree in information systems, computer science, graphic design, communications, or related field, and equivalent experience in creating/maintaining a social media presence. Five years of increasingly responsible administrative experience, including two years in a school or school district administrative office.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

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

*Board Proposed August 29, 2023**

**Effective: September 1, 2023*

Board Approved April 25, 2023 ~ 8.0%

Effective: July 1, 2023

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
CONFIDENTIAL-Rates listed as Monthly and Annually							
Administrative Assistant	A	5,137.84 61,654.12	5,446.12 65,353.47	5,772.88 69,274.59	6,119.26 73,431.17	6,486.42 77,837.03	12 Month
Business Department Assistant	A	5,137.84 61,654.12	5,446.12 65,353.47	5,772.88 69,274.59	6,119.26 73,431.17	6,486.42 77,837.03	12 Month
Executive Assistant	B.1	5,912.44 70,949.22	6,269.07 75,228.82	6,644.83 79,737.91	7,043.82 84,525.82	7,468.75 89,625.05	12 Month
ADMINISTRATION - Rates listed as Daily and Annually							
Director Child Nutrition Services*	D	485.18 107,709.00	499.73 110,940.00	514.72 114,267.00	530.15 117,693.00	546.05 121,223.00	222
Public Information and Strategic Communications Officer*	E	575.35 127,727.65	592.62 131,562.34	610.39 135,507.30	628.72 139,575.08	647.57 143,760.65	222
Director Fiscal Services	E	575.35 127,727.65	592.62 131,562.34	610.39 135,507.30	628.72 139,575.08	647.57 143,760.65	222
Middle School Dean	F	522.15 101,819.70	542.43 105,773.61	561.37 109,467.74	580.20 113,139.85	599.21 116,844.99	195
Program Specialist Director of Early Childhood Education	G.1	556.28 111,256.27	573.16 114,631.91	589.92 117,984.97	607.21 121,441.91	624.97 124,993.67	200
Middle School Assistant Principal	G.2	563.69 112,737.49	580.60 116,119.90	598.02 119,603.93	615.96 123,191.82	634.45 126,890.35	200
High School Assistant Principal Principal OVHS/OPIS	H	594.64 121,902.02	612.46 125,554.15	630.79 129,312.74	649.74 133,196.32	669.26 137,197.92	205
Administrator of Curriculum & Instruction*	H	594.64 127,848.46	612.46 131,678.74	630.79 135,620.68	649.74 139,693.70	669.26 143,890.50	215
Director Extended Care	I	582.79 128,213.74	599.53 131,897.14	616.73 135,679.90	634.49 139,586.84	652.75 143,605.55	220
Elementary School Principal	J	610.54 128,213.40	628.07 131,895.34	646.10 135,681.59	664.70 139,586.39	683.83 143,604.99	210
Middle School Principal	K	620.23 137,690.31	638.04 141,645.31	656.37 145,713.08	675.21 149,896.15	694.67 154,217.06	222
Director Student Support & School Safety	K	620.23 133,348.73	638.04 137,179.01	656.37 141,118.52	675.21 145,169.69	694.67 149,354.36	215
Director Pupil Services	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
Director Bond Programs, Sustainability, Maintenance, and Operations	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
Director Educational Technology and Information Systems	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
High School Principal	M	691.63 153,542.86	711.14 157,873.80	730.62 162,197.22	750.25 166,555.73	769.71 170,876.65	222
Assistant Superintendent, Educational Services	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222
Assistant Superintendent, Human Resources	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222
Assistant Superintendent, Business Services	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222

Annual stipend of \$1,000.00 for Doctorate.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 29, 2023

SUBJECT: B.1.d. APPROVE THE RECLASSIFICATION, REVISED JOB DESCRIPTION AND SALARY SCHEDULE PLACEMENT FOR THE COORDINATOR OF INSTRUCTIONAL PROGRAMS TO ADMINISTRATOR OF CURRICULUM AND INSTRUCTION

ACTION

ISSUE: Shall the Board approve the reclassification, revised job description, and salary schedule placement for the certificated position of Coordinator of Instructional Programs to an administrative position of Administrator of Curriculum and Instruction?

BACKGROUND: In our continued efforts to align our organizational structure with the actual responsibilities and demands of key positions within the Oak Park Unified School District, we are proposing a reclassification of the “Coordinator of Instructional Programs” to the “Administrator of Curriculum and Instruction.” With an administrator overseeing the instructional program under the guidance of the Assistant Superintendent of Educational Services, we envision a streamlined approach. This strategic placement allows our dedicated staff to channel their energy and expertise into our paramount goal: Establishing Strategies and Opportunities to Foster Student and Staff Success and a Culture of Continuous Improvement and Innovation.

Reclassifying this position to a management level not only embodies our pursuit of excellence but this role, carefully molded and strategically positioned, will be key in crafting a resilient data framework, ensuring that our decisions, curriculum adjustments, and new roll-outs align effortlessly with the district's overarching vision. With this enhanced collaboration and focus, we anticipate an increase in our ability to share pivotal assessment insights across various sites, promote instructional best practices, aiding in student progress monitoring.

We believe that this reclassification will better position the District to meet the evolving demands of our community and provide clarity and alignment in our organizational structure. We respectfully seek the Board's approval on this reclassification. A copy of the revised job description and recommended salary schedule follows for the Board's review.

FISCAL IMPACT: This is a \$6,658 salary increase in the 2023-24 General Fund budget.

OPUSD GOAL: In support of OPUSD Goal #3 Recruit, Retain, and Train Talented and Mission/Vision-Driven Staff

ALTERNATIVES:

1. Reclassify, the position and approve revised job description, and salary schedule placement.
2. Do not reclassify the position

RECOMMENDATION: Alternative No. 1

BOARD OF EDUCATION MEETING, AUGUST 29, 2023

Approve the reclassification, revised job description, and
salary schedule placement for the position of Coordinator of Instructional
Programs to an administrative position of Administrator of Curriculum and Instruction
Page 2

Prepared by Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: Administrator of Curriculum and Instruction

Definition: This is a Certificated full-time, 215-day administrative position, in Range H on the Confidential and Administrative Salary Schedule.

Brief Description: Under the supervision of the Assistant Superintendent of Educational Services, provides leadership, coordination and facilitation in the development and implementation of TK-12 curriculum and instructional programs. Develops, directs, and evaluates curriculum and instructional programs, budgets, and staff development district wide.

Essential Functions: Duties may include, but are not limited to, the following:

- Oversight and coordination of quality/maintenance of curriculum planning (TK-12)
- Coordinate and enhance the OPUSD's GATE program and facilitate the GATE DAC and GATE Site Coordinator meetings
- LST (Lead Support Teacher) Site Coordinator support
- Coordinate data team meetings, ensuring streamlined support for the District's MTSS program.
- Lead new educational initiatives, staying updated with leading data management systems and integrating technology to guide curriculum development
- Coordinate research and recommendations for continuous improvement in the areas of student achievement and assessment, best practices in content and pedagogy, culturally relevant teaching, Universal Transitional Kindergarten, and instructional technology
- Garden grant implementation/support
- Oversight of Readers and Writers Workshop and work with lead support teachers to coordinate trainings for the program and provide support to new teachers and staff
- Lead data collection and analysis efforts as it relates to curriculum; explore potential Ed Tech integrations, and ensure a data-backed approach to support student outcomes and curriculum development
- Indian Education coordination with the Ventura County Consortium and bring an equity lens to curriculum and instruction to ensure that culturally responsive teaching is taking place in the District's classrooms and that curriculum and instruction is historically accurate and creates a sense of belonging for all students and families
- Lead and coordinate textbook adoption/pilot process with schools
- Committee participation (Educational Services, EEAC, LCAP PAC, Math Community of Practice, Curriculum Council, Report Card, Ethnic Studies Committee, etc.)
- Coordinate and manage OPUSD's summer school (grades 9-12) and any summer remediation programs (grades TK-12), ensuring alignment with applicable laws and board policies; collect, analyze, and report data regarding summer school student participation, program offerings, and capacity limitations to school sites, OPUSD executive cabinet, and the Board of Education
- Research and lead professional development program as it relates to curriculum; coordinate and schedule trainings with site administration and District office.

- LCAP support/committee/surveys
- Horizontal and vertical articulation facilitation between school sites
- District/EdServices/C&I website updates
- Assist with Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) including data meeting facilitation and progress monitoring
- Lead the OPUSD's Artificial Intelligence (AI) committee, developing ethical framework to enable all learners to benefit optimally from AI in education, while also protecting against the known risks this technology presents.
- Facilitate elementary report card review, revisions, and updates
- Maintain confidentiality when dealing with student, staff and parent information
- Supervise and evaluate Math and CTE/Categorical Programs TOSAs
- Collaborate with technology department to develop and assist with implementing OPUSD's comprehensive Educational Technology Plan
- Ensure implementation of and compliance with Board policy, administrative regulations, and law
- Perform other duties as assigned by the supervisor

Knowledge and Abilities: At a minimum, the successful candidate should possess the following:

- Expertise with curriculum, core instruction, and student intervention
- Comprehensive knowledge of TK-12 CA State Standards
- Capacity for providing effective leadership and professional development
- An understanding of effective principles and practices of high-quality, standards-based instruction
- Program compliance with applicable sections of the California Education Code, OPUSD board policies, and other local, state, and federal statutes/regulations
- Technology utilized in teaching and learning, including staying current with the latest trends in instructional technology and AI

Ability to:

- Manage complex projects; recommend and implement goals, objectives, and practices for providing effective instructional programs
- Collaborate effectively with diverse groups and audiences
- Promote flexibility and resiliency through thinking critically and creatively
- Communicate effectively, both orally and in writing
- Demonstrate strong organizational skills
- Work independently and in concert with other District personnel
- Ability to demonstrate effective decision making skills while acting within the district policies, procedures and guidelines
- Ability to work with and supervise individuals with a variety of styles and personalities
- Knowledge of budgeting process
- Ability to encourage collaboration with other schools and programs within the district
- Knowledge and understanding of district and board policies
- Ability to demonstrate professionalism and ethical practices
- Knowledgeable about best practice in curriculum and instruction as well as emerging practices

- Strong leadership and time management skills
- Ability to project a positive, cooperative and respectful attitude with students, parents, administration, employees and community members
- Ability to plan and present to large and small groups
- Ability to analyze, interpret, compare and present data using a wide range of mediums

Education, Experience, and Other Requirements:

- Valid California Teaching Credential
- Valid Administrative Services Credential
- English Learner Authorization (CLAD or BCLAD)
- Minimum of five (5) years of successful classroom teaching experience in a public school setting
- Prior administrative experience at the site or district level

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

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

*Board Proposed August 29, 2023**

**Effective: September 1, 2023*

Board Approved April 25, 2023 ~ 8.0%

Effective: July 1, 2023

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
CONFIDENTIAL-Rates listed as Monthly and Annually							
Administrative Assistant	A	5,137.84 61,654.12	5,446.12 65,353.47	5,772.88 69,274.59	6,119.26 73,431.17	6,486.42 77,837.03	12 Month
Business Department Assistant	A	5,137.84 61,654.12	5,446.12 65,353.47	5,772.88 69,274.59	6,119.26 73,431.17	6,486.42 77,837.03	12 Month
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Public Information and Strategic Communications Officer*	E	575.35 127,727.65	592.62 131,562.34	610.39 135,507.30	628.72 139,575.08	647.57 143,760.65	222
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Program Specialist	G.1	556.28 111,256.27	573.16 114,631.91	589.92 117,984.97	607.21 121,441.91	624.97 124,993.67	200
Director of Early Childhood Education	G.1	556.28 111,256.27	573.16 114,631.91	589.92 117,984.97	607.21 121,441.91	624.97 124,993.67	200
Middle School Assistant Principal	G.2	563.69 112,737.49	580.60 116,119.90	598.02 119,603.93	615.96 123,191.82	634.45 126,890.35	200
High School Assistant Principal	H	594.64 121,902.02	612.46 125,554.15	630.79 129,312.74	649.74 133,196.32	669.26 137,197.92	205
Principal OVHS/OPIS	H	594.64 121,902.02	612.46 125,554.15	630.79 129,312.74	649.74 133,196.32	669.26 137,197.92	205
Administrator of Curriculum & Instruction*	H	594.64 127,848.46	612.46 131,678.74	630.79 135,620.68	649.74 139,693.70	669.26 143,890.50	215
Director Extended Care	I	582.79 128,213.74	599.53 131,897.14	616.73 135,679.90	634.49 139,586.84	652.75 143,605.55	220
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Director Pupil Services	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
Director Bond Programs, Sustainability, Maintenance, and Operations	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
Director Educational Technology and Information Systems	L	666.30 147,918.65	686.28 152,354.86	706.89 156,928.91	728.08 161,633.30	749.92 166,483.05	222
High School Principal	M	691.63 153,542.86	711.14 157,873.80	730.62 162,197.22	750.25 166,555.73	769.71 170,876.65	222
Assistant Superintendent, Educational Services	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222
Assistant Superintendent, Human Resources	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222
Assistant Superintendent, Business Services	O	767.42 170,367.86	790.44 175,478.27	814.15 180,741.57	838.57 186,162.76	863.74 191,749.37	222

Annual stipend of \$1,000.00 for Doctorate.

TO: MEMBERS OF BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 29, 2023

SUBJECT: B.1.e. APPROVE SUBMITTING OF CONSOLIDATED APPLICATION FOR FUNDING FOR CATEGORICAL AID PROGRAMS – 2023-2024

ACTION

ISSUE: Shall the Board of Education approve the Consolidated Application for Funding for Categorical Aid Programs?

BACKGROUND: Districts in the State of California are required to submit a Consolidated Application (ConApp) to apply for Federal funding. The application is submitted online through a web-based Consolidated Application Reporting System (CARS).

The application is completed in multiple parts: Spring (June) and Winter (February). The Winter release of the application is submitted in February and contains the District's entitlements for each funded program. The ConApp Spring report identifies the programs for which the District is requesting funding. This year the application was not released until after the August 15th board meeting. The Board is requested to approve the category of funds listed below for which the District will submit the application. Once the Board approves the list of funds the District can certify and submit the application.

In order to submit the application, it is required that the District's DELAC committee review and approve the proposed spending of the Title III funding prior to Board approval. The DELAC committee met on April 27, 2023 to approve the proposed spending of Title III funds. Board is requested to grant approval so that the District can submit the application before the August 30, 2023, deadline.

For the 2023-24 Fiscal Year, the Oak Park Unified School District is applying for funds from the following categorical programs:

- Title I, Part A, Basic Grant
- Title II, Part A, Preparing, Training, Recruiting High Quality Teachers
- Title III English Learner Student Program

FISCAL IMPACT: The projected funding amount is included in the 2023-2024 adopted budget.

ALTERNATIVES:

1. Approve the Consolidated Application for Funding for Categorical Aid Programs
2. Do not approve the Consolidated Application

RECOMMENDATION: Alternative #1

BOARD OF EDUCATION MEETING, AUGUST 29, 2023

Approve the Consolidated Application for Funding for Categorical Aid Programs

Page 2

Prepared by: Tammy Herzog, Assistant Superintendent of Educational Services

Respectfully Submitted,

Jeff Davis, Ed.D.
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Oak Park Unified School District
Application for Funding
Fiscal Year: 2023-2024

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed Fiscal Year:

☐

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed Fiscal Year.

☒

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LA is eligible to receive are displayed.

Title I, Part A (Basic Grant):

☐

No

☒

Yes

Title II, Part A (Supporting Effective Instruction):

☐

No

☒

Yes

Title III, English Learner:

☐

No

☒

Yes

Title III Immigrant:

☒

No

☐

Yes

Title IV, Part A (Student and School Support):

☒

No

☐

Yes