

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #1072**

**DATE:** December 13, 2022

**PLACE:** Members of the public will have the right to observe the meeting in person and on [www.opusd.org/livestream](http://www.opusd.org/livestream) and offer public comment in person at the meeting.

**TIME:** 6:00 p.m. Open Session  
8:00 p.m. Closed 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**

Denise Helfstein, Clerk

Tina Wang, Member

Soyon Hardy, Member

Megan Lantsman, Newly Elected Member

Jim Moynihan, Newly Elected Member

Tess Leong, 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

Tammy Herzog, Assistant Superintendent, Educational Services

Enoch Kwok, Director, Educational Technology & Information Systems

Marcus Konantz, Director, Pupil Services

Brendan Callahan, Director Bond Program, Sustainability, Maintenance and Operations

Sara Ahl, Director Extended Care Programs

Brad Benioff, Director of Student Support and School Safety

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

### **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 organizational meeting agenda, or on any issue within the jurisdiction of the Governing Board. Individual speakers will be allowed three minutes 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.

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, January 24, 2023  
Oak Park High School, Presentation Room, G9**

**AGENDA IS POSTED AT SCHOOL OFFICES & THE DISTRICT WEBSITE:  
<https://www.oakparkusd.org/Page/10981>**

### **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.*

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**AGENDA – ORGANIZATIONAL BOARD MEETING #1072**  
**December 13, 2022**

**CALL TO ORDER – Followed by Public Comments/6:00 p.m.**

*The Superintendent will preside over the Organizational meeting until the Board President has been elected (I – III.a.)*

**OPEN SESSION: 6:00 p.m.**

**CLOSED SESSION: 8:00 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](http://www.opusd.org/livestream) and offer public comments in person at the meeting.

**I. ADMINISTRATION OF OATH OF OFFICE:**

Soyon Hardy - Term 2022-2026 (First Term)

Megan Lantsman - Term 2022-2026 (First Term)

Jim Moynihan - Term 2022-2026 (First Term)

**II. CALL TO ORDER: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. ADOPTION OF AGENDA**

**D. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**III. BOARD REORGANIZATION**

**a. Election of Officers of the Board of Education**

*Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually. Newly elected President assumes leadership of the meeting.*

**b. Approve Proposed Board Meeting Schedule for Calendar Year 2023**

*To select and approve the meeting schedule for the Governing Board for the calendar year*

**c. Approve Designation of Secretary/Authorized Agent of the Board of Education**

*Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent*

**d. Approve Certification of Signatures**

*Education Codes 42632 and 42633 require annual Certification of Signatures after new board members are sworn in and election of Board Officers*

**e. Select and Approve School Board Representative to the County Committee on School District Organization**

*Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee*

**f. Confirmation and Designation of Board Representatives to District Committees**

*Board Members will select District Committee representation for the 2023 calendar year*

**g. Review and Revise Board Governance Calendar for 2023**

*Board to review and revise the Board Governance Calendar for January 2023 – June 2023.*

#### **IV. OPEN COMMUNICATIONS/PRESENTATIONS**

##### **A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Remarks from Board Members
2. Report from Student Board Member
3. Remarks from Superintendent

##### **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 November 15, 2022](#)  
*Board Bylaw 9324 requires Board approval of minutes from previous meeting*
- b. [Approve/Ratify Public Employee/Employment Changes 01CL254335-01CL254365 & 01CE12198-01CE12229](#)  
*Board approval required for public employee employment and changes*
- c. [Ratify Purchase Orders – November 1 - November 30, 2022](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Winter Sports Teams to CIF Playoffs](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Renewal of Contract with Super CO OP\(USDA\) Foods and Purchase Delivery for 2023](#)  
*Board Policy 3312 requires Board approval for contracts for services*

##### **ACTION**

###### **2. BUSINESS SERVICES**

- a. [Discuss and Approve District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2023-2024](#)  
*According to provisions of the District of Choice program, the Board is required to establish the district's capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2023-24.*
- b. [Adopt Resolution #2022-15 Authorizing Procurement for Network Infrastructure and Approve Contract for Consulting Services](#)  
*Public Contract Code 20118.2 and Administrative Regulation 3311.4 permits districts to use competitive negotiation rather than seek competitive bids when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus.*
- c. [Approve Fiscal Year 2022-23 First Interim Financial Report, Certification and Budget Revisions](#)  
*Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District*
- d. [Approve Appointment to the Oak Park Citizens' Oversight Committee for the 2022-2024 Term](#)  
*Board approval required for appointment to Citizens Oversight Committee*

### **3. BOARD POLICIES**

#### **a. Approve Amendment to Board Policy 3110 - Transfer of Funds**

*Board Policy updated to delete an authorization for the temporary transfer of funds which only pertained to the 2020-21 and 2021-22 fiscal years.*

#### **b. Approve Amendment to Board Policy and Administrative Regulation 3550 - Food Service/Child Nutrition Program**

*Board Policy and Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and NEW LAW (AB 486, 2021) which authorizes the coordination of food service programs with classroom instruction and other related district programs. Regulation updated to make other clarifying changes in the "Food Safety" section.*

#### **c. Approve Amendment to Board Policy and Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund**

*Board Policy and Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, including revisions to the "Meal Sales" and "Program Monitoring and Evaluation" sections. Regulation updated to include revision to "Payment for Meals," "Cafeteria Funds," and "Contracts with Outside Services" sections to make them generally applicable to all food service programs and the deletion of the "Unpaid and Delinquent Meal Charges" section which is no longer applicable.*

#### **d. Approve Amendment to Board Policy and Administrative Regulation 6164.4 - Identification and Evaluation of Individuals for Special Education**

*Board Policy updated to reference the U.S. Department of Education's (USDOE) Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act which reaffirms the obligation to fully implement the Individuals with Disabilities Education Act (IDEA) during the COVID-19 pandemic, including the requirement to meet child find obligations, and encourages districts to reexamine the efficacy of existing child find practices in light of the educational disruptions caused by the COVID-19 pandemic. Regulation also updated to provide that the child find process includes the collection and screening of data to determine if students are making adequate progress, to include the district's obligation to ensure that evaluations of children suspected of having a disability are not delayed or denied because of the implementation of response to intervention strategies, clarify material regarding referrals for initial evaluations, evaluation plans and informed parent/guardian consent, reflect the timeline for the determination of whether the student is eligible for special education and the educational needs of the student and when an Individualized Education Program (IEP) meeting and the development of an IEP occurs, clarify the qualifications of personnel who administer evaluations and reevaluations, add that the normal process of second-language acquisition as well as manifestations of dialect and social linguistic variance not be diagnosed as a disabling condition, and clarify material regarding Independent Educational Evaluations. Regulation also updated to reference M.M. v. Lafayette School District, a Ninth Circuit Court of Appeals decision which held that the district violated IDEA when it failed to provide parents with their child's response to instruction (RTI) data when seeking informed consent for an initial evaluation.*

#### **e. Approve Amendment to Board Policy, Administrative Regulation, and Exhibits 6173 - Education for Homeless Children**

*Board Policy updated to reflect NEW LAW (AB 27, 2021) which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect AB 27 requirement for districts that receive American Rescue Plan Elementary and Secondary*

*School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect NEW LAW (SB 400, 2021) which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law. Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and NEW LAW (AB 27, 2021) which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness. Exhibits added to provide sample of the Dispute Form and Letter.*

**f. Approve Amendment to Board Bylaw 9150 Student Board Members**

*Board Bylaw updated to reflect NEW LAW (AB 824, 2021) which specifies circumstances under which a governing board may adjust the term of a student board member. Bylaw also updated to enhance legal accuracy and clarity. Bylaw Exhibit recommended for deletion as material moved into the Bylaw.*

**V. OPEN DISCUSSION**

- 1. Review and Discuss the Roll-out of the Diligent Community Agenda Management Platform**
- 2. Discuss Dates of Special Board Meeting in December/January**
- 3. Discuss Future Agenda Items**

**VI. INFORMATION ITEMS**

- 1. Monthly Measure S Project Status Report**
- 2. Monthly 3 Attendance and Enrollment Report**

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

**A. 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

**B. SUPERINTENDENT'S GOALS**

**VIII. ADJOURNMENT:**

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: I. ADMINISTRATION OF OATH OF OFFICE**

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**ADMINISTRATION OF OATH**

**ISSUE:** To administer the Oath of Office.

**BACKGROUND/  
ACTION:** The Superintendent shall administer the Oath of Office to newly elected Board Members, Soyon Hardy, Megan Lantsman, and Jim Moynihan.

**BOARD BYLAW:** Pursuant to Board Bylaw 9224 Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

**OATH:** Oath of Office - Superintendent, will administer it jointly  
Each Board member takes the following oath at the December meeting following their election to the Board:

*"I, name, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."*

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9224*

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## **Oath or Affirmation**

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

*(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)*

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Legal Reference:

*EDUCATION CODE*

60 Persons authorized to administer and certify oaths

*GOVERNMENT CODE*

1303 Misdemeanor for failure to take oath

1360-1369 Oath of office

3100-3109 Oath or affirmation of allegiance

*CALIFORNIA CONSTITUTION*

Article 20, Section 3 Oath of office

*COURT DECISIONS*

Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Adopted: 3-12-02

Amended: 9-17-02



# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD BYLAWS**

*Series 9000*

*Board Bylaws*

*BB 9005(a)*

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## Governance Standards

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

*(cf. 9000 - Role of the Board)*

*(cf. 9270 - Conflict of Interest)*

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education

*(cf. 9010 - Public Statements)*

3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader

*(cf. 9240 - Board Development)*

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff

*(cf. 2110 - Superintendent Responsibilities and Duties)*

8. Understand that authority rests with the Board as a whole and not with individuals

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD BYLAWS**

*Series 9000*

*Board Bylaws*

*BB 9005(b)*

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*(cf. 9200 - Limits of Board Member Authority)*

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for the School District)*

3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures

*(cf. 9310 - Board Policies)*

6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness

*(cf. 9400 - Board Self-Evaluation)*

8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9323 - Meeting Conduct)*

Legal Reference:

**EDUCATION CODE**

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

**GOVERNMENT CODE**

1090 Financial interest in contract

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD BYLAWS**

*Series 9000*

*Board Bylaws*

*BB 9005(c)*

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1098 Disclosure of confidential information  
1125-1129 Incompatible activities  
54950-54963 The Ralph M. Brown Act  
87300-87313 Conflict of interest code

Management Resources:

*CSBA PUBLICATIONS*

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

*WEB SITES*

CSBA: [www.csba.org](http://www.csba.org)

Adopted: 5-15-07

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: III.a. ELECTION OF OFFICERS OF THE BOARD OF EDUCATION**

ACTION

**ISSUE:** To nominate and elect officers of the Board of Education.

**ELECTION OF OFFICERS**

1. Approve the nomination and election of \_\_\_\_\_ as the President of the Board of Education.

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

2. Approve the nomination and election of \_\_\_\_\_ as the Vice President of the Board of Education.

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

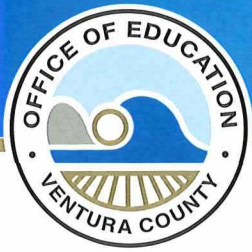
3. Approve the nomination and election of \_\_\_\_\_ as the Clerk of the Board of Education.

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

Respectfully submitted

\_\_\_\_\_  
Jeff Davis, Ed.D.  
Superintendent

**RATIONALE:** Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members (Education Code Section 35022). Bylaws of the Board 9320 and Education Code Section 35143 require the nomination and election of Board Officers annually.



## VENTURA COUNTY OFFICE OF EDUCATION

Dr. César Morales, County Superintendent of Schools

**TO:** District Superintendents

**FROM:** Dr. César Morales  
Ventura County Superintendent of Schools

**DATE:** October 6, 2022

**SUBJECT:** **ANNUAL ORGANIZATIONAL MEETING OF GOVERNING BOARD and  
SWEARING IN FOR NEWLY ELECTED BOARD MEMBERS**

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Pursuant to *Education Code Section 35143*, the Governing Board of each School District must hold its 2022 Annual Organizational Meeting **between December 9 - 23, 2022** (inclusive). *Within 15 days prior to the date of the Annual Organizational Meeting*, districts must notify in writing all members and members-elect of the date and time selected. Please notify the Ventura County Office of Education of the date and time selected using the attached Annual Organizational Meeting Notification form.

Per Education Code Section 5017 and Elections Code Section 10554, **newly elected Board Members take office on the second Friday in December following certification of election - December 9, 2022**. It is common practice for School Districts to administer the Oath of Office to their Board members at the Annual Organizational Meeting. If Board action is needed between the date newly elected Board members take office and the date of the Annual Organizational Meeting, please remember that newly elected Board members **must be sworn in** prior to taking any action.

As a reminder, school boards must adopt the first interim budget report by December 15, 2022.

The following actions are to be taken during the Annual Organizational Meeting:

1. Elect a President and a Clerk and/or Vice President from its members (Please complete the attached form - *Certificate of Election of District President and Clerk*).
2. Appoint a Secretary to the Board.
3. Elect a School Board Representative to Vote in Election for Members of the County Committee on School District Organization (Please complete the attached form - *Certificate of School Board Representative to Vote in Election for Members of the County Committee on School District Organization*).

4. Authorize Certification of Signatures (Please complete the attached form - *Certification of Signatures*). Send original to the Ventura County Office of Education.
5. Adopt a Schedule of Regular Board meetings for 2023 (Please send VCOE a copy of your calendar).
6. Complete and submit the attached form - *Statement of Facts Roster of Public Agencies Filing*.

The following two agencies require a Statement of Facts form with ***original signatures***:

Secretary of State, Special Filings Unit  
P. O. Box 942870  
Sacramento, CA 94277-2870

Ventura County Clerk and Recorder  
Attention: David Valenzuela  
800 South Victoria Avenue  
Ventura, CA 93009-1260

The following two agencies require a Statement of Facts form with a ***copy of the signed form***:

California School Boards Association  
3251 Beacon Boulevard  
West Sacramento, CA 95691

Ventura County Office of Education  
Attention: Cathy Samuel  
5189 Verdugo Way  
Camarillo, CA 93012

**By December 31, 2022**, please forward completed forms to:

Ventura County Office of Education  
Attn: Cathy Samuel  
5189 Verdugo Way  
Camarillo, CA 93012  
(805) 383-1906  
[csamuel@vcoe.org](mailto:csamuel@vcoe.org)

**CERTIFICATE OF ELECTION OF  
DISTRICT PRESIDENT AND CLERK**

*(Education Code Section 35143)*

WE HEREBY CERTIFY that at a meeting of the Governing Board of the

\_\_\_\_\_ School District held on

\_\_\_\_\_, the following persons were elected:

**\*PRESIDENT OF THE BOARD:**

\_\_\_\_\_  
Name of Person Elected

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Work Telephone Number

**\*CLERK OF THE BOARD:**

\_\_\_\_\_  
Name of Person Elected

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Work Telephone Number

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

\* Every School District Governing Board consisting of five or more members shall, at each annual meeting, elect a President from amongst its members *(Education Code Section 35022)*. **Mail this Certificate to the Ventura County Office of Education, 5189 Verdugo Way, Camarillo, CA 93012, Attention: Cathy Samuel.**





**Secretary of State**  
**Registry of Public Agencies**  
(Government Code section 53051)

**SF-405**

**IMPORTANT — Read Instructions before completing this form.**

There is **No Fee** for a Registry of Public Agencies filing

**Copy Fees** – First page \$1.00; each attachment page \$0.50;  
Certification Fee - \$5.00

**This Space For Office Use Only**

**1. Type of Filing** (Check one.)

- ☐ Initial Filing (first Registry of Public Agencies filing for an agency)  
☐ Updated Filing (change to an existing Registry of Public Agencies record)

**2. Agency Information**

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

**3. Chairperson, President, or Other Presiding Officer**

a. Name

b. Title

c. Business or Residence Address

**4. Clerk or Secretary**

a. Name

b. Title

c. Business or Residence Address

**5. Other Members of the Governing Board** (Enter as many as applicable. Attach additional pages for additional members.)

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

**6. Date and Sign Below** (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

## Instructions for Completing the Registry of Public Agencies (Form SF-405)

The governing body of a public agency is required, within 70 days after the commencement of the agency's legal existence, to file a specified statement of facts about the agency with the Secretary of State. This information is also required to be updated within 10 days of a change to it.

### Fees:

- **Filing Fee:** There is **no fee** for a Registry of Public Agencies filing.

**Copies:** To obtain copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

**Payment Type:** Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard).

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Registry of Public Agencies (Form SF-405) as follows:**

Item	Instruction	Tips
1.	You must check the appropriate box ( <b>check one</b> ).	<ul style="list-style-type: none"><li>• If this is the first Registry of Public Agencies filing for an agency, check "Initial Filing".</li><li>• If this is a change to an existing Registry of Public Agencies record, check "Updated Filing".</li></ul>
2a.	Enter the full legal name of the public agency.	
2b.	Indicate the nature of the update if this is an updated filing.	<ul style="list-style-type: none"><li>• Leave this blank for initial filings.</li><li>• For updated filings, list information that has changed.</li></ul>
2c.	Enter the county or counties in which the agency operates.	<ul style="list-style-type: none"><li>• List as many as applicable. If additional space is required, attach additional pages.</li></ul>
2d.	Enter the agency's official mailing address.	<ul style="list-style-type: none"><li>• The <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li><li>• P.O. box is acceptable.</li></ul>
3a.	Enter the Chairperson, President, or Other Presiding Officer's name.	
3b.	Enter the Chairperson, President, or Other Presiding Officer's official title.	<ul style="list-style-type: none"><li>• Include the full official title.</li></ul>
3c.	Enter the Chairperson, President, or Other Presiding Officer's business or residence address.	<ul style="list-style-type: none"><li>• A <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li></ul>
4a.	Enter the Clerk or Secretary's name.	
4b.	Enter the Clerk or Secretary's official title.	<ul style="list-style-type: none"><li>• Include the full official title.</li></ul>

4c.	Enter the Clerk or Secretary's business or residence address.	<ul style="list-style-type: none"> <li>• A <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li> </ul>
5.	Enter the name and business or residence of any other members of the agency's governing board, if applicable.	<ul style="list-style-type: none"> <li>• A <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li> <li>• Attach additional pages if additional space is required.</li> </ul>
6.	Date, sign, and print the name of the individual completing the form.	

**Where to File:** Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Special Filings Unit, P.O. Box 942870, Sacramento, CA 94277-2870 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 2nd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

**Legal Authority:** General statutory filing provisions are found in Section [53051](#). All statutory references are to the California Government Code, unless otherwise stated.

**STATEMENT OF FACTS  
ROSTER OF PUBLIC AGENCIES FILING**

Complete and distribute as follows:

1. Secretary of State *(Must have original signatures.)*  
P. O. Box 942870  
Sacramento, CA 94277-2870
2. Ventura County Clerk and Recorder *(Must have original signatures.)*  
Attention: David Valenzuela  
800 South Victoria Avenue  
Ventura, CA 93009-1260
3. California School Boards Association (A copy is acceptable.)  
3251 Beacon Boulevard  
West Sacramento, CA 95691
4. Ventura County Office of Education (A copy is acceptable.)  
Attention: Cathy Samuel  
5189 Verdugo Way  
Camarillo, CA 93012

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9100(a)*

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## **Organization**

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting, the Board shall:

1. Elect a president and a clerk, and vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies or organizations with which the district partners or collaborates.

*(cf. 9140 - Board Representatives)*

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities, including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

*(cf. 9000 – Role of the Board)*

*(cf. 9005 – Governance Standards)*

*(cf. 9230 – Orientation)*

*(cf. 9240 – Board Development)*

*(cf. 9320 – Meetings and Notices)*

*(cf. 9323 – Meeting Conduct)*

### Election of Officers

The Board shall each year elect its entire slate of officers.

*(cf. 9224 - Oath or Affirmation)*

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 9-15-15, 10-13-2022

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD BYLAWS**

*Series 9000*

*Board Bylaws*

*BB 9121(a)*

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## **President**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9100 - Organization)*

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

*(cf. 9322 - Agenda/Meeting Materials)*

3. Call the meeting to order at the appointed time and preside over the meeting

4. Announce the business to come before the Board in its proper order

5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused

8. Rule on issues of parliamentary procedure

9. Put motions to a vote, and clearly state the results of the vote

*(cf. 9323 - Meeting Conduct)*



# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD BYLAWS**

*Series 9000*

*Board Bylaws*

*BB 9121(b)*

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The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees

*(cf. 9130 - Board Committees)*

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

*(cf. 1112 - Media Relations)*

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The president is encouraged to participate in professional development opportunities to enhance his/her leadership skills.

*(cf. 9240 - Board Training)*

When the president resigns, or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

*(cf. 9123 - Clerk)*

Legal Reference:

*EDUCATION CODE*

*35022 President of the board*

*35143 Annual organizational meetings; dates and notice*

*GOVERNMENT CODE*

*54950-54963 Ralph M. Brown Act*

*Management Resources:*

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD BYLAWS**

*Series 9000*

*Board Bylaws*

*BB 9121(c)*

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## *CSBA PUBLICATIONS*

*Call to Order: A Blueprint for Great Board Meetings, 2015*

*Board Presidents' Handbook, revised 2002*

*CSBA Professional Governance Standards, 2000*

## *WEB SITES*

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

**Adopted: 10-19-77**

**Amended: 3-2-83, 11-6-84, 9-11-90, 3-12-02, 9-17-02, 8-30-17**

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9123*

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## Clerk

At the annual organizational meeting, the Governing Board shall elect a clerk from its own membership. (Education Code 35143)

*(cf. 9100 - Organization)*

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign the minutes of Board meetings following their approval

*(cf. 9324 - Minutes and Recordings)*

4. Sign documents on behalf of the district as directed by the Board
5. Serve as presiding officer in the absence of the president and vice president

*(cf. 9121 - President)*

6. Notify, or appoint a designee to notify, Board members and members-elect of the date and time for the annual organizational meeting

7. Perform any other duties assigned by the Board

Legal Reference:

### *EDUCATION CODE*

17593 Repair and supervision of property (duty of district clerk)  
35038 Appointment of clerk by county superintendent of schools  
35039 Dismissal of clerk  
35121 Appointment of clerk in certain city and high school districts  
35143 Annual organizational meetings  
35250 Duty to keep certain records and reports  
38113 Duty of clerk (re provision of school supplies)

### *GOVERNMENT CODE*

54950-54963 Ralph M. Brown Act

Management Resources:

### *CSBA PUBLICATIONS*

CSBA Professional Governance Standards, 2000  
Maximizing School Board Leadership: Boardsmanship, 1996

### *WEB SITES*

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

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 10-18-11

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: III.b. PROPOSED BOARD MEETING SCHEDULE FOR CALENDAR YEAR 2023**

**ACTION**

**ISSUE:** To select the meeting schedule of the Governing Board for calendar year 2023.

**BACKGROUND:** The Board approved the 2022-2023 meeting schedule through June 2023 at the August 30, 2022 Board Meeting. It is customary to select the Board Meeting Schedule for the remainder of the calendar year at the Organizational Meeting. It is requested that the Board consider the dates listed below beginning with August 2023.

**ALTERNATIVES:** To select the following schedule of the Regular Board Meetings to commence in Closed Session at 5:00 p.m. and adjourn to Open Session at 6:00 p.m. for the 2023 Calendar Year:

**January 24, 2023	Single Regular Meeting in January
**February 28, 2023	Single Regular Meeting in February
March 21, 2023	Single Regular Meeting in March
**April 25, 2023	Single Regular Meeting in April
May 16, 2023	Single Regular Meeting in May
*June 20, 2023	Single Regular Meeting in June
<b>August 15, 2023</b>	<b>Regular Meeting in August</b>
<b>*September 12, 2023</b>	<b>Regular Meeting in September</b>
<b>October 17, 2023</b>	<b>Regular Meeting in October</b>
<b>*November 14, 2023</b>	<b>Regular Meeting in November</b>
<b>**December 12, 2023</b>	<b>Organizational Meeting in December</b>

Board meetings are typically held on the 3rd Tuesday

Special Board Meetings will be added as they come up

\* September, November and December Meetings are on the 2nd Tuesday of the Month.

\*\*January, February, and April Meetings will be held on the 4th Tuesday of the month to factor in the school breaks to give staff time to prepare the agenda.

\*Organization Meeting Falls on second Tuesday of the month and within 15 days after 2<sup>nd</sup> Friday of the Month.

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 BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9320(a)*

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## **Meetings And Notices**

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

## **Regular Meetings**

The Board shall hold one regular meeting each month. Regular meetings shall be held at 5:00 p.m. for Closed Session and 6:00 p.m. for Open session on the 3<sup>rd</sup> Tuesday of the month.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's web site. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

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*Bylaws of the Board*

*BB 9320(b)*

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## **Special Meetings**

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

## **Emergency Meetings**

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

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recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

## Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and place and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

## Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

## Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern



# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

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3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers  
Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

## Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following:(Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

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8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

## **Teleconferencing**

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

## **Teleconferencing During a Proclaimed State of Emergency**

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

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*BB 9320(f)*

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the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing
2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be given and posted as otherwise required by the Brown Act
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed
6. If during a Board meeting a disruption occurs which prevents the district from broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

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The district may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person
2. State or local officials continue to impose or recommend measures to promote social distancing

Adopted: 10-19-77

Amended: 9-7-93, 3-12-02, 9-17-02, 4-19-05, 12-12-06, 9-16-08, 4-21-09, 5-15-12, 2-16-21,  
3-15-22

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: III.c. APPROVE DESIGNATION OF SECRETARY/AUTHORIZED  
AGENT THE BOARD OF EDUCATION**

ACTION

**ISSUE:** To approve designation of the Superintendent as Secretary and Authorized Agent of the Board of Trustees.

**ALTERNATIVES:**

1. Approve the designation of the Superintendent as Secretary and Authorized Agent of the Board of Education.
2. To make an alternate selection for Secretary and Authorized Agent the Board of Education.

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** In accordance with Bylaws of the Board 9122 and Education Code Sections 35025 and 35034, the Governing Board is empowered to designate the Superintendent as its Secretary and Authorized Agent.

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 BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9122*

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## **Secretary**

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda

*(cf. 9322 - Agenda/Meeting Materials)*

2. Record, distribute and maintain the Board minutes

*(cf. 9324 - Minutes and Recordings)*

3. Maintain Board records and documents

4. Conduct official correspondence for the Board

5. As directed by the Board, sign and execute official papers

6. Perform other duties as assigned by the Board

*(cf. 2111 - Superintendent Governance Standards)*

Legal Reference:

**EDUCATION CODE**

35025 Secretary and bookkeeper

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

**GOVERNMENT CODE**

54950-54963 Ralph M. Brown Act

Adopted: 10-19-77

Amended: 3-2-83, 11-6-84, 9-11-90, 3-12-02, 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: III.d. APPROVE CERTIFICATION OF SIGNATURES**

ACTION

**ISSUE:** To approve the authorization of the Board of Education to sign documents as submitted for Oak Park School District.

**BACKGROUND:** Annually at the beginning of each fiscal year, or after any reorganization, new board member taking oath of office or staff change, school districts need to declare the agent(s) authorized to sign orders, warrants, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services. The accompanying form is to be signed and returned to School Business and Advisory Services as any changes occur.

**ALTERNATIVES:** 1. Approve the authorization of the Board of Education to sign documents as submitted.  
2. Deny authorization for signing of documents.

**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
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT  
CERTIFICATION OF SIGNATURES**

I, JEFF DAVIS, Secretary to the Board of Education of the OAK PARK UNIFIED SCHOOL DISTRICT of Ventura County, California certify that the signatures shown below are the verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated. \* If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

The approved signatures will be considered valid for the period of **DECEMBER 13, 2023 – JUNE 30, 2023.**

Date of Board Action: **DECEMBER 13, 2022**      Signature: \_\_\_\_\_  
Secretary of the Board

**PART I**

Signatures of Members of the Board

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
President of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Clerk of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Member of the Board of Education	Member of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: \_\_\_\_\_  
Member of the Board of Education

**\*K-12 Districts**

42632

42633



## PART 2

Signatures of Personnel and/or Members of the Governing Board authorized to Sign Checks, Orders for Salary Payment, Notices of Employment, Contracts, etc. Please list after each name all items that a person is authorized to sign.

Signature: \_\_\_\_\_

Print/Type: **JEFF DAVIS**

Title: **SUPERINTENDENT**

Authorized to Sign: **A, B, C, D, E, F, G, 1, 2, 3, 4, 5**

Signature: \_\_\_\_\_

Print/Type: **ADAM RAUCH**

Title: **ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

Authorized to Sign: **B, C, D, E, F, G, 1, 2, 4, 5**

Signature: \_\_\_\_\_

Print/Type: **STEWART MCGUGAN**

Title: **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

Authorized to Sign: **1, 2, 3**

Signature: \_\_\_\_\_

Print/Type: **TAMMY FERRIERA-HERZOG**

Title: **ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

Authorized to Sign: **G, 2,**

Signature: \_\_\_\_\_

Print/Type: **BYRON JONES**

Title: **DIRECTOR, FISCAL SERVICES**

Authorized to Sign: **B, C, D, E, F, 5**

Please attach an extra sheet for additional signatures if needed. If the Board has given special instructions for the signing of checks or orders, please attach a copy of the resolution.

**The following documents must be filed with School Business and Advisory Services, designating personnel who are authorized to approve and/or sign for:**

- A. Authorization to sign reports, budgets, and all documents requiring signature of Secretary or Clerk.
- B. Authorization to approve payroll orders.
- C. Authorization to approve commercial check orders.
- D. Authorization to sign collection reports to the county.
- E. Authorization to sign board approved budget transfers.
- F. Authorization to sign Inter-fund and Intra-fund Transfers.
- G. Authorization to sign Contracts after Board Approval.

**Examples of documents requiring district authority (not required to be filed with School Business and Advisory Services):**

- 1. Authorization to sign Employment Contracts.
- 2. Appointment of authorized agents, for federal and state applications.
- 3. Appointment of representatives to acquire surplus property.
- 4. Authorization to sign cafeteria reports.
- 5. Authorization to sign checks on district bank accounts, i.e., cafeteria; clearing account.

***Districts must notify School Business and Advisory Services in writing and submit Board Approved signature authorization amendments as staff and/or organizational changes occur mid-year.***

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9324(a)*

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## **Minutes and Recordings**

The Governing Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

*(cf. 9000 – Role of the Board)*

*(cf. 9005 – Governance Standards)*

*(cf. 9323 – Meeting Conduct)*

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request.

(Education Code 35145, 35163)

*(cf. 1340 – Access to District Records)*

*(cf. 9122 – Secretary)*

*(cf. 9323.2 - Actions by the Board)*

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure

*(cf. 9250 – Remuneration, Reimbursement, and Other Benefits)*

*(cf. 9320 – Meetings and Notices)*

2. A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific points of view during the discussion
3. A summary of the public comments made on agendized items and unagendized topics
4. The specific language of each motion, and the names of Board members who made and seconded the motion.
5. Preferential votes cast by student Board member(s) (Education Code 35012)

*(cf. 9150 - Student Board Members)*

6. Any action taken by the Board, and the vote or abstention on that action of each Board member present. (Education Code 35145; Government Code 54953)

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9324(b)*

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)

*(cf. 5125.1 - Release of Directory Information)*

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

The Superintendent or designee shall distribute a copy of the “unapproved” minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Board President and Board Clerk.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

*(cf. 3580 – District Records)*

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

*(cf. 9321.1 - Closed Session Actions and Reports)*

## **Recording or Broadcasting of Meeting**

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcast is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

## **Legal Reference:**

# **OAK PARK UNIFIED SCHOOLDISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9324(c)*

## **EDUCATION CODE**

35012 Number of members; terms; student board members 35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

## **GOVERNMENT CODE**

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

## **PENAL CODE**

632 Unlawful to intentionally record a confidential communication without consent

## **CODE OF REGULATIONS, TITLE 5**

16020-16027 Classification and retention of records

## **Management Resources:**

### **CSBA PUBLICATIONS**

Call to Order: A Blueprint for Great Board Meetings, 2015  
The Brown Act: School Boards and Open Meeting Laws, rev. 2014

### **WEB SITES**

CSBA, Agenda Online: <http://www.agendaonline.com>

Adopted: 10-19-77

Amended: 3-2-83, 11-6-84, 11-13-90, 3-12-02, 9-17-02, 1-20-09, 9-16-14, 1-23-19

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: III.e. SELECT AND APPROVE SCHOOL BOARD REPRESENTATIVE  
TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT  
ORGANIZATION**

ACTION

**ISSUE:** To select a Board Member as a representative to vote in election for members of the County Committee on School District Organization.

**ALTERNATIVES:** Select \_\_\_\_\_ as a representative to the County Committee on School District Organization for 2023.

**RATIONALE:** The selection of a representative is in compliance with the requirements of Education Code Sections 35023 and 72403.

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	_____	_____	_____	_____

# Ventura County Office of Education

## **CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE TO VOTE IN ELECTION FOR MEMBERS OF THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

Pursuant to Education Code Sections 35023 and 72403, the Governing Board of each School District and each Community College District shall annually at its initial meeting select one of its members to serve as its representative for purposes of Article 1 (commencing with Section 4000) of Chapter 1 of Part 3. The representative selected pursuant to this section shall have one vote for each member to be elected to the County Committee. They meet once a year. The purpose of the Annual Meeting is to elect/re-elect members to fill vacancies or expired terms on the eleven-member Ventura County Committee on School District Organization. The chosen representative's job is NOT to serve on the county committee but only to ELECT members.

In compliance with the requirements of Education Code Sections 35023 and 72403, I hereby certify that:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
Email Address

a member of the Board of Trustees of the \_\_\_\_\_  
School District has been selected as the representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization, at its annual meeting.

\_\_\_\_\_  
Signature of Secretary/Clerk

\_\_\_\_\_  
Date

# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9260(a)*

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## Legal Protection

### Liability Insurance

The Governing Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

*(cf. 3530 - Risk Management/Insurance)*

### Protection Against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

Legal Reference:

*EDUCATION CODE*

17029.5 Contract funding; board liability

35208 Liability insurance



# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9260(b)*

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35214 Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)

*GOVERNMENT CODE*

815.3 Intentional torts

820-823 Tort Claims Act

825.6 Indemnification of public entity

1090-1098 Conflicts of interest, prohibitions applicable to specified officers

54950-54963 The Ralph M. Brown Act

87100-89503 Conflicts of interest

*UNITED STATES CODE, TITLE 18*

16 Crime of violence defined

*UNITED STATES CODE, TITLE 20*

6731-6738 Teacher Protection Act

*COURT DECISIONS*

Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

Adopted: 11-6-84

Amended: 9-11-90, 3-12-02, 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: III.f. CONFIRMATION AND DESIGNATION OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES**

**ACTION**

**ISSUE:** To confirm designation of Board representatives to District committees and/or to select as needed.

**STATEMENT:** In order to have Board coverage and representation to district committees, it has been our practice to select specific representatives. The Board is asked to confirm and select representation for the following committees. A primary and alternate member is recommended for every committee. Some committees may have two board representatives. Student Board member is also able to select which committees they would like to serve on. Committee purpose and information is included for the Board's reference.

Committee Name	Meeting Date/Time	Board Representatives - Current and Open
Benefits Committee	Meets Annually As Needed	Open
Budget/Finance Committee	Meets Annually As Needed	Tina Wang and Open
Calendar Committee	Meets Annually As Needed	Denise Helfstein/Open
Citizens Oversight Member Selection	Meets As Needed	Denise Helfstein and Open
Curriculum Council	Monthly 1st Tuesday, 3:30 pm	Soyon Hardy/Tina Wang
DELAC/English Learning	3 meetings per year/1:00 pm	Denise Helfstein/Soyon Hardy
EEAC	Monthly 2nd Thursday, 3:30 pm	Denise Helfstein/Open
Diversity and Equity Task Force	Monthly 3rd Thursday, 3:00 pm	Tina Wang and Soyon Hardy
GATE DAC	Monthly 2nd Monday, 3:30 pm	Tina Wang/Denise Helfstein
LCAP PAC	As Needed	Denise Helfstein/Tina Wang
Math Community of Practice	As Needed (4/5 times a year)	Denise Helfstein and Soyon Hardy
Measure S Committee	Monthly 3rd Monday, 3:30 pm	Open and Open
Measure S Sub Committee	Biweekly on Tuesdays, 8:00 am	Open and Open
Oak Park Education Foundation	Monthly 2nd Monday, 7:00 pm	Denise Helfstein/Open
Oak Park MAC	Monthly 4th Tuesday, 7:00 pm	Open/Open
Rancho Simi Recreation & Parks Dist.	2nd Thursday- 4 times per year	Open/Open
Safe Kids Task Force	Monthly last Wednesday, 3:00 pm	Denise Helfstein and Soyon Hardy
Safety and Security Task Force	Monthly 2nd Wednesday - 7:00 am	Open and Open
Technology Committee	Monthly 3rd Wednesday – 3:30 pm	Soyon Hardy/Open
Visual Arts Committee	Quarterly - 3:30 pm	Open
Wellness Council	Monthly 2nd Tuesday – 3:30 pm	Denise Helfstein

Note: A slash between the names of the Board Representatives denotes that the first name is the primary representative and the next name is the alternate in the event the primary representative is unable to attend. And between the names of the Board Representative denotes that two Board members are on the committee. Current committee members may step down from a committee and new members can be added at this meeting.

**BOARD OF EDUCATION MEETING, DECEMBER 13, 2022**

## Confirmation and Designation of Board Representatives to District Committees

BENEFITS COMMITTEE				
Purpose - When convened the committee will be looking at plans and carriers for health benefits. The Committee is comprised of District administrators, a Board member, OPTA and OPCA reps.				
Representatives	Alternate Representatives	Date	Time	Chair
Open	Open	AS NEEDED	TBD	Adam Rauch
CALENDAR COMMITTEE				
The Calendar Committee is comprised of District administrators, a Board member, teachers, support staff, and parents. The mission of the committee is to propose an instructional calendar for the upcoming school years. The committee meets a few times in a year.				
Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein	Open	AS NEEDED	TBD	Stewart McGugan
CITIZENS OVERSIGHT MEMBER SELECTION COMMITTEE				
Purpose - When convened the two member Board subcommittee will review application for the Citizen Oversight Committee, conduct interviews if needed and recommend members to be appointed by the board.				
Representatives	Alternate Representatives	Date	Time	Facilitator
Denise Helfstein		AS NEEDED	TBD	Adam Rauch
Open				
CURRICULUM COUNCIL				
Purpose - This District advisory council addresses universal and specific issues that either directly or indirectly impact the curriculum offered in OPUSD schools. The Council makes recommendations to the Board related to instructional materials, new courses of study, and other matters related to curriculum and instruction. The committee consists of Administrators, a Board Member, Teachers and two voting parent members.				
Representatives	Alternate Representatives	Date	Time	Chair
Soyon Hardy	Tina Wang	1st TUE MONTHLY	3:30 P.M.	Tammy Herzog
DELAC/ENGLISH LEARNING				
Purpose - A California school district is required to form a DELAC if it has 51 or more English learner students. The committee is comprised of school staff, parents of English learner students, other parents, and community members who are interested in English learner programs. At least 51 percent of the committee must be made up of parents of English learner students who are not employed by our school district.				
Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein	Soyon Hardy	3 MEETINGS ANNUAL	TBD	Tammy Herzog

**DIVERSITY AND EQUITY TASK FORCE**

Purpose - Through a shared responsibility for the health and well-being of the students and families we serve, we wish to create a community in which all members feel valued, included, and connected. This work is intended to support the school district's goal of educating compassionate and creative global citizens by honoring the diversity of our community and enhancing a learning environment that promotes equity in both curricular and co-curricular programs. The committee consists of administrators, Board members, Teachers, Parents and two student reps. (There are a number of sub committees within DETF)

Representatives	Alternate Representatives	Date	Time	Chair
Tina Wang		3rd THU MONTHLY	3:30 PM	Brad Benioff
Soyon Hardy				

**EEAC**

Purpose - This committee implements Board Policy related to environmental education and sustainability programs as well as provides a forum in which parents, students, faculty and staff can discuss these issues. The committee also makes recommendations for school-site Earth Week events and organizes the District's annual "Super Saturday" event which showcases sustainability research and provides a community recycling program.

Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein	Open	2nd THU MONTHLY	3:30 P.M.	Tammy Herzog and Brendan Callahan

**GATE DAC**

Purpose - The GATE District Advisory Council ("DAC") discusses issues related to differentiated instruction and gifted education in OPUSD. Parent volunteer members must have at least one child identified in OPUSD's GATE program. Other members are administrators, teachers, or community members with knowledge of gifted education.

Representatives	Alternate Representatives	Date	Time	Chair
Tina Wang	Denise Helfstein	2nd MON MONTHLY	3:30 P.M.	Tammy Herzog

**LCAP PAC**

Purpose - One key aspect of the LCAP process is the engagement of all educational partners. Staff, teachers, administrators, bargaining partners, community members, parents/guardians and students — including foster youth, homeless, and those from low-income and English learner communities — are to be consulted to provide feedback on the LCAP. The LCAP Committee meets a few times a year.

Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein	Tina Wang	AS NEEDED	TBD	Tammy Herzog

**MATH COMMUNITY OF PRACTICE**

Purpose – Discussion include tiered intervention strategies, Algebra I alignment between Medea Creek and OPHS, Universal Design for Learning, curriculum pacing, course access, mathematical mindsets and other topics of interest to the committee. Staff, teachers, administrators, parents/guardians. The committee meets 4 to 5 times in a year.

Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein	Soyon Hardy	AS NEEDED	3:30 P.M.	Tammy Herzog

MEASURE S COMMITTEE				
Purpose - The task of the Measure S Committee is to review, evaluate, and prioritize projects and expenditures funded from the school district's \$60 million Measure S Bond Fund and make recommendations to the Board of Education. The committee is comprised of Administrators, board members, staff, and parents.				
Representatives		Date	Time	Chair
Open		3rd MON MONTHLY	3:30 P.M.	Brendan Callahan
Open				
MEASURE S FACILTY SUB COMMITTEE				
Purpose - The task of the Measure S Facilities Sub Committee is to review status of ongoing projects. The committee is comprised of administrators, board members, and M&O staff.				
Representatives		Date	Time	Chair
Open		TUE BIWEEKLY	8:00 A.M.	Brendan Callahan
Open				
OAK PARK EDUCATION FOUNDATION				
Purpose - The Oak Park Education Foundation's (OPEF) goal, as parents and community members alike, is to help enhance the programming support for the school district by sourcing private funds. This is the executive board meeting and typically the Board President and Superintendent attend from the District.				
Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein	Open	2nd MON MONTHLY	7:00 P.M.	Scott Star
OAK PARK MAC				
Purpose - The Oak Park Municipal Advisory Council (MAC) reviews and provides advisory recommendations regarding planning, public works, public health, safety and welfare matters which relate to the Oak Park Area of Interest and which are heard by the County Planning Director, Planning Commission, Board of Supervisors, or Ventura Local Agency Formation Commission; provided, however, that items to be considered by the Council are determined by the County Planning Director or the County Supervisor in whose district the Council is located. The Council also reviews and provides advisory recommendations concerning the financing and operations of County Service Area No. 4.				
Representatives	Alternate Representatives	Date	Time	Chair
Open	Open	4th TUE MONTHLY	7:00 P.M.	Jane Nye
RANCHO SIMI PARKS & REC				
Purpose - Rancho Simi Recreation and Park District is committed to providing safe parks, promoting a healthy lifestyle through recreational activities and amenities, and preserving open space, trails and community history. The District has an Oak Park Committee which oversees the Oak Park area.				
Representatives	Alternate Representatives	Date	Time	Chair
Open	Open	2nd THU: JAN, APR, JUL, OCT	6:30 P.M.	Brian Dennert
SAFE KIDS TASK FORCE				

Purpose - This district committee is made up of counselors, a school psychologist, administrators, district nurse, and parents. The main goal of the it to help establish guidelines for students' social and emotional wellbeing. The task force works to better the current practices and to focus on any current trends with elementary children up to the high school level. The team works with CIT officers, local therapists, Ventura County Behavioral Health, educational related social and emotional services (ERSES), and local law enforcement.

Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein		LAST WED - MONTHLY	3:30 P.M.	Brad Benioff
Soyon Hardy				

#### **SAFETY AND SECURITY TASK FORCE**

Purpose - This committee is made up of community members, administrators, teachers, CERT members, board members and often has firefighters and the sheriff department as guests. The task force goal is to identify and establish policies, strategies and programs for improving school safety and security. It is also responsible for determining current needs and making recommendations to strengthen partnerships between schools and law enforcement to enhance student safety.

Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein		2nd WED MONTHLY	7:00 A.M.	Brad Benioff
Open				

#### **TECHNOLOGY COMMITTEE**

Purpose - The District Technology Committee guides the Board of Education and District administrators regarding technology use in classrooms and district-wide. The committee is comprised of Director of Technology, the Tech TOSA, a board member, staff, and parents.

Representatives	Alternate Representatives	Date	Time	Chair
Soyon Hardy	Open	3rd WED MONTHLY	3:30 P.M.	Enoch Kwok

#### **VISUAL ARTS COMMITTEE**

Purpose - OPUSD's K-5 Visual Arts Committee offers insight and suggestions to the Board of Education and District administrators regarding enhancing the Visual Arts curriculum at our elementary schools. The committee is comprised of administrators, a board member, teachers, and parents.

Representatives	Alternate Representatives	Date	Time	Chair
Open		QUARTERLY	3:30 P.M.	Tammy Herzog

#### **WELLNESS COUNCIL**

Purpose - The mission of the Wellness Council is to promote and enhance wellness among students, staff, and families as outlined in the OPUSD Wellness Policy. This continuing advisory council will monitor and guide program development and curriculum, organize school-specific programs, and perform annual evaluations. The goal of the Wellness Council is to instill lifelong healthy habits for all students. The council is comprised of administrators, a board member, and parents.

Representatives	Alternate Representatives	Date	Time	Chair
Denise Helfstein		2nd TUE MONTHLY	3:30 P.M.	Katherine Adams

**BOARD OF EDUCATION MEETING, DECEMBER 13, 2022**

Confirmation and Designation of Board  
Representatives to District Committees  
Page 6

**BOARD POLICY:** Pursuant to Board Bylaw 9140 Board Representatives - As needed, the Governing Board may appoint any of its members to serve as its representatives on district committees or on committees of other public agencies or organizations of which the Board or district is a member or in which the Board is invited to participate.

**RECOMMENDATION:** As selected.

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 BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9140(a)

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## Board Representatives

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Governing Board may appoint any of its members to serve as its representatives on district committees or on committees of other public agencies or organizations of which the Board or district is a member or in which the Board is invited to participate.

*(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)*

*(cf. 1700 – Relations Between Private Industry and the Schools)*

*(cf. 9000 – Role of the Board)*

*(cf. 9130 – Board Committees)*

*(cf. 9270 - Conflict of Interest)*

*(cf. 9320 - Meetings and Notices)*

When making such appointments, the Board shall clearly specify, the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

*(cf. 9005 – Governance Standards)*

*(cf. 9200 – Limits of Board Member Authority)*

If a committee discusses a topic on which the Board has taken a position, the Board member may express the position of the Board. When contributing his/her own ideas or opinions on other topics, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9010 - Public Statements)*

## Board Representative to Elect Members of County Committee on School District Organization

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization. (Education Code 35023)

*(cf. 9100 - Organization)*

Legal Reference:

EDUCATION CODE

4000-4014 County committees on school district organization

35020-35046 School district officers and agents (power of governing board to employ or appoint)

35160 Authority of governing boards



# **OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD**

*Series 9000*

*Bylaws of the Board*

*BB 9140(b)*

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*GOVERNMENT CODE*

54952.2 Meetings

*Management Resources:*

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

California Department of Education District Organization Handbook, 2010

Adopted: 11-6-84

Amended: 9-11-90, 3-12-02, 9-17-02, 10-18-11

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: III.g. REVIEW AND REVISE BOARD GOVERNANCE CALENDAR**

ACTION

**ISSUE:** To review and revise Board Governance Calendar.

**BACKGROUND:** The Board reviewed and approved the Board Governance Handbook at the October 13, 2022 meeting. With newly elected Board members it is recommended that the Board review the Governance Calendar at this meeting. The governance calendar details in which months board plans to discuss particular district details like facilities or finance. It also shows communities a yearlong snapshot of board agendas and items for discussion.

A focused governance calendar allows a board to focus on its progress toward goals and ensure routine items and items requiring approval according to legal timelines are appropriately calendared. Most importantly, it gives the board a tool to ensure that every meeting has discussion components of student learning and progress toward goals.

**RECOMMENDATION:** At the Board's discretion.

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 Board of Education GOVERNANCE CALENDAR – 2022-2023

Items in **red** are legal timelines, Blue already occurred.

### Reports/Presentations for Board Meetings to be scheduled

- Report from Technology (**Tech**)
- Report from Facilities - Summer Work Update (**M&O**) **August 2022**
- Safety Update – (**Safety**) – **August 2022**
- Receive CAASPP Testing Results (**ES**) **October 2022**
- Dashboard Local Indicator Update (**ES**)
- Review Math Placement Data (**ES**) – **November 2022**
- Facilities Status Report - to be provided in Friday Notes (**M&O**) – **December 2022**
- Quarterly Report on number of students earning a D/F (**ES**) – **Sep 22, Jan 23, April 23**
- Physical Fitness Results and Proactive (**ES**)
- RWW Presentation (**ES**)
- Presentation on Healthy Kids Survey/SKTF Data/Counseling/Wellness Centers (**Safety**)
- Extended Care Presentation with Financials (**Business & ClubOP**) - **March/April**
- Food Service Report (**Child Nutrition/Business**) **November 2022**
- Diversity and Equity Annual Update (**Safety**)

### July

- Board Retreat (Review District Priorities, Governance Handbook, Board Self Evaluation, Board Goals) (**Board and Cabinet**)

### August

- School Begins
- Ratification of Summer Contracts (**Business**)
- **Summer layoff deadline Aug 15 if needed (HR)**
- Declaration of Need for Qualified Educators (**HR**)
- Annual Teacher Assignment Report (**HR**)
- Approve Quarterly Williams Report (**ES**)
- Attend Back to School Nights (**Board and Cabinet**)
- Student Board Representative starts (**Board**)
- Approve Board Meeting Schedule for School Year (**Board**)
- Deadline to file for School Board candidacy (even years only) (**Board**)

## September

- Approve Board Governance Handbook, District and Board Goals/Action Plans **(Board)**
- Set/Review Superintendent goals **(Board & Superintendent)**
- **Approve Unaudited Actual Revenues and Expenditures (Business)**
- **Approve GANN limit Resolution (Business)**
- **Approve Resolution regarding the sufficiency of textbooks (ES)**
- Approve EPA Spending Plan **(Business)**
- **Approve Biannual Review of Conflict of Interest Code (Board & Superintendent)**

## October

- **Approve District of Choice Annual Report (Student Support & School Safety) (before October 15)**
- Approve Quarterly Williams Report **(ES)**

## November

- Approve Instructional Minutes **(Business)**
- **Select Date of Annual Organization Meeting (at a regular meeting at least 15 days before) (Board)**
- Review annually policies Per Ed Code 35160 **(Board & Cabinet)**
  - BP 6145 - Extracurricular and Cocurricular Activities
  - BP 5116.1 - Intradistrict Open Enrollment

## December

- **Board Organizational Meeting (to be held within 15 days after the second Friday) (Board)**
- **Approve Board Meeting schedule for fiscal year (Board)**
- **Approve Certification of signatures (Board, Admin)**
- CSBA Annual Education Conference **(Board & Superintendent)**
- **First Interim Financial Report & Budget Update (Business)**
- District of Choice applications are due by December 31 **(Student Support & School Safety)**
- **Approve District of Choice Enrollment Capacity (Student Support & School Safety)**

## January

- **Approve External Auditors Reports of District's Finances (Business)**
- **P1 Attendance Report (Business)**
- Approve Quarterly Williams Report **(ES)**
- **2022-23 LCAP Annual Update and Budget Overview for Parents (before Feb 28) (ES)**
- **Approve District of Choice Resolution Space Availability Resolution (Student Support & School Safety)**
- Conduct District of Choice Lottery if needed **(Student Support & School Safety)**
- Staff Welcome Back **(Board, Superintendent)**

## February

- Mid-year review of District Goals & Superintendent goals **(Board)**
- Selection of Independent Auditors **(Business)**
- Approve SARCs **(ES)**
- **Reduction or Discontinuing Particular Kinds of Services (RIF) Notices due by March 15 (HR)**
- **Approve Safe School Plans due by March 1 (Student Support & School Safety)**
- Nominate CSBA Delegate Assembly candidates **(Board)**

## March

- **Second Interim Financial Report & Budget Update (Business)**
- Approve Single Plan for Student Achievement **(ES)**
- **Form 700-filing (Before April 1) (Board, Cabinet, Principals, Directors)**
- Attend Open House **(Board)**

## April

- Approve Quarterly Williams Report **(ES)**
- Present LCAP Community Stakeholder Engagement Data **(ES)**
- **Final layoff deadline May 15 (hold special meeting in May if needed to meet deadline)(HR)**
- Renew Superintendent's contract (if needed) **(Board)**
- Renew Assistant Superintendent's contract (if needed)**(Board)**
- Attend Open House **(Board)**

## May

- Receive OPCOC Report **(Business)**
- **P2 Attendance Report (Business)**
- Receive Annual District of Choice Report **(Student Support & School Safety)**
- Review and Discuss Draft LCAP for next school year **(ES)**
- Special Board Meeting - Student Awards/Retiree Recognition **(Board, HR, Communications)**
- Attend Open House **(Board)**
- Staff Appreciation **(Board & Superintendent)**
- Recognition of Outgoing Student Board Member **(Board)**
- School Ends/Attend Graduations **(Board & Cabinet)**
- Approve School Calendar **(Board, HR, Communications)**
- Approve Classified Holiday Calendar **(Board, HR, Communications)**

## June

- **Budget and LCAP Study Session and Hearings (Business/ES)**
- **Adopt the budget and LCAP (prior to June 30) (Business/ES)**
- **Adopted LCAP and Budget to be sent to COE (Business/ES)**
- **Resolutions for Year-end Transfers (Business)**
- **P-Annual Attendance Report (Business)**
- **Consolidated Application for Categorical Aid Programs (ES)**
- Rescind RIF **(HR)**
- **Approve Certification of Signatures (Board)**
- Approve CSBA Membership **(Board)**

**MINUTES OF REGULAR BOARD MEETING  
BOARD OF EDUCATION**

**11-15-2022 #1071**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 4:32 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, Mrs. Denise Helfstein, Clerk, Mrs. Tina Wang, Member, and Mrs. Soyon Hardy, Member

**STAFF PRESENT**

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent of Human Resources, Mrs. Ragini Aggarwal, Communications Coordinator and Executive Assistant to the Superintendent/Board

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**III. ADJOURN TO CLOSED SESSION**

Board President, Drew Hazelton reported that in Closed Session the Board would be discussing:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT :** Campus Supervisors, Walk-on-Coaches, College and Career Center Technician Part-time, Accounting Assistant III temp/sub
- 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. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one case
- E. SUPERINTENDENT'S GOALS**
- F. CONFERENCE WITH LABOR NEGOTIATOR –** Government Code 54957.6  
Agency designated representative: Drew Hazelton, Board President  
Unrepresented employee: Dr. Jeff Davis, Superintendent

The Board adjourned to Closed Session at 4:33 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:07 p.m.

**BOARD PRESENT**

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, Mrs. Denise Helfstein, Clerk, Mrs. Tina Wang, Member, Mrs. Soyon Hardy, Member, Ms. Tess Leong, Student Board Member.

**BOARD ABSENT**

None

**STAFF PRESENT**

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mrs. Tammy Herzog, Assistant Superintendent of Educational Services, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, and Mrs. Ragini Aggarwal, Communications Coordinator and Executive Assistant.

**FLAG SALUTE**

Elli Ross, Molli Ross, Elle Hazelton, and Peri Hazelton led the Pledge of Allegiance to the Flag.

**REPORT ON CLOSED SESSION**

Board President Mr. Drew Hazelton reported that the Board took no action at the close session meeting tonight.

**ADOPTION OF AGENDA**

On motion of Derek Ross, seconded by Soyon Hardy, the Board of Education adopted the agenda as presented. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**PUBLIC SPEAKERS**

There was one public speaker on agenda item B.2.c and they spoke at the time the agenda item was called. There were no other public comments at this meeting.

**RECOGNITION OF EMPLOYEE OF THE MONTH AWARD RECIPIENTS**

Since August 2022, OPUSD's human resources department has recognized a certificated and classified employee of the month. The following employees have been recognized so far:

August - Malia Cadle (Certificated, MCMS) and Judy Gorman (Classified, ROES)

September - Danielle Warnes (Certificated, OHES) and Richard Ortega (Classified, OPHS)

October - Susan Allen (Certificated, OVHS) and Perri Armstrong (Classified, BES)

The Board recognized and congratulated the employee of the month recipients Malia Cadle, Danielle Warnes, and Susan Allen, who were in attendance. Judy Gorman, Richard Ortega, and Perri Armstrong were unable to attend the meeting.

**RECOGNITION OF OUTGOING BOARD MEMBERS DREW HAZELTON AND DEREK ROSS**

The Board of Education and Dr. Davis thanked Mr. Drew Hazelton and Mr. Derek Ross for their eight years of service to the District and for their visionary guidance, exceptional leadership, fiscal stewardship, and unconditional commitment to our schools, students, staff, and the community. Mr. Hazelton and Mr. Ross decided not to seek re-election after serving two 4-year terms. Their last day in office will be December 9, 2022.

## **OPEN COMMUNICATIONS/PRESENTATIONS/RECOGNITIONS**

### **REPORT FROM BOARD MEMBERS**

Board Member Drew Hazelton reported attending the WASC presentation last week at OPHS. Measure S meeting, Safety, and Security Task Force. Drew congratulated all the fall sports teams.

Board Member Derek Ross reported that he attended the musical at the high school and was very impressed with the quality of shows our students are putting on.

Tina Wang reported touring the Wellness Center with Denise Helfstein, Brad Benioff, and the Wellness Counselor, Fatima Hernandez. Tina also attended the meet and greet for the WASC on Sunday with Denise Helfstein and Dr. Davis, the VCSBA webinar on school funding, Safety Webinar, Curriculum Council, Diversity and Equity Task Force, and GATE District Advisory Council. Tina thanked Mrs. Lory and all the teachers, students, and parents for their hard work on the WASC.

Board Member Soyon Hardy reported that she attended the WASC meet and greet and final presentation, DETF, and Safe Kids Task Force. Soyon thanked Mrs. Cathy Lory for her work on the WASC. Thanked Ragini Aggarwal for creating a Multicultural calendar for staff and families. Soyon wished everyone a Happy Thanksgiving.

Board Member Denise Helfstein reported attending the Annual Meeting to Elect Members to the Ventura County Committee on School District Organization. The District Tech committee meeting toured OPHS Wellness Center, attended the CSBA webinar - Saved by the bell emergency response in CA public schools, Safe Kids Task Force, OPUSD Safety Webinar on Fentanyl and active shooter situations, and attended the Final presentation of findings by the OPHS WASC visiting team. Denise wished everyone a Happy Thanksgiving.

Student Board Member Tess Leong reported the ASB organized a Pumpkin Pie eating contest on Halloween, the Food Drive has almost concluded, and they are planning the Winter rally, spirit week, and video announcements. Tess thanked Mrs. Cathy Lory for her work on the WASC and Derek and Drew for their service on the Board.

Superintendent Dr. Jeff Davis thanked Mrs. Cathy Lory for her work on the WASC and said he was looking forward to the next steps once the school receives the report from the visiting committee. Dr. Davis congratulated Mr. Zach Borquez on the success of the Marching Band and shared that Oak Park Independent School hosted a bring your friend night. Dr. Davis commended the staff and students on the solid showing despite the hardships of the pandemic on the CAASPP scores and shared that OPUSD was ranked number 14 among the top unified school district in CA according to the recently released Niche rankings. Dr. Davis shared that the district and site administrator are attending the Safety training at the county and the ongoing training with Commander Pentis with OPUSD. Dr. Davis congratulated the fall sports team on their strong showing and wished everyone a Happy Thanksgiving.

### **PRESENTATION FROM KATHERINE ADAMS, DIRECTOR OF STUDENT NUTRITION AND WELLNESS**

Katherine Adams, Director of Student Nutrition, provided an overview of the student nutrition program, showing the participation levels and highlighting the results from the recent survey as well as how the program continues to be a model of high-quality, nutritious, sustainable, and delicious food service. Katherine also shared that an email will be sent to students and families with the summary feedback from the survey and the changes being implemented in response. The Board asked that they be kept informed about the plan to reduce the lines and wait time for lunch at Oak Park High School.



## **B.1. CONSENT AGENDA**

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the Consent Agenda. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

- a. [Approve Minutes of Regular Board Meeting October 13, 2022](#)
- b. [Approve Public Employee/Employment Changes 01CL254293-01CL254334 & 01CE12077-01CE12197](#)
- c. [Ratify Purchase Orders – October 1 – October 31, 2022](#)
- d. [Authorization for Use of Cooperative Purchasing Contracts by the Student Nutrition Services Department During Fiscal Year 2022-23, Per PCC 20118](#)
- e. [Approve Overnight Trip for Oak Park High School Fall Sports Teams who Qualify for CIF Playoffs](#)
- f. [Approve Overnight Trip for Oak Park High School Girls' Varsity Soccer Team to Carpinteria, CA January 6-7, 2023](#)
- g. [Approve Out of State Travel for Staff to Attend the Association for Career and Technical Education \(ACTE\) Conference and Expo November 30 – December 2, 2022 Las Vegas, NV](#)
- h. [Approve Out of State Travel for Staff to Attend the Green Schools Conference \(GSC\) February 27 - March 1, 2023 New Orleans, LA](#)

## **B.2. EDUCATIONAL SERVICES**

- a. [Review the Learning Recovery Emergency Block Grant](#)

Mrs. Tammy Herzog, Assistant Superintendent of Educational Services presented an overview of the Learning Recovery Block Grant. OPUSD is receiving \$1,298,988 for 6 years. The funds will be used for In-Person Tutoring, Summer School Remediation/Credit recovery, and additional sections to reduce class size at the secondary level. Board members requested an increased focus and funding for in-person tutoring as well as a road map that can be shared with them regarding the in-person tutoring and what data is being used to identify the areas of need and focus.

- b. [Review and Approve Arts, Music & Instructional Materials Discretionary Block Grant](#)

Mrs. Tammy Herzog, Assistant Superintendent of Educational Services presented an overview of the Arts, Music & Instructional Materials Discretionary Block Grant. OPUSD is receiving \$2,777,684 for four years, and the funds will be used for updating existing core curriculum materials aligned to California Content Standards, Professional Development, Visual and Performing Arts Programs/stipends, Upgrades to the high school pavilion for performing arts, Upgrade computer labs at OPHS, and offset future pension and other operational costs. Board members asked if staff could reach out to teachers to see if they needed an augmented library, as some might, and to see how we can support the teachers who request an augmented library. The Board also requested that the staff look at the books being added from a DETF lens and, if possible, parent recommendations on additional books. Dr. Davis shared that with the passage of Prop 28, school districts will receive additional funds for arts and music programs and be required to spend 80% of the new funding on hiring arts and music instructors, which will be helpful for our district.

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Arts, Music & Instructional Materials Discretionary Block Grant. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

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

The Board reviewed student data related to placement in mathematics courses offered in grades

9-12 to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not being held back disproportionately on any subjective or discriminatory basis. The report also includes the percentage of students in 12th grade who are on track or have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and California State University.

The Board requested that the math information nights continue once at the beginning of the school around the 8-week mark and once in spring closer to class selection. In the future, the Board would like to see the math placement impacts on science. They also asked if staff could look into the class size and see if there is a need for a reduction in class size for core classes and also how we decide which classes are considered for reduced class size.

Student Board Member Tess Leong left the meeting at 8:55 pm.

### **B3. BUSINESS SERVICES**

**a. [Authorize Measure S Project 22-17 S Plumbing Upgrades Districtwide and Establish the Budget](#)**

On motion of Derek Ross, seconded by Drew Hazelton, the Board authorized Measure S Project 22-17 S Plumbing Upgrades Districtwide and Establish the Budget. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**b. [Authorize Measure S Project 22-18 S Marquee at Oak View High School and Establish the Budget](#)**

On motion of Denise Helfstein, seconded by Tina Wang, the Board authorized Measure S Project 22-18 S Marquee at Oak View High School and Establish the Budget. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**c. [Authorize Measure S Project 22-19 S Pavilion Upgrades at Oak Park High School](#)**

On motion of Denise Helfstein, seconded by Tina Wang, the Board authorized Measure S Project 22-19 S Pavilion Upgrades at Oak Park High School. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **B4. HUMAN RESOURCES**

**a. [Approve Memorandum of Understanding with Oak Park Classified Association Reclassifying the Business Services Department Assistant Position to a Confidential Position](#)**

On motion of Drew Hazelton, seconded by Soyon Hardy, the Board approved a Memorandum of Understanding with Oak Park Classified Association Reclassifying the Business Services Department Assistant Position to a Confidential Position. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**b. [Reclassify the Position of Business Services Department Assistant to a Confidential Position and Approve Revised Job Description and Salary Schedule Placement](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board reclassified the Position of Business Services Department Assistant to a Confidential Position and Approve Revised Job Description and Salary Schedule Placement. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**c. [Approve Addendum to the Annual Teacher Assignment Report for 2022-2023](#)**

On motion of Soyon Hardy, seconded by Derek Ross, the Board approved the Addendum to the Annual Teacher Assignment Report for 2022-2023. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

## **B5. BOARD**

### **a. Approve Selection of Annual Organizational Board Meeting – December 13, 2022**

On motion of Denise Helfstein, seconded by Derek Ross, the Board approved December 13, 2022 as the Annual Organizational Board Meeting. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

## **B6. BOARD POLICIES**

### **a. Approve Amendment to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures**

On motion of Derek Ross, seconded by Soyon Hardy, the Board approved the Amendment to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **b. Approve Amendment to Board Policy and Administrative Regulation 3553 Free and Reduced Price Meals**

On motion of Derek Ross, seconded by Soyon Hardy, the Board approved the Amendment to Board Policy and Administrative Regulation 3553 Free and Reduced Price Meals as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **c. Approve Amendment to Board Policy and Administrative Regulation 5111 Admission**

On motion of Soyon Hardy, seconded by Drew Hazelton, the Board approved the Amendment to Board Policy and Administrative Regulation 5111 Admission as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **d. Approve Amendment to Board Policy and Administrative Regulation 6142.8 Comprehensive Health Education**

On motion of Derek Ross, seconded by Soyon Hardy, the Board approved the Amendment to Board Policy and Administrative Regulation 6142.8 Comprehensive Health Education as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **e. Approve Amendment to Board Policy and Administrative Regulation 6158 Independent Study**

On motion of Denise Helfstein, seconded by Derek Ross, the Board approved the Amendment to Board Policy and Administrative Regulation 6158 Independent Study with the caveat that the sections on course based independent study remain and not be removed as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **f. Approve Amendment to Board Policy 6170.1 Transitional Kindergarten**

On motion of Soyon Hardy, seconded by Tina Wang, the Board approved the Amendment to Board Policy 6170.1 Transitional Kindergarten as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **g. Annual Review of Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment**

On motion of Derek Ross, seconded by Drew Hazelton, the Board approved the annual review of Board Policy and Administrative Regulation 5116.1 Intradistrict Open Enrollment as first and final reading with no changes. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **h. Annual Review of Board Policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities**

On motion of Drew Hazelton, seconded by Derek Ross, the Board approved the annual review of Board Policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities as first and final reading with the recommended changes. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**ADJOURNMENT**

On motion of Drew Hazelton, seconded by Derek Ross, there being no further business before this Board, the regular meeting held on November 15, 2022, is declared adjourned at 9:37 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS**

CONSENT

AUTHORIZATION TO HIRE					
Number	Name	Position	Start Date	Fund	Site
CL254335	Rogelia Soto Alveo	Food Services Cook	11/28/2022	Fund 130	OPHS
CL254336	Jeremy Jacob	Student Worker iT	11/28/2022	General	DO
CL254337	Brynn Gorney	Walk-On-Coach - Not to Exceed \$3,500.00	11/18/2022	Coaches, Athletics	OPHS
CL254338	Benedict Chu	Walk-On-Coach - Not to Exceed \$3,500.00	11/2/2022	Coaches, Athletics	OPHS
CL254339	Kevin Fukagawa	Walk-On-Coach - Not to Exceed \$3,500.00	11/21/2022	Coaches, Athletics	OPHS
CL254340	Jashwanth Bamidi	Student Worker iT	11/28/2022	General	DO

#### AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL254341	Tori Nisperos	AP Reader	8/29/2022	PFA	\$562.50	OPHS
CL254342	Chyenne Williams	Girls Basketball Frosh Head Coach	11/15/2022	Site	\$1,500	OPHS
CL254343	Donn James	Post Season Head Coach Golf	10/31/2022	ASB	\$200	OPHS

#### IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site
CL254344	Dalila Santiago	Reclass from Cook/OPHS to Food Service Assistant/MCMS	11/7/2022	Fund 130	MCMS
CL254345	Adriana Lopez	Site change Food Service Assistant from MCMS to OPHS	11/7/2022	Fund 130	OPHS
CL254346	Annette segal	Reclass from Classified to Confidential Business Office Assistant	12/1/2022	General	DO
CL254347	Patricia Bordner	Site change Campus Supervisor from BES to OPHS	11/9/2022	General	OPHS
CL254348	Lynn Katz	Instructional Assistant I DK Increase in hours	8/9/2022	General	OHES
CL254349	Lynn Katz	Campus Supervisor - Decrease in hours	8/9/2022	General	OHES
CL254350	Parandzem Eremian	Campus Supervisor - Extra Hours	10/1/2022	General	MCMS
CL254351	Hindoli Dutta Gupta	Campus Supervisor - Extra Hours	10/1/2022	General	MCMS
CL254352	Wendy LaCasse	Campus Supervisor - Extra Hours	10/1/2022	General	MCMS
CL254353	Jeremy Lipton	Campus Supervisor - Extra Hours	10/1/2022	General	MCMS

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**

**IN-SERVICE CHANGE**

<b>Number</b>	<b>Name</b>	<b>Change</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Site</b>
CL254354	Ralph Metz	Campus Supervisor - Extra Hours	10/1/2022	General	MCMS
CL254355	Lynda Spellman	Campus Supervisor - Extra Hours	10/1/2022	General	MCMS
CL254356	Marty Therrien	Campus Supervisor - Extra Hours	10/1/2022	General	MCMS
CL254357	Paula Uziel	Campus Supervisor - Extra Hours	10/1/2022	General	OHES
CL254358	Tina Skultety	Campus Supervisor - Extra Hours	10/1/2022	General	OHES
CL254359	Socorro Buchanan	Campus Supervisor - Extra Hours	10/1/2022	General	OHES
CL254360	Lynn Katz	Campus Supervisor - Extra Hours	10/1/2022	General	OHES
CL254361	Colin Welch	From It Student Worker to Assist. Computer Support Tech	12/19/2022	General	DO
CL254362	Debbie Harrington	Instructional Assistant II SpEd LOA Medical	11/29/2022	Special Ed	MCMS
CL254363	Ashley Palmieri	The Club Site Leader FMLA	12/5/2022	Fund 120	ROES

**SEPARATION**

<b>Number</b>	<b>Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Separation Type</b>	<b>Site</b>
CL254364	Courtney VanScoyk	Career Center Technician	11/16/2022	Resignation	OPHS
CL254365	Agusto McBeath	Instructional Assistant I PE	12/6/2022	Termination	ROES

Prepared by: Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

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Jeff Davis, Ed.D  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**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
01CE12198	Sloane Powers	Guest Teacher	12/1/2022	General	OHES

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE12299	Lynette Hiday	Grade Level Lead	08/09/2022	Site	\$300.00	OHES
01CE12300	Allison Shapiro	Grade Level Lead	08/09/2022	Site	\$300.00	OHES
01CE12301	Keri Lieberman	Grade Level Lead	08/09/2022	Site	\$300.00	OHES
01CE12302	Lauren Cantillon	Grade Level Lead	08/09/2022	Site	\$300.00	OHES
01CE12303	Eva Novak	Grade Level Lead	08/09/2022	Site	\$300.00	OHES
01CE12304	Jessica Jimenez	Grade Level Lead	08/09/2022	Site	\$300.00	OHES
01CE12305	Russ Peters	Game Manager (Football)	08/12/2022	ASB	\$1,300.00	OPHS
01CE12306	Casey Webb	Post Season Head Coach (Football)	10/31/2022	ASB	\$200.00	OPHS
01CE12307	Adam Nielson	Post Season Head Coach (Girls' Tennis)	10/31/2022	ASB	\$200.00	OPHS
01CE12308	Steve White	Post Season Head Coach (XCcountry)	10/31/2022	ASB	\$200.00	OPHS
01CE12309	Vic Anderson	Class Size Overages (November)	11/01/2022	General	\$68.00	OPHS
01CE12310	Leslie Miller	Class Size Overages (November)	11/01/2022	General	\$64.00	OPHS
01CE12311	Kathy Bowman	Class Size Overages (November)	11/01/2022	General	\$126.00	OPHS
01CE12312	Anastasia Kokiousis	Class Size Overages (November)	11/01/2022	General	\$172.00	OPHS
01CE12313	Jeffrey Smith	Class Size Overages (November)	11/08/2022	General	\$70.00	OPHS
01CE12314	Sandra Hirano	Class Size Overages (November)	11/01/2022	General	\$320.00	BES
01CE12315	Brandie Pryor	Class Size Overages (November)	11/01/2022	General	\$320.00	BES
01CE12316	Allison Elbaz	Class Size Overages (November)	11/01/2022	General	\$320.00	BES
01CE12317	Erik Squire	Class Size Overages (November)	11/01/2022	General	\$320.00	BES
01CE12318	Erica White	Class Size Overages (November)	11/01/2022	General	\$120.00	ROES
01CE12319	Alexis Ma	Class Size Overages (November)	11/01/2022	General	\$130.00	ROES
01CE12320	Danielle McKendry	Class Size Overages (November)	11/01/2022	General	\$320.00	ROES
01CE12321	Tahnee Munoz	Class Size Overages (November)	11/01/2022	General	\$350.00	ROES
01CE12322	Lynnae Gaeta	Class Size Overages (November)	11/01/2022	General	\$480.00	ROES
01CE12323	Maureen McDowell	Class Size Overages (November)	11/01/2022	General	\$320.00	ROES
01CE12324	Michelle Weilbacher	Chaperone - Pali (7th Grade)	11/28/2022	Donations	\$200.00	MCMS
01CE12325	Jeremy Rogers	TUPE Training	11/01/2022	TUPE	\$250.00	OVHS

**IN-SERVICE CHANGE/ADDITIONAL HOURS**

Number	Name	Change	Effective Date	Fund	Site
01CE12326	Jeffrey Smith	Guest Teacher to Cert. Science Teacher	11/8/2022	General	OPHS
01CE12227	Jeffrey Smith	Additional 0.1 FTE	01/09/2023	General	OPHS
01CE12228	Russ Peters	Additional 0.1 FTE	01/09/2023	General	OPHS
01CE12229	Christine Fersht	Pregnancy Disability Leave	11/28/2022	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: DECEMBER 13, 2022**  
**SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – NOVEMBER 1 THROUGH NOVEMBER 30, 2022**

CONSENT

**ISSUE:** Shall the Board ratify the following purchase orders issued for the period November 1 through November 30, 2022?

**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 November 1 through November 30, 2022?

**FISCAL IMPACT:** All purchase 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 #4- Utilizing resources efficiently and responsibly.

**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,

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Jeff Davis, Ed.D.  
Superintendent

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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.	_____	_____	_____	_____



## Includes Purchase Orders dated 11/01/2022 - 11/30/2022

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
<b>010-4100</b>	<b>Approved Textbooks and Core Cu</b>				
P23-00442	Follett School Solutions, Inc.	005	Destiny Software Upgrade	010-4100	1,758.90
<b>Total:010-4100 Approved Textbooks and Core Cu</b>					<b>1,758.90</b>
<b>010-4330</b>	<b>Other Materials and Supplies N</b>				
P23-00428	Concepts School & Office Furn	004	Ergonomic Chairs for Staff per Assessments	010-4330	1,568.00
P23-00436	Bsn Sports	012	Don/Disc: Staff Spiritwear	010-4330	2,144.58
P23-00437	Redwood Toxicology Laboratory, Inc	015	Drug Test Kits for Oak View High School	010-4330	261.57
P23-00438	Eyedentity Graphics Inc.	004	M & O Caps Custodians, Groundsmen & Maint DW	010-4330	850.10
P23-00440	Thousand Oaks Electric	004	Supply/Install new 208v 20amp circuit copier OHES	010-4330	1,785.00
P23-00441	Federal Express Corp.	000	FedEx Shipment - returned item for credit	010-4330	45.80
P23-00449	J.W. Pepper & Son Inc	012	SWP: Intro to Audio	010-4330	2,970.00
P23-00450	Musicians Friend	012	SWP: Intro to Audio	010-4330	7,962.83
P23-00451	Amazon Capital Services, Inc.	012	SWP: Intro to Audio	010-4330	648.70
P23-00454	Carolina Biological Supply Co	013	Mink/Sheep Heart/Sci Dept/PFA	010-4330	109.20
P23-00455	Amazon Capital Services, Inc.	012	SWP: AME Pathway	010-4330	1,312.64
P23-00456	Amazon Capital Services, Inc.	012	SWP: AME Pathway	010-4330	418.67
P23-00457	MusicFirst	012	SWP: Intro to Audio	010-4330	535.95
P23-00458	Musicians Friend	012	SWP: Intro to Audio	010-4330	1,812.42
P23-00459	Clever Prototypes, LLC	012	SWP: AME Pathway	010-4330	227.76
P23-00467	California Association for Bil ingual Education	005	CABE 2023 Conference Registration	010-4330	790.00
P23-00470	Riverside Insights	000	Psychs - 22/2023 Protocols Order	010-4330	1,090.08
P23-00472	Amazon Capital Services, Inc.	013	Elect Suppl/Oth Suppl/Eng Des/SWP	010-4330	1,408.28
T23-00027	Amazon Capital Services, Inc.	007	Security Camera Cleaning Supplies	010-4330	269.20
T23-00028	Amazon Capital Services, Inc.	007	Tech Supplies and peripherals	010-4330	407.52
T23-00031	Amazon Capital Services, Inc.	007	Tech supplies and tools	010-4330	402.13
<b>Total:010-4330 Other Materials and Supplies N</b>					<b>27,020.43</b>
<b>010-4410</b>	<b>Equipment New Non-Capitalized</b>				
P23-00463	Constructive Playthings	023	light table for rm 17	010-4410	1,265.26
<b>Total:010-4410 Equipment New Non-Capitalized</b>					<b>1,265.26</b>
<b>010-5200</b>	<b>Travel and Conference</b>				
P23-00444	VCOE	000	VCOE Classified Symposium Registrations	010-5200	720.00
P23-00448	Association for Career & Techn ical Education	005	ACTE's CareerTech Conference Registration	010-5200	2,780.00
<b>Total:010-5200 Travel and Conference</b>					<b>3,500.00</b>
<b>010-5520</b>	<b>Electric Utility Service</b>				

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 11/01/2022 - 11/30/2022

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B23-00126	So Cal Edison	004	2022/2023 Electrical Utility Svs District-Wide	010-5520	241,233.00
Total:010-5520 Electric Utility Service					241,233.00
<b>010-5600</b>	<b>Rents, Leases, and Repairs</b>				
B23-00185	Also Energy Inc	000	OPHS Solar Data Storage & Maintenance Renewal	010-5600	575.00
B23-00186	Scantron Corporation	013	Service Contracts/Repair/	010-5600	3,200.00
P23-00447	Hughes General Engineering	004	Library Patio at Oak Park High School w/VC Library	010-5600	23,850.00
P23-00461	Reliable Cabling Solutions	004	Install new PA speaker Admin Work Area @MCMS	010-5600	1,400.00
P23-00464	Custom Modular Services Corp	004	8x20 Emergency Container	010-5600	1,080.00
P23-00471	REC Solar Commercial Corp	004	Troubleshoot INV 3 Fault @OPHS	010-5600	765.32
Total:010-5600 Rents, Leases, and Repairs					30,870.32
<b>010-5820</b>	<b>Other Operating Expense</b>				
B23-00182	School Services of California	004	2022 - 2023 Fiscal & Mandate Information Services	010-5820	4,260.00
B23-00184	Document Systems	004	2022- 2023 Ricoh Copiers Costs	010-5820	4,000.00
P23-00432	Acorn Press	000	Citizens Oversight Committee Ad	010-5820	381.60
P23-00433	Brain POP LLC	005	22/23 BES Brain Pop Subscription	010-5820	3,515.00
P23-00434	Accurate Communication Inc	000	Sign Language / Interpretation Services	010-5820	624.40
P23-00435	Leonis Adobe Association	011	Parent funded field trip--1st grade	010-5820	1,016.00
P23-00439	2Eden Landscape Design	005	2022/23 School Garden Program Consultant	010-5820	70,490.00
P23-00443	Literacy Resources, LLC	005	1st grade Phoneme Awareness Curriculum	010-5820	1,481.40
P23-00445	Accurate Communication Inc	000	2022/23 /Sign Language/Interpretation Svs ( OPHS)	010-5820	75,000.00
P23-00446	Curriculum K12 Partners Inc.	013	Project Stem Pathwy/Oth Exp/Software/CTEIG	010-5820	4,000.00
P23-00452	Amazon Capital Services, Inc.	013	Coffee Maker/Suppl/Admin	010-5820	85.09
P23-00453	NBC Universal LLC dba Universa I Studios Hollywood	012	Culm: Universal Tickets	010-5820	26,477.00
P23-00460	California Weekly Explorer	011	Parent funded school event--5th grade	010-5820	1,429.98
P23-00466	Leonis Adobe Association	009	1st grade field trip - Leonis Adobe	010-5820	958.00
P23-00468	VCOE	000	VCOE-Paraeducator educational support 10/22 - 2/23	010-5820	16,772.25
P23-00469	VCOE	004	Capitol Advisors Advocacy Agreement 22/23	010-5820	1,628.00
T23-00019	Oliver Worldclass Labs	007	Smart Learning Suite Premium License Renewal 1yr	010-5820	354.00
Total:010-5820 Other Operating Expense					212,472.72
<b>010-5899</b>	<b>LEGAL FEES 1099</b>				

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 11/01/2022 - 11/30/2022

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B23-00183	Fagen Friedman & Fulfroost LLP	004	2022-2023 Legal Services	010-5899	227,000.00
Total:010-5899 LEGAL FEES 1099					227,000.00
<b>120-4330</b>	<b>Other Materials and Supplies N</b>				
P23-00462	Amazon Capital Services, Inc.	028	Supplies for MCMS site	120-4330	49.85
Total:120-4330 Other Materials and Supplies N					49.85
<b>120-5899</b>	<b>LEGAL FEES 1099</b>				
B23-00183	Fagen Friedman & Fulfroost LLP	004	2022-2023 Legal Services	120-5899	3,115.00
Total:120-5899 LEGAL FEES 1099					3,115.00
<b>211-4330</b>	<b>Other Materials and Supplies N</b>				
P23-00429	Johnstone Supply	004	Proj 22-05S OptiPure Kitchen Upgrades	211-4330	12,536.35
Total:211-4330 Other Materials and Supplies N					12,536.35
<b>211-5820</b>	<b>Other Operating Expense</b>				
P23-00465	Barnhart Balfour Beatty, Inc B alfour Beatty Construction	004	CM Services Oct 2022 #54000	211-5820	3,725.00
Total:211-5820 Other Operating Expense					3,725.00
<b>211-6209</b>	<b>Main Construction-Buildings</b>				
P23-00430	Thousand Oaks Electric	004	Proj 22-05S Supply/Install 208 v plug kitchen OPHS	211-6209	1,700.00
Total:211-6209 Main Construction-Buildings					1,700.00
<b>211-6251</b>	<b>DSA/CDE Fees</b>				
P23-00431	Dept of General Svs	004	Proj 20-18S DSA Fees for Bldg B & C ROES	211-6251	22,243.33
Total:211-6251 DSA/CDE Fees					22,243.33
<b>211-6272</b>	<b>Construction Management Fees</b>				
P23-00465	Barnhart Balfour Beatty, Inc B alfour Beatty Construction	004	CM Services Oct 2022 #54000	211-6272	12,885.00
Total:211-6272 Construction Management Fees					12,885.00
<b>211-6500</b>	<b>Equipment Replacement \$5000+</b>				
T23-00029	Pacific Onesource, Inc. dba ST S Education	007	Proj 22-04S Smartboard Refresh - Promethean	211-6500	67,836.68
T23-00030	Apple Computer, Inc. Ms198-3ED	007	Proj 22-02S Computers Refresh	211-6500	16,013.46
Total:211-6500 Equipment Replacement \$5000+					83,850.14
Total Number of POs				57	
				Total	885,225.30

## Fund Recap

Fund	Description	PO Count	Amount
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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 11/01/2022 - 11/30/2022

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	50	745,120.63
	<b>Total Fiscal Year 2023</b>		<b>745,120.63</b>
120	Child Development Fund	2	3,164.85
	<b>Total Fiscal Year 2023</b>		<b>3,164.85</b>
211	Measure S Facilities & Tech	6	136,939.82
	<b>Total Fiscal Year 2023</b>		<b>136,939.82</b>
	<b>Total</b>		<b>885,225.30</b>

**Location Key**

000 District Wide Programs / Undesignated  
 004 Business Administration  
 005 Curriculum  
 007 Technology Coordinator  
 009 Brookside Elementary School  
 011 Red Oak Elementary School  
 012 Medea Creek Middle School  
 013 Oak Park High School  
 015 Oak View High School  
 023 Oak Park Neighborhood School  
 028 Extended Care Program

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.

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Includes Purchase Orders dated 11/01/2022 - 11/30/2022

## PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
<b>010-4330</b>	<b>Other Materials and Supplies N</b>			
P23-00425	1,112.01	010-4330	General Fund/Other Materials and Supplies N	.00
<b>Total:010-4330 Other Materials and Supplies N</b>				<b>.00</b>
<b>010-5600</b>	<b>Rents, Leases, and Repairs</b>			
B23-00087	7,826.00	010-5600	General Fund/Rents, Leases, and Repairs	2,826.00
<b>Total:010-5600 Rents, Leases, and Repairs</b>				<b>2,826.00</b>
<b>130-5820</b>	<b>Other Operating Expense</b>			
FS23-00017	6,200.00	130-5820	Cafeteria Fund/Other Operating Expense	2,200.00
<b>Total:130-5820 Other Operating Expense</b>				<b>2,200.00</b>
<b>211-6209</b>	<b>Main Construction-Buildings</b>			
P23-00045	206,742.27	211-6209	Measure S Facilities & Tech/Main Construction-Buildings	4,469.27
<b>Total:211-6209 Main Construction-Buildings</b>				<b>4,469.27</b>
<b>Total PO Changes</b>				<b>9,495.27</b>

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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**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL CIF PLAY-OFFS, CA**

CONSENT

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

**BACKGROUND:** Principal, Mat McClenahan, requests approval for any/all winter sports team(s) (Boys' Basketball, Girls' Basketball, Boys' Soccer and Girls' Soccer) 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.

**BOARD POLICY:** Pursuant to Board Policy 6153 School Sponsored Trips – Request for field trips involving out-of-state, out -of-country, or overnight travel require Board approval prior to the trip.

**GOAL:** In support of District Goal 2.B. – Increase extracurricular program offerings and participation in all DK-12 schools.

**FISCAL IMPACT:** Funding source is the ASB Fund and is included in the 2022-2023 budget.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

Prepared by: Mat McClenahan, Principal, Oak Park High School

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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.1.e. APPROVE RENEWAL OF CONTRACT WITH SUPER CO OP (USDA FOODS AND PURCHASE DELIVERY)**

CONSENT

**ISSUE:** Shall the Board approve the District's renewal of contract with San Mateo-Foster City School District as the lead agency of the Super Co-Op, a California USDA Foods Cooperative?

**BACKGROUND:** The purpose of the Super Co-Op, a California USDA Foods Cooperative, is to assist member districts with effective USDA Foods ordering and distribution and enable its members to attain the best possible prices for processed USDA Foods and their commercial equivalents as well as for USDA Foods distribution. It is recommended that the Board of Education approve the renewal of services contract to provide access to purchasing and delivery of USDA Foods to use for students' meals prepared by the Student Nutrition Department for the 2023-24 school year. The contract with San Mateo-Foster City School District as the lead agency of the Super Co-Op is included for the Board's review.

**FISCAL IMPACT:** The total cost of the contract will not exceed 0.3% of the current year USDA Foods estimated entitlement on July 1 which is approximately \$100 annually.

**BOARD POLICY:** Pursuant to Board Policy 3551: Food Service Operations/Cafeteria Fund - To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

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

**ALTERNATIVES:**

1. Approve the District's renewal of contract with Super Co-Op, a California USDA Foods Cooperative.
2. Do not approve the District's the renewal of contract.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Katherine Adams, Director, Student Nutrition Services  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD MEETING, DECEMBER 13, 2022**

Approve the District's renewal of contract with San Mateo-Foster  
City School District as the lead agency of the Super Co-Op  
Page 2

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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	_____	_____	_____	_____



**SY2023-24 Annual Renewal of Services  
Super Co-Op Joint Powers Authority**



**Participant District:** Oak Park Unified School District

Please check (✓) your response:

<b>x</b>	We plan to CONTINUE membership with Super Co-Op JPA for SY2023-24.
	We do NOT plan to continue membership with Super Co-Op JPA for SY2023-24. What alternate USDA Foods delivery method do you plan to use? _____

**San Mateo-Foster City School District** is the Lead District of the Super Co-Op Joint Powers Authority and hereby given authority to contract for USDA Foods and related services on behalf of Member Districts and Participant Districts.

The parties agree as follows:

1. Both parties must remain eligible Recipient Agencies for receipt of United States Department of Agriculture (USDA) donated commodity foods (USDA Foods) as determined by the California Department of Education (CDE), Nutrition Services Division.
2. Through this written agreement, the Lead District is assigned control of the Participant District's fair share of USDA Foods entitlement for SY2023-24. The Lead District is responsible for ordering, receiving, storing, and distribution of Direct Delivery USDA Foods on behalf of Participant.
3. Lead District is responsible to maintain an inventory management system for all USDA Foods Direct Delivery items received and stored on behalf of Participant. Participant is responsible to maintain an inventory management system for all USDA Foods Direct Delivery or processed items after delivery to Participant District.
4. Both parties are responsible for compliance with USDA and the CDE, Nutrition Services Division policies and regulations.
5. SY2023-24 Fees:  
  
Membership Fees are paid by Participant District directly to the Lead District, billed in July 2023.  
  
Annual Renewal Fee beginning the 2nd year of membership shall be 0.3% of the current year USDA Foods estimated entitlement on July 1.  
  
State Administrative Fee of \$0.90 per case/unit of USDA Foods direct delivery (brown box) and diverted to processors.  
  
Delivery fees as per member district selected distributors.  
  
All fees are subject to change, as approved by the Super Co-Op JPA Board of Directors.  
  
Participant District agrees to remit all Super Co-Op JPA fees promptly upon receipt of invoice.

6. Participant District agrees to abide by the current Super Co-Op JPA Governing Rules, bylaws, conflict of interest cost and code of conduct, Brown Box Storage Policy, and other rules or policies as approved by the Board of Directors.
7. Should a loss of USDA Foods being held for the Participant District occur, due to/ but not limited to theft, spoilage, etc., the Lead District is responsible to the CDE, Nutrition Services Division and/or the USDA for the Fair Market Value of that food item(s). Both the Participant District and Lead District shall be responsible to maintain insurance coverage or contract provisions for insurance coverage with third party vendors that move or house USDA Foods at the fair market value.
9. Participant District shall respond to pre-planners and offerings promptly.
10. Participant District shall read all correspondence from the Super Co-Op JPA and respond promptly as indicated.
11. Participant District shall maintain accurate contact information with the Super Co-Op JPA to assure proper routing of invoices and correspondence.
12. Participant District agrees to complete the annual Food Distribution Program Annual Commodity Contract Packet in CNIPs when notified by the California Department of Education, typically in June of each year.
13. Participant District agrees to verify Value Pass Through (VPT) for all processed USDA Foods purchased and monitor entitlement balance ensuring that processed product is reported correctly by distributors or processors. Discrepancies shall be addressed promptly with USDA Foods distributor and/or processor.
14. In the event of a change in Lead District, this Agreement shall convey to the new Lead District.
15. Termination of the Assignment of USDA Foods shall be made in writing to the Lead District no later than December 10 to take effect the following June 30.
16. Provide current contact information for three (3) individuals at your district/agency:

Nutrition Services Director	
Name	Katherine Adams
Title	Director of Student Nutrition and Wellness
Telephone	818-735-3203
Email	kadams@opusd.org


Accounts Payable Contact	
Name	Rachel Lopez
Title	Department Secretary
Telephone	818-735-3269
Email	rlopez@opusd.org

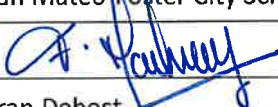
Additional Contact for USDA Foods management	
Name	N/A
Title	
Telephone	
Email	

17. Each individual executing this Annual Renewal of Services on behalf of Participant District represents, for the benefit of Lead District, that he or she is duly authorized to execute and deliver this Annual Renewal of Services on behalf of Participant District.
18. Lead District and Participant District acknowledge that this Annual Renewal of Services is subject to approval by the Participant District's Board and this Annual Renewal of Services shall not be effective until after the Participant District's Board approves this Annual Renewal of Services.

By signing this, I certify that I am an authorized representative of the Participant District and agree to adhere to the terms specified herein.

My execution of this Annual Renewal of Services was approved by the Participant District's Board of Education at a duly called and noticed Regular Board Meeting on \_\_\_\_\_, 20\_\_.

Participant District	Oak Park Unified School District
Signature	
Print Name	Katherine Adams
Title	Director of Student Nutrition and Wellness
Date	11/18/22

Lead District	San Mateo-Foster City School District
Signature	
Print Name	Fran Debost
Title	Director Child Nutrition Services
Date	11/28/2022

**Return signed copy by December 1, 2022** to Leylany Marquez at lmarquez@smfcsd.k12.ca.us. A signed copy will be returned to you.

Fran Debost  
fdebost@smfc.k12.ca.us  
San Mateo-Foster City School District  
1170 Chess Drive, Foster City, CA 94404  
Phone (650) 312-7201

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: B.2.a. 2023-24 DISTRICT CAPACITY/ENROLLMENT PROJECTIONS/  
DOC VACANCY PROJECTIONS**

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**DISCUSSION/ACTION**

**ISSUE:** The board will receive a report from staff related to program capacity and student enrollment projections for the 2023-24 School Year. In addition, preliminary information regarding the number of new inter-district students that may be enrolled into Oak Park Unified for the 2023-24 School Year will be presented for discussion and action.

**BACKGROUND:** Each year the board is presented with enrollment projections for the upcoming school year to facilitate decision making related to the capacity of the school district and the number of inter-district students that can be accepted into OPUSD. Current enrollment and the initial enrollment projections for the 2023-24 School Year will be presented to the governing board for discussion and approval. New resident enrollment for next school year will be taking place at the school sites during the month of January and early February. These new resident numbers, based on historical data, have been incorporated into the projections for next year.

Many of the new inter-district students who will be attending next year will be enrolled as a result of the District of Choice program. The regulations governing this program require the board to establish the district's program capacity, the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2023-24. In addition, the regulations require that the board "accept all students who apply to transfer until the school district is at maximum capacity". A recommendation is before the board to establish the district's overall program capacity at 4655. This is reflected in Table 1 and Table 3 which also establishes a grade-level capacity for each of the grades DK-12. Because the number of new applications under District of Choice will not be known until the application period closes on December 31, 2022, the exact number of transfers that will be approved for enrollment will be addressed at the January 24, 2022 board meeting.

**BOARD POLICY:** Pursuant to Board Policy 5116.1 Intradistrict Open Enrollment – The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

**GOAL:** In support of OPUSD Goal 4.b.1. Develop a timeline for messaging current OPUSD families and prospective families about the process and timelines for the DOC program.

**BOARD OF EDUCATION MEETING, DECEMBER 13, 2022**

District Capacity/Enrollment Projections

Page 2

**FISCAL IMPACT:** The initial budget for next school year will be based on the projected enrollment approved by the board.

**ALTERNATIVES:**

1. Approve the 2023-24 program capacities and enrollment projections outlined in Tables 1-3.
2. Do not approve the 2023-24 program capacities and enrollment projections outlined in Tables 1-3.
3. Revise the 2023-24 program capacities and enrollment projections outlined in Tables 1-3.

**RECOMMENDATION:** The staff recommends Alternative 1.

Prepared by: Stew McGugan, Assistant Superintendent of Human Resources

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

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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  
2023-2024 ENROLLMENT PROJECTIONS (DECEMBER)**

The first draft of enrollment projections for the 2023-24 school year can be found in Tables 1-3 below. The following narrative describes the assumptions used in creating the projections. This first draft will be monitored weekly and updated monthly to reflect the most recent information coming from the school sites and changes in the number of applications we receive through the District of Choice program.

**Assumptions for Table 1:**

"Program Rooms" and "Program Capacity" refer to rooms available as a conventional classroom and do not include rooms dedicated to other programmatic uses as described below.

1. Total Rooms does not include those allocated for RSP or other special education specialists
2. Program Capacity loading: DK=20-1; K-3=28-1; 4-5=32-1; 6-8=32-1; 9-12=32-1; OVHS 17-1; OPIS 28-1
3. Program Capacity at elementary allows for dedicated computer and music rooms
4. Program Capacity at middle school allows for Tech Lab, computer, new sea container building and music rooms
5. Program Capacity at high school allows for 2 dedicated computer labs, presentation classroom, college/career center, music rooms, and student store.
6. Program capacities at the secondary level are approximate and dependent upon curriculum offerings, master scheduling and number of students taking classes outside of the periods 1-6 schedule.
7. Capacities for physical education classes at Medea Creek and Oak Park High = 50
8. Oak View High capacity is based on 17 students per teacher/room.
9. Open Seats = Program Capacity less projected returning and new resident enrollment
10. Libraries and multipurpose rooms are not included in room counts.
11. At MCMS Tech Lab and computer room (D1 & D1A) are counted as 1 room
12. \*At OPHS "Program Rooms" total 52 general education instructional spaces (includes 3 for PE classes)
13. \*At MCMS "Program Rooms" total 37 general education instructional spaces (includes 3 for PE classes)

Table 1 identifies the projected vacancies (see the column labeled "Open Seats") for each school at each grade level after taking into consideration students moving forward and new resident students enrolling. Historically, the attrition of inter-district and resident students from year to year and the enrollment of new resident students has been fairly consistent. It has been a little harder to predict during the COVID times. The projected vacancies shown in Tables 1 and 3 will be first filled by new resident students and then by new inter-district students. We have used historical data from the past six-plus years to determine projections of new incoming resident students entering our schools, and this has been fairly accurate for most years. We have also considered the 19/20, 20/21, and 21/22, 22/23 school year DOC Yield Rate (accepted vs. attending) to help with accuracy because we had so many families using the DOC application as a placeholder.

**Notes to Assist in Reading of Table 1:**

1. Our initial projected enrollment for next year is 4203 (Including 1 NPS student).
2. We will need to watch the DK because of the new age requirements for this grade. We are required to staff 10 students to 1 adult (20-2 ratio, one aide, one teacher). We have added two additional classes to OHES in DK. Depending on retirements, we may need to hire more teachers. We know for sure we will need to hire two DK teachers. We will know more in February after all DOC applications and retirements are in. We will be adding two new classrooms to Oak Hills.
3. There was a need to increase one class at Brookside (3rd). There was a need to reduce two classes at Brookside (2nd and 5th). There was a need to increase two classes at Oak Hills (DK (2). There was a need to decrease one class at Oak Hills (4th). There was a need to increase the class at Red Oak (5th). There was a need to decrease one class at Red Oak (3rd).
4. Based on our initial projections, we will NOT need to add additional staffing to the high school or middle school from our current staffing levels. We will continue to monitor the applications.
5. As of December 4, 2022, the number of projected new residents and returning students for next year is 3931 as shown in the first column of Table 1. Historically our new resident enrollment continues to grow throughout the spring, and the number of new and returning increases over the summer. We have received roughly 599 applications as of December 4th, 2022. Based on last year's numbers at this time, we anticipate that we will receive approximately 100 more applications by the end of the year. The DK and K numbers grow throughout the Spring and Summer.
6. The recommendation for acceptance of new inter-districts will not be provided to the board until the January board meeting, when we will know how many applicants have applied at each grade level. According to the DOC legislation, the board must accept "all students who apply to transfer until the school district is at maximum capacity." For this purpose, we will use the column in Table 3 labeled "Projected Capacity" to determine when the district is at maximum capacity for **each grade level**. The overall district capacity is projected to be 4655, as shown in Tables 1 and 3. Still, we will use the grade level capacities shown in Table 3 instead of the overall district capacity to help determine how many new inter-district students we will enroll.
7. The final recommendation to accept new inter-districts will be presented at the January 24 board meeting. It will exclude the continuation school students and the projected independent study program vacancies. Oak View and OPIS enroll their students throughout the year and will accept as many qualified as to enroll in the respective programs.
8. The number of new inter-districts to accept grade 8 and grades 11 & 12 is largely dependent on known attrition of current numbers in the grades and the applicant's number of high school credits when applying for grades 11 & 12.

**Table 1 – Projected Enrollment by Site - 2023-2024 School Year  
Compared to Actual Enrollment for 2021-22 & 2022-23**

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2023-24 Program Capacity	Open Seats	2023-24 Projected Enrollment	Actuals for 2022-23 (11/10/22)	Actuals for 2021-22 (5/27/22)
BROOKSIDE	(11) DK	16	1	20	20	4	19	23	20
	(30) K	43	3	28	84	41	70	71	75
	1	71	3	28	84	13	75	82	104
	2	82	3	28	84	2	84	105	73
	3	105	4	28	112	7	109	79	81
	4	79	3	32	96	17	83	83	107
	5	83	3	32	96	13	84	118	90
	TOTAL	479	20		576	97	524	561	550
OAK HILLS	(11) DK	16	3	20	60	44	49	24	20
	(30) K	44	3	28	84	40	72	78	76
	1	78	3	28	84	6	80	76	78
	2	76	3	28	84	8	80	75	65
	3	75	3	28	84	9	81	64	78
	4	64	2	32	64	0	64	76	78
	5	76	3	32	96	20	79	80	87
	TOTAL	429	20		556	127	505	473	482
RED OAK	(11) DK	16	2	20	40	24	26	41	22
	(30) K	61	3	28	84	23	71	77	81
	1	77	3	28	84	7	80	83	84
	2	83	3	28	84	1	85	84	98
	3	84	3	28	84	0	84	98	109
	4	98	4	32	128	30	106	112	91
	5	112	4	32	128	16	114	89	88
	TOTAL	531	22		632	101	566	584	573



SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	2023-24 Program Capacity	Open Seats	2023-24 Projected Enrollment	Actuals for 2022-23 (11/10/22)	Actuals for 2021-22 (5/27/22)
MEDEA CREEK	6	277	11.5	32	384	107	337	321	358
PE: @45	7	321	11.5	32	368	47	329	362	310
Grades 6-8 Rooms@32	8	362	11.5	32	368	6	365	316	353
TOTAL		960	34.5		1120	160	1031	999	1021
OAK PARK	9	290	13	32	416	126	340	388	367
PE: @45	10	388	12.5	32	400	12	378	354	364
Grade 9-12@32	11	354	12	32	384	30	345	335	322
	12	335	11	32	352	17	315	315	357
TOTAL		1367	48.5		1552	185	1378	1392	1410
OAK VIEW	9-12	20	3	17	51	31	30	30	33
TOTAL		20	3	17	51	31			
OPIS	K-12	145	6	28	168	23	168	190	226
TOTAL		145	6	28	168	23			
<b>DISTRICT TOTALS</b>		<b>3931</b>			<b>4655</b>	<b>724</b>	<b>4202</b>		
<b>NPS*</b>		<b>1</b>	<b>N/A</b>		<b>N/A</b>	<b>N/A</b>	<b>1</b>	<b>1</b>	<b>1</b>

Check on Totals: 3931 returning + 724  
available seat = 4655 program capacity

**Table 2 – District Enrollment since 2011 and Projected for 2021-22**

	<b>2013-14 Enrolled</b>	<b>2014-15 Enrolled</b>	<b>2015-16 Enrolled</b>	<b>2016-17 Enrolled</b>	<b>2017-18 Enrolled</b>	<b>2018-19 Enrolled</b>	<b>2019-20 Enrolled</b>	<b>2020-21 Enrolled</b>	<b>2021-22 Enrolled</b>	<b>2022-2023 Enrolled</b>	<b>2023-2024 Projected</b>
Brookside	625	619	603	584	573	568	594	539	550	573	524
Oak Hills	529	521	531	502	531	535	519	499	484	499	505
Red Oak	616	639	601	606	575	590	613	593	579	586	566
Medea Creek	1127	1130	1101	1110	1085	1088	1080	1040	1069	1005	1031
Oak Park HS	1519	1525	1520	1500	1527*	1549*	1507*	1433*	1453*	1436*	1378
Oak View HS	40	29	44	43	34	35	35	30	25	30	30
OPIS	215	221	224	221	199	209	168	267	202	196	168
NPS	1	1	2	7	5	3	1	1	1	1	1
District Totals	4672	4685	4626	4573	4529	4577	4517	4402	4363	4326	4203
Growth	3.5%	0.3%	-1.3%	-1.1%	-1.0%	1.05%	-1.32%	-2.61%	-0.9%	-0.8%	-2.9%

	<b>2011-12 Enrolled</b>	<b>2012-13 Enrolled</b>	<b>*OPHS number includes high school Educatius</b>  <b>We have declined 10.3% since 2014-15 which equates to 482 students</b>
Brookside	590	599	
Oak Hills	464	539	
Red Oak	525	563	
Medea Creek	1071	1132	
Oak Park HS	1398	1463	
Oak View HS	39	47	
OPIS	114	168	
NPS	5	4	
District Totals	4206	4515	
Growth	4.9%	7.3%	

**Table 3 – Recommendations for Acceptance of Inter-District Students by Grade Level\***

Grade	Projected Capacity	Projected New/returning	Projected Vacancies	New Applications*	Approved # to Enroll**	DOC Registered
DK	120	48	72	53		
K	252	148	104	80		
1 <sup>st</sup>	252	226	26	27		
2 <sup>nd</sup>	252	241	11	22		
3 <sup>rd</sup>	280	264	16	22		
4 <sup>th</sup>	288	241	47	26		
5 <sup>th</sup>	320	271	49	16		
6 <sup>th</sup>	384	277	107	173		
7 <sup>th</sup>	368	321	47	38		
8 <sup>th</sup>	368	362	6	28		
9 <sup>th</sup>	416	290	126	132		
10 <sup>th</sup>	400	388	12	29		
11 <sup>th</sup>	384	354	30	20		
12 <sup>th</sup>	352	335	17	3		
OPIS	168	145	23	N/A	Open	
Oak View	51	20	31	N/A	Open	
Totals	4655	3931	724	669		
NPS	1	1	N/A	1	1	

\*Applications as of 12/12/22 \*\* A recommendation for enrollment will be made at the January 24, 2023 board meeting not including students already enrolled or OPIS

**Summary of 2023-24 Projected Compared to 2022-23 Enrolled:**

- Elementary projection at the three sites for next year is 1595 (compared to 1618 enrolled for 2022-23)
- Middle School projection for next year is 1031 (compared to 999 enrolled for 2022-23)
- High School projection for next year is 1378 (compared to 1392 enrolled for 2022-23)
- OPIS projection is 168 (compared to 190 enrolled for 2022-23) and 30 OVHS (compared to 30 for 2022-23)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.2.b. ADOPT RESOLUTION #2022-15 AUTHORIZING PROCUREMENT FOR NETWORK INFRASTRUCTURE AND APPROVE CONTRACT FOR CONSULTING SERVICES**

ACTION

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**ISSUE:** Shall the Board adopt resolution #2022-15 authorizing procurement for network infrastructure and approve contract for consulting services?

**BACKGROUND:** As part of the Oak Park Unified School District's (OPUSD) Technology Master Plan, the District is scheduled for a network infrastructure refresh. This involves the replacement of approximately 110 existing network switches and 270 wireless access points.

As a highly specialized technology project, Public Contract Code section 20118.2 allows a school district to use a competitive negotiation process rather than a competitive bid process, so as to consider, in addition to price, factors such as vendor financing, performance reliability, standardization, life cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors in the award of the associated contract.

Competitive negotiation includes preparing a Request for Proposals (RFP) which is then submitted to an adequate number of qualified sources permitting reasonable competition consistent with the nature and requirement of the procurement.

Notice of the RFP is published at least twice in a newspaper of general circulation. The RFP identifies all significant evaluation factors, including price, and their relative importance. Staff uses reasonable procedures in the technical evaluation of proposals received, the identification of qualified sources, and the selection for the award of the contract. Award is made to the qualified respondent whose proposal meets the evaluation criteria and will be the most advantageous to the district with price and all other factors considered. The district, at its discretion, may reject all proposals and request new proposals.

To assist in this process, staff is seeking to enter into an agreement with Infinity Communications & Consulting, Inc. for consulting services in connection with Category 2 E-rate program application. Under this federal program, the District receives deeply discounted rates (40%) on technology and telephone services. The proposed contract includes E-rate application management, Request for Proposal (RFP) management services, and E-rate program audit assistance. The amount of the proposed contract is \$12,750, which is included in the District's budget. The Board Resolution and a copy of the proposal from Infinity Communications & Consulting, Inc. follows for the Board's information and review.

**FISCAL IMPACT:** The cost of the of this contract is \$12,750, to be funded by Bond Measure S.

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**BOARD OF EDUCATION MEETING, DECEMBER 13, 2022**

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**POLICY:** Pursuant to Administrative Regulation 3311.4 permits districts to use competitive negotiation rather than seek competitive bids when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus.

**GOAL:** Goal 4. – Utilizing resources efficiently and responsibly.

**ALTERNATIVES:** 1. Adopt resolution and approve contract.  
2. Do not adopt and approve.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

\_\_\_\_\_  
Jeff Davis, Ed.D.  
Superintendent

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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  
RESOLUTION #2022-15  
AUTHORIZING COMPETITIVE NEGOTIATION  
(PUBLIC CONTRACT CODE SECTION 20118.2)**

**BE IT RESOLVED** by the Board of Education of the Oak Park Unified School District:

**WHEREAS**, due to the highly specialized and unique nature of the technology, telecommunications, related equipment, software, and services, and in order to allow for the introduction of new technological changes into the operations of school districts, Public Contract Code section 20118.2 allows a school district to use a competitive negotiation process rather than a competitive bid process, so as to consider, in addition to price, factors such as vendor financing, performance reliability, standardization, life cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors in the award of technology, telecommunications, related equipment, software, and services contracts; and

**WHEREAS**, the State Legislature has recognized that it is in the public's best interest to allow school districts to consider factors other than price in the procurement of certain technological supplies, services, equipment and maintenance of said equipment; and

**WHEREAS**, following the adoption by a school district's governing board of certain findings, Public Contract Code section 20118.2 authorizes such procurement through a competitive negotiation process; and

**WHEREAS**, the Oak Park Unified School District (District) wishes to contract for the purchase and/or installation of technology services and/or equipment to be located at District instruction sites and/or non-instruction sites; and

**WHEREAS**, the purchase and/or installation of services and/or equipment requires specialized equipment and software, and qualifies for procurement through the legislatively authorized competitive negotiation process set forth in Public Contract Code section 20118.2; and

**WHEREAS**, the District shall, after the competitive negotiation process, award a contract for the purchase and/or installation of services and/or equipment to the qualified bidder(s) whose proposal(s) are the most advantageous to the District with price and all other factors being considered;

**WHEREAS**, the District shall, authorize District staff to sign the agreements after the bidding period is concluded and are awarded to the contractor(s) who provide the best value to the District;

**NOW THEREFORE BE IT RESOLVED** that the Board of Education of the Oak Park Unified School District hereby finds, determines, and orders as follows:

The foregoing recitals are adopted as true and correct.

1. The purchase and/or installation of services and/or equipment as described in the recitals in subdivision (b) of Public Contract Code section 20118.2, and furthermore such equipment and services are not available in substantial quantities to the general public, and therefore the Board finds that the District's procurement of such system or systems qualifies under subdivision (b) of Public Contract Code section 20118.2 for purchase through competitive negotiation as described in subdivision (d) of Public Contract Code section 20118.2, and the Board does hereby authorize such procurement.
2. The Superintendent, or designee, is authorized to engage in a competitive negotiation process in compliance with Public Contract Code section 20118.2 for the purchase and/or installation of services and/or equipment procurement and implementation of systems as described in the recitals.
3. The Superintendent, or designee, shall recommend to the Board a qualified bidder for award of a contract for the purchase and/or installation of services and/or equipment, which contract(s) will be the most advantageous to the District with price and all other factors being considered.
4. The Board reserves the right to reject all proposals submitted, pursuant to Public Contract Code section 20118.2.
5. The Superintendent, or designee, is authorized and directed to take such further actions as may be necessary or convenient to carry out said procurement and implementation and signing of the contract(s) thereof.
6. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Education of the Oak Park Unified School District at the meeting on December 13, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_ President of the Board of Education

\_\_\_\_\_ Superintendent/Secretary to the Board of Education



## PROJECT ATTACHMENT # 0403-23C OAK PARK UNIFIED SCHOOL DISTRICT

Client No: 0403

### SERVICES: CATEGORY TWO RFP AND E-RATE APPLICATION MANAGEMENT SERVICES

#### **INFINITY'S RESPONSIBILITIES:**

Infinity shall perform the following tasks for our **Category Two RFP**

#### **E-Rate Application Management Services:**

##### **Procurement Consulting:**

1. Coordinate with the Client to determine the "Project Programming" requirements, including, overall project scope, project objectives, and E-Rate program compliance.
2. Present to the Client, for their approval, a procurement process and "Bidding Document" format that addresses both the Local/State and E-rate program rules and regulations.
3. Develop a "Bid Schedule" that complies with the Client's, and the E-rate Program's, procurement and award of contract requirements.

##### **Bid Document Development:**

1. Develop a "Bidding Document" based on the Clients specific procurement programming requirements. Bidding Document provided by Infinity will include Bidders Instructions, Procurement Compliance language, E-Rate Program Compliance language, General Conditions, and Bid Forms.
2. Integrate the Client's provided "Design Documents" into the "Bidding Document" to produce a complete Request for Proposal (RFP). The "Design Document" provided by the Client will include, at a minimum, the following: Scope of Work, equipment and/or performance specifications, and a depiction of the existing affected site and/or system conditions.

##### **Bid Management:**

1. Oversight and management of the procurement process to ensure compliance with "Bidding Documents" and E-Rate procurement requirements.
2. Assist the Client in the preparation of a "Notice of Advertisement" (when required) and/or Form 470 publication language.
3. Publish the Request for Proposal on Infinity's "Projects" website.
4. Maintain a "Bidders List" and document library for each project.
5. Assist the District in the response to prospective bidder's pre-bid Request for Information (RFI). Prepare and distribute project clarification(s) and addenda(s) to address questions from prospective bidders.
6. Organize and conduct opening of bid response(s). All bid openings will be conducted at Infinity's office, unless otherwise directed by the Client.

##### **E-Rate Application Management:**

1. Consult with the Client to determine the filing strategy that best suits their needs.
2. Prepare and submit to the Client, for their certification, the following program forms: Form 470, Form 471, and Form 486.
3. Monitor and inform the Client of their Application and Funding Commitment status.
4. Coordinate with the Client and Service Provider to respond to Program Integrity Assurance (PIA) questions.
5. Assist the Client, if request, in the preparation of Program Auditor's requested documentation.
6. Provide the client with one (1) electronic copy of all pre-Form 471 "Bidding Documents", bid evaluations and contracts as required for Document Retention per the E-Rate Program.
7. Prepare and submit the Service Delivery Extension and/or Invoice Deadline Extension request(s).
8. Prepare and submit the Form 500 for certification and approval.
9. Prepare and submit one (1) Applicant Reimbursement Form 472 for certification and approval, per project.

##### **Excluded from Infinity's Service Offering:**

1. System design, project engineering, drafting, and/or technical specification writing services.
2. On-site services, including but not limited to: Job-walks, site assessments, etc.
3. E-Rate Service Substitution requests.





Additional services requested to be performed by Infinity by the Client, other than those listed above, and/or in the quantity listed above, will be billed to the Client at an hourly rate plus actual and necessary expenses, per the attached *Compensation and Reimbursable Expenses Schedule*.

### **CLIENT'S RESPONSIBILITIES:**

The Client's responsibilities, for the successful completion of this agreement, shall include:

1. Appointing a representative to act on their behalf, whom has the authority to render decisions.
2. Respond to requests from Infinity, no later than three (3) business days upon receipt of written request from Infinity, as not to cause unreasonable delays in the progress of Infinity's services.
3. Furnish all legal, insurance and accounting services, that may be reasonably necessary, that meet the Client's own needs and interests.
4. Provide Infinity with all "Design Documents" required for the successful completion of agreed service, including, but not limited to: scope of work for requested services, equipment and/or performance specifications, project drawings and/or system single-line diagrams.
  - a. The Client accepts the sole responsibility and liability for the quality and accuracy of the "Design Documents" provided to Infinity.
5. Grant Infinity permission and license to distribute the provided "Design Documents" to perform the work as described in this agreement.
6. Provide Infinity with all E-Rate "Supporting Documents" required for the successful completion of the agreed service, included, but not limited to: Approved Free and Reduced Lunch numbers, Budget Information, Copy of CIPA Compliance, Evaluation of Bid Responses, Board Meeting Minutes, Copy of Executed Agreements, etc.
7. Provide a Letter of Agency (LOA), authorizing Infinity to act on the Client's behalf to file E-Rate forms and response the USAC's Requests for Information.
8. Sign and certify the E-Rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-Rate program's time sensitive deadlines.
9. Comply with all the Schools and Library Division's (SLD) E-Rate program rules and requirements, including, but not limited to:
  - a. Conduct an "Open and Competitive" bid process, to comply with all applicable local/state/Federal bidding laws.
  - b. Wait a minimum of twenty-eight (28) days after the posting of the Form 470 or the release of the RFP, whichever comes later, before selecting a Service Provider or executing a contract.
  - c. Conduct a non-bias bid evaluation, per the E-Rate program's "Evaluation of Bids" requirements, with the cost of E-Rate eligible goods and services as the highest weighted factor.
  - d. Award a contract to the successful bidder prior to submitting a request for funding (Form 471).
  - e. Maintain and update and "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number and location of all equipment purchased with the support of the Universal Services Fund (E-Rate Program). The client will provide Infinity a copy of the EAR for compliance with the "Inventory" section of E-Rate's "Document Retention Policy".
10. Retain all documents for each funding request related to the "Pre-Bidding Process," "Bidding Process," "Award of Contract(s)," "Application Process," "Purchase and Delivery of Service," "Invoicing," "Inventory," and "Forms and Rules Compliance," for a period of at least 10 years from the last date of service.

**\*In the event, something unforeseen happens that is not covered under PROJECT ATTACHMENT #0403-23C with this contract, an additional fee will be negotiated before any additional services are provided.**

### **TERM OF CONTRACT:**

This agreement is for a term of **one (1) year**, with an expiration date of **June 30, 2023**.

Infinity's fee will be a one-time flat rate fee of **\$7,000.00** for Category Two RFP Management Services.

Infinity's fee will be a one-time flat rate fee of **\$5,750.00** for Category Two E-Rate Application Management Services.

If additional services are requested by the Client that require a change order, Infinity will bill **5%** of the change order amount.



### Standard Hourly Rates Schedule

For additional works that is required outside the scope of work for the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$155.00/hour
Systems Designer	\$125.00/hour
CAD Operator	\$75.00/hour
Sr. Project Manager	\$155.00/hour
Project Manager	\$95.00/hour
Design Team Coordinator	\$75.00/hour
Support Staff	\$50.00/hour


### Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blueprint Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.58/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

#### Infinity Communications & Consulting, Inc.

	12/06/2022
Signature	Date
Martin Skiby	Chief Executive Officer
Name	Title
P.O. Box 999, Bakersfield, Ca. 93302	
Address/City/State/Zip	
82-0573429	
Federal Tax ID#	

#### Oak Park Unified School District

Signature	Date
Name	Title
Address/City/State/Zip	
Federal Tax ID#	

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.3.a. APPROVE FISCAL YEAR 2022-23 FIRST INTERIM FINANCIAL REPORT, CERTIFICATION AND BUDGET REVISIONS**

ACTION

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**ISSUE:** Shall the Board review and certify the 2022-23 First Interim Financial Report and Budget Revisions?

**BACKGROUND:** Per Education Code Section 42131, after the adoption of the District's annual budget each June, school districts are required to certify twice a year regarding their ability to meet financial obligations for the remainder of the current fiscal year and the subsequent two fiscal years. The First Interim report details the District's financial status and projections as of October 31. This includes anticipated revenue and expenditures for the current fiscal year, a multiyear financial projection, and the State's criteria and standards report. The certifications are as follows:

- **POSITIVE:** Will meet financial obligations for the current and two subsequent years.
- **QUALIFIED:** May not meet financial obligations for the current or two subsequent years.
- **NEGATIVE:** Unable to meet financial obligations for the current or two subsequent school years.

Staff is recommending a positive certification.

The OPUSD 2022-23 First Interim Financial Report is available on the District's website and may also be accessed at the following link: <https://bit.ly/3ir3ygP>.

**BOARD POLICY:** Pursuant to Board Policy 3460 Financial Reports and Accountability – The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31.

**GOAL:** In support of OPUSD Goal 4.b.1. Utilize budget reporting periods to make necessary adjustments to programs and expenditures when necessary

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Certify the 2022-23 First Interim Financial Report and Budget Revisions.
2. Do not certify.

**RECOMMENDATION:** Alternative No. 1

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

**DECEMBER 13, 2022 BOARD OF EDUCATION MEETING**

Approve Fiscal Year 2022-23 First Interim Financial Report,  
Certification And Budget Revisions  
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
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.2.d. APPROVE APPOINTMENT TO THE OAK PARK CITIZENS' OVERSIGHT COMMITTEE**

ACTION

**ISSUE:** Shall the Board approve membership appointment to the Oak Park Citizens' Oversight Committee?

**BACKGROUND:** The Board is also requested to approve the reappointment of Aprylle Beck to serve as an Oak Park Citizen Oversight Committee member for a second term from 7/1/2022 to 6/30/2024. Aprylle is a current member and is willing to continue serving on the OPCOC for a second term.

**BOARD POLICY:** Pursuant to Board Policy BP 7214 General Obligation Bonds - The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

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

**RECOMMENDATION:** Alternative No. 1

Prepared by: Adam Rauch, Assistant Superintendent, Business Services

Respectfully submitted,

\_\_\_\_\_  
Jeff Davis, Ed.D.  
Superintendent

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.3.a. APPROVE AMENDMENT TO BOARD POLICY 3110 - TRANSFER OF FUNDS**

ACTION

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy 3110 - Transfer of Funds?

**BACKGROUND:** Policy updated to delete an authorization for the temporary transfer of funds which only pertained to the 2020-21 and 2021-22 fiscal years. Board Policy 3110 is being submitted with recommended language from CSBA.

**ALTERNATIVES:** 1. Approve amendment to Board Policy 3110 - Transfer of Funds.  
2. Do not approve Board Policy 3110 - Transfer of Funds.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

\_\_\_\_\_  
Jeff Davis, Ed.D.  
Superintendent

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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 REGULATION

Series 3000

Business and Non-Instructional Operations

BP 3110(a)

### Transfer Of Funds

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)

~~For the 2020-21 and 2021-22 fiscal years only, if the state defers any payments owed to districts, the Board may direct the temporary transfer of up to 85 percent of the maximum amount held in any fund or account during the current fiscal year for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. Prior to exercising this authority, the Board shall hold a public hearing and adopt a resolution authorizing such transfer. (Education Code 42603.1~~

3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. If any special reserve funds that are maintained for capital outlay or other purposes pursuant to Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the general fund for the general operating purposes of the

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

BP 3110(b)

district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a written request to the County Superintendent, Auditor, and Treasurer to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)

5. Transfer monies between other funds or accounts when authorized by law.

Adopted: 8-17-2021

Amended: 12-13-2022

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### Policy Reference:

#### State

Ed. Code 16095

Ed. Code 41301

Ed. Code 42125

Ed. Code 42238-42251

Ed. Code 42238.01-42238.07

Ed. Code 42600

Ed. Code 42601

Ed. Code 42603

Ed. Code 42840-42843

Ed. Code 5200

Ed. Code 52616.4

Ed. Code 78

#### Management Resources

CA Department of Education Publication

Website

Website

Website

Website

#### Description

[Transfer of district funds to district state school building fund](#)

Section A state school fund allocation schedule

Designated and unappropriated fund balances

Apportionments to districts

Local control funding formula

District budget limitation on expenditure

Transfers between funds to permit payment of obligations at close of year

Transfer of monies held in any fund or account to another fund; repayment

Special reserve fund

Districts governed by boards of education

Expenditures from adult education fund

Definition; governing board

#### Description

California School Accounting Manual

[CSBA District and County Office of Education Legal Services](#)

[California Department of Education](#)

[CSBA](#)

[Fiscal Crisis and Management Assistance Team](#)



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.3.b. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 3550 - FOOD SERVICE/CHILD  
NUTRITION PROGRAM**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 3550 - Food Service/Child Nutrition Program?

**BACKGROUND:** Policy and Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and NEW LAW (AB 486, 2021) which authorizes the coordination of food service programs with classroom instruction and other related district programs. Regulation updated to make other clarifying changes in the "Food Safety" section. Board Policy 3550 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 3550 - Food Service/Child Nutrition Program.
2. Do not approve Board Policy and Administrative Regulation 3550 - Food Service/Child Nutrition Program.

**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
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3550(a)

## **Food Service/Child Nutrition Program**

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and ~~to maximize their participation in available~~ maintain fiscal integrity of the programs. Food in accordance with law.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law ~~and administrative regulation~~
3. Be prepared in ways ~~which~~ that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions
5. Be ~~available~~ provided at no cost to students who ~~meet federal eligibility criteria at no cost~~ request a meal

At the beginning of each school year, the Superintendent or ~~at reduced prices, and~~ designee shall communicate information related to ~~other students at reasonable prices.~~ the district's food service programs to the public through available means, including, but not limited to, the district's web site, social media, flyers, and school publications.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3550(b)

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

~~The Board desires to provide students with~~ Students shall be allowed adequate time and space to eat meals. -To the extent possible, school, recess, and transportation schedules shall be designed to ~~encourage~~ promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for ~~cafeteria eating and~~ food preparation ~~and consumption~~.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation ~~process, from receiving to~~ and service ~~process~~.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

Adopted: 1-11-78

Amended: 3-18-86, 7-11-89, 9-17-02, 2-17-04, 2-21-06, 5-20-08, 8-17-11, 2-15, 12-13-22

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### Policy Reference:

State	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition

Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Federal	Description
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk
Management Resources	Description
California Department of Education Publication	Healthy Children Ready to Learn, January 2005
California Department of Education Publication	Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022
California Project Lean Publication	Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
U.S. Department of Agriculture Publication	School Breakfast Toolkit
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U.S. Department of Agriculture Publication	Dietary Guidelines for Americans, 2005
U.S. Department of Agriculture Publication	Food Buying Guide for Child Nutrition Programs, December 2007
U.S. Department of Agriculture Publication	Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

U.S. Department of Agriculture  
Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Guidance for School Food Authorities: Developing a School  
Food Safety Program Based on the Process Approach to  
HACCP Principles, June 2005

[CSBA District and County Office of Education Legal  
Services](#)

[U.S. Department of Agriculture, Food and Nutrition Service](#)

[California Farm Bureau Federation](#)

[Nourish California](#)

[California Project LEAN \(Leaders Encouraging Activity and  
Nutrition\)](#)

[Centers for Disease Control and Prevention](#)

[California School Nutrition Association](#)

[California Department of Education, Nutrition Services  
Division](#)

[National Alliance for Nutrition and Activity](#)

[California Department of Public Health](#)

[California Healthy Kids Resource Center](#)

[CSBA](#)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3550(a)*

### Food Service/Child Nutrition Program

#### Nutrition Standards for School Meals

Meals ~~or~~, food items, and beverages provided through the ~~district's~~ district's food services program shall: (Education Code ~~49430, 49430~~49501.5, ~~49430.7, 49550, 49553~~; 42 USC 1758, 1773; ~~7 CFR 210.10, 220.8~~)

1. Comply with ~~the~~ National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

#### Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

#### Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

#### Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a ~~written~~ food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. ~~-(42 USC 1758; 7 CFR 210.13, 220.7)~~

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3550(b)*

The Superintendent or designee shall ~~provide ongoing staff development on~~ ensure that food ~~safety to food~~-service directors, managers, and ~~employees~~-staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. ~~The~~For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

### Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

Adopted: 9-17-02

Amended: 11-05, 11-07, 3-11, 7-12, 7-1-2016, 12-13-2022

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### Policy Reference:

State	Description
5 CCR 15510	Mandatory meals for needy students
5 CCR 15530-15535	Nutrition education
5 CCR 15550-15565	School lunch and breakfast programs
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
Ed. Code 35182.5	Contracts for advertising
Ed. Code 38080-38103	Cafeteria; establishment and use
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 49430-49434	Pupil Nutrition, Health, and Achievement Act of 2001
Ed. Code 49490-49494	School breakfast and lunch programs

Ed. Code 49500-49505	School meals
Ed. Code 49501.5	California Universal Meals Program
Ed. Code 49510-49520	Nutrition
Ed. Code 49530-49536	Child Nutrition Act
Ed. Code 49540-49546	Child care food program
Ed. Code 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49562	Meals for needy students
Ed. Code 49570	National School Lunch Act
Ed. Code 51795-51797	School instructional gardens
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Federal	Description
42 USC 1751-1769j	School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1761	Summer Food Service Program and Seamless Summer Feeding Option
42 USC 1769a	Fresh Fruit and Vegetable Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1772	Special Milk Program
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 215.1-215.18	Special Milk Program
7 CFR 220.2-220.22	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk
Management Resources	Description
California Department of Education Publication	Healthy Children Ready to Learn, January 2005
California Department of Education Publication	Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022
California Project Lean Publication	Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006
CSBA Publication	Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
CSBA Publication	Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007
CSBA Publication	Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
CSBA Publication	Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
U.S. Department of Agriculture Publication	School Breakfast Toolkit
U.S. Department of Agriculture Publication	Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005
U.S. Department of Agriculture Publication	Dietary Guidelines for Americans, 2005
U.S. Department of Agriculture Publication	Food Buying Guide for Child Nutrition Programs, December 2007



U.S. Department of Agriculture  
Publication  
U.S. Department of Agriculture  
Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Fresh Fruit and Vegetable Program: Handbook for Schools,  
December 2010

Guidance for School Food Authorities: Developing a School  
Food Safety Program Based on the Process Approach to  
HACCP Principles, June 2005

[CSBA District and County Office of Education Legal  
Services](#)

[U.S. Department of Agriculture, Food and Nutrition Service  
California Farm Bureau Federation](#)

[Nourish California](#)

[California Project LEAN \(Leaders Encouraging Activity and  
Nutrition\)](#)

[Centers for Disease Control and Prevention](#)

[California School Nutrition Association](#)

[California Department of Education, Nutrition Services  
Division](#)

[National Alliance for Nutrition and Activity](#)

[California Department of Public Health](#)

[California Healthy Kids Resource Center](#)

[CSBA](#)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.3.c. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 3551 - FOOD SERVICE  
OPERATIONS/CAFETERIA FUND**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund?

**BACKGROUND:** Policy and Regulation updated to reflect NEW LAW (AB 130, 2021) which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, including revisions to the "Meal Sales" and "Program Monitoring and Evaluation" sections. Regulation updated to include revision to "Payment for Meals," "Cafeteria Funds," and "Contracts with Outside Services" sections to make them generally applicable to all food service programs and the deletion of the "Unpaid and Delinquent Meal Charges" section which is no longer applicable. Board Policy 3551 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund.
2. Do not approve Board Policy and Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund.

**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
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3551(a)*

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## Food Service Operations/Cafeteria Fund

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and ~~increase~~ cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by CDE. (42 USC 1776)

## Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to ~~Students~~, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. - (Education Code 38082)

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are ~~authorized by the Superintendent or designee to be on campus for a legitimate purpose~~. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. ~~Students who are enrolled in the free or reduced price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.~~

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, ~~including delinquent meal payments~~. Such procedures shall conform with ~~BP/AR 3553—Free and Reduced Price Meals~~, 2 CFR 200.426, and any applicable CDE guidance. The

Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3551(b)

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~~The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or denied a meal of the student's choice. (Education Code 49557, 49557.5)~~

### Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and for reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

### Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. - (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

### Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. - (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. - (Food and Agriculture Code 58595)

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3551(c)*

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Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. - (Public Contract Code 20111)

### Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Adopted: 9-17-02

Amended: 2-17-04, 5-20-08, 8-16-11, 2-20-14, 8-15-17, 4-17-18, 11-19-19, 4-21-20, 12-13-22

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### Policy Reference:

State	Description
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias; funds and accounts
Ed. Code 38100-38103	Cafeterias; allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Federal	Description
2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs; definition
42 USC 1751-1769j	School Lunch Program

42 USC 1771-1793	Child Nutrition Act
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods
Management Resources	Description
CA Department of Education Publication	California School Accounting Manual
California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021
California Department of Education Publication	Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication	Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05-2020, February 2020
California Department of Education Publication	Food Distribution Program Administrative Manual
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
U.S. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016
U.S. Dept of Agriculture Publication	School Meals - FAQs
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">U.S. Department of Agriculture, Food and Nutrition Service</a>
Website	<a href="#">California Department of Education, Nutrition Services Division</a>
Website	<a href="#">California School Nutrition Association</a>

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(a)

### **Food Service Operations/Cafeteria Fund**

#### **Payments for Meals**

~~With the exception of students who are eligible to receive meals at no cost, students may pay on a per meal basis or may submit payments in advance.~~

The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, ~~and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible.~~ The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of ~~applications~~ **eligibility forms** at the start of the school year
4. Posting the policy on the district's web site
5. ~~Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance~~

~~In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports a ticket as lost or stolen.~~

~~However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.~~

~~In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall open a new account as appropriate for a student whose account appears to have been misused.~~

~~Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or refunded to the student's parents/guardians.~~

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(b)

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### Unpaid and Delinquent Meal Charges

~~The district shall not direct any action toward a student to collect unpaid school meal fees. (Education Code 49557.5)~~

~~Students who have unpaid meal charges shall be served a meal of their choice throughout the school year regardless of the level of debt incurred by the household. Such students shall not be overtly identified by the use of special tokens, tickets, or other means and shall not be shamed, treated differently, or denied a meal of their choice. (Education Code 49557, 49557.5)~~

~~No later than 10 days after a student's school meal account has reached a negative balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice. At the middle and high schools the staff will alert the student at the point of sale if the student's account balance is running low. Before sending this notification, the district shall exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the notice to the parent/guardian shall include a paper copy of, or an electronic link to, an application for free or reduced-price meals and the Superintendent or designee shall contact the parent/guardian to encourage submission of the application.~~

~~In cases of continual nonpayment of a student account or of a student account repeatedly in arrears, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment.~~

~~The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (Education Code 49557.5)~~

~~The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.~~

~~The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.~~

~~The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.~~

### Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, ~~and~~ reduced-price, ~~and full-price~~ meals. - The



# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3551(c)*

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Superintendent or designee shall submit reimbursement claims for school meals to [the California Department of Education \(CDE\)](#) using the online Child Nutrition Information and Payment System.

### Donation of Leftover Food

To minimize waste and reduce food insecurity, the district may provide sharing tables where students and staff may return appropriate unused cafeteria food items to be made available to students during the course of a regular school meal time. - If food on the sharing tables is not taken by a student, the school cafeteria may donate the food to a food bank or any other nonprofit charitable organization. (Health and Safety Code 114079)

Food that may be donated includes prepackaged, nonpotentially hazardous food with the packaging still intact and in good condition, whole uncut produce that complies with Health and Safety Code 113992, unopened bags of sliced fruit, unopened containers of milk that are immediately stored in a cooling bin maintained at 41 degrees Fahrenheit or below, and perishable prepackaged food if it is placed in a proper temperature-controlled environment. The preparation, safety, and donation of food shall be consistent with Health and Safety Code 113980. (Health and Safety Code 114079)

### Cafeteria Fund [and Account](#)

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. (Education Code 38090, 38093)

The cafeteria fund shall be used only for those expenditures authorized by the [Governing](#) Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

[The district may use cafeteria funds to supplement the provision of a nutritionally adequate breakfast and/or lunch to district students when permitted by law.](#)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the purpose of and basis for the expenditure. (Education Code 38101)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate as approved by CDE or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months' average expenditures. (7 CFR 210.14, 220.7)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3551(d)

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### U.S. Department of Agriculture Foods

The district shall provide facilities for the storage and control of foods received through the U.S. Department of Agriculture (USDA) that protect against theft, spoilage, damage, or other loss. - Such storage facilities shall maintain donated foods in sanitary conditions, at the proper temperature and humidity, and with adequate air circulation. - The district shall comply with all federal, state, or local requirements related to food safety and health and procedures for responding to a food recall, as applicable, and shall obtain all required health inspections. (7 CFR 250.14)

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA donated foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.59)

### Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. - The district shall retain control of the quality, extent, and general nature of its food services; ~~including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students.~~ (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATIVE REGULATION**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3551(e)*

safety as listed in Education Code 45103.5. (Education Code 45103.5)

Adopted: 9-17-02

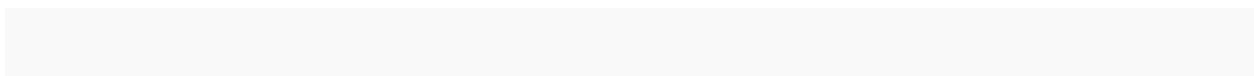
Amended: 11-07, 2-14, 8-15-17, 4-17-18, 11-19-19, 4-21-20, 12-13-22

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### Policy Reference:

State	Description
5 CCR 15550-15565	School lunch and breakfast programs
Ed. Code 38080-38086	School meals
Ed. Code 38090-38095	Cafeterias; funds and accounts
Ed. Code 38100-38103	Cafeterias; allocation of charges
Ed. Code 42646	Alternate payroll procedure
Ed. Code 45103.5	Contracts for management consulting services; restrictions
Ed. Code 49490-49494	School breakfast and lunch programs
Ed. Code 49500-49505	School meals
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49554	Contract for services
Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
Federal	Description
2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs; definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child Nutrition Act
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods
Management Resources	Description
CA Department of Education Publication	California School Accounting Manual

California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021
California Department of Education Publication	Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication	Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05-2020, February 2020
California Department of Education Publication	Food Distribution Program Administrative Manual
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
U.S. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016
U.S. Dept of Agriculture Publication	School Meals - FAQs
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">U.S. Department of Agriculture, Food and Nutrition Service</a>
Website	<a href="#">California Department of Education, Nutrition Services Division</a>
Website	<a href="#">California School Nutrition Association</a>



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.3.d. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 6164.4 - IDENTIFICATION AND  
EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 6164.4 - Identification and Evaluation of Individuals for Special Education?

**BACKGROUND:** Policy updated to reference the U.S. Department of Education's (USDOE) Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act which reaffirms the obligation to fully implement the Individuals with Disabilities Education Act (IDEA) during the COVID-19 pandemic, including the requirement to meet child find obligations, and encourages districts to reexamine the efficacy of existing child find practices in light of the educational disruptions caused by the COVID-19 pandemic. Regulation also updated to provide that the child find process includes the collection and screening of data to determine if students are making adequate progress, to include the district's obligation to ensure that evaluations of children suspected of having a disability are not delayed or denied because of the implementation of response to intervention strategies, clarify material regarding referrals for initial evaluations, evaluation plans and informed parent/guardian consent, reflect the timeline for the determination of whether the student is eligible for special education and the educational needs of the student and when an Individualized Education Program (IEP) meeting and the development of an IEP occurs, clarify the qualifications of personnel who administer evaluations and reevaluations, add that the normal process of second-language acquisition as well as manifestations of dialect and social linguistic variance not be diagnosed as a disabling condition, and clarify material regarding Independent Educational Evaluations. Regulation also updated to reference M.M. v. Lafayette School District, a Ninth Circuit Court of Appeals decision which held that the district violated IDEA when it failed to provide parents with their child's response to instruction (RTI) data when seeking informed consent for an initial evaluation. Board Policy 6164.4 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 6164.4 - Identification and Evaluation of Individuals for Special Education.
2. Do not approve Board Policy and Administrative Regulation 6164.4 - Identification and Evaluation of Individuals for Special Education.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD OF EDUCATION MEETING, DECEMBER 13, 2022**

Approve Amendment to BP/AR 6164.4 - Identification and  
Evaluation of Individuals for Special Education

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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

## BOARD POLICY

Series 6000

Instruction

BP 6164.4(a)

### Identification of Individuals For Special Education

The Governing Board recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

The Superintendent or designee shall establish a comprehensive **child find** system that includes procedures for the identification, screening, referral, ~~and regular~~ **assessment**, and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the **special** education and related services provided to such individuals. (Education Code 56301)

The district's identification procedures shall include **systematic** methods ~~that utilize~~ **for utilizing** referrals from parents/guardians, teachers, **agencies**, appropriate professionals, and ~~others~~ **other members of the public**, and shall be coordinated with school site procedures for referral of students ~~with whose~~ **needs that** cannot be met with modifications to the regular instructional program. - (Education Code 56302)

The Superintendent or designee shall notify parents/guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning their child. - In addition, the Superintendent or designee shall notify parents/guardians of ~~procedures for initiating a referral for assessment to identify individuals who need~~ **for** special education services. - (Education Code 56301)

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Adopted: 11-19-80

Amended: 6-19-84, 7-21-87, 9-17-02, 6-18-03, 9-18-07, 11-08, 4-21-09, 4-12-11, 12-13-22

### Policy Reference:

State	Description
5 CCR 3021-3029	Identification, referral and assessment
5 CCR 3030-3031	Eligibility criteria
Ed. Code 44265.5	Professional preparation for teachers of impaired students
Ed. Code 56000-56885	Special education programs
Ed. Code 56043	Special education; timelines
Ed. Code 56195.8	Adoption of policies
Ed. Code 56300-56305	Identification of individuals with disabilities
Ed. Code 56320-56330	Assessment
Ed. Code 56333-56338	Eligibility for specific learning disabilities
Ed. Code 56340-56347	Individualized education program teams
Ed. Code 56381	Reassessment of students
Ed. Code 56425-56432	Early education for individuals with disabilities

Ed. Code 56441.11	Eligibility criteria; children ages 3-5
Ed. Code 56445	Transition to grade school; reassessment
Ed. Code 56500-56509	Procedural safeguards
Gov. Code 95000-95029.5	California Early Intervention Services Act
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1412	State eligibility
20 USC 1415	Procedural safeguards
34 CFR 104.35	Evaluation and placement
34 CFR 104.36	Procedural safeguards
34 CFR 300.1-300.818	Individuals with Disabilities Education Act
34 CFR 300.301-300.306	Evaluations and reevaluations
34 CFR 300.323	When IEPs must be in effect
34 CFR 300.502	Independent educational evaluation of student with disability
Management Resources	Description
California Department of Education	California Practitioners' Guide for Educating English
Publication	Learners with Disabilities, 2019
Court Decision	N.B. and C.B v. Hellgate Elementary School District (9th Cir. 2008) 541 F.3d 1202
Court Decision	Compton Unified School District v. Addison, (9th Cir. 2010) 598 F.3d 1181
Court Decision	Timothy O. v. Paso Robles Unified School District (9th Cir. 2016) 822 F.3d 1105
Court Decision	M.M. v. Lafayette School District (9th Cir. 2014) 767 F.3d 842
Court Decision	Hood v. Encinitas Union School District, (2007) 486 F.3d 1099
Federal Register	Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
U.S. Department Of Education	Long COVID under Section 504 and the IDEA: A Resource to Support Children, Students, Educators, Schools, Service Providers, and Families, July 2021
Publication	Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
U.S. Department of Education	A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA): Memorandum 11-07, January 2011
Publication	
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Department of Education, Special Education</a>
Website	<a href="#">U.S. Department of Education, Office of Special Education Programs</a>



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*AR 6164.4(a)*

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Identification and Evaluation of Individuals For Special Education

~~Referrals for Special Education Services~~

The Superintendent or designee shall ensure that the district's child find process includes the collection of data and, at reasonable intervals, the screening of such data to determine if students are making adequate progress, as appropriate.

A student shall be referred for special education instruction and services only after the resources of the regular education program have been considered and used where appropriate. (Education Code 56303)

~~All referrals from school staff for special education and related services from school staff~~

However, the district shall ensure that evaluations of children suspected of having a disability are not delayed or denied because of the implementation of response to intervention strategies.

A parent/guardian or the district may initiate a request for an initial evaluation to determine if the student is a student with a disability. (34 CFR 300.301)

When a verbal referral is made, staff shall offer assistance to the individual to make the request in writing and shall assist the individual if the individual requests such assistance. (5 CCR 3021)

All referrals from school staff for an initial evaluation shall include a brief reason for the referral and description of the regular program resources that were considered and/or modified for use with the student; and ~~their effect~~, when appropriate, the results of intervention. This documentation shall not delay the timelines for completing the assessment plan or assessment. (5 CCR 3021)

Initial Evaluation for Special Education Services

Before the initial provision of special education and related services to a student with a disability, the district shall conduct a full and individual initial evaluation of the student. (Education Code 56320); 34 CFR 300.301)

Upon receipt of a referral of any student for special education and related services, a proposed evaluation plan shall be developed within 15 calendar days, not counting days between the student's regular school sessions or terms or calendar days of school vacation in excess of five school days, unless the parent/guardian agrees, in writing, to an extension. - If the referral is made within 10 days or less prior to the end of the student's regular school year or term, the proposed evaluation plan shall be developed within 10 days after the beginning of the next regular school year or term. (Education Code 56043, 56321)

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The proposed evaluation plan shall meet all of the following requirements: (Education Code 56321)

1. Be in a language easily understood by the general public
2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible
3. Explain the types of evaluation to be conducted
4. State that no individualized education program (IEP) will result from the evaluation without parent/guardian consent

A copy of the notice of a parent/guardian's rights and procedural safeguards shall be attached to the evaluation plan. (Education Code 56321)

The proposed written evaluation plan shall include a description of recent assessments conducted, including available independent assessments and assessment information requested by the parent/guardian to be considered, as well as information indicating the student's primary language and the student's primary language proficiency as determined by Education Code section 52164.1. (5 CCR 3022)

Before conducting an initial evaluation, the district shall provide the parent/guardian with prior written notice in accordance with 34 CFR 300.503. - In addition, as part of the evaluation plan, the parent/guardian shall receive written notice that includes all of the following information: - (Education Code 56329; 34 CFR 300.304, 300.502, 300.504)

1. Upon completion of the administration of tests and other evaluation materials, an IEP team meeting that includes the parent/guardian or ~~his/her~~the parent/guardian's representative shall be scheduled pursuant to Education Code 56341. - At this meeting, the team shall determine whether or not the student is a student with disabilities, as defined in Education Code 56026, and shall discuss the evaluation, the educational recommendations, and the reasons for ~~these~~the recommendations.
2. When making a determination of eligibility for special education, the district shall not determine that ~~a~~the student is disabled if the primary ~~factor~~factor for such determination is lack of appropriate instruction in reading, including the essential components of reading instruction as defined in 20 USC 6368, lack of appropriate instruction in mathematics, or limited English proficiency~~—, if the student does not otherwise meet the eligibility criteria under 34 CFR 300.8.~~

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3. A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent/guardian.
4. If the parent/guardian disagrees with an ~~assessment~~evaluation obtained by the district, ~~he/she~~the parent/guardian has the right to obtain, at public expense, an independent educational evaluation (IEE) of the student from qualified specialists, in accordance with 34 CFR 300.502. ~~A~~ The parent/guardian is entitled to only one such evaluation at public expense each time the district conducts an assessment with which the parent/guardian disagrees.

If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of ~~a~~the student, an equivalent opportunity shall apply to the IEE. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the district's proposed placement and setting, if any, regardless of whether the IEE is initiated before or after the filing of a due process hearing proceeding.

5. The district may initiate a due process hearing pursuant to Education Code 56500-56508 to show that its evaluation is appropriate. ~~-~~ If the final decision resulting from the due process hearing is that the evaluation is appropriate, the parent/guardian maintains the right for an IEE, but not at public expense.

If the parent/guardian obtains an IEE at private expense, the results of the IEE shall be considered by the district with respect to the provision of a free appropriate public education (FAPE) to the student, and may be presented as evidence at a due process hearing regarding the student. If the district observed the student in conducting its evaluation, or if its evaluation procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to an IEE of the student in the student's current educational placement and setting and in any educational placement and setting proposed by the district, regardless of whether the IEE is initiated before or after the filing of a due process hearing.

6. If ~~a~~the parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the district shall have an opportunity to observe the proposed placement and, if the student has already been unilaterally placed in the nonpublic school by ~~his/her~~the student's parent/guardian, the student in that proposed placement. ~~-~~ Any such observation shall only be of the student who is the subject of the observation and ~~may~~shall not include the observation or evaluation of any other student in the proposed placement unless that ~~other~~ student's parent/guardian consents to the observation or evaluation. The results of any observation or evaluation of another student in violation of Education Code 56329(d) shall be inadmissible in any due process or judicial proceeding regarding FAPE of that other student.

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## Parent/Guardian Consent for Evaluations

Upon receiving the proposed evaluation plan, the parent/guardian shall have at least 15 days to decide whether ~~or not~~ to consent to the initial evaluation. - The district shall not interpret parent/guardian consent for initial evaluation as consent for initial placement or initial provision of special education services. (Education Code 56321; 34 CFR 300.300)

Informed parental consent means that the parent/guardian: (Education Code 56021.1; 34 CFR 300.9)

1. Has been fully informed, in ~~his/her~~the parent/guardian's native language or other mode of communication, of all information relevant to the activity for which consent is sought
2. Understands and agrees, in writing, to the carrying out of the activity for which ~~his/her~~parent/guardian consent is sought and the consent describes that activity and lists the records (if any) that will be released and to whom
3. Understands that the granting of consent is voluntary on ~~his/her~~the parent/guardian's part and may be revoked at any time
4. Understands that if ~~he/she~~the parent/guardian revokes consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked). The district is not required to amend the education records of a student to remove any reference to the student's receipt of special education and services if the student's parent/guardian submits a written revocation of consent after the initial provision of special education and related services to the student.

The district shall make reasonable efforts to obtain the informed consent of the parent/guardian for an initial evaluation or reevaluation of a student. - (Education Code 56321; 34 CFR 300.300, 300.322)

The district shall maintain a record of its attempts to obtain consent, ~~including: (34 CFR 300.300, 300.322; Education Code 56321, 56341)~~which may include:

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

If ~~the~~a parent/guardian refuses to ~~consider~~consent to the initial evaluation or fails to respond to a request to provide consent, the district may, but is not required to, pursue an evaluation by

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utilizing the procedural safeguards, including the mediation and due process procedures pursuant to 20 USC 1415 and 34 CFR 300.506-300.516. (Education Code 56321; 34 CFR 300.300)

For a student who is a ward of the state and not residing with ~~his/her~~ the student's parent/guardian, the district shall make reasonable efforts to obtain the informed consent from the parent of the student for an initial evaluation to determine whether the student is a student with a disability. The district may conduct an initial evaluation without obtaining informed consent if any of the following situations exists: (Education Code 56321.1; 20 USC 1414; 34 CFR 300.300)

1. Despite reasonable efforts to do so, the district cannot discover the whereabouts of the parent/guardian of the student.
2. The rights of the parent/guardian of the student have been terminated in accordance with ~~California~~ state law.
3. The rights of the parent/guardian to make educational decisions have been subrogated by a judge in accordance with ~~California~~ state law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student.

The district need not obtain parent/guardian consent before reviewing existing data as part of an evaluation or ~~reevaluation~~, or before administering a test ~~or~~ other evaluation that is administered to all students, unless consent is required from the parents/guardians of all students. (~~34 CFR 300.300; Education Code 56321~~) (Education Code 56321; 34 CFR 300.300)

### Conduct of the Evaluation

~~The district shall complete the determination as to whether the student is a student with a disability, conduct the initial evaluation to determine his/her educational needs, and develop an IEP within 60 days of receiving informed parent/guardian consent for the evaluation. (34 CFR 300.300, 300.301; Education Code 56344)~~

Within 60 calendar days of receiving parental consent for the initial assessment of a student, not counting days between the student's regular school sessions, terms, or days of school vacation in excess of five schooldays, a determination whether the student is eligible for special education and the educational needs of the student shall be made, an IEP team meeting shall occur, and an IEP shall be developed, unless the parent/guardian agrees in writing to an extension, pursuant to Education Code 56344. If the 60-day time is interrupted by a student school vacation, the 60-day time shall recommence on the date that student schooldays reconvene and a meeting to develop an IEP for the student shall be conducted within 30 days of a determination that the student needs special education and related services. (Education Code 56043, 56344)

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However, when a referral has been made for a student 30 days or less prior to the end of the regular school year, an IEP required as a result of an assessment of the student shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56043, 56344; 34 CFR 300.301, 300.323)

The evaluation shall be conducted by qualified personnel who are competent to perform the assessment as determined by the district. (Education Code 56320, 56322)

In addition, evaluations and reevaluations shall be administered by qualified personnel who are competent in the oral or sign language skills and written skills of the student's primary language or mode of communication and have a knowledge and understanding of the cultural and ethnic background of the student. If it is clearly not feasible to do so, an interpreter shall be used, and the assessment report shall document this condition and note that the validity of the assessment may have been affected. The normal process of second-language acquisition, as well as manifestations of dialect and sociolinguistic variance shall not be diagnosed as a disabling condition. (5 CCR 3023)

The screening of a student by a teacher or specialist to determine appropriate Instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. (Education Code 56321; 20 USC 1414; 34 CFR 300.302)

In conducting the evaluation, the district shall use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student. The district shall also use any information provided by the parent/guardian that may assist the district in making the determination as to whether the student is a student with a disability and, if so, the necessary components of ~~his/her~~the student's IEP when the IEP is developed, including information related to enabling the student to be involved in and to progress in the general education curriculum. (34 CFR 300.304)

The district's evaluation shall not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. The assessment shall use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors. (34 CFR 300.304)

The district shall also ensure that assessments and other evaluation materials provide relevant information that assists in determining the student's educational needs and are: (Education Code 56320; 34 CFR 300.304)

1. Selected and administered so as not to be discriminatory on a racial, cultural, or sexual basis

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2. Provided and administered in the [student's native language or other mode of communication](#) and [in the](#) form most likely to yield accurate information on what the student knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer
3. Used for the purposes for which the assessments or measures are valid and reliable
4. Administered by trained and knowledgeable personnel [except that individually administered tests of intellectual or emotional functioning shall be administered by a credentialed school psychologist](#)
5. Administered in accordance with any instructions provided by the producer of the assessments
6. Tailored to assess specific areas of educational need and not merely designed to provide a single general intelligence quotient
7. If administered to a student with impaired sensory, manual, or speaking skills, selected and administered to best ensure that the results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure-, [rather than reflecting the child's impaired sensory, manual, or speaking skills \(unless those skills are the factors that the test purports to measure\).](#)

Students shall be assessed in all areas related to the suspected disability, including, if appropriate, health and development, vision (including low vision), hearing, motor abilities, language function, general intelligence, academic performance, communicative status, self-help, orientation and mobility skills, career and vocational abilities and interests, and social and emotional status. - When appropriate, a developmental history shall be obtained. [For students with residual vision, a low vision assessment shall be provided in accordance with guidelines established pursuant to Education Code 56136.](#) The district shall ensure that the evaluation is sufficiently comprehensive to identify all of the student's special education and related service needs, whether or not commonly linked to the disability category in which the student has been classified. (Education Code 56320; 34 CFR 300.304)

As part of the initial evaluation and any reevaluation, the IEP team and other qualified professionals shall, if appropriate, review existing evaluation data on the student, including evaluations and information provided by the parents/guardians~~;~~, current classroom-based local or state assessments and classroom-based observations~~;~~, and observations by teachers and related services providers. On the basis of that review and input from the student's parent/guardian, the team shall identify what additional data, if any, are needed to determine: (Education Code 56381; 34 CFR 300.305)



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1. Whether the student is a student with a disability, or in the case of a reevaluation, whether the student continues to have a disability, and the educational needs of the student
2. The present levels of academic achievement and related developmental needs of the student
3. Whether the student needs, or continues to need, special education and related services
4. Whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable annual goals set out in ~~his/her~~the student's IEP and to participate, as appropriate, in the general education curriculum

If a student has transferred from another district in the same school year or leaves this district, the district shall coordinate with the student's prior or subsequent district as necessary and as expeditiously as possible to ensure prompt completion of full evaluations. (34 CFR 300.304)

Evaluation Report

The personnel who evaluate the student shall prepare a written report of the results of each evaluation. The report shall include, but not be limited to, the following: (Education Code 56327)

1. Whether the student may need special education and related services
2. The basis for making the determination
3. The relevant behavior noted during the observation of the student in an appropriate setting
4. The relationship of that behavior to the student's academic and social functioning
5. The educationally relevant health, developmental, and medical findings, if any
6. For students with learning disabilities, whether there is such a discrepancy between achievement and ability that it cannot be corrected without special education and related services
7. A determination concerning the effects of environmental, cultural, or economic disadvantage, where appropriate
8. The need for specialized services, materials, and equipment for students with low incidence disabilities, consistent with Education Code 56136



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## Eligibility Determination

Upon completion of the administration of assessments and other evaluation measures, a group of qualified professionals and the parent/guardian shall determine whether the student is a student with a disability as defined in 5 CCR 3030 and 34 CFR 300.8 and, if so, the student's educational needs. In interpreting the data, the group shall draw information from a variety of sources, including aptitude and achievement tests, parent/guardian input, and teacher recommendations, as well as information about the student's physical condition, social or cultural background, and adaptive behavior. The group shall ensure that the information obtained from these sources is documented and carefully considered. (34 CFR 300.306)

When making a determination of eligibility for special education and related services, the district shall not determine that a student is disabled if the primary factor for such determination is a lack of appropriate instruction in reading, including the essential components of reading instruction pursuant to 20 USC ~~6368~~, 6368, lack of instruction in mathematics, limited English proficiency, or that the student does not otherwise meet the eligibility criteria. (34 CFR 300.306; Education Code 56329)

~~If a determination is made that a student has a disability and needs special education and related services, an IEP shall be developed within a total time not to exceed 60 days, not counting days between the student's regular school sessions, terms, or~~

The normal process of ~~school vacation in excess~~ second-language acquisition, as well as manifestations of ~~five school days, from the date of the receipt of the parent/guardian's consent for evaluation, unless the parent/guardian agrees, in writing, to an extension. (34 CFR 300.306; Education Code 56043)~~ dialect and sociolinguistic variance, shall not be diagnosed as a disabling condition. (5 CCR 3023)

## Independent Educational Evaluation

An independent educational evaluation is defined as an evaluation conducted by a qualified examiner who is not employed by the district. (34 CFR 300.502)

Public expense means that the district either pays for the full cost of the ~~independent educational evaluation~~ IEE or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. (34 CFR 300.502) ~~Education Code 56329~~

The parents/guardians of a student with a disability have the right to obtain an IEE at public expense under the same criteria, including the location of the evaluation and the qualifications of the examiner, that the district uses for a district-initiated evaluation. (34 CFR 300.502)

The parent/guardian is entitled to only one IEE at public expense each time the district conducts

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an evaluation with which the parent/guardian disagrees. (Education Code 56329; 34 CFR 300.502)

If a parent/guardian has requested an IEE, the district may ask for the reason that the parent/guardian objects to the district's evaluation. However, the parent/guardian is not required to provide an explanation and the district may not unreasonably delay either providing the IEE at public expense or filing a due process complaint to request a due process hearing to defend the public evaluation. (34 CFR 300.502)

Upon receiving the request for an IEE, the district shall, without unnecessary delay, either: (34 CFR 300.502)

1. File a due process complaint to request a hearing to show that its evaluation is appropriate
2. Ensure that an IEE is provided at public expense, unless the district ~~can later demonstrate~~ demonstrates at a hearing that the evaluation obtained by the parent/guardian did not satisfy the district's criteria

If a due process hearing decision determines that the district's evaluation is appropriate, then the parent/guardian may obtain an IEE but not at public expense. (Education Code 56329; 34 CFR 300.502)

In any decision made with respect to providing FAPE to a student with a disability, the result of ~~an~~any IEE obtained by the student's parent/guardian shall be considered by the district if it meets district criteria. - Any such result also may be presented as evidence at a hearing on a due process complaint. (Education Code 56329; 34 CFR 300.502)

### Reevaluation

A reevaluation shall be conducted when the district determines that the educational or related service needs of the student, including improved academic achievement and functional performance, warrant a reevaluation or if the student's parent/guardian or teacher requests reevaluation. Such reevaluations shall occur every three years, unless the parent/guardian and district agree in writing that a reevaluation is unnecessary. A reevaluation may not occur more than once a year, unless the parent/guardian and the district agree otherwise. (Education Code 56043, 56381; 34 CFR 300.303)

The district shall ensure that any reevaluations of the student are conducted in accordance with the evaluation procedures pursuant to 34 CFR 300.304-300.311. (34 CFR 300.303)

Before entering kindergarten or first grade, as the case may be, children with disabilities who are in a preschool program shall be reevaluated to determine if they still need special education and services. IEP teams shall identify a means of monitoring the continued success of children who

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are determined to be eligible for less intensive special education programs ~~to ensure that gains made are not lost by a rapid removal of individualized programs and supports for these children.~~  
(Education Code 56445)

Adopted: 9-17-02

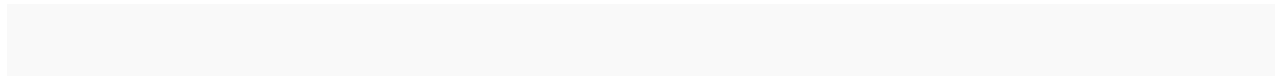
Amended: 3-05, 3-06, 3-07, 3-09, 11-10, 12-13-22

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Policy Reference:

State	Description
5 CCR 3021-3029	Identification, referral and assessment
5 CCR 3030-3031	Eligibility criteria
Ed. Code 44265.5	Professional preparation for teachers of impaired students
Ed. Code 56000-56885	Special education programs
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Ed. Code 56195.8	Adoption of policies
Ed. Code 56300-56305	Identification of individuals with disabilities
Ed. Code 56320-56330	Assessment
Ed. Code 56333-56338	Eligibility for specific learning disabilities
Ed. Code 56340-56347	Individualized education program teams
Ed. Code 56381	Reassessment of students
Ed. Code 56425-56432	Early education for individuals with disabilities
Ed. Code 56441.11	Eligibility criteria; children ages 3-5
Ed. Code 56445	Transition to grade school; reassessment
Ed. Code 56500-56509	Procedural safeguards
Gov. Code 95000-95029.5	California Early Intervention Services Act
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 1412	State eligibility
20 USC 1415	Procedural safeguards
34 CFR 104.35	Evaluation and placement
34 CFR 104.36	Procedural safeguards
34 CFR 300.1-300.818	Individuals with Disabilities Education Act
34 CFR 300.301-300.306	Evaluations and reevaluations
34 CFR 300.323	When IEPs must be in effect
34 CFR 300.502	Independent educational evaluation of student with disability
Management Resources	Description
California Department of Education	California Practitioners' Guide for Educating English
Publication	Learners with Disabilities, 2019
Court Decision	N.B. and C.B v. Hellgate Elementary School District (9th Cir. 2008) 541 F.3d 1202

Court Decision	Compton Unified School District v. Addison, (9th Cir. 2010) 598 F.3d 1181
Court Decision	Timothy O. v. Paso Robles Unified School District (9th Cir. 2016) 822 F.3d 1105
Court Decision	M.M. v. Lafayette School District (9th Cir. 2014) 767 F.3d 842
Court Decision	Hood v. Encinitas Union School District, (2007) 486 F.3d 1099
Federal Register	Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845
U.S. Department Of Education Publication	Long COVID under Section 504 and the IDEA: A Resource to Support Children, Students, Educators, Schools, Service Providers, and Families, July 2021
U.S. Department Of Education Publication	Return to School Roadmap: Child Find Under Part B of the Individuals with Disabilities Education Act, August 2021
U.S. Department of Education Publication	A Response to Intervention (RTI) Process Cannot Be Used to Delay-Deny an Evaluation for Eligibility under the Individuals with Disabilities Education Act (IDEA): Memorandum 11-07, January 2011
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Department of Education, Special Education</a>
Website	<a href="#">U.S. Department of Education, Office of Special Education Programs</a>



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.3.e. APPROVE AMENDMENT TO BOARD POLICY, ADMINISTRATIVE REGULATION, AND EXHIBITS 6173 - EDUCATION FOR HOMELESS CHILDREN**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Board Policy, Administrative Regulation and Exhibits 6173 - Education for Homeless Children?

**BACKGROUND:** Policy updated to reflect NEW LAW (AB 27, 2021) which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect AB 27 requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect NEW LAW (SB 400, 2021) which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law. Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and NEW LAW (AB 27, 2021) which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness. Board Policy 6173 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy, Administrative Regulation, and Exhibits 6173 - Education for Homeless Children.
2. Do not approve Board Policy, Administrative Regulation, and Exhibits 6173 - Education for Homeless Children.

**RECOMMENDATION:** Approval of Alternative #1.

**BOARD OF EDUCATION MEETING, DECMBER 13, 2022**

Approve Amendment to BP/AR and Exhibits 6173 –

Education for Homeless Children

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Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

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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 BOARD POLICY

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Instruction

BP 6173(a)

## Education For Homeless Children

The Governing Board ~~desires~~ believes that the identification of homeless students is critical to ~~ensure~~ improving the educational outcomes of such students and ensuring that homeless students have access to the same free and appropriate public education provided to other ~~children~~ students within the district. The district shall provide homeless students with access to education and other services necessary for ~~them~~ such students to meet the same challenging ~~performance~~ academic standards as other students.

~~The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)~~

When there are at least 15 homeless students in the district or a district school, the ~~district's~~ district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

~~In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.~~

~~Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)~~

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **BOARD POLICY**

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*Instruction*

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To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

In addition, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access



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to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

## District liaisons

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and ~~to provide~~ technical assistance shall include, but are not limited to, training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC- 11432)

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. ~~-Based on the evaluation date~~ data, the district shall revise its strategies as needed to ~~better~~ more effectively identify and support the education of homeless students.

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Adopted: 9-17-02

Amended: 4-19-16, 05-16-17

Policy Reference:

State

5 CCR 4600-4670

Ed. Code 39807.5

Ed. Code 48850

Ed. Code 48850-48859

Description

Uniform complaint procedures

Payment of transportation costs by parents

Academic achievement of students in foster care and homeless children

Education of foster youth and homeless students

Ed. Code 48851	Identification of homeless children and youths and unaccompanied youths; housing questionnaire
Ed. Code 48851.5	Local educational agency liaison for homeless children and youths
Ed. Code 48852.5	Notice of educational rights of homeless students
Ed. Code 48852.6	Information regarding homelessness
Ed. Code 48852.7	Education of homeless students; immediate enrollment
Ed. Code 48859	Definitions
Ed. Code 48915.5	Recommended expulsion; homeless student with disabilities
Ed. Code 48918.1	Notice of recommended expulsion
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 51225.1-51225.3	Graduation requirements
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Federal	Description
20 USC 1087vv	Free Application for Federal Student Aid; definitions
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
20 USC 6311	State plan
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12705	Cranston-Gonzalez National Affordable Housing Act; state and local strategies
Management Resources	Description
California Child Welfare Council	Partial Credit Model Policy and Practice Recommendations
Publication	
California Department of Education	2021-22 Federal Program Monitoring Instrument, May 2021
Publication	
California Department of Education	Homeless Education Dispute Resolution Process, March 2020
Publication	
National Center for Homeless Education	Homeless Liaison Toolkit, 2020
Publication	
U.S. Department of Education Guidance	Education for Homeless Children and Youths Program, Non-Regulatory Guidance, August 2018
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California State University</a>
Website	<a href="#">University of California</a>
Website	<a href="#">California Department of Education, Homeless Children and Youth Education</a>
Website	<a href="#">National Center for Homeless Education at SERVE</a>
Website	<a href="#">National Homelessness Law Center</a>
Website	<a href="#">U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities</a>
Website	<a href="#">California Community Colleges</a>
Website	<a href="#">California Interscholastic Federation</a>
Website	<a href="#">California Child Welfare Council</a>

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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## Education For Homeless Children

### Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code ~~48852.7~~48859; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth ~~who are~~ not in the physical custody of a parent or guardian. (~~20~~ (Education Code 48859; 42 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which ~~he/she~~the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which ~~he/she~~the student was last enrolled, or if there is some other school that ~~he/she~~the student attended within the preceding 15 months and with which ~~he/she~~the student is connected, the district liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school ~~should~~shall be deemed the school of origin. (Education Code 48852.7; 42 ~~USD~~USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

### District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

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~~Assistant Superintendent, Human Resources~~  
Director of Student Support and School Safety  
5701 Conifer Street  
Oak Park, CA 91377  
818-735-3200  
[bbenioff@opusd.org](mailto:bbenioff@opusd.org)

The district's liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
2. [Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools](#)
3. Ensure that homeless families and children and youth have access to and receive education services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individual with Disabilities Education Act, and other preschool programs by the district
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
6. Disseminate [public](#) notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, ~~family~~-shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.
7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below
8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

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9. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support
10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in ~~his/her~~the student's expulsion. – When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. ~~He/she~~The Superintendent or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on ~~the~~CDE's web site. (42 USC 11432)

### Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

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However, placement decisions shall not be based on whether a homeless student lives with ~~his/her~~the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the district liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of ~~his/her appeal rights. (42 USC 11432)~~the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student: (Education Code 48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. -If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall immediately refer the parent/guardian to the district liaison for homeless students. - The district liaison shall assist the parent/guardian, or the student if ~~he/she~~the student is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. - (42 USC 11432)

If the student is placed at a school other than ~~his/her~~the school of origin or the school requested by ~~his/her~~the student's parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the ~~decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)~~reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

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At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the student's school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, ~~he/she~~the student shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, ~~he/she~~the student shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that ~~he/she~~the student is no longer homeless, ~~he/she~~the student shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if ~~he/she~~the student is in grades K-8
2. Through graduation if ~~he/she~~the student is in high school

### Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence



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relied upon and their sources

5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of ~~their~~those roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the district liaison's enrollment decision, ~~he/she may appeal~~ the decision may be appealed to the Superintendent. -The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the liaison for homeless ~~liaison~~students at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be



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immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

### Transportation

The district shall provide transportation for a homeless student to and from ~~his/her~~ the student's school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries but continues to attend ~~his/her~~ the student's school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

The district shall ~~be~~ not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an ~~individualized education program~~ IEP that includes transportation as a necessary related service for the student. (Education Code 48852.7)

### Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school ~~or agency~~ and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, ~~he/she~~ the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that ~~he/she~~ the student did not complete at ~~his/her~~ the previous school. -However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. -Whenever partial credit is issued to a homeless student in any particular course, ~~he/she~~ the student shall be enrolled in the same or equivalent course, if applicable, so that ~~he/she~~ the student may continue and complete the entire course. - (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the

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eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

## Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3, and fulfill any additional graduation ~~requirement prescribed~~ requirements established by the Governing Board.

However, when a homeless student who has completed ~~his/her~~the second year of high school transfers into the district from another school district or transfers between high schools within the district, ~~he/she~~the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of ~~his/her~~the fourth year of high school. -Within 30 calendar days of the homeless ~~student's~~ student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for ~~him/her~~the student, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. -If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in ~~his/her~~the third or fourth year of high school, the district shall use either the number of credits ~~he/she~~the student has earned as of the date of the transfer or the length of ~~his/her~~the student's school enrollment, whichever qualifies ~~him/her~~the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for ~~him/her~~the student how any requirements that are waived will affect the ~~student's~~student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make ~~education~~educational decisions for the student, or ~~by~~the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if ~~he/she~~the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

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AR 6173(i)

district graduation requirements within ~~his/her~~the fifth year of high school, ~~he/she~~the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for ~~him/her~~the student, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect ~~his/her~~the ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or, with the person holding the right to make educational decisions for ~~him/her~~the student if ~~he/she is~~ under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

### Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall ~~be immediately deemed~~have access to ~~meet~~extracurricular and enrichment activities that are available to all ~~residency requirements for participation~~students in the school, including but not limited to, interscholastic sports ~~or other extracurricular activities~~administered by the California Interscholastic Federation. (Education Code 48850)

### Notification, Complaints, and Posting Requirements

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 ~~and or~~ 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*AR 6173(j)*

Adopted: 9-17-02

Amended: 7-05, 12-15, 4-19-16, 05-16-17, 12-13-22

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### Policy Reference:

#### State

5 CCR 4600-4670

Ed. Code 39807.5

Ed. Code 48850

Ed. Code 48850-48859

Ed. Code 48851

Ed. Code 48851.5

Ed. Code 48852.5

Ed. Code 48852.6

Ed. Code 48852.7

Ed. Code 48859

Ed. Code 48915.5

Ed. Code 48918.1

Ed. Code 48985

Ed. Code 51225.1-51225.3

Ed. Code 52052

Ed. Code 52060-52077

#### Federal

20 USC 1087vv

20 USC 1232g

20 USC 1400-1482

20 USC 6311

42 USC 11431-11435

42 USC 12705

### Management Resources

California Child Welfare Council

Publication

California Department of Education

Publication

California Department of Education

Publication

National Center for Homeless Education

Publication

### Description

Uniform complaint procedures

Payment of transportation costs by parents

Academic achievement of students in foster care and homeless children

Education of foster youth and homeless students

Identification of homeless children and youths and unaccompanied youths; housing questionnaire

Local educational agency liaison for homeless children and youths

Notice of educational rights of homeless students

Information regarding homelessness

Education of homeless students; immediate enrollment

Definitions

Recommended expulsion; homeless student with disabilities

Notice of recommended expulsion

Notices to parents in language other than English

Graduation requirements

Accountability; numerically significant student subgroups

Local control and accountability plan

### Description

Free Application for Federal Student Aid; definitions

Family Educational Rights and Privacy Act (FERPA) of 1974

Individuals with Disabilities Education Act

State plan

McKinney-Vento Homeless Assistance Act

Cranston-Gonzalez National Affordable Housing Act; state and local strategies

### Description

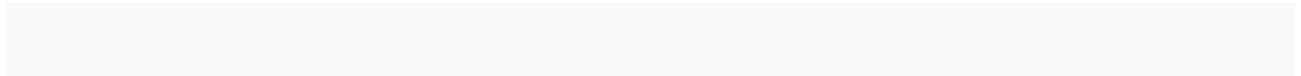
Partial Credit Model Policy and Practice Recommendations

2021-22 Federal Program Monitoring Instrument, May 2021

Homeless Education Dispute Resolution Process, March 2020

Homeless Liaison Toolkit, 2020

U.S. Department of Education Guidance	Education for Homeless Children and Youths Program, Non-Regulatory Guidance, August 2018
Website	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
Website	<a href="#"><u>California State University</u></a>
Website	<a href="#"><u>University of California</u></a>
Website	<a href="#"><u>California Department of Education, Homeless Children and Youth Education</u></a>
Website	<a href="#"><u>National Center for Homeless Education at SERVE</u></a>
Website	<a href="#"><u>National Homelessness Law Center</u></a>
Website	<a href="#"><u>U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities</u></a>
Website	<a href="#"><u>California Community Colleges</u></a>
Website	<a href="#"><u>California Interscholastic Federation</u></a>
Website	<a href="#"><u>California Child Welfare Council</u></a>



**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*E1 6173*

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Education For Homeless Children

**DISTRICT EXPLANATION OF DECISION  
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_  
Name of unaccompanied student: \_\_\_\_\_

School requested: \_\_\_\_\_  
District's placement decision (name of school): \_\_\_\_\_

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

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The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

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Other options that the district considered, if any, included the following options which were rejected for the following reasons:

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Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

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You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next \_\_\_\_ (insert number of days) \_\_\_\_ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within \_\_\_\_ (insert number of days) \_\_\_\_ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the \_\_\_\_ (insert county name) \_\_\_\_ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

#### **CONTACT INFORMATION:**

**District Liaison:** The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: Mr. Brad Benioff  
Address: 5801 Conifer Street  
Phone number: 818-735-3200

**County Liaison:** If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: Cathi Nye  
Address: 5189 Verdugo Way, Camarillo, CA 93012  
Phone number: 805-437-1559

**State Coordinator:** If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: Homeless Education Team  
Email: HomelessEd@cde.ca.gov  
Phone number: 866-856-8214

**RIGHTS:**

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

Adopted: 12-13-22



# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*E2 6173*

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## Education For Homeless Children

### **DISPUTE FORM**

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: \_\_\_\_\_

Student's name: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of school requested: \_\_\_\_\_

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison    ☐ District Superintendent    ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

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I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

Adopted: 12-13-22

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: DECEMBER 13, 2022**  
**SUBJECT: B.3.f. APPROVE AMENDMENT TO BOARD BYLAW 9150 – STUDENT BOARD MEMBERS**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Bylaw 9150 – Student Board Members?

**BACKGROUND:** Bylaw updated to reflect NEW LAW (AB 824, 2021) which specifies circumstances under which a governing board may adjust the term of a student board member. Bylaw also updated to enhance legal accuracy and clarity. Bylaw Exhibit recommended for deletion by CSBA as material moved into the Bylaw. Bylaw also updated to enhance legal accuracy and clarity. Board Bylaw 9150 is being submitted with recommended language from CSBA.

**ALTERNATIVES:** 1. Approve amendment to Board Bylaw 9150 – Student Board Members.  
2. Do not approve Board Bylaw 9150 – Student Board Members.

**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
Hardy	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Lantsman	_____	_____	_____	_____
Moynihan	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT

## BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(a)

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### Student Board Members

In order to enhance communication and collaboration between the Governing Board and the student body and to engage each student in the district's educational programs and operations, The Board encourages the importance of civic involvement, the Board supports the participation of high school students in district governance. ~~The inclusion of one or more student representatives on the Board shall be ordered upon receipt of a student petition in accordance with Education Code 35012 or may be ordered at any time at the~~

Student Board members may, at the Board's discretion ~~of the Board~~, receive elective course credit for service as a student Board member based on the number of equivalent daily instructional minutes for the student Board member's services provided. (Education Code 35012, 35120)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board, but shall not receive monetary compensation for attendance at Board meetings. (Education Code 35012)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

### Petition

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. ~~The petition, or a separate petition submitted after students have been appointed to the Board, also may include a request to allow preferential voting for student Board members.~~ (Education Code 35012)

~~Preferential voting means a formal expression of opinion that is recorded in the minutes and cast for the official vote of the Board. (Education Code 35012)~~

To ~~be eligible~~ qualify for Board consideration ~~by the Board~~, the petition for student representation ~~or the petition for preferential voting~~ shall contain the signatures of ~~no less than~~ at least 500 ~~regularly enrolled high school~~ students or ~~not less than~~ 10 percent of the number of students regularly enrolled in district high ~~school students~~ schools, whichever is less. - (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of ~~a~~ at least one student member on the Board ~~or shall act to allow preferential voting for the student Board member, as applicable.~~ (Education Code 35012)

~~Once established, the student Board member position shall remain in effect until the Board, by~~

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(b)

~~majority vote of all voting Board members, approves a motion to eliminate the position.~~

## Selection of Choosing Student Board Members

A student Board member shall be ~~elected~~chosen by ~~the~~ students enrolled in ~~the or~~ Oak Park High schools in accordance with procedures prescribed by the Board. (Education Code 35012)

The following selection procedures are outlined in the constitution of the Oak Park High School Associate Student Body (ASB):

1. The student board member shall be elected by the students at Oak Park High School when they elect other ASB officers.
2. The student Board member shall be elected by a majority vote if there are only two candidates running.
3. If more than two students are running for the position, the student Board member shall be elected by a majority vote. In the event no one candidate receives a majority vote, a run-off election will be held between the top two candidates. All candidates receiving the second highest number of votes shall be included in the run-off.

The term of ~~a~~ student Board member(s) shall be one year, commencing on ~~July~~ August 1. ~~A student Board member~~ However, the Board may adjust the term of a student Board member only if a vacancy occurs or in order to give more students an opportunity to serve on the Board. (Education Code 35012)

## Role and Responsibilities of Student Board Members

Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 35012)

A student Board member shall not be counted in determining the vote required to carry any measure before the Board or whether a quorum is in attendance at a Board meeting.

Student Board member(s) shall have the right to attend all Board meetings except closed ~~(executive)~~ sessions. - (Education Code 35012)

~~A student Board member shall be recognized at Board meetings as a full member and shall be seated with other members of the Board. In addition, a Student Board member shall receive all~~

All materials presented to ~~other~~ Board members, except those related to closed sessions, ~~and he/she may~~ shall be presented to student Board members at the same time they are presented to

# OAK PARK UNIFIED SCHOOL DISTRICT

## BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(c)

other Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. In addition, all materials given to Board members by the district between meetings, except for materials that pertain to closed session items, shall be distributed to student Board members. (Education Code 35012)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. - (Education Code 35012)

~~When a student petition has requested preferential voting rights for student Board members, or when the Board has granted preferential voting rights, a student~~

Student Board member ~~may~~(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. - Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. - (Education Code 35012)

~~A~~ Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. - (Education Code 35012)

Student Board ~~member~~members shall be ~~entitled~~appointed to ~~be reimbursed for mileage to~~subcommittees of the Board in the same ~~extent~~manner as other Board members, and shall be made aware of the ~~Board but shall not receive compensation for attendance at Board~~time commitment required to participate in subcommittee meetings— and work and of the right to decline an appointment. The availability of all subcommittee members, including the availability of student Board members, may be considered when scheduling subcommittee meetings. (Education Code 35012)

Student Board members shall be invited to attend functions of the Board, such as forums, meetings with students and parents/guardians, and other general assemblies. (Education Code 35012)

Student Board Member ~~Development~~ Training

~~As necessary, the~~The Superintendent or designee ~~shall~~may, at district expense, provide learning opportunities to student Board members; through trainings, workshops, and conferences, ~~such as those offered by the California School Boards Association and other organizations~~, to enhance their knowledge, understanding, and performance of leadership skills and their Board responsibilities.

# OAK PARK UNIFIED SCHOOL DISTRICT

## BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9150(d)

The Superintendent or designee may periodically provide ~~an orientation for~~ information to student Board member candidates to give them an understanding of the position. Once chosen or appointed, incoming student Board members shall be provided an orientation designed to build knowledge of the district and an understanding of the responsibilities and expectations of ~~Board service.~~the position.

### Alternate Student Board Member

If the Board determines that the student Board member's duties are not being fulfilled, the Board may appoint another student to serve out the term of the student Board member. If an alternate student Board member is appointed, the Board shall suspend the prior student Board member's rights and privileges related to service on the Board. (Education Code 35012)

### Elimination of Student Board Member Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

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Adopted: 3-12-02

Amended: 9-17-02, 3-6-12, 4-19-2016, 12-13-22

### Policy Reference:

State	Description
Ed. Code 33000.5	Appointment of student member to State Board of Education
Ed. Code 35012	Board members; number, election and terms
Ed. Code 35120	Course credit for student board members
Ed. Code 35160	Authority of governing boards
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 54950-54963	The Ralph M. Brown Act
Management Resources	Description
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Association of Student Councils</a>
Website	<a href="#">California Association of Student Leaders</a>
Website	<a href="#">CSBA</a>

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**EXHIBIT — FOR DELETION — 12-13-2022**

*Series 9000*

*Bylaws of the Board*

*E 9150(a)*

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**STUDENT BOARD MEMBER GUIDELINES**

**Duties of Student Board Member**

The duties of the student Board member include the following:

1. To provide continuing input for Board deliberations.
2. To strengthen communications between the Board and district students.
3. To represent all students and facilitate the discussion of all sides of issues. This duty does not preclude the student Board member from stating his/her individual opinion.

**Selection and Term**

The student Board member shall be elected by the students of the district based on the following criteria:

1. The student body of each high school shall have one vote.
2. The vote shall be cast by an elected student representative from each high school campus.
3. The student Board member shall be elected by a majority vote.
4. The term of office shall be July 1 — June 30.

**Vacancy**

If the position of student Board member becomes vacant, another student Board member shall be elected following the steps listed above.

**Board Materials/Information**

The Superintendent or designee's office shall provide the student Board member with full and complete agendas and copies of any materials received by the Board except for those materials covered in closed session and any other confidential materials. The Superintendent's office shall serve as the "home office" for the student Board member, where he/she may make use of secretarial facilities and receive advice and/or information upon request.

Adopted: 3-12-02

Amended: 9-17-02

**OAK PARK UNIFIED SCHOOL DISTRICT  
EXHIBIT**

*Series 9000*

*Bylaws of the Board*

*E 9150(b)*

Resolution #\_\_\_\_  
Student Board Member Motions

~~WHEREAS: The Governing Board of the Oak Park Unified School District includes one (1)~~

~~AND WHEREAS: California Education Code 35012 provides that the Board may authorize its student member(s) to make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3;~~

~~THEREFORE BE IT RESOLVED: That the Board hereby authorizes its student member(s) to make motions as specified above.~~

~~Passed and Adopted by the Governing Board of the Oak Park Unified School District, by the following vote:~~

\_\_\_\_\_(date)\_\_\_\_\_

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
President, Governing Board

Oak Park Unified School District

Ventura County, California

Attested by: \_\_\_\_\_  
Secretary to the Board



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: VI.1. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through December 1, 2022?

**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,

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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	Expenditures	
	Total Budget	Total Expenditures	Remaining Against Committed
<b>Measure S Management</b>			-
Measure S General Architecture Planning Services	155,160	155,160	-
Measure S District Salaries (3) (4)	1,281,190	1,287,002	237,128
17-58S General Planning & Architectural Services (1) (3) (4)	120,221	101,952	17,448
Measure S Program Direct Software, Equipment & Su (1) (4)	251,050	242,508	652
Measure S General CM Services-Balfour Beatty	474,563	422,433	-
	<b>2,282,184</b>	<b>2,209,055</b>	<b>255,228</b>
<b>Brookside Elementary School</b>			-
17-32S Security Fencing	58,490	58,490	-
17-42S Modernization Campus Wide	10,000	10,000	-
17-47S Administration Building DSA Cert. (1) (3) (4)	1,390,256	1,285,364	-
18-11S Design HVAC System Upgrade, BLDG 200 & 300	3,400	3,400	-
18-18S Classroom Replacement(4) Phase 1 (1) (2) (3)	3,648,750	328,652	-
19-28S Extend Shared Wall Room 216	11,200	11,200	-
19-30S Extend Height of Playground Fence	25,034	25,034	-
20-17S Remove and Replace Foundation on Portable C (1)	47,783	46,099	-
20-16S Innovation Lab BES (1)	67,859	67,859	-
	<b>5,262,771</b>	<b>1,836,097</b>	-
<b>District Office</b>			-
19-17S District Office Emergency Generator (1) (3) (4)	245,011	50,637	144,709
19-21S Upper Field Chain Link Fencing and Gates	12,416	12,416	-
	<b>257,427</b>	<b>63,053</b>	<b>144,709</b>
<b>District Wide</b>			-
17-49S Security Badge System Upgrade	9,586	9,586	-
17-01S Solar Project (2)	7,120,121	7,123,344	-
17-33S Ext. Campus Surveillance Cameras @ 6 Si	374,597	374,597	-
17-39S Landscape Improvements	19,000	19,000	-
18-22S Security Upgrades - PA System	14,669	14,669	-
18-26S Collaborative Furniture	184,588	184,588	-
18-38S Extended Care Facility Furniture & Equipmen	12,319	12,319	-
18-33S Solar Installation Maintenance Contract (1) (3)	256,055	221,795	24,988
19-08S DW Arch Svcs for DSA Certific (1) (2) (3)	34,203	34,203	-
19-10S Collaborative Furniture	200,000	195,708	335
19-22S King James Court Debris Clearance	15,700	15,700	-
19-31S Security Raptor Software Districtwide	45,367	45,367	-
20-04S Collaborative Furniture	102,774	68,620	33,033
20-10S Exterior Repairs to Portables at BES/MCMS	61,034	61,034	-
20-21S Outdoor Furniture Purchases DW	105,808	102,733	-
20-23S HVAC Upgrades Districtwide (1)	366,354	222,416	132,889
22-05S Upgrade Kitchen Equip & Drains DW (1) (3)	319,849	227,554	35,351
22-07S Repair Exterior Modular Classrooms DW (1)	95,246	95,246	-
22-08S LED Lighting Upgrade DW (3)	202,273	184,365	17,908
22-03S DSA Certification Portables DW (1) (3)	21,555	2,456	19,000
	<b>9,561,098</b>	<b>9,215,299</b>	<b>263,504</b>
<b>Medea Creek Middle School</b>			-
17-23S Roof Replacement	60,316	60,316	-
17-24S HVAC Replacement	331,787	331,787	-
17-36S Modernization Campus Wide	10,000	10,000	-
17-35S Kitchen Improvements (2) (3)	1,506,394	1,588,890	1,928
18-03S Security Fencing Parking Lot	42,630	42,630	-



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures

School/Project Name	Budget	Expenditures	
	Total Budget	Total Expenditures	Remaining Against Committed
18-07S Sidewalk and Handrail Installation, Buildin	26,937	26,937	-
18-21S Classroom Replacement (1) (2) (3)	5,483,710	5,006,737	210,344
18-25S MPR High Roof Replacement	160,135	165,457	-
18-36S Library Wall Removal	3,500	3,500	-
18-39S Counseling Office Improvements & Additions	32,109	35,459	-
18-40S Safety/Security Gates	89,827	89,827	-
18-45S ORCA Food Waste Recycling Pilot Program	61,844	45,633	19,307
18-48S EV Charging Station	17,794	17,794	-
19-05S Trellis Removal at MCMS	75,609	75,609	-
19-15S Shade Sails at MCMS	60,845	60,845	-
20-12S Renovate Lobby MCMS (1) (4)	20,707	20,707	-
21-02S Entry Way Sign at Medea Creek Middle School	14,900	14,900	-
	<b>7,999,044</b>	<b>7,597,029</b>	<b>231,578</b>
<b>Oak Hills Elementary School</b>			<b>-</b>
17-25S HVAC Replacement	139,837	133,652	-
17-38S Modernization Campus Wide	15,000	15,000	-
17-32S Security Fencing	48,845	48,845	-
19-09S/18-19S Add Modular Classrooms (1) (2)	468,217	215,220	-
19-02S Area Drain Improvements Rooms 8-11	12,400	12,400	-
19-12F OHES Running Track	29,555	29,555	-
19-13S OHES Fencing @ Park (3)	135,042	120,517	174
19-20S Kindergarten Flooring Classrooms	19,223	19,223	-
19-29S Extend Wall Between Conf/Copy Room	11,732	11,732	-
20-03S Innovation Lab OHES (1)	66,881	66,881	-
22-06S Upgrade Eating Area OHES (1)	114,588	114,588	-
22-09S Security Fence Front OHES (1)	108,097	108,097	-
	<b>1,169,416</b>	<b>895,709</b>	<b>174</b>
<b>Oak Park High School</b>			<b>-</b>
17-34S Security Lighting at Cul De Sac	283,134	283,134	-
17-28S Roof Replacement	54,705	54,705	-
17-27S HVAC Replacement	97,230	97,230	-
17-32S Security Fencing (Ornamental @ Stadium)	198,834	139,864	-
17-57S Safety Lighting	24,891	-	-
18-01S Football Field Fencing	56,370	56,370	-
18-02S Fencing Girls Varsity Softball Field	42,885	42,855	-
18-24S Safety Security Fencing @ Library & Gates	52,800	62,010	-
18-23S OPHS Stadium Safety Rail Repair	23,450	23,450	-
18-46S OPHS Stairs & Sidewalk-Athletic Facilities	122,083	122,083	-
19-19S Art Court Phase II (1) (4)	255,716	254,096	1,592
19-23S Tennis Court Resurfacing	44,084	44,084	-
19-27S Repair Wood Columns @OPHS	19,655	19,655	-
20-05S Basketball Courts Resurfacing OPHS	20,052	20,052	-
20-22S Economizers OPHS F Bldg. HVAC's (1) (4)	25,756	25,756	-
21-01S Turf Replacement and Upgrades OPHS (4)	1,118,397	1,163,155	-
22-01S Sound System Upgrades @OPHS (1) (3)	19,979	19,979	-
22-10S Relocate Softball Perimeter Fencing @OPHS (1)	22,818	22,818	-
22-11S Wellness Center (1)	63,260	63,260	-
	<b>2,546,099</b>	<b>2,514,556</b>	<b>1,592</b>
<b>Oak View High School</b>			<b>-</b>
19-26S Reno Bldg Ext at OVHS	175,000	167,808	(880)



## Consolidated Budget Status Report

Budgets versus Commitments and Expenditures for multiple Projects

### Budget vs. Commitments and Expenditures

School/Project Name	Budget	Expenditures	
	Total Budget	Total Expenditures	Remaining Against Committed
	<b>175,000</b>	<b>167,808</b>	<b>(880)</b>
<b>Red Oak Elementary School</b>			<b>-</b>
17-37S Modernization Campus Wide	10,000	10,000	-
17-32S Security Fencing	3,860	3,860	-
18-20S Modular Classroom Replacement (1) (3)	6,753,009	503,094	-
19-01S MPR Structural Repairs	34,408	34,408	-
19-14S ROES Phase 1 Safety/Security Fencing	130,400	130,400	-
19-16S ROES Phase 2 Safety/Security Fencing	75,873	69,615	-
20-11S Restroom Upgrades at ROES (2) (3)	90,639	90,639	-
20-13S Paint Admin Interior	17,601	18,265	-
20-14S Flooring for Admin + 7 Classrooms	49,125	49,125	-
20-15S Innovation Lab at ROES (1)	58,975	56,723	2,198
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	2,660,902	2,577,317	20,145
	<b>9,884,792</b>	<b>3,543,447</b>	<b>22,343</b>
<b>TECH</b>			<b>-</b>
17-50S Next Gen CR/Flat Panel SMRT Display Pilot	36,532	48,120	-
18-12S Network File Server Refresh	125,000	124,500	-
18-13S Purchase Staff Computers & Spare Device	55,000	37,272	-
18-14S Chromebook 1-to-1 Take Home Pilot 6 Grade	341,257	210,136	7,978
18-35S BES Chromebooks for Gr5	17,206	17,206	-
18-30S MCMS Library Computer Lab Refresh	47,000	37,106	-
18-31F 3-D Printers	31,500	26,882	-
18-28S DW Chromebook Refresh	250,000	209,943	-
18-29S Flat Panel Displays @ MCMS & OPHS	36,100	31,124	-
18-42S MCMS Computer on Wheels Laptops for Art Cla	18,981	18,981	-
18-43S DW Virtual Reality Pilot Program	6,000	5,148	-
18-44S I-Pad Refresh of K-2 Totes	325,000	302,138	-
18-49F iMacs for Tech Lab MCMS	10,000	8,052	11,948
19-03S Replace Smartboard Projectors	24,000	21,081	1,367
19-04S District Refresh & Spare Computer Equipment	50,000	53,415	-
19-06S Promethean Smart Board Replacement at OHES	81,229	81,229	-
19-07F Chromebook 1:1 Take Home Prgrm Grds 5-12 (1) (3)	854,877	732,904	93,263
19-11S Ipad Air Refresh Part 2	251,335	251,335	-
19-24S Additional Security Cameras DW Phase 4	38,029	38,029	-
20-01S Next Generation MacBook Pro Pilot Program (1)	20,451	8,576	11,875
20-02S Interactive Flat Panel Displays for Element	15,000	-	-
20-08S Apple iPad Air Refresh (1)	34,544	34,544	-
20-09S District Network Firewall Refresh (1)	285,524	285,524	-
20-19S Staff Laptop Refresh (1)	227,790	217,311	10,479
20-20S Chromebook 1:1 Program (1)	361,738	361,738	-
20-24S Oak Park High School Engineering Workstation (1)	69,534	69,534	-
20-25S Apple iPad Air Refresh Wave 3 (1)	33,030	33,030	-
20-26S MCMS Computer Lab Refresh (3)	95,000	79,214	15,786
21-03S Core Network Switch Replacement & Service C (1) (3)	74,146	67,938	6,209
21-05S Smartboard Replacement DW (1) (3)	250,401	214,156	36,245
21-04S Network Access Appliance (3)	23,000	-	23,000
22-04S Smartboard Refresh (1)	115,475	84,222	31,253
	<b>4,204,678</b>	<b>3,710,386</b>	<b>249,401</b>
<b>Totals</b>	<b>43,342,509</b>	<b>31,752,438</b>	<b>1,167,649</b>

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: DECEMBER 13, 2022**

**SUBJECT: VI.2. MONTH 3 ENROLLMENT AND ATTENDANCE REPORT**  
**INFORMATION**

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 3 of the 2022-2023 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,

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Jeff Davis, Ed.D.  
Superintendent

Month 3: October 3, 2022 - October 28, 2022				YTD: August 9, 2022 - October 28, 2022			
	Enrollment Comparison	ADA Comparison	ADA% Comparison		Enrollment Comparison	ADA Comparison	ADA% Comparison
	2022-23	2022-23	2022-23		2022-23	2022-23	2022-23
<b>BES</b>				<b>BES</b>			
K	94.00	86.00	91.49%	K	94.00	87.47	93.05%
1	82.00	78.22	95.39%	1	82.00	78.31	95.50%
2	105.00	99.17	94.45%	2	105.00	100.22	95.45%
3	79.00	76.50	96.84%	3	79.00	76.89	97.33%
4	83.00	79.33	95.58%	4	83.00	80.00	96.39%
5	118.00	115.00	97.46%	5	118.00	114.45	96.99%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>561.00</b>	<b>534.22</b>	<b>95.23%</b>	<b>Total</b>	<b>561.00</b>	<b>537.34</b>	<b>95.78%</b>
<b>OHES</b>				<b>OHES</b>			
K	100.00	92.00	92.00%	K	100.00	92.69	92.69%
1	78.00	72.94	93.51%	1	78.00	74.27	95.22%
2	75.00	71.22	94.96%	2	75.00	71.62	95.49%
3	64.00	63.17	98.70%	3	64.00	63.24	98.81%
4	76.00	72.56	95.47%	4	76.00	75.58	99.45%
5	81.00	78.83	97.32%	5	81.00	78.95	97.47%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>474.00</b>	<b>450.72</b>	<b>95.09%</b>	<b>Total</b>	<b>474.00</b>	<b>456.35</b>	<b>96.28%</b>
<b>ROES</b>				<b>ROES</b>			
K	118.00	107.28	90.92%	K	118.00	111.11	94.16%
1	83.00	80.22	96.65%	1	83.00	80.18	96.60%
2	84.00	80.61	95.96%	2	84.00	80.15	95.42%
3	98.00	92.56	94.45%	3	98.00	92.89	94.79%
4	112.00	109.67	97.92%	4	112.00	109.22	97.52%
5	89.00	86.44	97.12%	5	89.00	86.07	96.71%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>584.00</b>	<b>556.78</b>	<b>95.34%</b>	<b>Total</b>	<b>584.00</b>	<b>559.62</b>	<b>95.83%</b>
<b>MCMS</b>				<b>MCMS</b>			
6	324.00	313.16	96.65%	6	324.00	314.57	97.09%
7	364.00	349.11	95.91%	7	364.00	349.59	96.04%
8	317.00	305.68	96.43%	8	317.00	307.20	96.91%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>1,005.00</b>	<b>967.95</b>	<b>96.31%</b>	<b>Total</b>	<b>1005.00</b>	<b>971.36</b>	<b>96.65%</b>
<b>OPHS</b>				<b>OPHS</b>			
9	395.00	381.37	96.55%	9	395.00	382.29	96.78%
10	351.00	337.26	96.09%	10	351.00	338.32	96.39%
11	352.00	334.42	95.01%	11	352.00	338.79	96.25%
12	331.00	309.05	93.37%	12	331.00	312.61	94.44%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>1,429.00</b>	<b>1362.10</b>	<b>95.32%</b>	<b>Total</b>	<b>1429.00</b>	<b>1372.01</b>	<b>96.01%</b>
<b>OVHS</b>				<b>OVHS</b>			
<b>Total</b>	<b>26.00</b>	<b>21.96</b>	<b>84.46%</b>	<b>Total</b>	<b>27.00</b>	<b>20.81</b>	<b>77.07%</b>
<b>OPIS</b>				<b>OPIS</b>			
<b>Total</b>	<b>187.00</b>	<b>181.63</b>	<b>97.13%</b>	<b>Total</b>	<b>187.00</b>	<b>175.22</b>	<b>93.70%</b>
<b>Other**</b>				<b>Other***</b>			
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total</b>	<b>4,266.00</b>	<b>4,075.36</b>	<b>95.53%</b>	<b>Total</b>	<b>4,267.00</b>	<b>4,092.71</b>	<b>95.92%</b>