

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #1071

**DATE:** November 15, 2022

**PLACE:** **Oak Park High School Presentation Room – G9**  
899 N. Kanan Road, Oak Park, CA 91377

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:** **4:30 p.m. Closed Session – Note early start time**  
**6:00 p.m. Open Session**

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

**BOARD OF EDUCATION**

**Drew Hazelton, President**

**Derek Ross, Vice President**

**Denise Helfstein, Clerk**

**Tina Wang, Member**

**Soyon Hardy, 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**

11/10/2022

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 regular 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- Organizational Meeting, Tuesday, December 13, 2022  
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.*

11/10/2022

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #1071  
November 15, 2022**

**CALL TO ORDER – Followed by Public Comments/4:30 p.m.**

**CLOSED SESSION: 4:30 p.m. – Note early start time**

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

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G9**. Members of the public will have the right to observe the meeting in person and on [www.opusd.org/livestream](http://www.opusd.org/livestream) and offer public comment in person at the meeting.

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

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT :** Campus Supervisors, 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

**IV. CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

- A. ROLL CALL**
- B. FLAG SALUTE**
- C. REPORT OF CLOSED SESSION ACTIONS TAKEN**
- D. ADOPTION OF AGENDA**

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

## VI. OPEN COMMUNICATIONS/PRESENTATIONS

### A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Recognition of Certificated and Classified Employees of the Month (August-October)
2. Recognition Of Outgoing Board Members, Drew Hazelton & Derek Ross
3. Remarks from Board Members
4. Introduction and Report from Student Board Member
5. Remarks from Superintendent
6. Presentation from Student Nutrition and Wellness Program - <https://bit.ly/3EhL4aY>

### 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 October 13, 2022](#)

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

b. [Approve Public Employee/Employment Changes 01CL254293-01CL254334 & 01CE12077-01CE12197](#)

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

c. [Ratify Purchase Orders – October 1 – October 31, 2022](#)

*Board Policy 3300 requires Board approval of Purchase Orders.*

d. [Authorization for Use of Cooperative Purchasing Contracts by the Student Nutrition Services Department During Fiscal Year 2022-23, Per PCC 20118](#)

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

e. [Approve Overnight Trip for Oak Park High School Fall Sports Teams who Qualify for CIF Playoffs](#)

*Board Policy 6153 requires Board approval for student overnight trips*

f. [Approve Overnight Trip for Oak Park High School Girls' Varsity Soccer Team to Carpinteria, CA January 6-7, 2023](#)

*Board Policy 6153 requires Board approval for student overnight trips*

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](#)

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

h. [Approve Out of State Travel for Staff to Attend the Green Schools Conference \(GSC\) February 27 - March 1, 2023 New Orleans, LA](#)

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

## ACTION

### 2. EDUCATIONAL SERVICES

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

*This is a continuation of the learning recovery funding that was provided last year to support long-term recovery from the pandemic*

**b. Review and Approve Arts, Music & Instructional Materials Discretionary Block Grant**

*The grant is flexible, but districts are encouraged, but not required” to “proportionally use” their allocation for the five purposes enumerated in Section 134(a)(1)– (5) of AB 181. The bill also requires Board review and approval of the plan for expenditures at a regularly scheduled public board meeting.*

**c. Review and Discuss Student Data Related to Placement in Mathematics Courses**

*Board Policy 6152.1 requires the Board and Superintendent to annually review student data related to placement in mathematics courses offered at district high schools 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 in a disproportionate manner on the basis of any subjective or discriminatory basis*

**3. BUSINESS SERVICES**

**a. Authorize Measure S Project 22-17 S Plumbing Upgrades Districtwide and Establish the Budget**

*Board approval required to authorize projects funded by Measure S Bond Fund*

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

*Board approval required to authorize projects funded by Measure S Bond Fund*

**c. Authorize Measure S Project 22-19 S Pavilion Upgrades at Oak Park High School**

*Board approval required to authorize projects funded by Measure S Bond Fund*

**4. HUMAN RESOURCES**

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

*Board policy 4140,4240,4340 states that Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Board approval required for Memoranda of Understanding with collective bargaining units*

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

*Board approval required for adding a confidential position and salary schedule placement.*

**c. Approve Addendum to the Annual Teacher Assignment Report for 2022-2023**

*Under provisions of SB 435, Board approval required for Annual Teacher Assignment Report and any revision to the report.*

**5. BOARD**

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

*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. 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.*

**6. BOARD POLICIES**

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

*Policy updated to clarify that districts may not offer or facilitate an informal resolution process*

to resolve allegations that an employee sexually harassed a student, add Item #3 to the section regarding "Non-UCP Complaints" and clarify that complaints alleging a physical safety concern that interferes with a free appropriate public education is a non-UCP complaint. Regulation updated to delete outdated and/or repealed U.S. Department of Education's Office for Civil Rights (OCR) references and where appropriate add current OCR material, ensure consistency with the California Department of Education's 2021-22 federal program monitoring instrument, clarify posting requirements for the annual notification, compliance officer contact information and information related to Title IX, add material regarding the requirement for an administrator who is not designated as a compliance officer who receives a complaint to notify the compliance officer, clarify that districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student, delete material regarding respondent being sent the investigation report at the same time it is provided to complainant as this simultaneous exchange is not required by law.

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

Policy 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. Updated policy includes general requirements applicable to federal National School Lunch and Breakfast Programs as well as the state Universal Meal Program. Updated Policy also includes revision to the "Confidentiality/Release of Records" section to permit the use of student information to facilitate the provision of targeted educational services to a student based on the local control and accountability plan, as clarified in the California Department of Education's Management Bulletin SNP-02-2018. 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 includes program implementation changes to "Verification of Eligibility" and "Nondiscrimination Plan" sections and the deletion of the "Prices" section which is no longer necessary.

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

Policy updated to reflect the distinction between compulsory education for students starting at age six and the requirement for districts to offer and admit students who are eligible for transitional kindergarten, delete the requirement for district enrollment applications to include information about health care options as the law requiring such information has self-repealed, and clarify that a student's residence is a location within the district that may be verified as part of school admission requirements. Regulation updated for consistency with NEW LAW (AB 130, 2021) which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten.

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

Policy updated to reflect the 2019 state curriculum framework for health education, including emphasis on the physical, mental, and social well-being of students and integration of health education with other content areas of the district's curriculum. Policy also reflects law which authorizes districts to provide age-appropriate comprehensive sexual health education prior to grade 7, and law which authorizes instruction in grades K-12 in sexual abuse and sexual assault awareness and prevention provided students are allowed to be excused from such instruction with the written request of the parent/guardian. Regulation updated to more directly reflect state content standards for injury prevention and safety and for personal and community health. Regulation also adds a new section on "High School Health Education" for districts that require a course in health education for graduation, which reflects law requiring that the course in health education include instruction in sexual harassment and violence and instruction in performing compression-only cardiopulmonary resuscitation. Section on "Students Excused

from Health Instruction" expanded to address excusals from (1) comprehensive sexual health education and HIV prevention education; (2) instruction in sexual abuse and/or sexual assault awareness and prevention; (3) any exam, survey, or questionnaire which contains questions about the student's or family's personal beliefs or practices in sex, family life, morality, or religion; and (4) anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex.

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

*Policy updated to reflect NEW LAW (AB 181, 2022). Policy also updated to emphasize that no student may be required to participate in independent study, and delete material applicable only to the 2021-22 school year. Regulation updated to reflect NEW LAW (AB 181, 2022). Regulation also updated to clarify that if a student transfers to another public school in California, a written record of findings from any evaluation conducted because a student has failed to make satisfactory educational progress be forwarded to that school. Additionally, regulation updated to delete material pertaining to adult education and that which is applicable only to the 2021-22 school year.*

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

*Policy updated to reflect NEW LAW (AB 130, 2021) which gradually revises the timespans for mandatory transitional kindergarten (TK) admittance such that, by the 2025-26 school year, children who turn four by September 1 will be eligible for TK, establishes the California Prekindergarten Planning and Implementation Grant Program which requires districts to develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten, requires districts to maintain an average TK class enrollment of not more than 24 students for each school site and which, commencing with the 2022–23 school year.*

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

*Education Code 35160.5 and 48980 require annual review of this policy. There are no recommended updates from CSBA or staff.*

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

*Education Code 35160.5 requires annual review of this policy, as it relates to the participation of students in grades 7-12 in extracurricular and cocurricular activities. Language added by staff to match the language for eligibility criteria for participation in CIF sports. No other updates from CSBA or staff.*

**VII. INFORMATION ITEMS**

- 1. Monthly Cash Flow Report**
- 2. Monthly Measure S Status Report**
- 3. Monthly General Fund Budget Report**
- 4. Month 2 Attendance and Enrollment Report**

**VIII. OPEN DISCUSSION /FUTURE AGENDA ITEMS**

**IX. ADJOURNMENT:**

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

**MINUTES OF REGULAR BOARD MEETING      10-13-2022      #1070**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education Vice President, Mr. Derek Ross, called the regular meeting to order at 5:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Drew Hazelton, President (joined at 5:30 pm), 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, and Mr. Jonathan Salt, Fagen, Friedman, and Fulfrost.

**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/DISSMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT :** Assistant Computer Support Technician, Department Clerk Counseling Dept, Food Service Assistants, Food Services Assistant – Rover, Instructional Assistants I - Literacy & Numeracy Temp, Campus Supervisor, Instructional Assistant I - PE, Guest Administrator
- C. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6  
Agency Designated Representatives: Adam Rauch  
Employee Organizations: Oak Park Teachers Association and Oak Park Classified Association

The Board adjourned to Closed Session at 5:06 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:10 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. Brad Benioff, Director of Student Support and School Safety, Mr. Enoch Kwok, Director of Technology, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance and Operations, and Mrs. Ragini Aggarwal, Communications Coordinator and Executive Assistant.

## **FLAG SALUTE**

Drew 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 at the Special Meeting held on October 6th and at tonight's meeting.

## **ADOPTION OF AGENDA**

On motion of Derek Ross, seconded by Denise Helfstein, 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 were three public speakers on non-agenda items. Dan Cooper, a resident and a member of the Oak Park Recreation and Planning Committee and Chair of Save our Open Spaces addressed the Board and shared that he was running for the Rancho Simi Recreation and Park District from Oak Park. Two staff members Brian Winsick and Debbie Harrington made public comments on a non-agenda item regarding the feeling of discrimination regarding the public health order requiring weekly testing of unvaccinated staff. There were no other public comments at this meeting.

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

### **REPORT FROM BOARD MEMBERS**

Board Member Denise Helfstein acknowledged Mental Health Awareness Week and the Soft opening of the wellness center at the high school. Denise reported attending the Technology Committee, Safe Kids Task Force, Math Placement Information Night, Oak Park MAC meeting, Oak Park High School Homecoming game, the DOC information night, and the EEAC meeting.

Board Member Derek Ross reported attending the Math Placement presentation, Measure S subcommittee calls, Safety training with Commander Pentis at Oak Hills Elementary School, and the Fall ball event at Medea. Derek shared the process of Goal setting and Governance retreat in a two-step process. Derek thanked and acknowledged the work that is happening in the district with the hard work of the students, staff, and parents.

Tina Wang reported that she attended the District of Choice Night and thanked all the staff and students involved in doing such an outstanding job. Tina attended the GATE DAC, acknowledged the ASB students for a very successful homecoming week at the high school, and wished good luck to all the seniors working on their college applications. Tina also thanked the counselors and teachers at the high school.

Board Member Soyon Hardy thanked Dr. Davis for advocating for the District of Choice program extension. Soyon thanked the students and volunteers for a successful fall ball event. Soyon reported attending the Diversity and Equity Task Force and the Curriculum Council. Soyon congratulated the national merit semifinalists and commended students and Delilah Bovatsek from Brookside, whose artwork was selected to be on the 2022-2023 Calendar of the Metropolitan Water District of Southern California.

Board Member Drew Hazelton reported that he visited Oak Park High School with Principal Mat McClenahan and visited with the College and Career Center Counselor, Ms. Amanda Fitts, and also toured the Wellness Center.

Student Board Member Tess Leong reported that the students were excited to have an indoor rally after two years and then the homecoming football game. This week the high school opened the wellness center. This Friday is the last home football for the season, and it is a pink out for breast cancer awareness. Quarter one is coming to an end, and most of the students have got their schedules adjusted or fixed and are settling down. The high school will be hosting the PSAT this Saturday, and a test used to qualify for the National Merit Scholarship Program.

Superintendent Dr. Jeff Davis recommended that seniors take help from our counselors and teachers, who can help with college applications. Dr. Davis thanked the counselors, school psychologist, and behaviorist for their support of our students and their fantastic job and acknowledged them, especially for the mental health awareness week.

#### **REPORT FROM OAK PARK MUNICIPAL ADVISORY COUNCIL**

Jane Nye, chair of the MAC, provided a report from the September 29th meeting. The MAC saved eight trees from being cut down by working with the public works department. Jane reported that there wouldn't be an election since there were only three candidates and three open seats. MAC will hold the next meeting on November 3rd, where they will have a goodbye party for Supervisor Linda Parks. Derek Ross pointed out graffiti on the corner of Hawthorne/Kanan road.

#### **PRESENTATION FROM BLUEPOINT ALERT SOLUTIONS ON RAPID EMERGENCY RESPONSE SYSTEM**

BluePoint Alert Solutions provides a Rapid Emergency Response System for a multitude of markets, including education. Like a fire alarm, the BluePoint System is activated by either a "Police" or "Medical" pull station or mobile pendant device, which immediately notifies the appropriate emergency responder to a targeted location. The Board received a presentation and demonstration from David Ochs, Executive Vice President of BluePoint Alert Solutions.

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

On motion of Denise Helfstein, 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 September 130, 2022 and Special Board Meeting Held on October 6, 2022](#)
- b. [Approve Public Employee/Employment Changes 01CL254264-01CL254292 & 01CE12016-01CE12076](#)
- c. [Ratify Purchase Orders – September 1 – September 30, 2022](#)
- d. [Approve Quarterly Report on Williams Uniform Complaints – October 2022](#)
- e. [Approve Renewal Agreement with Interquest Detection Canines for Drugs Detection Services at Secondary Schools](#)
- f. [Approve Change Order #1 Measure S Project 20-18S Renovate Buildings B and C at Red Oak Elementary School with Ardalan Construction Company Inc.](#)
- g. [Approve Notice of Completion Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School, Contracted with Ardalan Construction, Inc.](#)
- h. [Approve Notice of Completion Measure S Project 20-23S, HVAC Upgrades Districtwide, contracted with Reed Mechanical Systems, Inc.](#)

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

### **a. Approve Disposal of Obsolete or Surplus Technology Equipment**

On motion of Denise Helfstein, seconded by Tina Wang, the Board approved the Disposal of Obsolete or Surplus Technology Equipment. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

### **b. Approve Adoption of Curriculum for English Language Arts in Grades K-5 for Oak Park Independent School**

On motion of Soyon Hardy, seconded by Drew Hazelton, the Board approved the Adoption of Curriculum for English Language Arts in Grades K-5 for Oak Park Independent School. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

### **c. Review Student CAASPP Results from 2021-2022**

Students in grades 3-8 and 11 participated in the 2022 California Assessment of Student Performance and Progress (CAASPP). These assessments measured progress toward the CA Standards in Literacy, Mathematics, and Science. The Board received a comprehensive report on student performance District-wide by school, grade level, and student groups.

Student Board Member Tess Leong left the meeting at 8:00 pm.

## **B3. BUSINESS SERVICES**

### **a. Approve District of Choice Reporting Requirement**

On motion of Derek Ross, seconded by Soyon Hardy, the Board approved the District of Choice Reporting Requirement. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **b. Authorize Measure S Project 22-14 S Door and Hardware Upgrades Districtwide and Establish the Budget**

On motion of Derek Ross, seconded by Soyon Hardy, the Board authorized Measure S Project 22-14 S Door and Hardware Upgrades Districtwide and established the Budget. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **c. Authorize Measure S Project 22-15 S Flooring Upgrades Districtwide and Establish the Budget**

On motion of Soyon Hardy, seconded by Drew Hazelton, the Board authorized Measure S Project 22-15 S Flooring Upgrades Districtwide and established the Budget. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **d. Authorize Measure S Project 22-16 S Administration Lobby Reconfiguration at Oak Park High School and Establish the Budget**

On motion of Denise Helfstein, seconded by Derek Ross, the Board authorized Measure S Project 22-16 S Administration Lobby Reconfiguration at Oak Park High School and established the Budget. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

## **B4. BOARD**

### **a. Review and Adopt New Vision Statement for the District**

On motion of Tina Wang, seconded by Denise Helfstein, the Board approved the New Vision Statement for the District. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **b. Review, Amend, and Approve 2022-2023 District Goals and Strategic Priorities**

On motion of Soyon Hardy, seconded by Drew Hazelton, the Board approved the amended goals and recommended that staff create a matrix of measurable outcomes for each goal. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

### **c. Review, Amend, and Approve Revised 2022-2023 Governance Handbook**

On motion of Denise Helfstein, seconded by Soyon Hardy, the Board approved the Revised 2022-2023 Governance Handbook. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**d. [Review, Amend and Approve Board Goals for 2022-2023](#)**

On motion of Derek Ross, seconded by Denise Helfstein, the Board approved the Board Goals for 2022-2023. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**B5. BOARD POLICIES**

**a. [Approve Amendment to Administrative Regulation and Exhibit 1312.4 - Williams Uniform Complaint Procedures](#)**

On motion of Soyon Hardy, seconded by Derek Ross, the Board approved the Amendment to Administrative Regulation and Exhibit 1312.4 - Williams Uniform Complaint Procedures as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**b. [Approve Amendment to Administrative Regulation and Adopt Exhibit 3517 - Facilities Inspection](#)**

On motion of Derek Ross, seconded by Tina Wang, the Board approved the Amendment to Administrative Regulation and adopted Exhibit 3517 - Facilities Inspection as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**c. [Approve Amendment to Board Policy and Administrative Regulation 5121 Grades/Evaluation of Student Achievement](#)**

On motion of Tina Wang, seconded by Denise Helfstein, the Board approved the Amendment to Board Policy and Administrative Regulation 5121 Grades/Evaluation of Student Achievement as first and final reading with the caveat that: (1) we send out an immediate communication to high school students and families of this change and that we provide a way for students to verify their athletic participation in the activities section of the new transcript this year, (2) we send revised transcripts out for those students whose transcripts have already been sent out to colleges/universities this year, and (3) staff undertake a wholistic review and report their findings back to the Board about best practices for adding activities other than participation in athletics that might be added to high school transcripts in time for any changes to be approved and take effect by the outset of the next school year. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**d. [Approve Adoption of Exhibits 6152.1 Placement in Mathematics Courses](#)**

On motion of Soyon Hardy, seconded by Denise Helfstein, the Board approved the Adoption of Exhibits 6152.1 Placement in Mathematics Courses as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**e. [Approve Amendment to Board Bylaw 9100 Organization](#)**

On motion of Drew Hazelton, seconded by Derek Ross, the Board approved the Amendment to Board Bylaw 9100 Organization Procedures with Option 1 as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

**ADJOURNMENT**

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the regular meeting held on October 13, 2022, is declared adjourned at 10:11 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: NOVEMBER 15, 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
CL254293	Ralph Metz	Campus Supervision	10/19/2022	General	MCMS
CL254294	Lisa Nilles	Sub/Temp Accounting Assistant III	11/2/2022	General	DO
CL254295	Hindoli Gupta	Campus Supervision	10/19/2022	General	MCMS
CL254296	Courtney Van Scoyk	College Career Center Tech P/T 10.5	10/27/2022	OPEF	OPHS
CL254297	Tori Nisperos	Walk-On-Coach - Not to Exceed \$3,500.00	11/2/2022	Coaches, Athletics	OPHS
CL254298	Anthony Hogan	Walk-On-Coach - Not to Exceed \$3,500.00	11/2/2022	Coaches, Athletics	OPHS
CL254299	Brent Botwin	Walk-On-Coach - Not to Exceed \$3,500.00	11/2/2022	Coaches, Athletics	OPHS

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL254300	Nicholas Moradi	Sports League Soccer Coach	9/12/2022	Site donations	\$600	MCMS
CL254301	Susan Kandelin	Pali - 6th Grade Aide	10/17/2022	Site donations	\$200	MCMS
CL254302	Susan Kandelin	Pali - Chaperone Grade 7	11/28/2022	Site donations	\$200	MCMS
CL254303	Sarah Wheeler	Pali - Chaperone Grade 7	11/28/2022	Site donations	\$200	MCMS
CL254304	Traci Baron	PSAT Proctor	10/15/2022	PSAT	\$130	OPHS
CL254305	Prerna Mathur	PSAT Proctor	10/15/2022	PSAT	\$130	OPHS
CL254306	Richard Ortega	PSAT Proctor	10/15/2022	PSAT	\$130	OPHS
CL254307	Lisa Solny	PSAT Proctor	10/15/2022	PSAT	\$130	OPHS
CL254308	Angela Giraldo	PSAT Co-Coordinator	10/15/2022	PSAT	\$185	OPHS
CL254309	Susan Shiney	PSAT Time Proctor	10/15/2022	PSAT	\$185	OPHS
CL254310	Kim Ramirez	PSAT Coordinator	10/15/2022	PSAT	\$410	OPHS
CL254311	William Burr	Girls Basketball Varsity Head Coach	10/17/2022	Site donations	\$3,500	OPHS
CL254312	William Burr	Girls Basketball Assistant Coach	10/17/2022	ASB	\$1,500	OPHS
CL254313	Delaney West	Girls Basketball Jr Varsity Head Coach	10/17/2022	Site donations	\$2,000	OPHS
CL254314	Delaney West	Girls Basketball Varsity Assistant Coach	10/17/2022	ASB	\$1,500	OPHS
CL254315	Paige Harington	Girls Soccer Frosh Head Coach	10/17/2022	Site donations	\$2,000	OPHS

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 15, 2022**

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

**AUTHORIZATION TO PAY STIPEND**

<b>Number</b>	<b>Name</b>	<b>Position</b>	<b>Start Date</b>	<b>Fund</b>	<b>Salary</b>	<b>Site</b>
CL254316	Donn James	Girls Soccer Assistant Coach	10/17/2022	ASB	\$2,500	OPHS
CL254317	Mark Zeolla	Girls Soccer JV Head Coach	10/17/2022	Site donations	\$2,500	OPHS
CL254318	Brandon Heidt	Boys Soccer Varsity Head Coach	10/17/2022	Site donations	\$3,000	OPHS
CL254319	Brandon Heidt	Boys Soccer JV Head Coach	10/17/2022	Site donations	\$2,000	OPHS
CL254320	Rene Garcia	Boys Soccer Frosh Head Coach	10/17/2022	Site donations	\$1,500	OPHS
CL254321	Rene Garcia	Boys Varsity Assistant Coach	10/17/2022	ASB	\$2,000	OPHS
CL254322	Derek Hale	Boys Basketball Assistant Coach	10/17/2022	ASB	\$2,200	OPHS
CL254323	Harold Hale	Boys Basketball Frosh Head Coach	10/17/2022	Site donations	\$2,000	OPHS
CL254324	Jason Mallin	Boys Basketball JV Assistant Coach	10/17/2022	ASB	\$2,200	OPHS
CL254325	JA Moye	Boys Basketball Varsity Assistant Coach	10/17/2022	ASB	\$2,500	OPHS
CL254326	Ryan Yeager	Boys Basketball JV Head Coach	10/17/2022	Site donations	\$2,500	OPHS
CL254327	Nick Moradi	Girls Soccer Assistant Coach	10/31/2022	ASB	\$2,000	OPHS

**IN-SERVICE CHANGE**

<b>Number</b>	<b>Name</b>	<b>Change</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Site</b>
CL254328	Doris Park	Instructional Assistant II SpEd Transf frm OPHS	10/17/2022	Special Education	ROES
CL254329	Debbie Shewring	Food Services Assistant SUB from Reg	10/7/2022	Fund 130	Varies
CL254330	Christopher Walthall	Maintenance Engineer LOA	11/8/2022	General	DO

**SEPERATION**

<b>Number</b>	<b>Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Separation Type</b>	<b>Site</b>
CL254331	Shannon Neville	Club Site Leader	10/28/2022	Resignation	BES
CL254332	Tammy Miles	Campus Supervisor	10/20/2022	Resignation	MCMS
CL254333	Marylou Shakouri	Instructional Assistant III Behavior	10/21/2022	Resignation	MCMS
CL254334	Jordan Buchanan	Computer Technician	11/17/2022	Resignation	DO

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: NOVEMBER 15, 2022**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS**

**CONSENT**

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE12077	Brandie Pryor	Class Size Overages (September)	09/01/2022	General	\$370.00	BES
01CE12078	Brandie Pryor	Class Size Overages (October)	10/01/2022	General	\$380.00	BES
01CE12079	Sandra Hirano	Class Size Overages (September)	09/01/2022	General	\$400.00	BES
01CE12080	Sandra Hirano	Class Size Overages (October)	10/01/2022	General	\$380.00	BES
01CE12081	Allison Elbaz	Class Size Overages (September)	09/01/2022	General	\$400.00	BES
01CE12082	Allison Elbaz	Class Size Overages (October)	10/01/2022	General	\$380.00	BES
01CE12083	Erik Squire	Class Size Overages (September)	09/01/2022	General	\$290.00	BES
01CE12084	Erik Squire	Class Size Overages (October)	10/01/2022	General	\$380.00	BES
01CE12085	Sarah Rosenblum	Class Size Overages (September)	09/01/2022	General	\$200.00	BES
01CE12086	Robbin Lund	Class Size Overages (September)	09/01/2022	General	\$200.00	ROES
01CE12087	Robbin Lund	Class Size Overages (October)	10/01/2022	General	\$180.00	ROES
01CE12088	Alexis Ma	Class Size Overages (September)	09/01/2022	General	\$310.00	ROES
01CE12089	Alexis Ma	Class Size Overages (October)	10/01/2022	General	\$190.00	ROES
01CE12090	Danielle McKendry	Class Size Overages (September)	09/01/2022	General	\$400.00	ROES
01CE12091	Danielle McKendry	Class Size Overages (October)	10/01/2022	General	\$380.00	ROES
01CE12092	Tahnee Munoz	Class Size Overages (September)	09/01/2022	General	\$400.00	ROES
01CE12093	Tahnee Munoz	Class Size Overages (October)	10/01/2022	General	\$380.00	ROES
01CE12094	Lynnae Gaeta	Class Size Overages (September)	09/01/2022	General	\$600.00	ROES
01CE12095	Lynnae Gaeta	Class Size Overages (October)	10/01/2022	General	\$570.00	ROES
01CE12096	Maureen McDowell	Class Size Overages (September)	09/01/2022	General	\$400.00	ROES
01CE12097	Maureen McDowell	Class Size Overages (October)	10/01/2022	General	\$380.00	ROES
01CE12098	Erica White	Class Size Overages (September)	09/01/2022	General	\$200.00	ROES
01CE12099	Erica White	Class Size Overages (October)	10/01/2022	General	\$190.00	ROES
01CE12100	Jessica Bretzing	Class Size Overages (September)	09/01/2022	General	\$200.00	OHES
01CE12101	Jessica Bretzing	Class Size Overages (October)	10/01/2022	General	\$190.00	OHES
01CE12102	Vic Anderson	Class Size Overages (September)	09/01/2022	General	\$108.00	OPHS
01CE12103	Vic Anderson	Class Size Overages (October)	10/01/2022	General	\$88.00	OPHS
01CE12104	Shaye Uyematsu	Class Size Overages (September)	09/01/2022	General	\$264.00	OPHS
01CE12105	Shaye Uyematsu	PSAT Proctor	10/15/2022	Site	\$130.00	OPHS
01CE12106	Kathy Bowman	Class Size Overages (September)	09/01/2022	General	\$194.00	OPHS
01CE12107	Kathy Bowman	Class Size Overages (October)	10/01/2022	General	\$180.00	OPHS
01CE12108	Anastasia Kokiousis	Class Size Overages (September)	09/01/2022	General	\$240.00	OPHS
01CE12109	Anastasia Kokiousis	Class Size Overages (October)	10/01/2022	General	\$220.00	OPHS
01CE12110	Leslie Miller	Class Size Overages (September)	09/01/2022	General	\$88.00	OPHS
01CE12111	Leslie Miller	Class Size Overages (October)	10/01/2022	General	\$80.00	OPHS
01CE12112	Tim Chevalier	Varsity Asst Coach (Boys' Basketball)	10/17/2022	ASB	\$2,500.00	OPHS
01CE12113	Aaron Shaw	Varsity Head Coach (Boys' Basketball)	10/17/2022	ASB	\$3,500.00	OPHS
01CE12114	Kathryn Klamecki	Varsity Head Coach (Girls' Soccer)	10/17/2022	ASB	\$3,500.00	OPHS
01CE12115	Rob Hall	Game Manager (Girls' Volleyball)	08/06/2022	ASB	\$2,030.00	OPHS
01CE12116	Roland Herberg	PSAT Proctor	10/15/2022	Site	\$130.00	OPHS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
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**ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS**

**CONSENT**

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE12117	Russ Peters	PSAT Proctor	10/15/2022	Site	\$130.00	OPHS
01CE12118	Allan Prescott	PSAT Proctor	10/15/2022	Site	\$130.00	OPHS
01CE12119	Gretchen Hall	PSAT Proctor	10/15/2022	Site	\$130.00	OPHS
01CE12120	Jordyn Solony	PSAT Proctor	10/15/2022	Site	\$130.00	OPHS
01CE12121	Zach Borquez	Drama Technical Advisor (Fall)	08/09/2022	CTEIG	\$1,708.14	OPHS
01CE12122	Michael O'Hagan	Site Council Rep (6th Grade)	08/09/2022	PFA	\$500.00	MCMS
01CE12123	Michael O'Hagan	Chaperone - Pali (6th Grade)	10/14/2022	Site	\$200.00	MCMS
01CE12124	Michael O'Hagan	Webmaster	08/09/2022	PFA	\$700.00	MCMS
01CE12125	Michael O'Hagan	O'Hagan's Heroes Club	09/28/2022	PFA	\$350.00	MCMS
01CE12126	Maureen O'Hagan	Site Council Rep (7th Grade)	08/09/2022	PFA	\$500.00	MCMS
01CE12127	Maureen O'Hagan	Chaperone - Pali (7th Grade)	11/28/2022	Site	\$200.00	MCMS
01CE12128	Maureen O'Hagan	TUPE Training (Project Alert)	10/01/2022	TUPE	\$250.00	MCMS
01CE12129	Marta Graves	Site Council Rep (8th Grade)	08/09/2022	PFA	\$500.00	MCMS
01CE12130	Marta Graves	Chaperone - Pali (7th Grade)	11/28/2022	Site	\$200.00	MCMS
01CE12131	Kim Connelly	WEB Tutoring	09/19/2022	PFA	\$700.00	MCMS
01CE12132	Kim Connelly	WEB Advisor	08/05/2022	PFA	\$300.00	MCMS
01CE12133	Kim Connelly	Camp Medea	08/05/2022	PFA	\$500.00	MCMS
01CE12134	Kim Connelly	Peer Counseling	08/05/2022	PFA	\$500.00	MCMS
01CE12135	Kim Connelly	Chaperone & Coordinator - Pali (6th Grade)	09/06/2022	Site	\$600.00	MCMS
01CE12136	Kim Sonnabend	WEB Tutoring	09/19/2022	PFA	\$700.00	MCMS
01CE12137	Kim Sonnabend	Chaperone - Pali (6th Grade)	10/17/2022	Site	\$200.00	MCMS
01CE12138	Kim Sonnabend	Gay Straight Alliance Club (6th Grade)	9/29/2022	PFA	\$500.00	MCMS
01CE12139	Kim Winthrop	Chaperone - Pali (6th Grade)	10/17/2022	Site	\$200.00	MCMS
01CE12140	Kim Winthrop	TUPE - Site Advisor	09/22/2022	TUPE	\$350.00	MCMS
01CE12141	Kim Winthrop	Board Game Club (6th Grade)	01/11/2023	PFA	\$250.00	MCMS
01CE12142	Fatima Hernandez	Chaperone - Pali (6th Grade)	10/17/2022	Site	\$200.00	MCMS
01CE12143	Frances Hermosillo	Chaperone - Pali (7th Grade)	11/28/2022	Site	\$200.00	MCMS
01CE12144	Frances Hermosillo	Co-Sponsor Fintess Club (6th-8th Grade)	09/28/2022	PFA	\$250.00	MCMS
01CE12145	Suzanne Shea	Chaperone - Pali (6th Grade)	10/17/2022	Site	\$200.00	MCMS
01CE12146	Suzanne Shea	WEB Tutoring	09/19/2022	PFA	\$700.00	MCMS
01CE12147	Suzanne Shea	WEB Advisor	08/05/2022	PFA	\$300.00	MCMS
01CE12148	Suzanne Shea	Camp Medea	08/05/2022	PFA	\$500.00	MCMS
01CE12149	Suzanne Shea	Peer Counseling	08/05/2022	PFA	\$500.00	MCMS
01CE12150	Allison Stein	Journalism Club Co-Sponsor	09/20/2022	PFA	\$250.00	MCMS
01CE12151	Tris Wenker	Journalism Club Co-Sponsor	09/20/2022	PFA	\$250.00	MCMS
01CE12152	Kathy Mosley	ASB Bookkeeper	08/09/2022	ASB	\$3,000.00	MCMS
01CE12153	Kathy Mosley	Yearbook Advisor	08/09/2022	ASB	\$4,000.00	MCMS
01CE12154	Kathy Mosley	Anime & Manga Club (7th/8th Grade)	09/23/2022	PFA	\$500.00	MCMS
01CE12155	Steve White	ASB Advisor	08/09/2022	ASB	\$3,000.00	MCMS
01CE12156	Tara Lamb	Chaperone - Pali (7th Grade)	11/28/2022	Site	\$200.00	MCMS
01CE12157	Casey Webb	Chaperone - Pali (7th Grade)	11/28/2022	Site	\$200.00	MCMS



**TO: MEMBERS, BOARD OF EDUCATION**  
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**CONSENT**

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE12158	Malia Cadle	Chaperone - Pali (7th Grade)	11/28/2022	Site	\$200.00	MCMS
01CE12159	Malia Cadle	Coordinator Pali - (8th Grade)	09/12/2022	Site	\$400.00	MCMS
01CE12160	Tiffany Johnson	Chaperone & Coordinator - Pali (7th Grade)	09/19/2022	Site	\$600.00	MCMS
01CE12161	Jacob Fisch	Chaperone & Coordinator - Pali (7th Grade)	09/19/2022	Site	\$600.00	MCMS
01CE12162	Jacob Fisch	Pokemon Club (7th/8th Grade)	10/3/2022	PFA	\$500.00	MCMS
01CE12163	Alexis Jordan	Chaperone - Pali (8th Grade)	10/31/0202	Site	\$200.00	MCMS
01CE12164	Donna Watts	Chaperone - Pali (8th Grade)	10/31/0202	Site	\$200.00	MCMS
01CE12165	Cyndi Smilor	Chaperone - Pali (8th Grade)	10/31/0202	Site	\$200.00	MCMS
01CE12166	Brittany Gibson	Chaperone - Pali (8th Grade)	10/31/0202	Site	\$200.00	MCMS
01CE12167	Brittany Gibson	Soccer Club (7th/8th Grade)	9/27/2022	PFA	\$500.00	MCMS
01CE12168	Brittany Gibson	Fitness Club Co-Sponsor (6th-8th Grade)	9/27/2022	PFA	\$250.00	MCMS
01CE12169	Brittany Gibson	TUPE Training (Project Alert)	10/1/2022	TUPE	\$250.00	MCMS
01CE12170	Elya Fletcher	Chaperone - Pali (8th Grade)	10/31/0202	Site	\$200.00	MCMS
01CE12171	Brian Winsick	Chaperone - Pali (8th Grade)	10/31/0202	Site	\$200.00	MCMS
01CE12172	Brian Winsick	Chess & Trading Cards Club	09/29/2022	PFA	\$500.00	MCMS
01CE12173	Elayne Roesner	Jazz Band	08/09/2022	Site	\$3,000.00	MCMS
01CE12174	Vanessa Heller	GATE Coordinator	08/09/2022	PFA	\$400.00	MCMS
01CE12175	Vanessa Heller	Handiwork Club (6th Grade)	09/27/2022	PFA	\$500.00	MCMS
01CE12176	Paula Franco	Math Drop-In Help (7th/8th Grade)	09/28/2022	PFA	\$500.00	MCMS
01CE12177	Elya Fletcher	Bracelet Making Club	09/29/2022	PFA	\$500.00	MCMS
01CE12178	Christine Fersht	Board Game Club (6th Grade)	09/28/2022	PFA	\$250.00	MCMS
01CE12179	Kathryn Dusek	Cartoon Club (reading/writing/drawing)	09/28/2022	PFA	\$500.00	MCMS
01CE12180	Liza Baker	Animal Arts and Crafts Club (6th Grade)	09/28/2022	PFA	\$500.00	MCMS
01CE12181	Tris Wenker	Origami Club (7th/8th Grade)	09/29/2022	PFA	\$500.00	MCMS
01CE12182	Brittany Ulloa	Movie Activity Club (7th/8th Grade)	10/03/2022	PFA	\$500.00	MCMS
01CE12183	Alison Stein	Cali Junior Scholastic Fed (6th-8th Grade)	09/21/2022	PFA	\$1,000.00	MCMS
01CE12184	Amy Sinnamon	Calm Club (7th/8th Grade)	09/29/2022	PFA	\$500.00	MCMS
01CE12185	Elayne Roesner	Gay Straight Alliance Club (7th/8th Grade)	09/25/2022	PFA	\$500.00	MCMS
01CE12186	Cara Lavigna	Equestrian Club (7th/8th Grade)	09/27/2022	PFA	\$250.00	MCMS
01CE12187	Cara Lavigna	Rubik's Cube Club (7th/8th Grade)	09/27/2022	PFA	\$500.00	MCMS
01CE12188	Sharon Lavene	Asian Cultural Club	09/23/2022	PFA	\$500.00	MCMS
01CE12189	Rob Large	Math Counts (6th-8th Grade)	09/23/2022	PFA	\$1,000.00	MCMS
01CE12190	Rob Large	Dungeons & Dragaons (7th/8th Grade)	09/23/2022	PFA	\$500.00	MCMS
01CE12191	Dianne Large	WEB Coordinator	08/05/2022	PFA	\$1,000.00	MCMS
01CE12192	Tara Lamb	Science Olympiad	09/28/2022	PFA	\$1,000.00	MCMS
01CE12193	Steve Watkins	Homework Club	10/24/2022	LCAP	\$832.00	MCMS

**TO: MEMBERS, BOARD OF EDUCATION**  
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**CONSENT**

IN-SERVICE CHANGE/ADDITIONAL HOURS					
Number	Name	Change	Effective Date	Fund	Site
01CE12194	Zaloa Goiri Virto	LOA	11/03/2022	General	OPHS
01CE12195	Ashley Michelin	Baby Bonding	10/13/2022	General	OPHS
01CE12196	Ashley Michelin	LOA	01/27/2022	General	OPHS
01CE12197	Brittany Ulloa	Transcripts Rec'd (step/column increase)	08/09/2022	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: NOVEMBER 15, 2022**  
**SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – OCTOBER 1 THROUGH OCTOBER 31, 2022**

CONSENT

**ISSUE:** Shall the Board ratify the following purchase orders issued for the period October 1 through October 31, 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 October 1 through October 31, 2022?

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

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

**GOAL:** In support of District Goal #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,

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hardy	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

Includes 10/01/2022 - 10/31/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
B23-00026	School Specialty, LLC	012	PFA: Art Supplies	010-4330	1,100.00	
B23-00178	Safety Unlimited, Inc	028	Blanket PO for EC staff CPR training/certification	120-5200	200.00	
B23-00179	ODP Business Solutions, LLC	004	Districtwide Safety Supplies	010-4330	1,000.00	
B23-00180	Southwest School Supply	009	Open purchase order for school supplies	010-4330	7,000.00	
B23-00181	Ventura County office of Education	004	2022-2023 Escape Finance/Payroll/Personnel	010-5820	58,303.00	
FS23-00020	Fat Cat Bakery	025	22-23 Baked Goods Services	130-4700	10,000.00	
P23-00371	Forbess Consulting Group, Inc.	004	Mold Assessment at OHES Classroom #10	010-5820	995.00	
P23-00372	Revolution Office	028	Drum replacement for Copier at ROES site	120-4330	95.45	
P23-00373	VCOE	000	Frisk Training for Admin	010-5200	825.00	
P23-00374	VCOE	013	Zoom License/Oth Supply/Lib. Media	010-4330	376.92	
P23-00375	Roadside Lumber & Hardware	004	Reno Behind Homeplate Baseball Field @OPHS	010-5600	2,051.39	
P23-00376	Roadside Lumber & Hardware	004	Reno Behind Homeplate Baseball Field @OPHS	010-5600	6,119.90	
P23-00377	Amazon Capital Services, Inc.	028	Desk chair for EC MCMS main room	120-4330	36.45	
P23-00378	Amazon Capital Services, Inc.	028	Office supplies for DO office	120-4330	84.91	
P23-00379	Amazon Capital Services, Inc.	015	Paper for Samantha Spitzer	010-4330	12.86	
P23-00380	Reliable Cabling Solutions	004	Underground Wire from Portable D56 @ROES	010-5600	3,600.00	
P23-00381	Southwinds Transportation	012	OPIMA: Band Trip Buses	010-5820	4,736.10	
P23-00382	Pacific Platinum Services Inc.	012	DON: Mt. Sac Buses	010-5820	1,165.00	
P23-00383	Pierres Welding & Maint.	004	Proj 22-05S Shelves Kitchen Oak Park High School	211-6209	1,800.00	
P23-00384	Air Fab Services Inc.	004	Proj 22-05S Install Heater on Roof @Medea Creek MS	211-6209	5,620.00	
P23-00385	HangSafe Hooks	004	Hooks for backpacks Medea Creek MS	010-4330	1,158.75	
P23-00386	So California Science Olympiad	012	Disc: Science Olympiad Registration	010-5300	650.00	
P23-00387	Amazon Capital Services, Inc.	024	Books for Ty Delong	010-4330	104.14	
P23-00388	Amazon Capital Services, Inc.	004	Equipment for Film Production Class	010-4410	929.85	
P23-00389	Amazon Capital Services, Inc.	004	Rolling Storage Cart for Health Office	010-4330	388.25	
P23-00390	Amazon Capital Services, Inc.	004	Furniture for OVHS Classrooms	010-4330	719.39	
P23-00391	Amazon Capital Services, Inc.	024	Novels for middle school	010-4330	116.86	
P23-00392	Amazon Capital Services, Inc.	004	Be Drug Free Bracelets for Red Ribbon Week	010-4330	1,093.74	
P23-00393	Amazon Capital Services, Inc.	004	Proj 22-11S Wellness Center Furnishings OPHS	211-4330	147.98	

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

Page 1 of 3

Includes 10/01/2022 - 10/31/2022					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
P23-00394	Amazon Capital Services, Inc.	012	Disc: Clocks	010-4330	55.75
P23-00395	Federal Express Corp.	005	Product Return Shipping Charge	010-4330	101.16
P23-00396	NSWC	004	Proj 22-05S Kitchen Upgrade Replacement Unit MCMS	211-4410	5,287.43
P23-00397	TEACHERS COLLEGE READING & WRITING PROJECT	005	2022-23 TCRWP Principal's Membership Fee	010-5200	2,000.00
P23-00398	Children's Music Workshop	005	22-23 Music Program at OHES	010-5820	29,260.00
P23-00399	Upstage Theatre Schools, Inc.	005	22-23 Music Program at BES & ROES	010-5820	78,100.00
P23-00400	McGraw-Hill School Education Holdings, LLC	013	Sub/Digital/Oth Supp/Software	010-4330	1,800.00
P23-00401	Oak Park High School - ASB c/o OPHS	004	ASB Ice Machine & Filter	010-4410	2,601.52
P23-00402	Scholastic, Inc.	013	Magazine/Mat & Supp/Other Supply	010-4330	344.85
P23-00403	Art Trek, Inc.	005	22-23 BES Art Trek	010-5820	23,275.00
P23-00404	Amazon Capital Services, Inc.	009	Innovation Lab Supplies	010-5820	396.66
P23-00405	Perma-Bound	011	SAGE Library Grant	010-4200	988.86
P23-00406	Barnhart Balfour Beatty, Inc Balfour Beatty Construction	004	Const. Mgmt. Svcs. Sept. 2022 #53000	211-5820	400.00
				211-6272	15,830.00
P23-00407	Art Trek, Inc.	005	22-23 ROES Art Trek	010-5820	23,987.50
P23-00408	Southwest School Supply	004	Proj 22-11S Wellness Center Desk at OPHS	211-4330	164.21
P23-00409	Los Angeles Charter Transportation, Inc	012	DON: CADA buses	010-5820	1,760.00
P23-00410	Eyedentity Graphics Inc.	004	M & O Sign	010-4330	241.01
P23-00411	Training Room, Inc.	013	Athletic Trainer Supplies/Athletics	010-4320	2,462.33
P23-00412	Performance Health Supply Inc	013	Athletica/Athletic Trainer/Supplies	010-4320	455.55
P23-00413	SOS Survival Products	013	Athletics/Athletic Trainer/Supplies	010-4320	196.00
P23-00414	Boomerang Project (The)	012	PFA: Web Training	010-5200	9,735.00
P23-00415	Amazon Capital Services, Inc.	013	Figidaire Portable Ice Maker/Health/PFA	010-4330	115.83
P23-00416	Gateway Education Holdings LLC dba Savvas Learning Company	005	OPIS ELA 4 Year Adoption	010-4100	43,927.96
P23-00417	Amazon Capital Services, Inc.	028	Supplies for extended care site-BES	120-4330	164.20
P23-00418	Amazon Capital Services, Inc.	004	Ergonomic Equipment per Staff Evals	010-4330	1,033.24
P23-00419	West Coast Protection LLC dba Interquest Detection Canine	004	Canine Detection Svcs Districtwide	010-5820	2,660.07
P23-00420	California Mathematics Council	005	OPHS CMC Conference Registration	010-5200	570.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 2 of 3

Includes 10/01/2022 - 10/31/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
P23-00421	Southwest School Supply	004	Ergo Furniture for Pupil Services Staff	010-4330	3,622.75	
P23-00422	Art Trek, Inc.	005	22-23 OHES Art Trek	010-5820	19,712.50	
P23-00423	Reliable Cabling Solutions	004	Troubleshoot and repair Speakers Room H10 OPHS	010-5600	1,050.00	
P23-00424	REC Solar Commercial Corp	004	Replace failed string Inverter SK03 @OPHS	010-5600	3,477.80	
P23-00425	Lennox Industries, Inc	004	2022/23 PO for HVAC Parts as needed DW	010-4330	500.00	
P23-00426	California Dept Of Education	004	Proj 18-20S ROES Mod Classroom Plan Reviews	211-6251	4,900.00	
T23-00024	Radix Tech Inc	007	Radix MDM Licenses for Promethean Displays 1yr	010-5820	2,234.96	
T23-00025	Compuwave Inc.	007	Proj 22-02S Computer Refresh PCs	211-6500	10,558.76	
T23-00026	Amazon Capital Services, Inc.	007	Sync and charge cables for Interactive Displays	010-4330	64.10	
<b>Total Number of POs</b>				<b>65</b>	<b>Total</b>	<b>404,465.94</b>

**PO Changes**

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B23-00005	81,917.10	010-5560	General Fund/Trash / Sewer Services	317.10
B23-00075	9,183.78	010-4330	General Fund/Other Materials and Supplies N	2,176.27
B23-00078	9,550.00	010-5600	General Fund/Rents, Leases, and Repairs	6,270.00
B23-00107	3,500.00	010-4330	General Fund/Other Materials and Supplies N	1,500.00
B23-00119	3,900.70	010-5600	General Fund/Rents, Leases, and Repairs	1,400.70
FS23-00001	90,000.00	130-4700	Cafeteria Fund/Food Purchases	27,180.58
FS23-00015	40,000.00	130-4700	Cafeteria Fund/Food Purchases	19,603.08
P23-00113	1,519.28	010-5600	General Fund/Rents, Leases, and Repairs	405.00
P23-00289	669.67	010-5600	General Fund/Rents, Leases, and Repairs	287.00
P23-00313	3,943.00	010-4330	General Fund/Other Materials and Supplies N	343.00
<b>Total PO Changes</b>				<b>59,482.73</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.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.1.d. AUTHORIZATION FOR USE OF COOPERATIVE PURCHASING CONTRACTS BY THE STUDENT NUTRITION SERVICES DEPARTMENT DURING FISCAL YEAR 2022-23, PER PCC 20118**

CONSENT

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**ISSUE:** Shall the Board authorize the Student Nutrition Services department to use cooperative purchasing (piggyback) contracts during fiscal year 2022-23, as permitted by Public Contract Code (PCC) 20118?

**BACKGROUND:** Throughout each school year, it is necessary for the Student Nutrition Services department to contract with vendors for the purchase of food and other related supplies. As bidding and preparing contracts is quite time consuming, it is common practice among school districts to allow “piggybacking” on one another’s contracts that have been bid in conformance with the requirements of PCC 20111-20118. As specific Board approval is required in order to use the piggyback provision, and in order to conform to the PCC bidding requirements, staff is recommending the Board’s authorization to utilize the following piggybackable contracts during fiscal year 2022-23:

- Berry Man (Ventura Unified School District, FNS 1-20 Produce Products)
- P&R (Oxnard School District, RFQ 21\_CNS\_003 Distribution of Paper Supplies)
- Sysco (Simi Valley Unified School District, RFQ# 20F29CN001 Grocery and Related Products)
- Jordano's (Tri County Segment, Bid #77777 Food Service Grocery Products)
- Gold Star Foods (Garden Grove Unified School District, RFP No. 2011 Frozen, Refrigerated, Processed Commodity, Dry Foods and Distribution for Food Services)

**FISCAL IMPACT:** Use of these contracts meets competitive bidding requirements and allows the District to achieve greater cost savings.

**BOARD POLICY:** Pursuant to Board Policy and Administrative Regulation 3311 Bids - Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback")

**GOAL:** In support of District Goal #4 Utilizing resources efficiently and responsibly.

**BOARD OF EDUCATION MEETING, NOVEMBER 15, 2022**

Authorize the Student Nutrition Services department to use cooperative purchasing (piggyback) contracts during fiscal year 2022-23, as permitted by Public Contract Code (PCC) 20118

Page 2

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- ALTERNATIVES:**
1. Authorize the Student Nutrition Services department to use the listed piggyback contracts during fiscal year 2022-23, as permitted by PCC 20118
  2. Do not approve the listed piggyback contracts.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Katherine Adams, Director, Student Nutrition Services  
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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.1.e. 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 fall sports team(s) (Girls' Golf and Cross Country) 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 has been met.

**FISCAL IMPACT:** Funding source is the ASB Fund and is included in the 2022-2032 budget.

**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.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.1.f. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' VARSITY SOCCER TEAM GAME VS RIO MESA HIGH SCHOOL JANUARY 6-7, 2023.**

CONSENT

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**ISSUE:** Shall the Board approve an overnight field trip for the OPHS Girls' Varsity Soccer Team to Carpinteria, California?

**BACKGROUND:** Principal Mat McClenahan requests approval for this game vs Rio Mesa High School scheduled for January 6, 2023 in Oxnard, CA. Approximately 16 student athletes, three OPHS coaches, and two adult female chaperones will travel and be transported by district approved drivers in district and private vehicles. They will depart on Friday, January 6<sup>th</sup> at approximately 12:30 p.m. and return on Saturday, January 7<sup>th</sup> at approximately 8 p.m. For team building purposes, the team and chaperones will stay at a hotel TBA in Carpinteria, CA. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning/Checklist* have been met.

**FISCAL IMPACT:** The cost is approximately \$100 per student (which includes lodging, transportation and meals.) Funding source is the ASB Girls' Soccer Team Fund and is included in the ASB 2022-2023 Budget.

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

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

**ALTERNATIVES:**

1. Approve overnight trip for Oak Park High School – Girls' Varsity Soccer Team vs Rio Mesa HS from Oxnard, CA.
2. Do not approve overnight trip for Oak Park High School Girls' Varsity Soccer Team.

**RECOMMENDATION:** Alternative No. 1

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

**BOARD MEETING, NOVEMBER 15, 2022**

Approve overnight trip for Oak Park High School

Girls' Varsity Soccer Team vs Rio Mesa HS from Oxnard, CA.

Page 2

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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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 15, 2022**

**SUBJECT: B.1.g. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE) CONFERENCE AND EXPO NOVEMBER 30 THROUGH DECEMBER 2, 2022 LAS VEGAS, NV**

CONSENT

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**ISSUE:** Shall the Board of Education approve out of state travel for staff to attend the Association for Career and Technical Education (ACTE) Conference and Expo?

**BACKGROUND:** The Association of Career Technical Education's CareerTech Vision conference provides high-quality CTE professional development for 4,000+ educators, business leaders and industry professionals from around the world. The primary reason for attending this National Career Technical Education conference is to participate in CTE professional development and continue to stay current with CTE instructional initiatives. The 300 plus concurrent educational sessions offer educators the opportunity to participate in industry-standard professional development, networking events and a Career Technical Expo. This is one of the largest CTE conferences in the US. Oak Park Unified School District would like to send Tammy Herzog, Mat McClenahan, Natalie Smith, and Ellen Chevalier to this conference.

**FISCAL IMPACT:** The cost of the conference and travel is \$7,140. Funding Source is the CTEIG Funding.

**BOARD POLICY:** Pursuant to Board Policy BP3350 - All out-of-state travel shall be approved in advance by the Board.

**GOAL:** In Support of LCAP Goal 4.6 - Continue to develop Career Technical Education (CTE) Pathways.

**ALTERNATIVES:**

1. Approve out of state travel for staff to attend the Association for Career and Technical Education (ACTE) Conference and Expo.
2. Do not approve out of state travel.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

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Jeff Davis Ed.D.,  
Superintendent

**BOARD MEETING, NOVEMBER 15, 2022**

Approve Out of State Travel for staff to Attend the  
Association for Career And Technical Education Conference and Expo

Page 2

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.1.h. APPROVE OUT OF STATE TRAVEL FOR STAFF TO ATTEND THE GREEN SCHOOLS CONFERENCE (GSC) FEBRUARY 27-MARCH 1, 2023 NEW ORLEANS, LA**

**CONSENT**

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**ISSUE:** Shall the Board of Education approve out of state travel for staff to attend the Green Schools Conference (GSC)?

**BACKGROUND:** The Green Schools Conference (GSC) brings together all the players involved in making green schools a reality: people who lead, operate, build and teach in schools. Attendees will engage in skill building, participate in in-depth discussions and problem solving, and get inspired by speakers at the forefront of connecting sustainability, social justice, and education. The Green Schools Conference will feature peer-to-peer content and networking, keynotes speakers, and interactive interdisciplinary education sessions. This conference is presented by the Center for Green Schools in partnership with the Green Schools National Network. Oak Park Unified School District would like to send Tammy Herzog, Adam Rauch and Ellen Chevalier to this conference.

**FISCAL IMPACT:** The cost of the conference and travel is \$5,756. Funding Source is LCAP.

**BOARD POLICY:** Pursuant to Board Policy BP3350 - All out-of-state travel shall be approved in advance by the Board.

**GOAL:** In Support of LCAP Goal 4.3 & 4.4  
Continue membership in the Green Schools National Network.  
Provide Professional Development to staff in this area.

**ALTERNATIVES:** 1. Approve out of state travel for staff to attend the Green Schools Conference (GSC)?  
2. Do not approve out of state travel.

**RECOMMENDATION:** Alternative #1

Prepared by:  
Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

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Jeff Davis Ed.D.,  
Superintendent

**BOARD MEETING, NOVEMBER 15, 2022**

Approve Out of State Travel for staff  
to Attend the Green Schools Conference

Page 2

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 15,2022**

**SUBJECT: B.2.a. REVIEW AND DISCUSS THE LEARNING RECOVERY EMERGENCY  
BLOCK GRANT**

INFORMATION/DISCUSSION

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**ISSUE:** Shall the Board review and discuss the Learning Recovery Emergency Block Grant?

**BACKGROUND:** The Learning Recovery Emergency Block Grant provides funding to school districts to be used for learning recovery initiatives through the 2027-28 school year that support academic learning recovery, and staff and pupil social and emotional well-being. Overview of the planned expenditures of the Learning Recovery Block Grant available at this link: <https://bit.ly/3UFo4rK>.

**FISCAL IMPACT:** One time funding of \$1,298,988.

**BOARD POLICIES:** N/A

**GOALS:** In Support of District Goal #1 Access and Equity #1.A.1. Identify additional academic assistance opportunities, in-person and online, for all students.

Prepared by: Tammy Herzog, Assistant Superintendent of Educational Services

Respectfully submitted,

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Jeff Davis, Ed.D.,  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.2.b. REVIEW AND APPROVE THE ARTS, MUSIC & INSTRUCTIONAL MATERIALS DISCRETIONARY BLOCK GRANT PLAN**

ACTION

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**ISSUE:** Shall the Board review and approve the Arts, Music & Instructional Materials Discretionary Block Grant Plan?

**BACKGROUND:** On June 30, 2022, Governor Newsom approved AB 181. The bill established the Arts, Music, and Instructional Materials (AMIM) Discretionary Block Grant. On September 27, 2022, Governor Newsom approved AB 185, which revised the Arts, Music, and Instructional Materials Discretionary Block Grant. . LEAs “are encouraged, but not required” to “proportionally use” their allocation for the five purposes enumerated in Section 134(a)(1)– (5) as listed below: The grant allocates \$3,560,885,000 to LEAs for (1) obtaining standards-aligned professional development and instructional materials for specified subject areas; (2) obtaining professional development and instructional materials for improving school climate; (3) developing diverse, culturally relevant and multilingual school library book collections; (4) operational costs, including retirement and health care cost increases; and (5) COVID-19-related costs necessary to keep pupils and staff safe and schools open for in-person instruction. These funds are available through the 2025–26 fiscal year. The CDE has more information about the grant at: <https://www.cde.ca.gov/ci/cr/cf/artsmusicimblockgrant.asp>.

School districts are required to develop a plan and bring it to a regularly scheduled Board of Education meeting for approval. The plan is included for the Board’s review.

Overview of the planned expenditures of the Arts, Music & Instructional Materials Discretionary Block Grant available at this link: <http://bit.ly/3tgop8q>

**FISCAL IMPACT:** One time funding of \$2,777,684.

**BOARD POLICIES:** Pursuant to Board Policy 6142 -Visual And Performing Arts Education The Governing Board believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The District’s arts education program shall provide opportunities for creation, performance, and appreciation of the arts.

**GOALS:** In Support of District Goal #1 Access and Equity #1B. Ensure equitable student access to higher-level academic courses while maintaining high academic standards and student achievement.

**ALTERNATIVES:**

1. Approve the Arts, Music & Instructional Materials Discretionary Block Grant Plan.
2. Do not approve the Grant Plan.

**BOARD OF EDUCATION MEETING, NOVEMBER 15, 2022**

Approve the Arts, Music & Instructional Materials Discretionary

Block Grant

Page 2

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**RECOMMENDATION:** Alternative #1

Prepared by: Tammy Herzog, Assistant Superintendent of Education 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	_____	_____	_____	_____
Hazleton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

**Arts, Music, and Instructional Materials Discretionary Block Grant  
Expenditure Plan**

<b>LEA Name:</b>	<b>Contact Name:</b>	<b>Email Address:</b>	<b>Phone Number:</b>
Oak Park Unified School District	Tammy Herzog	therzog@opusd.org	818-735-3200

<b>Total amount of Educator Effectiveness funds received by the LEA:</b>	<b>Date of Public Board Meeting:</b>	<b>Expenditure Deadline</b>
\$2,777,684	11/15/22	6/30/2026

**Describe how the LEA is coordinating Arts, Music, and Instructional Materials Discretionary Block Grant funds with the LCAP**

The Oak Park Unified School District (OPUSD) will be using Arts, Music, and Instructional Materials Discretionary Block Grant funds in conjunction with LCAP Supplemental funds to support goals and actions in the OPUSD Local Control Accountability Plan (LCAP). Standards-aligned core curriculum as well as a Positive Behavior Intervention Support (PBIS) program will be purchased (LCAP Goal 1). Professional development in standards-based instruction, college and career readiness, math, technology and English Language Development (ELD) will be provided (LCAP Goal 1). In addition, professional development in PBIS and Social-Emotional Learning (SEL) utilizing the CASEL SEL Framework, and anti-bias training will also be provided (LCAP Goals 1 &3). Funding to increase diverse book collections, including culturally relevant texts, will be provided to all school sites (LCAP Goal1). Additional Site allocations for performing arts stipends will be increased and discretionary funding for visual and performing arts will be provided (LCAP Goal 1). The Oak Park High School Pavilion will be upgraded to better meet the needs of the performing arts program (LCAP Goal 1). These grant funds will also be used to help offset current and future pension and health benefit increases, ensuring Oak Park can continue to employ high quality certificated and classified personnel regardless of increasing pension costs (LCAP Goal 1).

**Describe how the LEA will measure the impact of the Arts, Music, and Instructional Materials Discretionary Block Grant actions**

While there will be no state reporting associated with this grant, OPUSD will still be evaluating the overall impact of the Arts, Music, and Instructional Materials Discretionary Block Grant by analyzing progress towards LCAP Goal 1, 2 and 3 metrics. In addition, pre and post surveys will be utilized to measure the effectiveness of the new elementary PBIS program. Visual and performing arts teachers will provide plans detailing how they are spending their discretionary funding, and will be asked to evaluate the overall impact these funds had on their programs. Inventory lists of culturally relevant library books purchased will be compiled. High school performing arts teachers will be part of the planning process for the high school pavilion upgrades and students and performing arts teachers will be surveyed after completion to assess the program improvement as a result of the upgrades. The offset of current and future health benefits and pension costs will relieve the General Fund from increased employer contribution costs, providing a positive impact on the Ending Fund Balance.

Allowable Use #	Planned Activity	Total Budgeted per Activity			
		2022-23	2023-24	2024-25	2025-26
#1	Purchase standards-aligned core curriculum materials	\$100,000	\$100,000	\$500,000	\$100,000
#1	Provide professional development to support new standards-aligned curriculum adoptions		\$15,000	\$20,000	\$50,000
#2	Purchase PBIS program for elementary sites		\$60,000		
#2	Provide professional development to support student social-emotional well being and implementation of PBIS program		\$15,000	\$25,000	\$10,000
#3	Purchase additional culturally relevant books for school libraries		\$15,000		
#4	Increase site allocation for visual and performing arts stipends at Medea and Oak Park High School	\$30,000	\$30,000	\$30,000	\$30,000
#4	Provide discretionary funding for visual and performing arts programs (sheet music, musical instruments, additional coach stipends etc...)	\$62,500	\$62,500	\$62,500	\$62,500

#4	Upgrade OPHS CTE computer lab with industry standard computers/software				\$100,000
#4	Upgrade high school pavilion for performing arts		\$97,684		
#4	Offset current and future pension and health benefits increases	\$300,000	\$300,000	\$300,000	\$300,000
<b>Total Budgeted Expenditures</b>					<b>\$2,777,684</b>

**Sec. 134.** (a) For the 2022–23 fiscal year, the sum of three billion five hundred sixty million eight hundred eighty-five thousand dollars (\$3,560,885,000) is hereby appropriated from the General Fund to the State Department of Education to establish the Arts, Music, and Instructional Materials Discretionary Block Grant, for allocation to county offices of education, school districts, charter schools, and the state special schools to:

- (1) Obtain standards-aligned professional development and instructional materials, in the following subject areas:
  - (A) Visual and performing arts.
  - (B) World languages.
  - (C) Mathematics.
  - (D) Science, including environmental literacy.
  - (E) English language arts, including early literacy.
  - (F) Ethnic studies.
  - (G) Financial literacy, including the content specified in Section 51284.5 of the Education Code.
  - (H) Media literacy.
  - (I) Computer science.
  - (J) History-social science.

(2) Obtain instructional materials and professional development aligned to best practices for improving school climate, including training on deescalation and restorative justice strategies, asset-based pedagogies, antibias, transformative social-emotional learning, media literacy, digital literacy, physical education, and learning through play.

(3) Develop diverse book collections and obtain culturally relevant texts, including leveled texts, in both English and pupils' home languages, to support pupils' independent reading. It is the intent of the Legislature that these book collections and culturally relevant texts be used to provide support for pupils through the establishment of site-based school and classroom libraries that are culturally relevant to pupils' home and community experiences and be available in English, pupils' home language, or a combination of more than one language.

(4) Operational costs, including but not limited, to retirement and health care cost increases.

(5) As related to the COVID-19 pandemic, acquire personal protective equipment, masks, cleaning supplies, COVID-19 tests, ventilation upgrades, and other similar expenditures, if they are necessary to keep pupils and staff safe from COVID-19 and schools open for in-person instruction.

(b) The Superintendent of Public Instruction shall apportion funds proportionally to county offices of education, school districts, charter schools, and the state special schools on the basis of an equal amount per unit of average daily attendance for kindergarten and grades 1 to 12, inclusive, as those numbers were reported as of the second principal apportionment for the 2021–22 fiscal year. The average daily attendance for each state special school shall be deemed to be 97 percent of the enrollment as reported in the California Longitudinal Pupil Achievement Data System as of the 2021–22 Fall 1 Submission.

(c) Funding appropriated pursuant to this section shall be available for encumbrance through the 2025–26 fiscal year. Local educational agencies are encouraged, but not required, to proportionally use resources received pursuant to this section for the purposes noted in paragraphs (1) to (5), inclusive, of subdivision (a) and to support arts and music education programs.

(d) For purposes of this section, standards-aligned instructional materials includes, but is not limited to, books for school and classroom libraries.

(e) The governing board or body of each school district, county office of education, or charter school receiving funds pursuant to this section shall discuss and approve a plan for the expenditure of funds received pursuant to this section at a regularly scheduled public meeting. It is the intent of the Legislature that each school district, county

office of education, or charter school expend any resources received pursuant to this section consistent with their governing board or body approved plan.

(f) The requirements of this section shall not be waived by the State Board of Education pursuant to Section 33050 of the Education Code or any other law.

(g) (1) For purposes of making the computations required by Section 8 of Article XVI of the California Constitution, of the amount appropriated from the General Fund in subdivision (a), one hundred forty-nine million forty thousand dollars (\$149,040,000) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision (c) of Section 41202 of the Education Code, for the 2022–23 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202 of the Education Code, for the 2022–23 fiscal year.

(2) For purposes of making the computations required by Section 8 of Article XVI of the California Constitution, of the amount appropriated from the General Fund in subdivision (a), three billion eighty-one million two hundred nineteen thousand dollars (\$3,081,219,000) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision (c) of Section 41202 of the Education Code, for the 2021–22 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202 of the Education Code, for the 2021–22 fiscal year.

(3) For purposes of making the computations required by Section 8 of Article XVI of the California Constitution, of the amount appropriated from the General Fund in subdivision (a), three hundred thirty million six hundred twenty-six thousand dollars (\$330,626,000) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision (c) of Section 41202 of the Education Code, for the 2020–21 fiscal year, and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202 of the Education Code, for the 2020–21 fiscal year.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 15, 2022**

**SUBJECT: B.2.c. REVIEW AND DISCUSS THE STUDENT DATA RELATED TO  
PLACEMENT IN MATHEMATICS COURSES**

INFORMATION/DISCUSSION

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**ISSUE:** Review and Discuss student data related to placement in Mathematics courses?

**BACKGROUND:** Board Policy 6152.1 Placement in Mathematics Courses requires that the Board annually review student data related to placement in mathematics courses offered at district high schools. The intent is 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 in a disproportionate manner on the basis of any subjective or discriminatory basis. The District shall develop strategies for removing any identified barriers to students' access to mathematics courses. The report shall also include the percentage of district students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University. The presentation is available at this link: <http://bit.ly/3WS2J00>.

**FISCAL IMPACT:** None

**BOARD POLICIES:** Pursuant to Board Policy 6152.1-Placement in Mathematics Courses - The Governing Board believes that a student's placement in an academic course should be primarily based on the student's current academic needs and abilities.

**GOALS:** In Support of District Goal #1 Access and Equity. #1B. Ensure equitable student access to higher-level academic courses while maintaining high academic standards and student achievement.

Prepared by: Tammy Herzog, Assistant Superintendent of Education Services

Respectfully submitted,

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Jeff Davis, Ed.D.,  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.3.a. AUTHORIZE MEASURE S PROJECT 22-17S PLUMBING UPGRADES DISTRICTWIDE AND ESTABLISH THE BUDGET**

ACTION

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**ISSUE:** Shall the Board authorize Measure S Project 22-17S Plumbing Upgrades Districtwide and establish the budget?

**BACKGROUND:** Many of the plumbing fixtures across the District are old and are in need of being replaced. This project presents an opportunity to replace older restroom sink faucets as well as aging water fountains with hydration stations that provide chilled, filtered water and the ability to fill reusable bottles. District Staff will complete these capital improvement projects over time, using both district staff and vendors, depending on the scope of the project. In the event the district solicits a vendor to complete a project, District Staff will follow public works guidelines, utilizing the California Uniform Public Construction Cost Accounting Commission (CUPCCAA) thresholds to determine the appropriate procurement process.

This project is identified in the Measure S framework and has been reviewed by the Measure S Planning Committee.

**FISCAL IMPACT:** District Staff is requesting a not-to-exceed budget of \$100,000 to be funded from Measure S Bond Fund.

**BOARD POLICY:** Pursuant to Board Policy 3470 - The CBO and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Education. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

**GOAL:** In Support of District Goal #2 – Invest in student and staff safety and well-being.

**ALTERNATIVES:**

1. Authorize Measure S Project 22-17S and establish the budget.
2. Do not authorize and establish the budget.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Director, Bond Programs, Sustainability, Maintenance, and Operations  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

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Jeff Davis, Ed.D.  
Superintendent

**BOARD MEETING NOVEMBER 15, 2022**  
Authorize Measure S Project 22-17S Plumbing  
Upgrades Districtwide and establish the budget  
Page 2

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.3.b. AUTHORIZE MEASURE S PROJECT 22-18S MARQUEE FOR OAK VIEW HIGH SCHOOL AND ESTABLISH THE BUDGET**

ACTION

**ISSUE:** Shall the Board authorize Measure S Project 22-18S Marquee for Oak View High School and establish the budget?

**BACKGROUND:** Oak View High School does not have a method for displaying digital messages at the front of the campus. This project presents an opportunity to install a wall-mounted digital marquee on the exterior of the Administrative Building of Oak View High School. The marquee will face the drop-off/pick-up location and be in the direct line-of-sight for all students entering campus. District Staff will follow public works guidelines, utilizing the California Uniform Public Construction Cost Accounting Commission (CUPCCAA) thresholds to determine the appropriate procurement process.

This project is identified in the Measure S framework and has been reviewed by the Measure S Planning Committee.

**FISCAL IMPACT:** District Staff is requesting a not-to-exceed budget of \$26,000 to be funded from Measure S Bond Fund.

**BOARD POLICY:** Pursuant to Board Policy 3470 - The CBO and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Education. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

**GOAL:** In Support of District Goal #3 – Improve engagement with educational partners.

**ALTERNATIVES:**

1. Authorize Measure S Project 22-18S and establish the budget.
2. Do not authorize and approve associated contract.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Director, Bond Programs, Sustainability, Maintenance, and Operations  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

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Jeff Davis, Ed.D.  
Superintendent

**BOARD MEETING NOVEMBER 15, 2022**  
Authorize Measure S Project 22-18S Marquee for  
Oak View High School and establish the budget  
Page 2

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.3.c. AUTHORIZE MEASURE S PROJECT 22-19S PAVILION UPGRADES AT OAK PARK HIGH SCHOOL**

ACTION

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**ISSUE:** Shall the Board authorize Measure S Project 22-19S Pavilion Upgrades at Oak Park High School?

**BACKGROUND:** When assessing desired capital improvement projects for the Measure S framework, the Oak Park High School administration, staff, and parent groups identified the Pavilion as being in need of upgrades. District staff has identified a new telescopic seating system with upgraded seats, is exploring new flooring options throughout the Pavilion and adjacent chorus and band rooms, designing new HVAC to provide balanced coverage, and added functionally to the current sound system as potential components to the scope. The finalized scope of this project will be determined by the total amount of solicited estimates of each area in need.

When pursuing contracts for this project, District Staff will follow public works guidelines, utilizing the California Uniform Public Construction Cost Accounting Commission (CUPCCAA) thresholds to determine the appropriate procurement process.

This project is identified in the Measure S framework and has been reviewed by the Measure S Planning Committee.

**FISCAL IMPACT:** This project is to be funded from the Measure S Bond Fund. Estimates for this project are preliminary and is estimated at \$1M.

**BOARD POLICY:** Pursuant to Board Policy 3470 - The CBO and the facilities staff have responsibility for the planning and management of the District’s capital improvement program subject to review and approval by the Board of Education. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

**GOAL:** In Support of District Goal #2 – Invest in student and staff safety and well-being.

**ALTERNATIVES:**

1. Authorize Measure S Project 22-19S.
2. Do not authorize and approve associated contract.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Director, Bond Programs, Sustainability, Maintenance, and Operations  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

**BOARD MEETING NOVEMBER 15, 2022**  
Authorize Measure S Project 22-19S Pavilion  
Upgrades at Oak Park High School  
Page 2

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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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.4.a. APPROVE MEMORANDUM OF UNDERSTANDING WITH OAK PARK CLASSIFIED ASSOCIATION TO RECLASSIFY THE BUSINESS SERVICES DEPARTMENT ASSISTANT POSITION TO A CONFIDENTIAL POSITION**

ACTION

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**ISSUE:** Shall the Board approve a Memorandum of Understanding (MOU) to reclassify the Business Services Department Assistant Position to a Confidential Position with the Oak Park Classified Association (OPCA)?

**BACKGROUND:** The duties currently being performed by the Business Services Department Assistant; duties that include having routine access to, and being required to handle, the correspondences and appointments of the Assistant Superintendent; materials and minutes regarding personnel matters; confidential employee files; information necessary for the formulation of bargaining proposals; and information relating to the settlement of employee grievances. Based on these duties and responsibilities, the District and Oak Park Classified Association have agreed to delete the Business Services Department Assistant position from the classified bargaining unit and reclassify that position as a confidential position.

This process has been formalized through a memorandum of understanding (MOU). The accompanying MOU, between the District and OPCA, memorializes the mutual understanding of the rationale to modify the unit by deleting and reclassifying the Business Services Department Assistant.

**BOARD POLICY:** Pursuant to Board Policy 4140/4240/4340 Bargaining Units - Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district.

**GOAL:** N/A

**FISCAL IMPACT:** There is no fiscal impact associated with the action of a reclassification. Any fiscal impact would be a direct result of an action to change the Business Services Department Assistant salary schedule placement.

**ALTERNATIVES:**

1. Approve an MOU with OPCA to reclassify the Business Services Department Assistant Position to a Confidential Position
2. Do not approve the MOU

**RECOMMENDATION:** Alternative No. 1

**BOARD OF EDUCATION MEETING, NOVEMBER 15, 2022**

Approve an MOU with OPCA to reclassify the Business Services

Department Assistant Position to a Confidential Position

Page 2

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Prepared by: Stewart McGugan., Assistant Superintendent, Human Resources  
Adam Rauch, Assistant Superintendent, Business 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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE OAK PARK UNIFIED SCHOOL DISTRICT  
AND THE OAK PARK CLASSIFIED ASSOCIATION**

November 15, 2022

The Oak Park Unified School District (“District”) and the Oak Park Classified Association (“OPCA”) (collectively referred to hereinafter as the “Parties”) hereby enter into this Memorandum of Understanding (“MOU”) regarding the deletion and reclassification of the Business Services Department Assistant from the classified bargaining unit to a confidential position.

WHEREAS, Article 2, *Recognition*, of the Parties’ Collective Bargaining Agreement (“CBA”) states that the unit shall be composed of “all classified bargaining unit members,” except Supervisors, Directors, the Executive Assistant, Student Workers, Casual Bargaining unit members, Administrative Secretary IIIs, and those in management, supervisory, and confidential positions.

WHEREAS, the position of Business Services Department Assistant is not currently classified as a management, supervisory, or confidential position, or otherwise excluded from the classified bargaining unit.

WHEREAS, the Business Services Department Assistant reports to and assists the Assistant Superintendent of Business Services (“Assistant Superintendent”), a confidential management employee, who is a member of the District’s bargaining team for both certificated and classified negotiations.

WHEREAS, the Business Services Department Assistant has routine access to, and is required to handle, the correspondences and appointments of the Assistant Superintendent; materials and minutes regarding personnel matters; confidential employee files; information necessary for the formulation of bargaining proposals; and information relating to the settlement of employee grievances.

WHEREAS, based on the duties and responsibilities of the Business Services Department Assistant, which will involve learning information regarding the District’s bargaining position, the Parties wish to delete the Business Services Department Assistant position from the classified bargaining unit and reclassify that position as a confidential position.

NOW, THEREFORE, the Parties agree as follows:

1. Effective at the start of the next pay period following ratification of this MOU,
  - a. the Business Services Department Assistant position shall be reclassified as a confidential position and removed from the classified bargaining unit, consistent with Section 2.2 of the CBA. Any person hired for the Business Services Department Assistant position following this reclassification shall be placed on the Administrative and Confidential Salary Schedule; and

- b. OPCA membership dues deducted from these employees' salaries shall cease upon their reclassification.
- 2. The existing job description for the Business Services Department Assistant will remain unchanged, aside from the salary range and classification.
- 3. This MOU supersedes any conflicting provisions of the CBA and other memoranda of understanding currently in effect.
- 4. The Parties agree that, except as otherwise stated herein, the modifications to the classified bargaining unit under this MOU are not subject to the unit modification procedures set forth in Section 2.3 of the CBA. Such modifications are limited to the specific circumstances at issue and shall not be considered as establishing precedent or past practice with regard to other unit modifications.

The Parties acknowledge that this MOU is subject to ratification by the District's Governing Board and OPCA, including OPCA's policy 610 process. Upon ratification, this MOU shall continue in full force and effect until or unless the Parties mutually agree otherwise.

AGREED:

\_\_\_\_\_  
Jeff Davis, Ed.D.  
Superintendent  
Oak Park Unified School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Virginia Standing  
Chapter President  
Oak Park Classified Association

\_\_\_\_\_  
Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.4.b. RECLASSIFY THE POSITION OF BUSINESS SERVICES  
DEPARTMENT ASSISTANT POSITION TO A CONFIDENTIAL  
POSITION**

ACTION

---

**ISSUE:** Shall the Board approve the reclassification, revised job description, and salary schedule placement for the Business Services Department Assistant Position to a Confidential Position?

**BACKGROUND:** The reclassification became necessary due to the duties currently being performed by the Business Services Department Assistant; duties that include having routine access to, and being required to handle, the correspondences and appointments of the Assistant Superintendent; materials and minutes regarding personnel matters; confidential employee files; information necessary for the formulation of bargaining proposals; and information relating to the settlement of employee grievances. Based on the duties and responsibilities of the Business Services Department Assistant, the District and OPCA have agreed to delete the Business Services Department Assistant position from the classified bargaining unit and reclassify that position as a confidential position. The duties listed in the job description for this Business Department Assistant are not changing. A copy of the revised job description to reflect the change to a confidential position and placement on the Management Confidential Salary Schedule is included along with the revised salary schedule for the Board's review.

**FISCAL IMPACT:** This is an increase from \$5264.01 to \$6,005.94 per month.

**BOARD POLICY:** Pursuant to Board Policy 4140, 4240, 4340 - Bargaining Units - Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management position.

**BOARD GOAL:** N/A

**ALTERNATIVES:**

1. Approve the reclassification, revised job description, and salary schedule placement for the Business Services Department Assistant Position to a Confidential Position.
2. Do not approve the reclassification.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

**BOARD MEETING, NOVEMBER 15, 2022**

Approve the reclassification, revised job description, and salary schedule placement for the Business Services Department Assistant Position to a Confidential Position.

Page 2

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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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUSINESS SERVICES DEPARTMENT ASSISTANT

**DEFINITION:**

This is a twelve (12) month, eight (8) hour per day confidential position

**Administrative and Confidential Salary Schedule: Range A**

Under the direction of the Assistant Superintendent, Business and Administrative Services, performs highly-skilled and complex secretarial and data support duties assigned, utilizing computers and other technology necessary to complete the tasks of the assignment; establishes priorities and organizes workflow and provides accurate, relevant, and responsive information externally and internally; performs a variety of specialized duties involved in the computerized collection, processing, input, verification, analysis, record-keeping and reporting of a variety of District data for student, and business information, and bond program systems.

**EXAMPLE OF DUTIES**

- Under the direction of the Assistant Superintendent, provides support in planning, organizing, coordinating, and overseeing department activities and communications pertaining to the Business Services Department, including the bond program, and related management functions; performs responsible clerical and secretarial duties;
- Establishes priorities and assures the timely and procedurally correct completion of administrative support, secretarial and clerical assignments, assists with special projects as needed;
- As appropriate, utilizes existing District data systems and software to manage student, business or bond program data, and prepares related reports;
- Ensures the stability, reliability, accuracy and completeness of data, data access, and data quality across the District;
- As appropriate, prepares, maintains and produces reports related to students, staff, attendance, enrollment, grades, demographics, the bond program, and business and financial services;
- Completes reports to local, state and federal agencies, complying with established deadlines;
- As appropriate, provides end-user support to District personnel concerning the student information, ~~or~~ business financial, or bond program data systems;
- Prepares a wide variety of materials for distribution including correspondence, reports, requisitions, memoranda, and Board agenda items;
- Understands, applies, and articulates District policies rules and regulations relating to the specific department; works with district and department budgets;
- Establishes and maintains records and files; compiles statistical data for report generation;
- Maintains a calendar for the Assistant Superintendent and for district-wide activities, and schedules meetings and conferences;
- As appropriate, contacts vendors to order and receive supplies, curriculum, texts, materials, services and equipment;
- Opens, sorts, and routes mail;
- May serve as receptionist for the Department and/or the District and as such presents an effective first contact with the public;
- Performs other related duties as assigned.

## JOB DESCRIPTION: BUSINESS SERVICES DEPARTMENT ASSISTANT

Page 2

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Effective practices of office organization and management, efficient record keeping methods, use of office equipment and software applications including word processing, database and spreadsheet usage
- Correct English usage, grammar, spelling, punctuation, vocabulary, and composition;
- Proper phone etiquette, public relations and interpersonal skills, including tact, courtesy, and patience.
- Principles, practices, procedures and techniques involved in the collection, processing, input, verification, analysis and reporting of statistical data
- Principles, practices and techniques used in spreadsheets and relational databases, specifically in financial and/or student information systems, as appropriate for the assigned department;
- Data control procedures and data entry operations
- Report writing and statistical record-keeping techniques
- Desktop troubleshooting

#### **Ability to:**

- Plan, organize, coordinate, and oversee day-to-day activities of the assigned department;
- Perform responsible secretarial and clerical duties; communicate effectively orally and in writing;
- Meet schedules and time lines; establish and revise priorities as needed to accomplish assignments;
- Work independently and make decisions within the guidelines of the Assistant Superintendent;
- Establish and maintain cooperative and effective working relationships with others:
- Operate computers and related peripheral equipment:
- Perform a variety of specialized duties involved in the computerized collection, processing, input, verification and analysis of a variety of District data:
- Maintain and analyze District computer systems and databases to meet the data collection, analysis and reporting needs of the District;
- Ability to train others in the proper use of computer software;
- Provide work direction to others as required from time to time;
- Learn, interpret, explain and apply rules, regulations, and policies;
- Compile and maintain accurate records and reports;
- Develop and implement new computer applications involving technology as needed;
- Type at 55-60 WPM.

#### **Education and Experience:**

- High school diploma or equivalent
- Experience in a public school setting is highly desirable
- Financial, bond program and/or student information system experience desirable

### **WORKING CONDITIONS:**

District Office environment subject to frequent interruptions, demanding timelines and contact with District employees and the public; long periods of time at computer keyboard.

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

**Board Proposal 11.15.2022**

Effective: December 1, 2022

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	DAYS
<b>CONFIDENTIAL-Rates listed as Monthly and Annually</b>							
Administrative Assistant	A	4,757.26 57,087.15	5,042.71 60,512.47	5,345.26 64,143.14	5,665.99 67,991.82	6,005.94 72,071.32	12 Month
<b>Business Office Assistant</b>	<b>A</b>	<b>4,757.26 57,087.15</b>	<b>5,042.71 60,512.47</b>	<b>5,345.26 64,143.14</b>	<b>5,665.99 67,991.82</b>	<b>6,005.94 72,071.32</b>	<b>12 Month</b>
Executive Assistant	B.1	5,474.48 65,693.72	5,804.69 69,656.31	6,152.62 73,831.40	6,522.05 78,264.64	6,915.51 82,986.16	12 Month
Executive Assistant and Communications Coordinator	B.2	7,248.32 86,979.87	7,685.54 92,226.45	8,146.20 97,754.34	8,635.34 103,624.03	9,156.29 109,875.52	12 Month
<b>ADMINISTRATION - Rates listed as Daily and Annually</b>							
Director Child Nutrition Services	C	391.35 86,879.18	403.09 89,485.31	415.19 92,172.65	427.66 94,941.22	440.49 97,788.69	222
Director Fiscal Services	E	532.73 118,266.34	548.73 121,816.98	565.18 125,469.72	582.14 129,236.18	599.60 133,111.71	222
Middle School Dean	F	483.47 94,277.50	502.25 97,938.53	519.79 101,359.02	537.23 104,759.12	554.82 108,189.80	195
Program Specialist Director of Early Childhood Education	G.1	515.08 103,015.06	530.70 106,140.66	546.23 109,245.35	562.23 112,446.21	578.67 115,734.88	200
Middle School Assistant Principal	G.2	521.93 104,386.56	537.59 107,518.43	553.72 110,744.38	570.33 114,066.50	587.46 117,491.07	200
High School Assistant Principal	H	550.60 112,872.24	567.09 116,253.84	584.07 119,734.02	601.61 123,329.92	619.68 127,035.11	205
Principal OVHS/OPIS	H	550.60 112,872.24	567.09 116,253.84	584.07 119,734.02	601.61 123,329.92	619.68 127,035.11	205
Director Extended Care	I	539.62 118,716.43	555.12 122,126.99	571.04 125,629.54	587.49 129,247.07	604.40 132,968.10	220
Elementary School Principal	J	565.31 118,716.11	581.55 122,125.31	598.24 125,631.10	615.46 129,246.66	633.18 132,967.58	210
Middle School Principal	K	574.28 127,491.03	590.78 131,153.06	607.75 134,919.52	625.19 138,792.73	643.21 142,793.58	222
Director Student Support & School Safety	K	574.28 123,471.04	590.78 127,017.60	607.75 130,665.30	625.19 134,416.38	643.21 138,291.08	215
Director Pupil Services	L	616.94 136,961.72	635.45 141,069.31	654.52 145,304.55	674.15 149,660.46	694.37 154,150.97	222
Director Bond Programs, Sustainability, Maintenance, and Operations	L	616.94 136,961.72	635.45 141,069.31	654.52 145,304.55	674.15 149,660.46	694.37 154,150.97	222
Director Educational Technology and Information Systems	L	616.94 136,961.72	635.45 141,069.31	654.52 145,304.55	674.15 149,660.46	694.37 154,150.97	222
High School Principal	M	640.40 142,169.31	658.47 146,179.44	676.50 150,182.61	694.68 154,218.27	712.70 158,219.12	222
Assistant Superintendent, Educational Services	O	710.58 157,748.02	731.89 162,479.88	753.84 167,353.30	776.45 172,372.93	799.76 177,545.71	222
Assistant Superintendent, Human Resources	O	710.58 157,748.02	731.89 162,479.88	753.84 167,353.30	776.45 172,372.93	799.76 177,545.71	222
Assistant Superintendent, Business Services	O	710.58 157,748.02	731.89 162,479.88	753.84 167,353.30	776.45 172,372.93	799.76 177,545.71	222

Annual stipend of \$1,000.00 for Doctorate.

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

Board Proposal November 15, 2022

Effective: December 1, 2022

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b>CLERICAL SUPPORT</b>							
Health Services Technician	10	17.37	18.42	19.56	20.74	22.00	10 Month
Student Services Assistant I	10	3011.09	3192.09	3390.50	3595.92	3815.18	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	18.42	19.56	20.74	22.00	23.31	11 Month
Student Services Assistant II	12	3192.09	3390.50	3595.92	3815.18	4041.25	10.5 Month
Support Services Coordinator	12						12 Month
ASB Bookkeeper/Athletics Secretary	14	19.56	20.74	22.00	23.31	24.72	10.5 Month
Student Services Assistant III	14	3390.50	3595.92	3815.18	4041.25	4285.14	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	20.02	21.17	22.41	23.71	25.10	12 Month
		3470.09	3670.18	3885.21	4109.22	4348.20	
Extended Care Assistant Site Leader	15	20.12	21.37	22.65	24.06	25.52	11 Month
	15	3487.99	3703.82	3926.61	4170.25	4420.91	
School Office Manager I	16	21.44	22.67	23.97	25.36	26.81	11 Month
Department Secretary	16	3715.64	3930.71	4154.68	4396.60	4647.51	11 Month
Department Secretary	16						12 Month
Credentials Technician	16						12 Month
Accounting Assistant II	16.5	22.25	23.53	24.89	26.30	27.84	12 Month
		3858.07	4079.11	4315.08	4559.96	4825.81	
School Office Manager II	17.5	22.43	23.79	25.21	26.71	28.31	11 Month
		3889.77	4123.72	4370.69	4630.63	4906.87	
School Office Manager III	18.5	22.99	24.37	25.83	27.39	29.04	11.5 Month
Extended Care Site Leader	18.5	3984.03	4224.42	4477.91	4747.63	5033.63	11 Month
Accounting Assistant III	23	27.85	29.52	31.30	33.16	35.16	12 Month
		4826.76	5116.36	5423.35	5748.75	6093.67	
Senior Accountant	28	33.66	35.70	37.86	40.15	42.58	12 Month
		5835.35	6188.39	6562.80	6959.93	7381.16	
<b>CUSTODIAL/MAINTENANCE/GROUNDS</b>							
Custodian	14	19.56	20.74	22.00	23.31	24.72	12 Month
		3390.50	3595.92	3815.18	4041.25	4285.14	
Grounds Maintenance Worker	15	20.12	21.37	22.65	24.06	25.52	12 Month
		3487.99	3703.82	3926.61	4170.25	4420.91	



Head Custodian I	15.5	20.74	22.00	23.31	24.72	26.20	12 Month
		3595.92	3815.18	4041.25	4285.14	4542.24	
Head Custodian II	17	22.22	23.56	24.97	26.47	28.08	12 Month
		3853.99	4084.72	4328.42	4588.44	4864.62	
General Maintenance Worker	18	22.57	23.92	25.34	26.87	28.48	12 Month
		3912.49	4146.46	4393.45	4656.66	4936.11	
Head Custodian III	18.5	22.99	24.37	25.83	27.39	29.04	12 Month
		3984.03	4224.42	4477.91	4747.63	5033.63	
Maintenance Engineer	20	24.04	25.51	27.03	28.65	30.37	12 Month
		4169.59	4419.76	4684.92	4966.04	5264.01	
Grounds Maintenance Supervisor	21	25.50	27.03	28.65	30.37	32.25	12 Month
District Wide Head Custodian	21	4419.76	4684.92	4966.04	5264.01	5590.51	
<b>CHILD NUTRITION SERVICES</b>							
<b>Child Nutrition Services Assistant</b>	<b>8</b>	<b>16.39</b>	<b>17.37</b>	<b>18.42</b>	<b>19.56</b>	<b>20.74</b>	<b>180 Days</b>
<b>Child Nutrition Services Cook</b>	<b>10</b>	<b>17.37</b>	<b>18.42</b>	<b>19.56</b>	<b>20.74</b>	<b>22.00</b>	10 Month
		<b>3011.09</b>	<b>3192.09</b>	<b>3390.50</b>	<b>3595.92</b>	<b>3815.18</b>	
<b>Child Nutrition Services Manager</b>	<b>14</b>	<b>19.56</b>	<b>20.74</b>	<b>22.00</b>	<b>23.31</b>	<b>24.72</b>	<b>10 Month</b>
		<b>3390.50</b>	<b>3595.92</b>	<b>3815.18</b>	<b>4041.25</b>	<b>4285.14</b>	
Child Nutrition Services Assistant/Delivery	12	18.42	19.56	20.74	22.00	23.31	180 Days
		3192.09	3390.50	3595.92	3815.18	4041.25	
<b>OTHER CLASSIFIED SUPPORT</b>							
Assistant Computer Support Technician	7.0	15.93	16.90	17.94	19.03	20.14	12 Month
		2762.76	2931.12	3109.06	3298.47	3491.71	
Instructional Assistant I	7.5	16.04	17.03	18.04	19.14	20.27	180 Days
		2782.41	2950.00	3128.89	3316.84	3513.86	
Instructional Assistant II	10	17.37	18.42	19.56	20.74	22.00	180 Days
		3011.09	3192.09	3390.50	3595.92	3815.18	
Library/Media Technician	13	19.15	20.29	21.53	22.83	24.23	10 Month
		3319.23	3518.37	3733.44	3957.44	4199.39	
		0.00	0.00	0.00	0.00	0.00	
College/Career Center Technician	13.5	19.28	20.42	21.67	22.97	24.34	10.5 Month
		3341.16	3540.31	3755.36	3979.35	4221.30	
Instructional Assistant III	14	19.56	20.74	22.00	23.31	24.72	180 Days
		3390.50	3595.92	3815.18	4041.25	4285.14	
Computer Technician	18	22.57	23.92	25.34	26.87	28.48	12 Month
		3912.49	4146.46	4393.45	4656.66	4936.11	
Certified Sign Language Interpreter	20	24.04	25.51	27.03	28.65	30.37	180 Days
Technology Department Assistant	20	4169.59	4419.76	4684.92	4966.04	5264.01	12 Month
Registered Behavior Technician (RBT)	22	26.67	28.28	29.97	31.76	33.71	180 Days
	22	4623.13	4901.20	5195.41	5505.78	5843.05	

Computer Tech - Lead	23	27.85	29.52	31.30	33.16	35.16	12 Month
Certified Repair Technician	23	4826.76	5116.36	5423.35	5748.75	6093.67	12 Month
Data Systems Specialists	23						12 Month
Construction Management Technician	25	30.12	31.92	33.84	35.87	38.02	12 Month
		5220.62	5533.85	5865.89	6217.85	6590.91	
College/Career Center Advisor	26	31.27	33.16	35.17	37.29	39.55	10.5 Month
		5419.85	5747.46	6094.88	6463.26	6853.95	
Network Administrator	26	31.27	33.16	35.17	37.29	39.55	12 Month
		5419.85	5747.46	6094.88	6463.26	6853.95	
Social Emotional Services Specialist	27	30.86	32.50	34.20	36.02	37.90	192 Days
		5348.74	5633.21	5928.55	6243.83	6569.97	
Certified Deaf & Hard of Hearing	28	33.66	35.70	37.86	40.15	42.58	180 Days
		5835.35	6188.39	6562.80	6959.93	7381.16	
Occupational Therapist	30	37.53	39.79	42.19	44.71	47.40	10 Month
		6507.27	6897.70	7311.52	7750.25	8215.25	
Behavior Specialist* CB2	G*	435.04	448.50	462.38	476.67	491.42	202 Days
*Rates listed as Daily and Annually		87878.75	90596.39	93400.60	96287.17	99266.65	

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.4.c. APPROVE ADDENDUM TO THE ANNUAL TEACHER  
ASSIGNMENT REPORT FOR 2022-2023**

ACTION

**ISSUE:** Shall the Board of Education approve the recommendation of the Superintendent to certify that all teachers are appropriately assigned in subject areas for which they qualified?

**BACKGROUND:** Education code Section 44258.9 requires school districts to establish procedures for reviewing teacher assignments annually and to report their findings to their local government in a public meeting. The state has recognized the need to provide a degree of flexibility in the assignment of teachers and offers several ways in which teachers can be deemed qualified to serve in particular areas. The Board approved the Annual Teacher Assignment Report for 2022-2023 at the August 30, 2022 meeting. This addendum is to include a teacher that will be serving as a coach 2<sup>nd</sup> semester and qualifies under Ed Code 44258.7b.

**FISCAL IMPACT:** None

**BOARD POLICY:** Pursuant to BP 4112.2 Certification - The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option.

**GOAL:** In support of District Goal #4 Provide professional growth opportunities for all staff.

**ALTERNATIVES:**

1. Approve the recommendation of the Superintendent
2. Do not approve the recommendation of the Superintendent

**RECOMMENDATION:** Alternative #1

Prepared by: Stewart McGugan, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

**Human Resources  
Memorandum**

**To:** Dr. Jeff Davis, Ed.D.  
**From:** Stewart McGugan, Assistant Superintendent, Human Resources  
**Date:** November 15, 2022  
**Re:** **CREDENTIAL INFORMATION – 2022-2023 ADDENDUM**

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**BACKGROUND INFORMATION**

Under the provisions of SB 435, the Board of Education receives a report of fully credentialed staff who are assigned to teach in academic areas for which they may not have a formal credential, but for which they have the requisite number of units required for knowledge of the subject and the ability to teach the subject in the classroom. The following credential assignments are brought to the Board of Education annually. These assignments are brought to the Board in accordance with the requirements of the Education Code and the California Commission on Teacher Credentialing.

**Education Code 44258.7b (grade 9-12)** allows a person who holds a teaching credential in a subject or subjects other than physical education may be authorized by action of the governing board to coach one period per day in a competitive sport for which students receive physical education credit, provided he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction.

Jeffrey Smith            Baseball

## Human Resources Memorandum

**To:** Dr. Jeff Davis, Ed.D.  
**From:** Stewart McGugan, Assistant Superintendent, Human Resources  
**Date:** Approved August 30, 2022  
**Re:** **CREDENTIAL INFORMATION – 2022-2023**

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### BACKGROUND INFORMATION

Under the provisions of SB 435, the Board of Education receives a report of fully credentialed staff who are assigned to teach in academic areas for which they may not have a formal credential, but for which they have the requisite number of units required for knowledge of the subject and the ability to teach the subject in the classroom. The following credential assignments are brought to the Board of Education annually. These assignments are brought to the Board in accordance with the requirements of the Education Code and the California Commission on Teacher Credentialing.

**Education Code section 44256(b) (grades 8 and below)** allows, with the approval of the governing board, the holder of a multiple subject or standard elementary teaching credential to teach, with his or her consent, in departmentalized classes below grade level 9 if the teacher has completed 12 semester units, or 6 upper division or graduate semester units in the subject to be taught.

Kathleen Mosley	Language Arts
Kathleen Mosely	Social Studies

**Education Code section 44258.2 (grade 5-8)** allows that the holder of a single subject standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board, to teach classes in grades 5 through 8 in a middle school, provided that the teacher has a minimum of 12 semester units or 6 upper division or graduate semester units of coursework at an accredited institution in the subject to be taught.

Sharon Lavene	Social Studies
Steven White	Language Arts

**Education Code section 44258.7b (grade 9-12)** allows a person who holds a teaching credential in a subject or subjects other than physical may be authorized by action of the governing board, to coach one period per day in a competitive sport for which students receive physical education credit, provided he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction.

Steven White	Cross Country Coach
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**Education Code 44258.7c (grades K-12)** allows a full-time teacher with special skills and preparation outside his/her credential authorization to be assigned to teach in an elective area of his or her special skills in a full-time assignment, provided the assignment is approved by the local Committee on Assignments prior to the beginning of the assignment.

Allan Prescott	Intro to Engineering, Robotics
Raymond Gonzales	Video Production, Animation
Tim Roesner	Rockets

**Education Code 44263** allows the holder of a teaching credential to serve by approval of the governing board and with the consent of the teacher, any single subject departmentalized class if the teacher has completed 18 semester units of coursework, or 9 semester units of upper division or graduate coursework in the subject to be taught.

Sheri Rote	Spanish	Eric Pryor	Softball
Eric Pryor	Health		

**Education Code 44865** allows the holder of a valid teaching credential to be assigned with the consent of the teacher to teach any subject at any grade level to students in the following programs:

Continuation Schools

Susan Allen  
Samantha Spitzer  
Hannah Robinson

Home Independent Study

Ty DeLong	Samantha Lyons
Amy Kobayashi	Daniel O'Brien
Jim Barnett	Katie White-Lague
Kate Thompson	
Ilana Sweet	

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.5.a. APPROVE SELECTION OF ANNUAL ORGANIZATIONAL BOARD MEETING – DECEMBER 13, 2022**

ACTION

**ISSUE:** Should the Board of Education select December 13, 2022 at 6:00 p.m., as the date and time for the annual organizational meeting for the Governing Board?

**BACKGROUND:** 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.

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.

Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected.

**BOARD POLICY:** Pursuant to Board Bylaw 9100 Organization - 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)

**GOALS:** N/A

**ALTERNATIVES:**

1. Approve December 13, 2022 at 6:00 p.m. as the date and time for the annual organizational meeting of the Governing Board.
2. Approve another date and time for the annual organizational meeting of the Governing Board.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Alternative No. 1.

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOAD MEETING NOVEMBER 15, 2022**

Approve Selection Of Annual Organizational  
Board Meeting – December 13, 2022

Page 2

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 1312.3 - UNIFORM COMPLAINT PROCEDURES**

ACTION

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures?

**BACKGROUND:** Policy updated to clarify that districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student, add Item #3 to the section regarding "Non-UCP Complaints" that any complaint alleging that a student, while in an education program or activity as specified, was subjected to sexual harassment as defined in 34 CFR 106.30 be addressed through federal Title IX complaint procedures, and clarify in Item #5 that complaints alleging a physical safety concern that interferes with a free appropriate public education is a non-UCP complaint. Regulation updated to delete outdated and/or repealed U.S. Department of Education's Office for Civil Rights (OCR) references and where appropriate add current OCR material, ensure consistency with the California Department of Education's 2021-22 federal program monitoring instrument, clarify posting requirements for the annual notification, compliance officer contact information and information related to Title IX, add material regarding the requirement for an administrator who is not designated as a compliance officer who receives a complaint to notify the compliance officer, clarify that districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student, delete material regarding respondent being sent the investigation report at the same time it is provided to complainant as this simultaneous exchange is not required by law, amend language in regard to pursuing civil law remedies in the notice to complainants included in investigation reports for allegations of unlawful discrimination, harassment, intimidation, and bullying based on state law, clarify when either party may request reconsideration of an appeal by the Superintendent of Public Instruction. Board Policy and Administrative Regulation 1312.3 are being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures.
2. Do not approve 1312.3 - Uniform Complaint Procedures.

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

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD MEETING NOVEMBER 15, 2022**

Approve amendment to Board Policy and Administrative  
Regulation 1312.3 - Uniform Complaint Procedures  
Page 2

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1312.3(a)

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## **Uniform Complaint Procedures**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

## **Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-~~8498~~8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content, ~~when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met~~ (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on ~~the~~a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, **and** students formerly in a juvenile court

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- school, ~~migrant students, and immigrant students participating in a newcomer program~~ (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
  13. Local control and accountability plan (Education Code 52075)
  14. Migrant education (Education Code 54440-54445)
  15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
  16. Student fees (Education Code 49010-49013)
  17. Reasonable accommodations to a lactating student (Education Code 222)
  18. Regional occupational centers and programs (Education Code 52300-52334.7)
  19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
  20. School safety plans (Education Code 32280-32289)
  21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
  22. State preschool programs (Education Code ~~8235-8239.1~~8207-8225)
  23. State preschool health and safety issues in license-exempt programs (Education Code ~~8235.5~~8212)
  24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
  25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

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The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

## **Non-UCP Complaints**

1. The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process: Any complaint alleging child abuse or neglect shall be referred to the County Department
2. of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
3. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
4. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
5. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
6. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
7. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
8. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)

9. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

Adopted 2-16-93

Amended 11-8-95, 1-28-95, 9-17-02, 6-17-03, 2-15-05, 5-16-06, 9-18-12, 2-17-15, 9-15-15, 5-17-16, 02-21-2017, 8-30-17, 4-17-18, 6-18-19, 8-18-20, 4-20-21, [11-15-2022](#)

## Policy Reference:

### State

2 CCR 11023  
5 CCR 15580-15584  
5 CCR 3200-3205  
5 CCR 4600-4670  
5 CCR 4680-4687  
5 CCR 4690-4694  
  
5 CCR 4900-4965

Ed. Code 200-262.4  
Ed. Code 18100-18203  
Ed. Code 32280-32289.5  
Ed. Code 35186  
Ed. Code 46015  
Ed. Code 48645.7  
Ed. Code 48853-48853.5  
Ed. Code 48985  
Ed. Code 49010-49014  
Ed. code 49060-49079  
Ed. Code 49069.5  
Ed. Code 49490-49590  
Ed. Code 49701

Ed. Code 51210  
Ed. Code 51222  
Ed. Code 51223  
Ed. Code 51225.1-51225.2

Ed. Code 51226-51226.1  
Ed. Code 51228.1-51228.3  
Ed. Code 52059.5  
Ed. Code 52060-52077

### Description

#### [Harassment and discrimination prevention and correction](#)

Child nutrition programs complaint procedures  
Special education compliance complaints  
Uniform complaint procedures  
Williams uniform complaint procedures  
Complaints regarding health and safety issues in license-exempt preschool programs

Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

#### [Prohibition of discrimination](#)

School libraries  
School safety plans  
Williams uniform complaint procedures  
Parental leave for students  
Juvenile court schools  
Foster youth  
Notices to parents in language other than English  
Student fees  
Student records  
Records of foster youth  
Child nutrition programs  
Provisions of the Interstate Compact on Educational Opportunities for Military Children  
Course of study for grades 1-6  
Physical education  
Physical education, elementary schools  
Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements  
Career technical education  
Course periods without educational content  
Statewide system of support  
Local control and accountability plan

Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	Fair Employment and Housing Act
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code 1596.7925	California Child Day Care Act; health and safety regulations
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes, harassment
<b>Federal</b>	<b>Description</b>
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Designation of responsible employee for Section 504
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of responsible employee and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

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## Uniform Complaint Procedures

Except as ~~the Governing Board~~ may otherwise ~~be~~ specifically ~~provide~~ provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in ~~BP 1312.3~~. ~~the accompanying Board policy.~~

### Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for ~~receiving~~, coordinating ~~the district's response to~~, and ~~investigating~~ complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination ~~(such as discriminatory~~, harassment, intimidation, or bullying) and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Stewart McGugan, Assistant Superintendent, Human Resources  
Oak Park Unified School District  
5801 Conifer Street  
Oak Park, CA 91377  
818-735-3200

The compliance officer ~~(s) shall receive and coordinate the investigation of complaints and shall ensure district~~ who receives a complaint may assign another compliance ~~with law.~~ officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination ~~(such as discriminatory~~, harassment, intimidation, or bullying); applicable standards for reaching decisions on complaints; and appropriate corrective measures. - Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, ~~any~~ appropriate administrator shall determine whether interim measures are necessary during ~~and pending the result of~~ an investigation ~~and while the~~



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**result is pending.** If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

## Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, **except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying**, must be filed no later than one year from the date the alleged violation occurred
4. A statement that, ~~in the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying,~~ a UCP complaint **alleging unlawful discrimination, harassment, intimidation, or bullying** must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational ~~rights and graduation requirements~~ of foster youth, homeless students, **children of military families, and former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program,** as

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- specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
  9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE ~~for programs within the scope of the UCP~~) by filing a written appeal, including a copy of the original complaint and the district's decision, within ~~15~~30 calendar days of receiving the district's decision
  10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal ~~antidiscrimination~~ laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
  11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.616 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices ~~concerning the UCP~~ shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

## Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

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Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR ~~4630~~4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, **except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying**, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the **Governing** Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~ may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. **The complaint** (5 CCR 4630)
5. **A complaint alleging unlawful discrimination, harassment, intimidation, or bullying** shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. - (5 CCR 4630)
6. When a complaint alleging unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~ is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When ~~the~~ complainant of unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~ or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance

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officer shall begin an investigation into the complaint.

Within five business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform ~~both~~the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~, the compliance officer shall interview the alleged victim(s), any alleged ~~offenders, offender(s)~~, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or ~~engagement in~~any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. ~~Similarly, a respondent's refusal~~ Refusal by the district to provide the ~~district's~~investigator with ~~documents access to records and/or other evidence information~~ related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or ~~engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant.~~ (5 CCR 4631)

~~In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in~~any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

## Timeline for Investigation Report

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section

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"Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (~~such as discriminatory~~ harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. ~~The respondent also shall be sent the investigation report at the same time it is provided to the complainant.~~

## Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (~~such as discriminatory~~, harassment, intimidation, and bullying), notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian ~~and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English~~, then the ~~district's response, if requested by the complainant, and the~~ investigation report shall ~~also be translated into that language pursuant to Education Code 48985. In all other instances, written in English and the~~ district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency. ~~primary language in which the complaint was filed.~~

For complaints alleging unlawful discrimination ~~based on state law (such as discriminatory,~~

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harassment, intimidation, and bullying); based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including ~~seeking assistance from mediation centers~~, but not limited to, injunctions, restraining orders or ~~public/private interest attorneys~~ other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

## Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints ~~involving~~of retaliation or unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~, involving a student as the respondent, appropriate corrective actions that ~~focus on a student offender~~ may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference

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3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination ~~(such as discriminatory, harassment, intimidation, or bullying)~~, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the ~~laws~~law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. - (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the ~~laws~~law regarding student fees, the district ~~shall attempt in good faith~~, by engaging in reasonable efforts, ~~shall attempt in good faith~~ to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. - (Education Code 49013; 5 CCR 4600)

## Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. -The complainant shall specify and explain the basis for the appeal, including ~~as~~at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.3(i)

2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
- ~~6.~~ Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. -The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. - (5 CCR 4632)

Adopted: 2-16-93

Amended: 9-17-02, 1-06, 3-12, 10-14, 9-15-15, 5-17-16, 02-21-17, 8-30-17, 4-17-18, 6-18-19, 8-18-20, 4-20-21, [11-15-2022](#)

Policy Reference:

State	Description
2 CCR 11023	<a href="#">Harassment and discrimination prevention and correction</a>
5 CCR 15580-15584	Child nutrition programs complaint procedures
5 CCR 3200-3205	Special education compliance complaints
5 CCR 4600-4670	Uniform complaint procedures
5 CCR 4680-4687	Williams uniform complaint procedures
5 CCR 4690-4694	Complaints regarding health and safety issues in license-exempt preschool programs
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 200-262.4	<a href="#">Prohibition of discrimination</a>
Ed. Code 18100-18203	School libraries



Ed. Code 32280-32289.5	School safety plans
Ed. Code 35186	Williams uniform complaint procedures
Ed. Code 46015	Parental leave for students
Ed. Code 48645.7	Juvenile court schools
Ed. Code 48853-48853.5	Foster youth
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 49010-49014	Student fees
Ed. code 49060-49079	Student records
Ed. Code 49069.5	Records of foster youth
Ed. Code 49490-49590	Child nutrition programs
Ed. Code 49701	Provisions of the Interstate Compact on Educational Opportunities for Military Children
Ed. Code 51210	Course of study for grades 1-6
Ed. Code 51222	Physical education
Ed. Code 51223	Physical education, elementary schools
Ed. Code 51225.1-51225.2	Foster youth, homeless children, former juvenile court school students; course credits; graduation requirements
Ed. Code 51226-51226.1	Career technical education
Ed. Code 51228.1-51228.3	Course periods without educational content
Ed. Code 52059.5	Statewide system of support
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 52075	Complaint for lack of compliance with local control and accountability plan requirements
Ed. Code 52300-52462	Career technical education
Ed. Code 52500-52617	Adult schools
Ed. Code 54400-54425	Compensatory education programs
Ed. Code 54440-54445	Migrant education
Ed. Code 54460-54529	Compensatory education programs
Ed. Code 59000-59300	Special schools and centers
Ed. Code 64000-64001	Consolidated application process; school plan for student achievement
Ed. Code 65000-65001	School site councils
Ed. Code 8200-8488	Child care and development programs
Ed. Code 8500-8538	Adult basic education
Gov. Code 11135	<a href="#">Prohibition of discrimination</a>
Gov. Code 12900-12996	Fair Employment and Housing Act
H&S Code 1596.792	California Child Day Care Act; general provisions and definitions
H&S Code 1596.7925	California Child Day Care Act; health and safety regulations
Pen. Code 422.55	Definition of hate crime
Pen. Code 422.6	Crimes, harassment
Federal	Description
20 USC 1221	Application of laws
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students

28 CFR 35.107	Nondiscrimination on basis of disability; complaints
29 USC 794	Rehabilitation Act of 1973; Section 504
34 CFR 100.3	Prohibition of discrimination on basis of race, color or national origin
34 CFR 104.7	Designation of responsible employee for Section 504
34 CFR 106.1-106.82	Nondiscrimination on the basis of sex in education programs
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	Recipient's response to sexual harassment
34 CFR 106.45	Grievance process for formal complaints of sexual harassment
34 CFR 106.8	Designation of responsible employee and adoption of grievance procedures
34 CFR 110.25	Notification of nondiscrimination on the basis of age
34 CFR 99.1-99.67	Family Educational Rights and Privacy
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000e-17	Title VI and Title VII Civil Rights Act of 1964, as amended
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age Discrimination Act of 1975

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 3553 - FREE AND REDUCED PRICE MEALS**

ACTION

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 3553 - Free and Reduced Price Meals?

**BACKGROUND:** Policy 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. Updated policy includes general requirements applicable to federal National School Lunch and Breakfast Programs as well as the state Universal Meal Program. Updated Policy also includes revision to the "Confidentiality/Release of Records" section to permit the use of student information to facilitate the provision of targeted educational services to a student based on the local control and accountability plan, as clarified in the California Department of Education's Management Bulletin SNP-02-2018. 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 includes program implementation changes to "Verification of Eligibility" and "Nondiscrimination Plan" sections and the deletion of the "Prices" section which is no longer necessary. Board Policy and Administrative Regulation 3553 are being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 3553 - Free and Reduced Price Meals.
2. Do not approve 3553 - Free and Reduced Price Meals.

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

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD MEETING NOVEMBER 15, 2022**

Approve amendment to Board Policy and Administrative  
Regulation 3553 - Free and Reduced Price Meals

Page 2

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(a)

## Free And Reduced Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health and well-being, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of all students ~~from low-income families~~ in the district's food service program.

~~The Each school day, the district shall provide at least one, free of charge, a nutritionally adequate meal each school day, free of charge or at a reduced price, breakfast and lunch for students whose families meet federal eligibility criteria. any student who requests a meal.~~ (Education Code ~~49550, 49552~~)49501.5)

To provide optimal nutrition and ~~reduce the administrative burden of food service operations~~ensure that schools receive maximum federal meal reimbursement, the Superintendent or designee shall assess the eligibility of district schools to ~~provide breakfast and/or lunch free of charge to all students at the school under a federally funded~~operate a federal universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

~~If any district school meets the criteria for a "very high poverty school" through its eligibility for the Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the district shall apply universal meal provision to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the district is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. on behalf of any district school that meets the definition of a "high poverty school." (Education Code 49564; 42 USC 1759a).3)~~

The Superintendent or designee shall ensure that meals ~~provided through the free and reduced-price meals~~served under the school nutrition program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

~~Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.~~

The Board shall approve, and shall submit to ~~the~~ CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals ~~and milk~~ are not treated differently from other students. ~~( and that meets other requirements specified in Education Code 49557)~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3553(b)

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## Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be ~~released~~disclosed except as provided by law and authorized by the Board or pursuant to a court order. - (Education Code 49558)

The Board authorizes designated employees to use records pertaining to an individual student's eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576
3. Facilitation of targeted educational services and supports to individual students based on the local control accountability plan

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist ~~in the continuation of the student's meal benefits~~that other educational agency in ensuring that the student continues to receive school meals.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula (LCFF) calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the ~~local control funding formula~~LCFF and for assessing accountability of that funding. - (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. ~~He/she~~The Superintendent or designee also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 3553(c)

only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

Adopted: 1-11-78

Amended: 7-22-80; 3-16-99; 9-17-02; 6-17-03, 2-15-05, 5-20-08, 8-16-11, 3-20-12, 5-17-16,  
4-17-2018, [11-15-2022](#)

## 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
Ed. Code 48980	Parent/Guardian notifications
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 49547-49548.3	Comprehensive nutrition services
Ed. Code 49550-49564.5	Meals for needy students
Ed. Code 49564.3	High-poverty schools; universal meal service
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1791	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 220.10-220.21	National School Breakfast Program
7 CFR 245.1-245.13	Eligibility for free and reduced-price meals and free milk

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3553(a)*

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## **Free And Reduced Price Meals**

### **Applications**

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. - (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. - (7 CFR 245.5)

### **Eligibility**

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. - (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

### **Verification of Eligibility**

Not later than November 15 of each year, the Superintendent or designee shall verify the



# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. - (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

~~If any household is to receive a reduction or termination of benefits~~ If as a result of verification activities, ~~the eligibility of a household that is receiving free or reduced-price benefits cannot be confirmed~~, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ~~the household's~~ ineligibility. ~~He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided~~ At least 10 days prior to the actual reduction or termination ~~of benefits~~, ~~the Superintendent or designee shall send a notice of adverse action to the household~~. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

## Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to ~~use~~ disclose a student's name and eligibility status from individual meal records ~~pertaining to student participation in the free and reduced-price meal program only~~ for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3553(c)

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Assistant Superintendent, [Educational Services](#)  
Oak Park Unified School District

[In permitting the disclosure of student records for such purposes, the Superintendent or designee shall ensure that: \(Education Code 49558\)](#)

~~In using the records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)~~

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.
3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

## **Nondiscrimination Plan**

~~The district's plan~~[In implementing the district's food service programs for students ~~receiving~~ who are eligible to receive free or reduced-price meals, the district shall ensure the following: \(Education Code 49557; 42 USC 1758\)](#)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals ~~or for milk~~.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals ~~or milk~~ at a different time.

~~When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)~~

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 3000*

*Business and Non-Instructional Operations*

*AR 3553(d)*

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**Prices**

~~The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)~~

Adopted: 11:04

Amended: 11-07, 3-11, 5-17-16, 4-17-2018, 11-15-2022

**Policy Reference:**

**State**

5 CCR 15510

5 CCR 15530-15535

5 CCR 15550-15565

Ed. Code 48980

Ed. Code 49430-49434

Ed. Code 49490-49494

Ed. Code 49500-49505

Ed. Code 49501.5

Ed. Code 49510-49520

Ed. Code 49530-49536

Ed. Code 49547-49548.3

Ed. Code 49550-49564.5

Ed. Code 49564.3

**Federal**

20 USC 1232g

20 USC 6301-6576

42 USC 1751-1769j

42 USC 1771-1791

42 USC 1773

7 CFR 210.1-210.31

7 CFR 220.10-220.21

7 CFR 245.1-245.13

**Description**

Mandatory meals for needy students

Nutrition education

School lunch and breakfast programs

Parent/Guardian notifications

Pupil Nutrition, Health, and Achievement Act of 2001

School breakfast and lunch programs

School meals

California Universal Meals Program

Nutrition

Child Nutrition Act

Comprehensive nutrition services

Meals for needy students

High-poverty schools; universal meal service

**Description**

Family Educational Rights and Privacy Act (FERPA) of 1974

Title I Improving the Academic Achievement of the Disadvantaged

School Lunch Program

Child nutrition

School Breakfast Program

National School Lunch Program

National School Breakfast Program

Eligibility for free and reduced-price meals and free milk

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5111 - ADMISSION**

**ACTION**

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5111 - Admission?

**BACKGROUND:** Policy updated to reflect the distinction between compulsory education for students starting at age six and the requirement for districts to offer and admit students who are eligible for transitional kindergarten, delete the requirement for district enrollment applications to include information about health care options as the law requiring such information has self-repealed, and clarify that a student's residence is a location within the district that may be verified as part of school admission requirements. Regulation updated for consistency with NEW LAW (AB 130, 2021) which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten. Board Policy and Administrative Regulation 5111 are being submitted with recommended language f from CSBA.

**ALTERNATIVES:** 1. Approve amendment to Board Policy and Administrative Regulation 5111 - Admission.  
2. Do not approve 5111 - Admission.

**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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5111(a)*

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## **Admission**

The Governing Board encourages the enrollment and appropriate placement of all ~~school-aged~~ children **who are eligible for enrollment** in school. The Superintendent or designee shall inform parents/guardians of children -seeking admission to a district school ~~at any grade level~~ about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

~~NOTE: Ed Code repealed - The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)~~

## **Verification of Admission Eligibility**

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, ~~residency~~**residence within the district**, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or ~~his/her~~**the student's** family members. - (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or ~~his/her~~**the student's** parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5111(b)*

School registration information shall list all possible means of documenting a child's age for [entry into](#) grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or [his/her](#)an inability to produce previous academic, medical, or other records normally required for enrollment. - (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

Adopted: 5-14-78

Amended: 6-23-92, 9-17-02, 5-18-04, 5-15-12, 6-16-15, 3-21-17, 6-12-18, [11-15-2022](#)

## **Policy Reference:**

### **State**

17 CCR 6000-6075

5 CCR 200

5 CCR 201

Civ. Code 51

Code of Civil Procedure 1002.7

Ed. Code 234.7

Ed. Code 46300

Ed. Code 46600

Ed. Code 48000

Ed. Code 48002

Ed. Code 48010

Ed. Code 48011

Ed. Code 48050-48053

Ed. Code 48200

Ed. Code 48350-48361

Ed. Code 48645.5

Ed. Code 48850-48859

### **Description**

[School attendance immunization requirements](#)

Promotion from kindergarten to first grade

Admission to high school

[Unruh Civil Rights Act](#)

Provision in enrollment agreement waiving legal rights, remedy, forum, proceeding or procedure; criminal sexual assault or sexual battery

Student protections relating to immigration and citizenship status

Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

Agreements for admission of students desiring interdistrict attendance

Minimum age of admission (kindergarten)

Evidence of minimum age required to enter kindergarten or first grade

Minimum age of admission (first grade)

Admission from kindergarten or other school; minimum age

Nonresidents

Children between ages of 6 and 18 years (compulsory full-time education)

Open Enrollment Act

Former juvenile court school students; enrollment

Education of foster youth and homeless students

Ed. Code 49076	Access to records by persons without written consent or under judicial order
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49408	Student emergency information
Ed. Code 49700-49703	Education of children of military families
H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 121475-121520	Tuberculosis tests for students
<b>Federal</b>	<b>Description</b>
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
5 USC 552a	Records maintained on individuals

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5111(a)

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## Admission

### Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child ~~who will have his/her~~ whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. - (Education Code 48000, 48010)

~~Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a~~

Admission into transitional kindergarten ~~(TK) program~~ shall be in accordance with law and ~~Board policy.~~ as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten ~~or TK~~ at any time during that school year ~~with the approval of the child's parent/guardian,~~ provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

### Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate



**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 5000*

*Students*

*AR 5111(b)*

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3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

Adopted: 9-17-02

Amended: 11-11, 6-16-15,6-12-18, [11-15-2022](#)

Policy Reference:

State	Description
17 CCR 6000-6075	<a href="#">School attendance immunization requirements</a>
5 CCR 200	Promotion from kindergarten to first grade
5 CCR 201	Admission to high school
Civ. Code 51	<a href="#">Unruh Civil Rights Act</a>
Code of Civil Procedure 1002.7	Provision in enrollment agreement waiving legal rights, remedy, forum, proceeding or procedure; criminal sexual assault or sexual battery
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
Ed. Code 46600	Agreements for admission of students desiring interdistrict attendance
Ed. Code 48000	Minimum age of admission (kindergarten)
Ed. Code 48002	Evidence of minimum age required to enter kindergarten or first grade
Ed. Code 48010	Minimum age of admission (first grade)
Ed. Code 48011	Admission from kindergarten or other school; minimum age
Ed. Code 48050-48053	Nonresidents
Ed. Code 48200	Children between ages of 6 and 18 years (compulsory full-time education)
Ed. Code 48350-48361	Open Enrollment Act
Ed. Code 48645.5	Former juvenile court school students; enrollment
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 49076	Access to records by persons without written consent or under judicial order
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49408	Student emergency information
Ed. Code 49700-49703	Education of children of military families
H&S Code 120325-120380	Immunization against communicable diseases
H&S Code 121475-121520	Tuberculosis tests for students
Federal	Description
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
5 USC 552a	Records maintained on individuals

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.d. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 6142.8 - COMPREHENSIVE  
HEALTH EDUCATION**

ACTION

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**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 6142.8 - Comprehensive Health Education?

**BACKGROUND:** Policy updated to reflect the 2019 state curriculum framework for health education, including emphasis on the physical, mental, and social well-being of students and integration of health education with other content areas of the district's curriculum. Policy also reflects law which authorizes districts to provide age-appropriate comprehensive sexual health education prior to grade 7, and law which authorizes instruction in grades K-12 in sexual abuse and sexual assault awareness and prevention provided students are allowed to be excused from such instruction with the written request of the parent/guardian. Regulation updated to more directly reflect state content standards for injury prevention and safety and for personal and community health. Regulation also adds a new section on "High School Health Education" for districts that require a course in health education for graduation, which reflects law requiring that the course in health education include instruction in sexual harassment and violence and instruction in performing compression-only cardiopulmonary resuscitation. Section on "Students Excused from Health Instruction" expanded to address excusals from (1) comprehensive sexual health education and HIV prevention education; (2) instruction in sexual abuse and/or sexual assault awareness and prevention; (3) any exam, survey, or questionnaire which contains questions about the student's or family's personal beliefs or practices in sex, family life, morality, or religion; and (4) anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex. Board Policy and Administrative Regulation 6142.8 are being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve amendment to Board Policy and Administrative Regulation 6142.8 - Comprehensive Health Education.
2. Do not approve 6142.8 - Comprehensive Health Education.

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

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD MEETING NOVEMBER 15, 2022**

Approve amendment to Board Policy and Administrative  
Regulation 6142.8 - Comprehensive Health Education

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6142.8(a)

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## Comprehensive Health Education

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, ~~and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students.~~ The district's health education program shall be part of a coordinated school health system which supports the ~~well-~~physical, mental, and social well-being of students and is linked to district and community services and resources.

Goals ~~effor~~ for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition ~~promotion and~~ education ~~and~~, physical activity, ~~and other school-based activities that promote student well-being.~~

The district shall provide a planned, sequential, research-based, and developmentally, ~~appropriate~~ health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework, ~~and integrated with other content areas of the district's curriculum.~~ The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

~~The Board intends for~~ As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health ~~education to be part of a coordinated school~~ professionals representing various fields of health ~~system that links district, school, and~~ care, parents/guardians, community ~~programs and services~~ based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ~~promote the health and well-being of students.~~ ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, ~~which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.~~

Adopted: 9-17-02

Amended: 6-17-03, 11-05, 2-21-06, 11-15-2022

**Policy Reference****State**

5 CCR 11800-11801  
Ed. Code 35183.5  
Ed. Code 49413  
Ed. Code 49430-49434  
Ed. Code 49490-49494  
Ed. Code 49500-49505  
Ed. Code 51202  
Ed. Code 51203  
Ed. Code 51210  
Ed. Code 51210.8  
Ed. Code 51220.5  
Ed. Code 51225.36  
  
Ed. Code 51225.6  
  
Ed. Code 51260-51269  
Ed. Code 51513  
Ed. Code 51880-51881.5  
Ed. Code 51890-51891  
  
Ed. Code 51900.6  
Ed. Code 51913  
Ed. Code 51920  
Ed. Code 51930-51939  
Ed. Code 67386  
Ed. Code 8850.5

**Federal**

42 USC 1751-1769j  
42 USC 1758b  
42 USC 1771-1793

**Description**

District health education plan  
Sun protection  
First aid and cardiopulmonary resuscitation training  
Pupil Nutrition, Health, and Achievement Act of 2001  
School breakfast and lunch programs  
School meals  
Instruction in personal and public health and safety  
Instruction on alcohol, narcotics and dangerous drugs  
Course of study for grades 1-6  
Health education curriculum  
Parenting skills; areas of instruction  
Instruction in sexual harassment and violence; districts that require health education for graduation  
Instruction in cardiopulmonary resuscitation; districts that require health education for graduation  
Drug education  
Personal beliefs  
Health education, legislative findings and intent  
Comprehensive health education programs and community participation; definitions  
Sexual abuse and sexual assault awareness and prevention instruction  
District health education plan  
Inservice training, health education  
California Healthy Youth Act  
Student safety; affirmative consent standard  
Family relationships and parenting education

**Description**

National School Lunch Program  
Local wellness policy  
Child Nutrition Act

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*AR 6142.8(a)*

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## **Comprehensive Health Education**

### Content of Instruction

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs
2. Human growth, development, and sexual health
3. Injury prevention and safety

Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, ~~prevention of brain and spinal cord injuries~~, violence prevention, topics related to bullying and harassment, **emergency procedures**, and Internet safety.

4. Mental, emotional, and social health
5. Nutrition and physical activity
6. Personal and community health

Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, **vision and hearing protection**, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases ~~such as asthma and diabetes~~, **emergency procedures**, and the effect of behavior on the environment.

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
2. The ability to analyze internal and external influences that affect health
3. The ability to access and analyze health information, products, and services
4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6142.8(b)

5. The ability to practice behaviors that reduce risk and promote health
6. The ability to promote and support personal, family, and community health

## ~~Exemption~~ High School Health Education

Whenever the Board requires a course in health education for graduation from high school, the district's high school health education course(s) shall include instruction in:

1. Sexual harassment and violence, including, but not limited to, the affirmative consent standard as defined in Education Code 67386. When delivering such instruction, teachers shall consult information related to sexual harassment and violence in the Health Education Framework for California Public Schools. (Education Code 51225.36)
2. Compression-only cardiopulmonary resuscitation (CPR), which is based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR and includes instruction relative to the psychomotor skills necessary to perform compression-only CPR. (Education Code 51225.6)

## Students Excused from Health Instruction

Upon written request from a parent/guardian, a student shall be excused from any part of health instruction that conflicts with ~~his/her religious training and beliefs, including personal moral convictions. (Education Code 51240)~~ the student's religious training and beliefs, including personal moral convictions. (Education Code 51240) ~~Students so excused shall be given an alternative educational activity.~~

The district shall excuse a student from instruction in comprehensive sexual health education and HIV prevention education if the student's parent/guardian requests in writing that the student be excused. (Education Code 51938)

In addition, the district shall excuse a student from instruction in sexual abuse and/or sexual assault awareness and prevention if the student's parent/guardian requests in writing that the student be excused. (Education Code 51900.6)

The district shall not administer any exam, survey, or questionnaire which contains questions about the student's or the student's family's personal beliefs or practices in sex, family life, morality, or religion unless the student's parent/guardian has given written permission. (Education Code 51513)

However, the district may administer anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

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concerning or practices relating to sex, as long as parents/guardians are notified of the right to request in writing that the student be excused from participation. A student shall be excused from participating in any such research or evaluation tools if the student's parent/guardian requests in writing to excuse the student from participation. (Education Code 51938)

## Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative
2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs [if the activities are conducted in compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs.](#)

Adopted: 9-17-02

Amended: 6-17-03, 11-05, 7-08, [11-15-2022](#)

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## Policy Reference

### State

5 CCR 11800-11801

Ed. Code 35183.5

Ed. Code 49413

Ed. Code 49430-49434

Ed. Code 49490-49494

Ed. Code 49500-49505

Ed. Code 51202

Ed. Code 51203

Ed. Code 51210

Ed. Code 51210.8

Ed. Code 51220.5

Ed. Code 51225.36

Ed. Code 51225.6

Ed. Code 51260-51269

Ed. Code 51513

Ed. Code 51880-51881.5

### Description

District health education plan

Sun protection

First aid and cardiopulmonary resuscitation training

Pupil Nutrition, Health, and Achievement Act of 2001

School breakfast and lunch programs

School meals

Instruction in personal and public health and safety

Instruction on alcohol, narcotics and dangerous drugs

Course of study for grades 1-6

Health education curriculum

Parenting skills; areas of instruction

Instruction in sexual harassment and violence; districts that require health education for graduation

Instruction in cardiopulmonary resuscitation; districts that require health education for graduation

Drug education

Personal beliefs

Health education, legislative findings and intent



Ed. Code 51890-51891	Comprehensive health education programs and community participation; definitions
Ed. Code 51900.6	Sexual abuse and sexual assault awareness and prevention instruction
Ed. Code 51913	District health education plan
Ed. Code 51920	Inservice training, health education
Ed. Code 51930-51939	California Healthy Youth Act
Ed. Code 67386	Student safety; affirmative consent standard
Ed. Code 8850.5	Family relationships and parenting education
<b>Federal</b>	<b>Description</b>
42 USC 1751-1769j	National School Lunch Program
42 USC 1758b	Local wellness policy
42 USC 1771-1793	Child Nutrition Act

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.e. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 6158 - INDEPENDENT STUDY**

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ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 6158 - Independent Study?

**BACKGROUND:** Policy updated to reflect NEW LAW (AB 181, 2022) which (1) encourages districts to consider offering more than one independent study model for short- and long-term placements when adopting policy, (2) changes the threshold for when tiered reengagement strategies are required to be implemented, (3) adds that tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, (4) includes that the requirement to develop a plan to transition students whose families wish to return to in-person instruction, as specified, applies to students who participate in independent study for at least 15 school days, (5) creates an exemption from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements for any student who is enrolled in classroom-based instruction and is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, (6) specifies that a signed written/learning agreement be obtained before the student begins independent study for students participating in independent study for 15 school days or more, and within ten school days of the first day of the student's enrollment for student participation of less than 15 school days, (for both traditional and course-based independent study), (7) adds that for students with disabilities the certificated employee designated as having responsibility for the special education programming of the student is required to sign the written/learning agreement, (for both traditional and course-based independent study), and (8) includes that a student with disabilities may participate in a course-based independent study program if the student's individualized education program specifically provides for such participation. Policy also updated to (1) move and expand material regarding the requirement for Governing Boards to hold a public hearing when setting policy, as specified, (2) emphasize that no student may be required to participate in independent study, (3) and delete material applicable only to the 2021-22 school year. Regulation updated to reflect NEW LAW (AB 181, 2022) which (1) no longer includes individualized alternative education designed to teach the knowledge and skills of the core curriculum in the list of educational opportunities that may be provided through independent study, (2) includes that a student with disabilities may participate in independent study if the student's individualized education program specifically provides for such participation, (3) specifies that if a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's individualized education program (IEP) team is required to make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement, (4) provides that a student's inability to work independently, need for adult support,

**BOARD MEETING NOVEMBER 15, 2022**

Approve amendment to Board Policy and Administrative

Regulation 6158 - Independent Study

Page 2

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or need for special education or related services does not preclude the IEP team from determining that the student can receive FAPE in an independent study placement, (5) clarifies that, until July 1, 2024, any student who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided by means of the virtual program, as specified, and (6) creates an exception to the limitation on the percentage of students enrolled in a continuation high school or opportunity school or program who are eligible for apportionment credit for independent study for students participating in independent study due to an emergency, as specified. Regulation also updated to clarify that if a student transfers to another public school in California, a written record of findings from any evaluation conducted because a student has failed to make satisfactory educational progress be forwarded to that school. Additionally, regulation updated to delete material pertaining to adult education and that which is applicable only to the 2021-22 school year. Board Policy and Administrative Regulation 6158 are being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy and Administrative Regulation 6158 - Independent Study.
  2. Do not approve 6158 - Independent Study.

**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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6158(a)

## Independent Study

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. -Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. -As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time basis or on a part-time basis, and/or in conjunction with part- or full-time classroom study.-

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

~~A student's~~ Student participation in independent study shall be voluntary, ~~and no student shall be required to participate.~~ (Education Code 51747, 51749.5), 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation.- (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300 )

### General Independent Study Requirements

~~For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver.-(Education Code 51745)~~

~~For the 2022-23 school year and thereafter, the~~

The Superintendent or designee may ~~continue to~~ offer and- approve independent study for an individual student upon determining that the- student is prepared to meet the district's requirements for independent study participation and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6158(b)

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of ~~program. However, when~~ programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, ~~up to~~. However, in no event shall the due date of an assignment be extended beyond the termination date ~~of the~~ specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A–G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6158(c)

2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students ~~who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students~~ participating in an independent study program for 15 school days or more. ~~The procedures shall include, but are not necessarily limited to, all of the following:~~ who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student.
2. Notification to parents/guardians of lack of participation within one school day of the ~~absence~~ recording of a nonattendance day or lack of participation.
- 1.3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary.
- 2.4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days of more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. ~~This requirement only applies to students~~ (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in an independent study program due to necessary medical treatment or inpatient treatment for 15 school days or

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6158(d)

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~~more. (Education Code 51747)~~ mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written ~~master~~ agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

~~The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747, 51749.5)~~

Upon the request of the parent/guardian of a student, ~~before making a decision about enrolling or disenrolling in independent study and entering into~~ and before signing a written agreement ~~to do so, as described below in the section "Master Agreement,"~~ the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, ~~or their~~ and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

## Master Agreement

~~For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.~~

A written agreement shall be developed and implemented for each student participating in independent study for three- or more consecutive school days. (Education Code 46300, 51747; ~~5-CCR-11703~~)

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

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The independent study agreement for each participating student also shall include, but ~~are~~is not limited to, all of the following:- (Education Code 51747; 5 CCR 11700, 11702)

1. The ~~manner, time,~~ frequency, ~~time, and~~ place ~~and manner~~ for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work:-
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study:-
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year:-
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion:-
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports:-
8. A statement that independent study is an optional educational alternative in which no student may be required to participate:-
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction:-
10. Before the commencement of independent study ~~projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for~~



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~~less than 15 school days, the agreement shall be signed and dated by- the student, the student's parent/guardian or caregiver if the student is under ~~age-18 years of age~~, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age~~for students with disabilities, the certificated employee ~~who has been~~ designated as having responsibility for the ~~general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.~~—special education programming of the student

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE).— (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.-

## ~~Course-Based Independent Study~~

~~The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)~~

~~1. —A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6.~~

~~2. —Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.~~

~~Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California UC or the California State University CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in grades transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.~~

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~~3. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.~~

~~4. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by theirthe student's performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.~~

~~If satisfactory educational progress in anone or more independent study class courses is not being made, the teacher providing instruction shall notify the student and, if the student is under age 18 years of age, the student'sstudent's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.~~

~~5. Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.~~

~~6. Examinations shall be administered by a proctor~~

~~7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.~~

~~8.1. A student shall not be required to enroll in courses included in the course-based independent study program~~

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- ~~9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6~~  
-
- ~~10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208~~  
-
- ~~11. Courses required for high school graduation or for admission to the University of California UC or California State University CSU shall not be offered exclusively through independent study.~~
- ~~12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.~~  
-
- ~~13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.~~
- ~~14. A student with disabilities, as defined in Education Code 56026, shall not may participate in course-based independent study, unless if the student's student's individualized education program specifically provides for that participation.~~  
-
- ~~15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.~~  
-
- ~~16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.~~

## Learning Agreement for Course-Based Independent Study

~~Before enrolling a student in a course within this a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)~~

- ~~1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5.~~  
-
1. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above. Item #3 of the Course-Based Independent Study section above

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- ~~2. The duration of the learning agreement, which shall not exceed a school year or span multiple school years.~~  
-
- ~~3. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program.~~  
-
- ~~4. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work.~~  
-
- ~~5. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.~~  
-
- ~~6. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended or expelled, or student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include thea statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.~~  
-
- ~~2. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress~~
- ~~3. The objectives and methods of study for the student's work, and the methods used to evaluate that work~~
- ~~4. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study~~
- ~~7. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.~~
- ~~5.2. Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent~~

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~~study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's student's parent/guardian or caregiver, if the student is less than 18 years of age, the certificated employee who has been responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.~~

~~However, for the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.~~

~~Written Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)~~

~~The student's or A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's signature shall constitute permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)~~

~~Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)~~

~~The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)~~

## Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

## Records for Audit Purposes

The Superintendent or designee shall ensure that records are maintained for audit purposes.

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These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study~~-~~
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education~~-~~
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's **signed or initialed and dated** notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher~~-~~
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons~~-~~
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5~~-~~ (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300~~-~~ (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which **live interaction or synchronous instruction is provided as part of the** independent study ~~is provided-~~ **program**. A student who does not participate in ~~independent study on a school~~ **dayscheduled live interaction or synchronous instruction** shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee ~~also~~-shall **also** maintain a written or computer-based- record such as a grade book or summary document of student engagement, for each class, of ~~all-~~ grades,- assignments, and assessments for- each student for independent study assignments. (Education Code 51747.5)

~~The signed, dated agreement, any~~

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Signed written and supplemental ~~agreement~~agreements, assignment records, work samples, and attendance records may be maintained ~~on~~as an electronic file ~~electronically.~~ ~~(in accordance with Education Code 51747) and 51749.6, as applicable.~~

## Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. ~~Based on the program evaluation,~~ the Board and Superintendent shall determine areas for program improvement as needed.

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Adopted: 8-14-01

Amended: 9-17-02, 9-19-06, 4-20-10, 7-25-21, [11-15-2022](#)

## Policy Reference:

State	Description
5 CCR 11700-11705	Independent study
Ed. Code 17289	Exemption for facilities
Ed. Code 41020	Requirement for annual audit
Ed. Code 41422	Emergency conditions and apportionments
Ed. Code 42238	Revenue limits
Ed. Code 42238.05	Local control funding formula; average daily attendance
Ed. Code 44865	Qualifications for independent study teachers
Ed. Code 46100	Length of school day
Ed. Code 46200-46208	Incentives for longer instructional day and year
Ed. Code 46300-46307.1	Methods of computing average daily attendance
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 46600	Interdistrict attendance computation
Ed. Code 47612-47612.1	Charter School Operation
Ed. Code 47612.5	Charter schools operations; general requirements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48206.3	Home or hospital instruction; students with temporary disabilities
Ed. Code 48220	Classes of children exempted
Ed. Code 48340	Improvement of pupil attendance
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48916.1	Educational program requirements for expelled students
Ed. Code 48917	Suspension of expulsion order
Ed. Code 49011	Student fees
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51744-51749.6	Independent study
Ed. Code 52060	Local Control and Accountability Plan
Ed. Code 52523	Adult education as supplement to high school curriculum; criteria
Ed. Code 56026	Individual with exceptional needs

Ed. Code 58500-58512

Fam. Code 6550-6552

**Federal**

20 USC 6301

20 USC 6311

Alternative schools and programs of choice

Caregivers

**Description**

Highly qualified teachers

State plan



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## Independent Study

### Definitions

*Live interaction-* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in-person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference-* means a meeting involving, at a minimum, all parties who signed the ~~student's~~ student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction-* means classroom-style instruction or designated small group or one-on-one instruction delivered in-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by ~~the~~ teacher or teachers of record for that student pursuant to Education Code 51747.5. ~~or the certificated employee providing instruction for course-based independent study.~~ (Education Code 51745.5)

### Educational Opportunities

~~For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)~~

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction.
- ~~1.~~ 2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum.  
~~2.—  
Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum.~~
3. Continuing and special study during travel.

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4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement-
5. Individualized study for a student whose health, as determined by the ~~student's~~ student's parent/guardian, would be put at risk by in-person instruction- ~~or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance~~

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

No course required for high school graduation shall be offered exclusively through independent study.- (Education Code 51745)

## Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges.- (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work.- (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians.- Providing access to Internet connectivity and ~~local educational agency~~ district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value.- (Education Code 46300.6, 51747.3)-

## Eligibility for Independent Study

~~Students are eligible for~~ To participate in independent study ~~as authorized in law, and as specified,~~ a student shall be enrolled in ~~board policy and administrative regulation.~~

~~For the 2022-23~~ a district school ~~year and thereafter, the.~~ (Education Code 51748)

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The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided- that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction.- A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful.- For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204.- (Education Code 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, ~~shall not~~ may participate in independent study ~~unless~~ if the ~~student's~~ student's individualized education program (IEP) specifically provides for such participation.- If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

In addition, any student with disabilities who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided to the student by means of the virtual program and other conditions of law are satisfied.

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 ~~by means of~~ through independent study.- (Education Code 51745)

~~Students age 21 or older, and Except for students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate~~ participating in independent study ~~only through the adult education program for the purpose of enrolling in courses required for a high school diploma by due to an emergency as described in~~ Education Code ~~51225.3 or the Governing Board.~~ (Education Code 46300.1, 46300.4)

~~No~~ 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their

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child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, ~~not including pregnant students and parenting students who are primary caregivers for one or more of their children,~~ shall be enrolled in independent study. (Education Code 51745)

## Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian.
2. A meeting between the student and the teacher and/or counselor.
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate.
4. An increase in the amount of time the student works under direct supervision.

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether ~~or not~~ independent study is ~~appropriate for~~ the ~~student~~ student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, ~~and if the student transfers to another public school in California, the record shall be forwarded to that school.~~ (Education Code 51747, 51749.5)

## Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator.
2. Approving or denying the participation of students requesting independent study.

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- ~~1.3.~~Facilitating the completion of written independent study agreements-
- ~~2.4.~~Ensuring a smooth transition for students into and out of the independent study mode of instruction-
- ~~3.5.~~Approving all credits earned through independent study-
- ~~4.6.~~Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation-

## Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment.- (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio.- (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement-
  2. Supervising and approving coursework and assignments-
  3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due-
  4. Maintaining a daily or hourly attendance register in accordance with ~~item~~Item #4 in the section on "Records ~~for Audit Purpose~~" in the accompanying Board policy-
- ~~1.5.~~Providing direct instruction and counsel as necessary for individual student success-

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AR 6158(f)

- ~~5.6.~~ Regularly meeting with the student to discuss the student's progress.
- ~~6.7.~~ Determining the time value of assigned work or work products completed and submitted by the student.
- ~~7.8.~~ Assessing student work and assigning grades or other approved measures of achievement.
- ~~8.9.~~ Documenting each ~~student's~~ student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study ~~is provided.~~ program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

Adopted: 12-4-01

Amended: 9-19-06, 6-08, 2-10, 2-11, 7-25-21, 11-15-2022

Policy Reference:

State	Description
5 CCR 11700-11705	Independent study
Ed. Code 17289	Exemption for facilities
Ed. Code 41020	Requirement for annual audit
Ed. Code 41422	Emergency conditions and apportionments
Ed. Code 42238	Revenue limits
Ed. Code 42238.05	Local control funding formula; average daily attendance
Ed. Code 44865	Qualifications for independent study teachers
Ed. Code 46100	Length of school day
Ed. Code 46200-46208	Incentives for longer instructional day and year
Ed. Code 46300-46307.1	Methods of computing average daily attendance
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 46600	Interdistrict attendance computation
Ed. Code 47612-47612.1	Charter School Operation
Ed. Code 47612.5	Charter schools operations; general requirements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48206.3	Home or hospital instruction; students with temporary disabilities
Ed. Code 48220	Classes of children exempted
Ed. Code 48340	Improvement of pupil attendance
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48916.1	Educational program requirements for expelled students
Ed. Code 48917	Suspension of expulsion order
Ed. Code 49011	Student fees
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51744-51749.6	Independent study

Ed. Code 52060  
Ed. Code 52523  
Ed. Code 56026  
Ed. Code 58500-58512  
Fam. Code 6550-6552

**Federal**

20 USC 6301  
20 USC 6311

Local Control and Accountability Plan  
Adult education as supplement to high school curriculum; criteria  
Individual with exceptional needs  
Alternative schools and programs of choice  
Caregivers  
**Description**  
Highly qualified teachers  
State plan

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.f. APPROVE AMENDMENT TO BOARD POLICY 6170.1 -**  
**TRANSITIONAL KINDERGARTEN**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy 6170.1 - Transitional Kindergarten?

**BACKGROUND:** Policy updated to reflect NEW LAW (AB 130, 2021) which (1) gradually revises the timespans for mandatory transitional kindergarten (TK) admittance such that, by the 2025-26 school year, children who turn four by September 1 will be eligible for TK, (2) establishes the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs at districts, including but not limited to TK programs, and which requires districts to develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten, (3) establishes the Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program to provide one-time grants to school districts to construct new school facilities or retrofit existing school facilities including for the purpose of providing TK classrooms, (4) prohibits TK eligibility from impacting family eligibility for a preschool or childcare program, and (5) requires districts to maintain an average TK class enrollment of not more than 24 students for each school site and which, commencing with the 2022–23 school year, requires districts to maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. Policy also updated to reflect requirements for programs that commingle preschool-age and TK students. Board Policy 6170.1 is being submitted with recommendations from CSBA.

**ALTERNATIVES:** 1. Approve amendment to Board Policy 6170.1 - Transitional Kindergarten.  
 2. Do not approve 6170.1 - Transitional Kindergarten.

**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	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



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BP 6170.1(a)

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## **Transitional Kindergarten**

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers **including existing TK teachers**, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

## **Eligibility**

The district's TK program shall admit children **as follows**: (Education Code 48000):

1. **For the 2021-22 school year**, children whose fifth birthday is ~~from~~**between** September 2 through December 2.
2. **For the 2022-23 school year**, children whose fifth birthday is between September 2 and February 2
3. **For the 2023-24 school year**, children whose fifth birthday is between September 2 and April 2
4. **For the 2024-25 school year**, children whose fifth birthday is between September 2 and June 2
5. **For the 2025-26 school year, and in each school year thereafter**, children who turn four by September 1

**A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program.** (Education Code 48000).

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest.

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At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after ~~December 2 of that same school year~~ the date specified for admittance for the applicable year as described above, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

## **Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. - (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long— ~~except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120~~. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. - (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

The Superintendent or designee shall develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the California State Preschool Program (CSPP), Head Start programs, and other community-based early learning and care programs. The Superintendent or designee shall present such plan for consideration by the Board at a public meeting on or before June 30, 2022. (Education Code 8281.5)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

The district shall maintain an average TK class enrollment of not more than 24 students for each school site. (Education Code 48000)

## **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

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BP 6170.1(c)

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A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, ~~2021~~2023, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. (Education Code 48000)

## Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. - (Education Code 46300)

## Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

Adopted: 5-15-12

Amended: 8-18-15, 11-14-17, 12-11-18, 4-20-21, 11-15-2022

## Policy Reference

### State

5 CCR 18000-18434

5 CCR 18068

### Description

Child care and development programs

Attendance and expenditure reports

5 CCR 18272	Developmental profile
5 CCR 18281	Environment rating scales
Ed. Code 17375	California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program
Ed. Code 37202	Equal time in all schools
Ed. Code 44065	Issuance of and functions requiring credentials
Ed. Code 44256	Authorization for teaching credentials
Ed. Code 44258.9	County superintendent review of teacher assignment
Ed. Code 46111	Kindergarten, hours of attendance
Ed. Code 46114-46119	Minimum school day, kindergarten
Ed. Code 46120	Expanded Learning Opportunities Program
Ed. Code 46300	Method of computing average daily attendance
Ed. Code 48000	Minimum age of admission for kindergarten; transitional kindergarten
Ed. Code 48002	Evidence of minimum age required to enter kindergarten or first grade
Ed. Code 48003	Kindergarten annual report
Ed. Code 48011	Promotion/retention following one year of kindergarten
Ed. Code 48200	Compulsory attendance
Ed. Code 8207	California State Preschool Program administration
Ed. Code 8241	Staffing ratios for center-based program
Ed. Code 8281.5	California Prekindergarten Planning and Implementation Grant Program
Ed. Code 8970-8974	Early primary program, including extended-day kindergarten
Ed. Code 8973	Extended-day kindergarten

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.g. ANNUAL REVIEW OF BOARD POLICY AND ADMINISTRATIVE REGULATION 5116.1 INTRADISTRICT OPEN ENROLLMENT**

**ACTION**

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

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

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

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5116.1(a)*

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## Intradistrict Open Enrollment

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

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

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

*(cf. 5111.1 - District Residency)*

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

## Enrollment Priorities

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

*(cf. 5116 - School Attendance Boundaries)*

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

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

*0450 - Comprehensive Safety Plan)*

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

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

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*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5131.2 - Bullying)*

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

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

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

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

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

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

## Application and Selection Process

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

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

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

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BP 5116.1(c)

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

*(cf. 6172 - Gifted and Talented Student Program)*

## Transportation

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

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

*(cf. 3250 - Transportation Fees)*

*(cf. 3540 - Transportation)*

## Legal Reference:

### EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

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

48980 Notice at beginning of term

### CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

### UNITED STATES CODE, TITLE 20

6311 State plans

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Transfers from persistently dangerous schools

### COURT DECISIONS

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

### ATTORNEY GENERAL OPINIONS

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

## Management Resources:

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Public School Choice FAQs*

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



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U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Unsafe School Choice Option, May 2004*

WEB SITES

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

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

Adopted: 6-92

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

Reviewed: 10-28-20, 10-19-21, 11-15-22

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5116.1(a)

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## Intradistrict Open Enrollment

### Transfers for Victims of a Violent Criminal Offense

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

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

### Transfers from a "Persistently Dangerous" School

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

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

*(cf. 0450 - Comprehensive Safety Plan)*

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

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

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

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

*(cf. 5117 - Interdistrict Attendance)*

## Other Intradistrict Open Enrollment

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

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

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

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

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

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

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

Notifications

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

1. All options for meeting residency requirements for school attendance

*(cf. 5111.1 - District Residency)*

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

*(cf. 5145.6 - Parental Notifications)*

Adopted: 9-17-02

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

Reviewed: 10-28-20, 10-19-21, 11-15-22

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: B.6.h. ANNUAL REVIEW OF BOARD POLICY AND ADMINISTRATIVE REGULATION 6145 EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

ACTION

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

**BACKGROUND:** Education Code 35160.5 requires annual review of Board policy and Administrative Regulation 6145 Extracurricular and Cocurricular Activities, as it relates to the participation of students in grades 7-12 in extracurricular and cocurricular activities. Language added by staff to match the language for eligibility criteria for participation in CIF sports. No other updates from CSBA or staff.

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

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

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6145(a)*

## Extracurricular and Cocurricular Activities

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

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

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

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

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

Unless specifically authorized by law, no student shall be charged a fee for their participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

*(cf. 3260 - Fees and Charges)*  
*(cf. 3452 – Student Activity Funds)*

## Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

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*Instruction*

*BP 6145(b)*

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

*(cf. 5121 – Grades/Evaluation of Student Achievement)*

*(cf. 6146.1 - High School Graduation Requirements)*

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. **The probationary period shall not exceed one semester in length but may be for a shorter period of time, as determined by the governing board of the school district. A pupil who does not achieve satisfactory educational progress, as defined in 1 and 2 above, during the probationary period shall not be allowed to participate in extracurricular and cocurricular activities in the subsequent grading period.** (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 – Education for Foster Youth)*

*(cf. 6173.2 – Education of Children of Military Families)*

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

## Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

*(cf. 5131 – Conduct)*

*(cf. 5131.1 – Bus Conduct)*

*(cf. 5144 – Discipline)*

*(cf. 5144.1 – Suspension and Expulsion/Due Process)*

*(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 6000*

*Instruction*

*BP 6145(c)*

## Annual Policy Review

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

### **Legal Reference:**

#### EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of homeless students and foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49010-49013 Student fees

49024 Activity Supervisor Clearance Certificate

49700-49704 Education of children of military families

#### CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

#### CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

#### UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

#### COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

### **Management Resources:**

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

#### CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

#### COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010

#### WEB SITES

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

California Association of Directors of Activities: <http://www.cada1.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Adopted: 4-26-80

Amended: 9-3-85, 1-5-99, 9-17-02, 3-16-10, 8-21-12, 8-30-17, 11-15-22

Reviewed: 10-28-20, 10-19-2021, 11-15-22



# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*AR 6145(a)*

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## Extracurricular and Cocurricular Activities

### Definitions

For the purposes of applying eligibility criteria for student participation, extracurricular and cocurricular shall be defined as follows: (Education Code 35160.5)

1. Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, do not take place during classroom time, and have all of the following characteristics:
  - a. The program is supervised or financed by the school district.
  - b. Students participating in the program represent the school district.
  - c. Students exercise some degree of freedom in the selection, planning or control of the program.
  - d. The program includes both preparation for performance and performance before an audience or spectators.
2. Co-curricular activities are programs that may be associated with the curriculum in a regular classroom.

An activity is not an extracurricular or co-curricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

### Eligibility Requirements

The grade point average used to determine eligibility for extracurricular or cocurricular activities shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. If a student was not in attendance for all, or a majority of, the grading period due to absences excused by the school for reasons such as serious illness or injury, approved travel, or work, the GPA used to determine eligibility shall be the grading period immediately prior to the excluded grading period(s). (Education Code 35160.5)

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*AR 6145(b)*

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*(cf. 5113 – Absences and Excuses)*

When a student becomes ineligible to participate in extracurricular or cocurricular activities in the upcoming grading period, or when the student is subject to probation, the principal or designee shall provide written notice to the student and their parents/guardians.

## Supervision

All extracurricular activities conducted under the name or auspices of a district school or any class or organization of the school, regardless of where the activities are held, shall be under the direct supervision of certificated employees. (5 CCR 5531)

Any noncertificated person working with students in a district-sponsored extracurricular activity program shall possess an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or shall have cleared a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning their duties, in accordance with BP 4127/4227/4327 – Temporary Athletic Coaches. (Education Code 49024)

*(cf. 1240 – Volunteer Assistance)*

*(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)*

*(cf. 4212.5 – Criminal Record Check)*

Adopted: 1-5-99

Amended: 9-17-02, 3-12, 8-30-17

Reviewed: 10-28-20, 10-19-21, 11-15-22

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 15, 2022**

**SUBJECT: VII.1. MONTHLY CASH FLOW REPORT**

INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of October 31st of the 2022-23 fiscal year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. Continuing its standard practice of the last several years, the Business Office has produced a monthly cash flow report as an ongoing tool to assist the both the Administration and Board in analyzing and managing the District's cash in order to remain cash-solvent.

**FISCAL IMPACT:** None- for information only.

**RECOMMENDATION:** None - for information only.

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

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent



Oak Park Unified  
56-73874-0000000

## Cashflow Report

### 2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of October

Fund 01

	Object Range	Budget/Beg. Balance	2023 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
<b>A. BEGINNING CASH</b>		<b>6,945,986</b>	<b>4,600,920</b>	<b>5,085,833</b>	<b>4,035,029</b>	<b>1,915,348</b>	—	—	—	—
<b>B. RECEIPTS</b>										
LCFF Sources										
Principal Apportionment	8010-8019	31,706,192	4,293,937	1,959,180	1,959,180	4,293,937	(1)	—	31,706,191	1
Property Taxes	8020-8079	12,705,452	—	6,352,726	—	—	—	(89,653)	12,742,067	(36,615)
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,376,153	146,432	—	—	1,019,332	—	(4,540)	1,376,153	—
Other State Revenue	8300-8599	1,529,760	239,355	26,309	—	340,106	243,721	(70,322)	2,015,682	(485,922)
Other Local Revenue	8600-8799	4,467,442	337,768	360,953	379,390	472,120	—	(147,652)	5,042,568	(575,126)
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
<b>TOTAL RECEIPTS</b>		<b>51,784,999</b>	<b>5,017,493</b>	<b>8,699,168</b>	<b>2,338,569</b>	<b>6,125,496</b>	<b>243,720</b>	<b>(312,168)</b>	<b>52,882,661</b>	<b>(1,097,662)</b>
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999	24,599,803	2,403,401	2,398,481	2,420,621	462,476	—	45,653	24,919,731	(319,928)
Classified Salaries	2000-2999	8,498,436	770,808	754,661	791,204	565,146	—	(261)	8,467,810	30,626
Employee Benefits	3000-3999	13,024,206	1,258,138	1,254,231	1,271,163	281,323	—	(14,561)	12,834,012	190,194
Books and Supplies	4000-4999	2,049,703	116,218	79,324	148,808	41,609	—	(38,735)	2,143,903	(94,200)
Services	5000-5999	4,623,087	219,134	410,530	204,340	610,710	—	7,569	4,763,829	(140,742)
Capital Outlay	6000-6999	0	—	—	—	—	—	(12,194)	25,000	(25,000)
Other Outgo	7000-7499	250,726	39,741	39,741	39,741	(154,972)	—	22,177	176,463	74,263
Interfund Transfers Out	7600-7629	0	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
<b>TOTAL DISBURSEMENTS</b>		<b>53,045,961</b>	<b>4,807,441</b>	<b>4,936,968</b>	<b>4,875,877</b>	<b>1,806,292</b>	—	<b>9,649</b>	<b>53,330,749</b>	<b>(284,788)</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>(2,982,210)</b>	<b>484,914</b>	<b>(1,050,805)</b>	<b>(2,119,681)</b>	<b>3,666,481</b>	<b>243,720</b>	<b>(321,816)</b>	<b>(1,442,254)</b>	
<b>F. ENDING CASH (A + E)</b>			<b>5,085,833</b>	<b>4,035,029</b>	<b>1,915,348</b>	<b>5,581,829</b>	—	—	—	
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									<b>5,503,732</b>	



Oak Park Unified  
56-73874-0000000

## Cashflow Report

### 2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of October

Fund 01

	Object Range	Budget/Beg. Balance	2023 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
<b>D. BALANCE SHEET ITEMS</b>										
<b>Assets and Deferred Outflows</b>										
Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	6,954,472	—	—	—	(1,116,619)	—	—	1,262,878	—
Due From Other Funds	9310	30,864	—	—	—	10,000	—	—	30,864	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	188,598	—	—	—	(59,371)	—	—	(10,491)	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
<b>SUBTOTAL</b>		<b>7,175,934</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(1,165,990)</b>	<b>—</b>	<b>—</b>	<b>1,283,251</b>	<b>—</b>
<b>Liabilities and Deferred Inflows</b>										
Accounts Payable	9500-9599	8,503,245	(274,862)	223,005	782,373	(1,713,266)	—	—	2,125,732	—
Due To Other Funds	9610	20,000	—	—	(1,200,000)	1,200,000	—	—	—	—
Current Loans	9640	0	—	4,590,000	—	—	—	—	—	—
Unearned Revenues	9650	373,938	—	—	—	—	—	—	151,686	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
<b>SUBTOTAL</b>		<b>8,897,183</b>	<b>(274,862)</b>	<b>4,813,005</b>	<b>(417,627)</b>	<b>(513,266)</b>	<b>—</b>	<b>—</b>	<b>2,277,418</b>	<b>—</b>
<b>Nonoperating</b>										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>(1,721,248)</b>	<b>274,862</b>	<b>(4,813,005)</b>	<b>417,627</b>	<b>(652,723)</b>	<b>—</b>	<b>—</b>	<b>(994,167)</b>	<b>—</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>(2,982,210)</b>	<b>484,914</b>	<b>(1,050,805)</b>	<b>(2,119,681)</b>	<b>3,666,481</b>	<b>243,720</b>	<b>(321,816)</b>	<b>(1,442,254)</b>	<b>—</b>
<b>F. ENDING CASH (A + E)</b>			<b>5,085,833</b>	<b>4,035,029</b>	<b>1,915,348</b>	<b>5,581,829</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									<b>5,503,732</b>	<b>—</b>

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 15, 2022**

**SUBJECT: VII.2. 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 November 4, 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	65,256	-
	<b>5,262,771</b>	<b>1,833,495</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 Workstatio (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>31,749,836</b>		<b>1,167,649</b>

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 15, 2022**

**SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT**

INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District's General Fund operating budget through October 31st of the 2022-23 fiscal year?

**BACKGROUND:** In order to better monitor and manage its General Fund operating budget, the District set as a goal establishing a system to provide monthly progress reporting to Board of operating costs for large categories of budget expenditures. In meeting that goal, the Business Office has produced monthly budget reports from the District's financial system to serve as another tool to assist the both the Administration and Board in closely analyzing and managing the District's General Fund operating budget.

**FISCAL IMPACT:** None- for information only.

**RECOMMENDATION:** None - for information only.

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

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2022/23 Through September 2022				
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
<b>REVENUE DETAIL</b>						
<b>LCFF Revenue Sources</b>						
8011-8019	LCFF State Aid	31,706,192.00	31,706,192.00	7,114,037.00	24,592,155.00	22.44%
8020-8079	Property Taxes	12,705,452.00	12,705,452.00	126,268.50	12,579,183.50	0.99%
	<b>Total LCFF Revenue Sources</b>	<b>44,411,644.00</b>	<b>44,411,644.00</b>	<b>7,240,305.50</b>	<b>37,171,338.50</b>	<b>16.30%</b>
<b>Federal Revenues</b>						
8100-8299	Federal Revenues	1,376,153.00	1,376,153.00	279,230.00	1,096,923.00	20.29%
<b>Other State Revenues</b>						
8300-8599	Other State Revenues	1,529,760.00	1,529,760.00	919,437.06	610,322.94	60.10%
<b>Other Local Revenue</b>						
8600-8799	Other Local Revenues	4,467,442.00	4,467,442.00	1,319,287.35	3,148,154.65	29.53%
	<b>Total Year To Date Revenues</b>	<b>51,784,999.00</b>	<b>51,784,999.00</b>	<b>9,758,259.91</b>	<b>42,026,739.09</b>	<b>18.84%</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>EXPENDITURE DETAIL</b>							
<b>Certificated Salaries</b>							
1100-1199	Certificated Teacher Salaries	19,630,834.00	19,630,984.00	.00	3,977,987.12	15,652,996.88	20.26%
1160	<i>Certificated Salaries Stipends</i>	451,887.00	455,637.00	.00	36,940.68	418,696.32	8.11%
1200	Certificated Pupil Support Salaries	2,098,401.00	2,098,401.00	.00	460,592.30	1,637,808.70	21.95%
1260	<i>Counselor Stipend</i>	1,840.00	1,840.00	.00	40.00	1,800.00	2.17%
1300	Certificated Supervisors' & Administrators' Salaries	2,416,841.00	2,416,841.00	.00	657,772.61	1,759,068.39	27.22%
	<b>Total Certificated Salaries</b>	<b>24,599,803.00</b>	<b>24,603,703.00</b>	<b>.00</b>	<b>5,133,332.71</b>	<b>19,470,370.29</b>	<b>20.86%</b>
<b>Classified Salaries</b>							
2100	Classified Instructional Salaries	3,073,252.00	3,073,252.00	.00	541,880.63	2,531,371.37	17.63%
2200	Classified Support Salaries	2,049,791.00	2,050,424.00	.00	465,935.97	1,584,488.03	22.72%
2300	Classified Supervisors' & Administrators' Salaries	389,024.00	389,024.00	.00	97,256.10	291,767.90	25.00%
2400	Clerical, Technical, & Office Staff Salaries	2,151,449.00	2,153,087.00	.00	500,191.57	1,652,895.43	23.23%
2900	Other Classified Salaries	834,920.00	836,420.00	.00	156,397.07	680,022.93	18.70%
	<b>Total Classified Salaries</b>	<b>8,498,436.00</b>	<b>8,502,207.00</b>	<b>.00</b>	<b>1,761,661.34</b>	<b>6,740,545.66</b>	<b>20.72%</b>
<b>Employee Benefits</b>							
3100	State Teachers' Retirement System	4,639,401.00	4,640,023.00	.00	931,087.11	3,708,935.89	20.07%
3200	Public Employees' Retirement System	1,675,393.00	1,676,207.00	.00	325,762.66	1,350,444.34	19.43%
3400	Health & Welfare Benefits	5,126,164.00	5,126,164.00	.00	943,105.92	4,183,058.08	18.40%
3300-3900	All Other Statutory Costs	1,583,248.00	1,583,743.00	.00	324,027.84	1,259,715.16	20.46%
	<b>Total Employee Benefits</b>	<b>13,024,206.00</b>	<b>13,026,137.00</b>	<b>.00</b>	<b>2,523,983.53</b>	<b>10,502,153.47</b>	<b>19.38%</b>
<b>Books and Supplies</b>							
4100	Approved Textbooks and Core Curricula Materials	323,778.00	323,778.00	57,918.83	624,127.53	358,268.36-	192.76%
4200	Other Books and Reference Material	.00	3,000.00	4,642.60	9,451.03	11,093.63-	315.03%
4300	Materials & Supplies	978,227.00	946,552.00	309,091.22	226,219.88	411,240.90	23.90%
4400	Noncapitalized Equipment	747,698.00	746,233.00	11,632.90	432,187.06	302,413.04	57.92%
	<b>Total Books and Supplies</b>	<b>2,049,703.00</b>	<b>2,019,563.00</b>	<b>383,285.55</b>	<b>1,291,985.50</b>	<b>344,291.95</b>	<b>63.97%</b>
<b>Services and Other Operating Expenditures</b>							
5200	Travel and Conference	105,985.00	105,985.00	5,693.00	21,849.65	78,442.35	20.62%
5300	Dues and Memberships	47,780.00	47,815.00	27,316.27	5,035.00	15,463.73	10.53%
5400	Insurance	722,566.00	722,566.00	417,746.50	417,746.50	112,927.00-	57.81%



Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
<b>REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE</b>							
A.	Revenues	51,784,999.00	51,784,999.00		9,758,259.91	42,026,739.09	18.84%
B.	Expenditures	53,045,961.00	53,048,961.00	3,356,339.20	12,124,398.13	37,568,223.67	22.86%
C.	Subtotal (Revenues LESS Expense)	1,260,962.00-	1,263,962.00-		2,366,138.22-	4,458,515.42	
D.	Other Financing Sources & Uses						
	Source	.00	.00		.00	.00	0.00%
	LESS Uses	.00	.00		.00	.00	0.00%
E.	Net Change in Fund Balance	1,260,962.00-	1,263,962.00-		2,366,138.22-	4,458,515.42	
F.	Fund Balance						
	Beginning Balance (9791)	4,634,672.00	4,634,672.00		5,160,409.11		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	4,634,672.00	4,634,672.00		5,160,409.11		
G.	Calculated Ending Balance	3,373,710.00	3,370,710.00		2,794,270.89		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	3,373,710.00	3,370,710.00				
	Other				3,356,339.20		

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: NOVEMBER 15, 2022**  
**SUBJECT: VII.4. MONTH 2 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 2 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 2: September 5 2022 - September 30, 2022				YTD: August 9, 2022 - September 30, 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	93.00	88.67	95.34%	K	93.00	88.19	94.83%
1	82.00	77.67	94.72%	1	82.00	78.35	95.55%
2	104.00	100.28	96.42%	2	104.00	100.73	96.86%
3	80.00	76.83	96.04%	3	80.00	77.08	96.35%
4	82.00	79.56	97.02%	4	82.00	80.32	97.95%
5	119.00	113.83	95.66%	5	119.00	114.08	95.87%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>560.00</b>	<b>536.84</b>	<b>95.86%</b>	<b>Total</b>	<b>560.00</b>	<b>538.75</b>	<b>96.21%</b>
<b>OHES</b>				<b>OHES</b>			
K	99.00	93.50	94.44%	K	99.00	93.03	93.97%
1	78.00	75.17	96.37%	1	78.00	74.81	95.91%
2	75.00	72.50	96.67%	2	75.00	71.81	95.75%
3	65.00	63.44	97.60%	3	65.00	63.30	97.38%
4	78.00	76.50	98.08%	4	78.00	77.05	98.78%
5	81.00	78.83	97.32%	5	81.00	78.76	97.23%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>476.00</b>	<b>459.94</b>	<b>96.63%</b>	<b>Total</b>	<b>476.00</b>	<b>458.76</b>	<b>96.38%</b>
<b>ROES</b>				<b>ROES</b>			
K	118.00	110.78	93.88%	K	118.00	112.32	95.19%
1	83.00	80.22	96.65%	1	83.00	80.16	96.58%
2	84.00	78.28	93.19%	2	84.00	79.11	94.18%
3	97.00	92.06	94.91%	3	97.00	92.41	95.27%
4	112.00	109.22	97.52%	4	112.00	109.00	97.32%
5	89.00	86.11	96.75%	5	89.00	85.89	96.51%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>583.00</b>	<b>556.67</b>	<b>95.48%</b>	<b>Total</b>	<b>583.00</b>	<b>558.89</b>	<b>95.86%</b>
<b>MCMS</b>				<b>MCMS</b>			
6	327.00	315.06	96.35%	6	327.00	315.19	96.39%
7	365.00	347.94	95.33%	7	365.00	349.84	95.85%
8	319.00	304.72	95.52%	8	319.00	307.84	96.50%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>1,011.00</b>	<b>967.72</b>	<b>95.72%</b>	<b>Total</b>	<b>1,011.00</b>	<b>972.87</b>	<b>96.23%</b>
<b>OPHS</b>				<b>OPHS</b>			
9	395.00	381.72	96.64%	9	395.00	382.76	96.90%
10	351.00	336.33	95.82%	10	351.00	338.86	96.54%
11	354.00	338.11	95.51%	11	354.00	341.03	96.34%
12	332.00	312.78	94.21%	12	332.00	314.43	94.71%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>1,432.00</b>	<b>1,368.94</b>	<b>95.60%</b>	<b>Total</b>	<b>1,432.00</b>	<b>1,377.08</b>	<b>96.16%</b>
<b>OVHS</b>				<b>OVHS</b>			
<b>Total</b>	<b>23.00</b>	<b>20.55</b>	<b>89.35%</b>	<b>Total</b>	<b>24.00</b>	<b>20.07</b>	<b>83.63%</b>
<b>OPIS</b>				<b>OPIS</b>			
<b>Total</b>	<b>182.00</b>	<b>175.50</b>	<b>96.43%</b>	<b>Total</b>	<b>182.00</b>	<b>172.05</b>	<b>94.53%</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>4,267.00</b>	<b>4,086.16</b>	<b>95.76%</b>	<b>Total</b>	<b>4,268.00</b>	<b>4,098.47</b>	<b>96.03%</b>