

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1067

DATE: August 30, 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 and offer public comment in person at the meeting.

TIME: **5:00 p.m. Closed Session**
6:00 p.m. Open Session

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

BOARD OF EDUCATION

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

8/28/2022

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

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

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-Regular Meeting, Tuesday, September 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.

8/28/2022

**OAK PARK UNIFIED SCHOOL DISTRICT
AGENDA – REGULAR BOARD MEETING #1067
August 30, 2022**

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G9**. Members of the public will have the right to observe the meeting in person and on www.opusd.org/livestream and offer public comment 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, Food Service Assistants I, Walk-On-Coaches, Instructional Assistants I - Literacy & Numeracy Temp, Instructional Assistant I – Math, Instructional Assistants I Grade DK, Extended Care Assistant Site Leader, Student Services Assistant 1, Instructional Assistants II SpEd, Instructional Assistants III Behavior, Department Secretary – OPHS, Certified Deaf & Hard Of Hearing Interpreter, Teacher on Special Assignment – Tech TOSA, College and Career Center Counselor, Wellness Center Counselor, Guest Speech Pathologist, Guest Teachers, Science Teacher - MCMS, Art Teacher - MCMS, High School Teacher, Elementary Teachers, Special Education Teachers, Principal - MCMS

C. EXPULSION OF PUPIL #01 – (Pursuant to Education Code 48915)

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Directors, Principals

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. Remarks from Board Members
2. Introduction and Report from Student Board Member, Tess Leung
3. Remarks from Superintendent
4. Update of Facilities by Mr. Brendan Callahan
5. Update on School Safety – Commander Pentis and Mr. Brad Benioff

B. BUSINESS SESSION:

1. CONSENT AGENDA

Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.

a. **[Approve Minutes of Regular Board Meeting June 14, 2022, and Special Board Meeting held on July 20, 2022](#)**

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

b. **[Approve Public Employee/Employment Changes 01CL254119-01CL254251 & 01CE11739-01CE11920](#)**

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

c. **[Ratify Purchase Orders – June 1 – July 31, 2022](#)**

Board Policy 3300 requires Board approval of Purchase Orders.

d. **[Approve Quarterly Report on Williams Uniform Complaints – July 2022](#)**

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

e. **[Accept 2021-22 Annual Attendance Report](#)**

Education Code 41601 requires districts to certify annual attendance count from July 1 through June 30 of the fiscal year and is used to compute the Annual Recalculation of the Apportionment due February 20 of the following fiscal year.

f. **[Approve Expulsion in Abeyance for Student #01-2022-2023](#)**

Pursuant to Board Policy and Administrative Regulation 5144.1 Board approval is required for agreement for expulsion in abeyance

g. **[Approve Overnight Trip for Medea Creek Middle School 6th Grade to Pali Institute, Running Springs, CA – October 17-19, 2022](#)**

Board Policy 6153 requires Board approval for student overnight trips.

h. **[Approve Overnight Trip for Medea Creek Middle School 7th Grade to Pali Institute, Running Springs, CA – November 28-30, 2022](#)**

Board Policy 6153 requires Board approval for student overnight trips.

i. **[Approve Overnight Trip for Medea Creek Middle School 8th Grade to Pali Institute, Running Springs, CA – October 31 – November 2, 2022](#)**

Board Policy 6153 requires Board approval for student overnight trips.

j. **[Approve Student Teaching Agreement with California State University, Channel Islands for 2022-2023](#)**

Pursuant to Board Policy 4112.21, this agreement will provide practice teaching at District Schools to students enrolled in the teacher education program at Cal State Channel Islands University.

k. Approve School Psychology Supervised Fieldwork Agreement with Loyola Marymount University for 2022-2023

Pursuant to Board Policy 4112.21, this agreement will provide practice teaching at District Schools to students enrolled in the teacher education program at Cal State CI University.

l. Approve Out of State Travel for Certificated Employee to Attend Pacific Northwest Institute on Special Education and the Law, Yakima, Washington, – September 18-21, 2022

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

m. Approve Out of State Travel for Certificated Employee to Present at the AP Science Conference in Birmingham, Alabama – November 9-10, 2022

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

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

Education Code 60510 requires Board approval for disposal of obsolete or surplus instructional materials

o. Approve the Sale of Disposal of Obsolete Equipment - Copy Machines

Education Code 17546, requires Board approval for disposal of obsolete and/or surplus equipment and property

p. Approve Renewal of Contract with Super CO OP(USDA) Foods and Purchase Delivery

Board Policy 3312 requires Board approval for contracts for services

q. Ratify Consultant Agreement with Commander Randy Pentis for School Safety Consultation and Training

Board Policy 3312 requires Board approval for contracts for services

r. Ratify Consultant Agreement with Gold Star Coaching for Athletic Programs at Oak Park High School

Board Policy 3312 requires Board approval for contracts for services

ACTION

2. EDUCATIONAL SERVICES

a. Ratify Agreement with Paper.co for Online Tutoring Services for Students in Grades 6-12

Board Policy 3312 requires Board approval for contracts for services

b. Approve Indian Education Consortium MOU with Ventura Unified School District

The Ventura County Indian Education Consortium is a federally funded program providing direct services to American Indian and Alaskan Native students in Ventura County Districts

c. Approve Submitting of Consolidated Application for Categorical Aid Programs – 2022-2023

Board approval required to authorize the filing of the Application for Funding for programs funded through the CDE's 2022/2023 Consolidated Application and Reporting System (CARS)

3. BUSINESS SERVICES

a. Ratify Contract of Services and Establish Budget for Measure S Project 22-11S Wellness Center at Oak Park High School

Board approval required to approve projects funded by Measure S Bond Fund and policy 3312 requires Board approval for contract for services

b. Approve Resolution #2022-12 Authorizing Use of a CMAS Agreement for Leasing and Servicing Copy Machines, Pursuant to CA Public Contract Code Section 10298

Board Policy 3312 requires Board approval for contracts for services

c. Ratify Agreement with Diligent Community for Board Agenda and Policy Management Software

Board Policy 3312 requires Board approval for contracts for services

4. HUMAN RESOURCES

a. Approve 2022-2023 Declaration of Need for Fully Qualified Educators

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

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

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

c. Approve Annual Teacher Assignment Report for 2022-2023

Under provisions of SB 435, Board approval required for Annual Teacher Assignment Report

d. Approve Revised Job Description and Salary Schedule Placement for Food Services Staff

Board Approval Required for Revising the Job Description and Salary Schedule Placement for Classified Positions

5. BOARD

a. Approve Proposed Board Meeting Schedule for the 2022-2023 School Year

The Board approved meetings from January 2022-December 2022 at the Organizational meeting held on December 14, 2021. For planning purpose, the Board is requested to approve the regular meetings schedule for the 2022-2023 school year.

VII. INFORMATION ITEMS

1. Monthly Cash Flow Report

2. Monthly Measure S Status Report

3. Monthly General Fund Budget Report

VIII. OPEN DISCUSSION /FUTURE AGENDA ITEMS

1. Board Members may request items to be added to upcoming meetings at this time.

IX. ADJOURNMENT:

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

MINUTES OF REGULAR BOARD MEETING 6-14-2022 #1065
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 5:34 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

Members of the public were able to observe the meeting using a published live stream link or attend in person. Members of the public were able to submit public comments via an online form before the board meeting as well as submit them at the Board meeting as outlined in the agenda.

BOARD PRESENT

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, and Mrs. Tina Wang, Member, and 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, Executive Assistant and Communications Coordinator.

BOARD ABSENT

Mrs. Denise Helfstein, Clerk

PUBLIC COMMENTS

None

III. ADJOURN TO CLOSED SESSION

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- B. PUBLIC EMPLOYEE EMPLOYMENT:** Walk-On-Coaches, Campus Supervisor SUB, Instructional Assistants II SpEd Sub, Instructional Assistant II SpEd, Accounting Assistant I, Student Services Assistant III, Elementary Teachers BES, Science Teachers, Assistant Superintendent of Educational Services
- C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

The Board adjourned to Closed Session at 5:35 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:02 p.m.

BOARD PRESENT

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, Mrs. Denise Helfstein, Clerk (joined the meeting at 6:27 pm), and Mrs. Tina Wang, Member, and Soyon Hardy, Member.

BOARD ABSENT

Student, Board Member, Nikita Manyak

STAFF PRESENT

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent of Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, Mr. Brad Benioff, Director of Student Support and School Safety, Mr. Brendan Callahan, Director of Bond Programs, Sustainability, Maintenance & Operations, Mr. Enoch Kwok, Director of Technology, 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 Board took no action in the closed session tonight.

ADOPTION OF AGENDA

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education adopted the agenda as presented except to move item B.1.q. out of consent and move it to action before item B.2.a. Motion carried Aye: Hardy, Hazelton, Ross, Wang. No - 0. Absent – Helfstein.

PUBLIC SPEAKERS

There were no public speakers.

OPEN COMMUNICATIONS/PRESENTATIONS/RECOGNITIONS

REPORT FROM BOARD MEMBERS

Board Member Soyon Hardy reported that she attended the MCMS and Brookside culmination and the OPHS/OPIS graduations and expressed how proud of all our students and wished them the best. Soyon recognized June as the LGBTQ+ Pride month and also recognized the diversity within our district.

Board Member Derek Ross had no comments.

Board Member Tina Wang reported that she attended the OPHS/OPIS graduation and also had the opportunity to accept the OVHS class of 2022.

Board Member Drew Hazelton reported that there is a lot of great construction and remodeling happening at Red Oak and encouraged people to drive by to see the progress.

Superintendent Jeff Davis thanked all the staff for a wonderful year and the great work happening at all our schools. Dr. Davis congratulated all the school staff and students on culminations and graduations. Dr. Davis thanked the Oak Park Community for passing Measure S bond because of which we have some much-needed construction and remodeling happening at our schools. Dr. Davis also reported that we will be finalizing the hiring of a Wellness Center Counselor and wished everyone a wonderful and relaxing and fun filled summer.

RECOGNITION OF DR. JAY GREENLINGER, DIRECTOR OF CURRICULUM AND INSTRUCTION

Board member Denise Helfstein joined the meeting at 6:27 pm.

Board members, Dr. Davis and staff from curriculum and instruction recognized Dr. Jay Greenlinger for his service to the district and wished him well on his future endeavors.

B.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting May 17, 2022, and Special Board Meetings held on May 24, June 1, and June 7, 2022](#)
- b. [Approve Public Employee/Employment Changes 01CL253991-01CL254118 & 01CE11637-01CE11738](#)
- c. [Ratify Purchase Orders – May 1 – May 31, 2022](#)
- d. [Approve Renewal Agreement with Ventura County Office of Education For 2022-2023 Escape Financial and Payroll/Personnel System Services](#)
- e. [Approve Resolution No. 2022-06, Appropriation and Budgeted Transfers Fiscal Year 2022-2023](#)
- f. [Approve Resolution No. 2022-07, Temporary Loans Between District Funds for Fiscal Year 2022-2023](#)
- g. [Approve Resolution No. 2022-08, Year End Budget and Interfund Transfers for Fiscal Year 2021-2022](#)
- h. [Approve Resolution No. 2022-09, Authority to Improve Compensation for Certain Categories of Employees After July 1, 2022](#)
- i. [Approve Designation of the 2022-2023 District/School Representatives to California Interscholastic Federation Leagues](#)
- j. [Approve Renewal of Consultant Agreement for Legislative Advisory and Advocacy Services for 2022-2023](#)
- k. [Approve Renewal Agreement for Legal Services with Fagen Friedman & Fulfrost for 2022-2023](#)
- l. [Approve Out of State Travel for Oak Park Neighborhood School Staff to Attend the Reggio Emilia Alliance Conference in Atlanta, GA – June 23-25, 2022](#)
- m. [Approve Out of State Travel for Certificated Employee to Attend the Journalism Education Association \(JEA\) Advisor Institute in New Orleans, LA – July 11-14, 2022](#)
- n. [Approve Overnight Trip for Oak Park High School Speech and Debate Team to Jack Howe Memorial Tournament in Long Beach Pacific Palisades, CA - September 24-25, 2022](#)
- o. [Approve Agreement with Curriculum Associates for Implementation and Training of Ellevation Program for English Language Learners](#)
- p. [Approve Agreement with Niche.com Inc. for OPUSD's Marketing Services for 2022-2023](#)
- r. [Approve Agreement with Facilitron for Facility Rental Services](#)

Dr. Davis introduced Assistant Superintendent of Educational Services, Tammy Herzog to the Board.

B.2. BUSINESS SERVICES

B.1.q. [Approve Consulting Services for Emergency Crisis Response and Training for 2022-2023](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the Consulting Services for Emergency Crisis Response and Training for 2022-2023. Board Ratification of contract with safety consultant will be at the August meeting. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

a. Approve the 2022-2023 Oak Park Unified School District Local Control and Accountability Plan

Dr. Jay Greenlinger, Director of Curriculum and Instruction presented the LCAP and the data on D/F grades. The board requested the following follow-up information from staff:

- Report back on options for helping families for D/F
- Apex online options
- SES, 504, IEPs
- Data on the causes for the students
- Subgroup Analysis

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the 2022-2023 Oak Park Unified School District Local Control and Accountability Plan. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

b. Approve the 2022-2023 Oak Park Unified School District Annual Budget

Mr. Adam Rauch, Assistant Superintendent of Business Services presented the 2022-2023 proposed budget. On motion of Tina Wang, seconded by Soyon Hardy, the Board of Education approved the 2022-2023 Oak Park Unified School District Local Control and Accountability Plan. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

c. Approve 2022-2023 Employee Health Benefit Plans

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education approved the 2022-2023 Oak Park Unified School District Local Control and Accountability Plan. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

d. Accept 2020-2021 Audit Reports for Auxiliary Organization Oak Park High School Parent Faculty Association

On motion of Tina Wang, seconded by Drew Hazelton, the Board of Education accepted the Accept 2020-2021 Audit Reports for Auxiliary Organization Oak Park High School Parent Faculty Association. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

e. Authorize Measure S Project 22-05S Upgrade Kitchen Equipment and Drains Districtwide

On motion of Denise Helfstein, seconded by Soyon Hardy, the Board of Education authorized accepted the Authorize Measure S Project 22-05S Upgrade Kitchen Equipment and Drains Districtwide. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

f. Authorize Measure S Project 22-06S Upgrade Eating Area at Oak Hills Elementary School

On motion of Derek Ross, seconded by Soyon Hardy, the Board of Education authorized Measure S Project 22-06S Upgrade Eating Area at Oak Hills Elementary School. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

g. Authorize Measure S Project 22-07S Repair Exteriors of Modular Classrooms Districtwide, and Delegate Authority to the Superintendent to Award Related Contracts

On motion of Tina Wang, seconded by Soyon Hardy, the Board of Education authorized Measure S Project 22-07S Repair Exteriors of Modular Classrooms Districtwide, and delegated Authority to the Superintendent to Award Related Contracts. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

h. Authorize Measure S Project 22-08S LED Lighting Upgrades Districtwide and Approve Resolution #2022-10 Awarding Associated Contract

On motion of Derek Ross, seconded by Tina Wang, the Board of Education authorized Measure S Project 22-08S LED Lighting Upgrades Districtwide and approved Resolution #2022-10 awarding Associated Contract. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

i. Authorize Measure S Project 22-09S Security Fencing at Front of Oak Hills Elementary School, and Delegate Authority to the Superintendent to Award Related

On motion of Denise Helfstein, seconded by Soyon Hardy, the Board of Education authorized Measure S Project 22-09S Security Fencing at Front of Oak Hills Elementary School, and delegated Authority to the Superintendent to Award Related. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

j. Authorize Measure S Project 22-10S Fencing Project Oak Park High School Softball Field, and Delegate Authority to the Superintendent to Award Related Contract

On motion of Derek Ross, seconded by Soyon Hardy, the Board of Education authorized Measure S Project 22-09S Security Fencing at Front of Oak Hills Elementary School, and delegated Authority to the Superintendent to Award Related. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

k. Approve Resolution #2022-11 Authorizing Purchase of Devices, Service, and Related Products for Chromebook 1:1 Program

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved Resolution #2022-11 Authorizing Purchase of Devices, Service, and Related Products for Chromebook 1:1 Program. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

l. Approve Acceptance of Donation

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the acceptance of donation for the Disney VolunTEARS program. Motion carried Aye: Hardy, Helfstein, Ross, Wang. No - 0. Board President Drew Hazelton recused himself on account of a remote interest due to his employment with Disney.

B.3. CURRICULUM AND INSTRUCTION

a. Approve the Universal Pre-Kindergarten (Pre-K) Plan

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the Universal Pre-Kindergarten (Pre-K) Plan. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

b. Approval of Expanded Learning Opportunities Program Plan

DR. Jay Greenlinger presented the ELO-P plan, and the Board requested the following information:

- Once state funding source is identified (\$650K) can we get an updated spending plan
- Can the summer remediation student outcome data be included in future Board updates?
- Include a table showing all the sources of federal/state funding in the Governance handbook.

On motion of Denise Helfstein, seconded by Tina Wang, the Board of Education approved the Expanded Learning Opportunities Program Plan. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

B.4. HUMAN RESOURCES

a. Approve Revised Salary Schedule Placement for the Classified Position of Certified Deaf and Hard of Hearing Language Interpreter

On motion of Soyon Hardy, seconded by Derek Ross, the Board of Education approved Revised Salary Schedule Placement for the Classified Position of Certified Deaf and Hard of Hearing Language Interpreter. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

b. Approve Compensation Adjustment for Long-term Speech Pathologists

On motion of Denise Helfstein, seconded by Soyon Hardy, the Board of Education approved the Compensation Adjustment for Long-term Speech Pathologists. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

B.5. BOARD

a. Approval of Employee Agreement for Assistant Superintendent of Educational Services

Board President read the following aloud before board consideration and action.

The Board will be considering an employment contract for Tammy Jo Ferriera-Herzog, as the District's Assistant Superintendent, Educational Services, effective July 1, 2022. The recommended compensation is summarized as follows:

Annual salary per the 2022-2023 Administrative and Confidential Salary Schedule Range O, Step 1; \$157,748.021

Longevity compensation consistent with Administrative/Confidential Compensation Agreement Health and welfare benefits granted to the District other classified/certificated management employees; currently \$ 19,127 contribution to health and welfare benefits.

Dues to become a member of ACSA

\$75 monthly stipend for cellular phone and related equipment

Up to 10 additional days annually beyond the contracted amount, paid at daily rate.

On motion of Derek Ross, seconded by Tina Wang, the Board of Education approved the Employee Agreement for Assistant Superintendent of Educational Services. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

b. Approve Certification of Signatures for 2022-2023 School Year

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

c. Approve Date Change for the Regular August, 2022 Board of Education Meeting

On motion of Denise Helfstein, seconded by Soyon Hardy, the Board of Education approved the Date Change for the Regular August 2022 Board of Education Meeting. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

B.6. BOARD POLICIES

a. Approve Amendment to Board Policy Budget 3100

On motion of Derek Ross, seconded by Soyon Hardy, the Board of Education approved the Amendment to Board Policy 3100 – Budget with the following language for Option 4 under Reserve Balance as first and final reading.

The Board is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. As such, the district's operating budget shall include a minimum 6 percent unassigned reserve balance for economic uncertainties in Fund 01 (General Fund) combined with Fund 17 (Special Reserve Fund) and may only go below 6 percent with the approval of the Board. If the Board approves an operating budget that is below the 6 percent unassigned reserve balance, the unassigned reserve balance shall be at a minimum, consistent with the percentage or amount specified in 5 CCR 15450.

Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

b. Approve Amendment to Board Policy and Administrative Regulation 6152.1 Placement in Mathematics Courses

On motion of Denise Helfstein, seconded by Soyon Hardy, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 6152.1 Placement in Mathematics Courses with the edit to wording under Appeals for the AR and requested that the exhibits be brought to the Board for approval at the August Board meeting. The BP AR were approved as first and final reading. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0.

OPEN DISCUSSION/FUTURE AGENDA ITEMS

The Board finalized the date for the Board retreat as July 20th.

ADJOURNMENT

On motion of Derek Ross, seconded by Drew Hazelton, there being no further business before this Board, the regular meeting held on June 14, 2022, is declared adjourned at 9:54 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

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

7-20-2022 #1066

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Derek Ross, called the special meeting to order at 4:45 p.m. at Oak View High School Room, 104, 5701 Conifer Street, Oak Park.

Members of the public were able to attend in person and submit public comments via an online form before the board meeting as well as submit them at the Board meeting as outlined in the agenda.

BOARD PRESENT

Mr. Drew Hazelton, President (joined the meeting via phone), Mr. Derek Ross, Vice President, Mrs. Denise Helfstein, Clerk, Mrs. Tina Wang, Member, and Mrs. Soyon Hardy, Member.

BOARD ABSENT

None

PUBLIC COMMENTS

None

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

- 1. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code, § 54957, subd. (b)(1))**
Title: Principal, Medea Creek Middle School

The Board adjourned to Closed Session at 4:46 p.m.

CALL TO ORDER/MEETING PLACE

The Board of Education Vice President, Mr. Derek Ross, called the special meeting to order at 5:00 p.m.

BOARD PRESENT

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

FLAG SALUTE

Terilyn Finders led the Pledge of Allegiance to the Flag.

REPORT ON CLOSED SESSION

Board Vice President Mr. Derek Ross reported that in closed session tonight for item A.1. the board voted unanimously to approve the hiring of Gia Jantz as the Principal of Medea Creek Middle School, effective July 1, 2022. The Board took no other action in closed session tonight.

ADOPTION OF AGENDA

On motion of Tina Wang, seconded by Denise Helfstein, the Board of Education adopted the agenda as presented. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Absent – 0.

PUBLIC COMMENTS

None

B. OPEN SESSION
BOARD RETREAT

Terilyn Finders, Director of Communications and Legislative Affairs for F3 facilitated a Board governance Workshop and the board discussed the following.

1. Review and Discuss Board Self Evaluation
2. Review Governance Handbook
3. Review District Priorities for 2022-2023
4. Discuss and Update 2022-2024 Board Goals

On motion of Tina Wang, seconded by Soyon Hardy, there being no further business before this Board, the special meeting held on July 20, 2022 is declared adjourned at 8:57 p.m.

Date

President of the Board

Date

Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 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	
CL254119	Angelia Giraldo	Department Secretary School Site	7/11/2022	General	OPHS	
CL254120	Teri Kane	Extended Care Assistant Leader	7/28/2022	Fund 120	ROES	
CL254121	Cindi Havert	Student Services Assistant I	8/3/2022	General	OHES	
CL254122	Jeremy Lipton	Campus Supervision	8/9/2022	General	MCMS	
CL254123	Marla Almog	Campus Supervision	8/9/2022	General	ROES	
CL254124	Lynne Hoffman	Campus Supervision	8/9/2022	General	ROES	
CL254125	Wendy LaCasse	Campus Supervision	8/9/2022	General	MCMS	
CL254126	Nathan Schrimpf	Campus Supervision	8/9/2022	General	BES	
CL254127	Robin Meyers	Instructional Assistant I - Literacy & Numeracy Temp	8/9/2022	ELO	BES	
CL254128	Taylor Villa	Instructional Assistant I - Literacy & Numeracy Temp	8/9/2022	ELO	ROES	
CL254129	Neeta Abraham	Instructional Assistant I - Math	8/9/2022	General	ROES	
CL254130	Araceli Manley	Instructional Assistant I Grade DK	8/9/2022	General	ROES	
CL254131	Gregory Noorigian	Instructional Assistant I Grade DK	8/9/2022	General	BES	
CL254132	Katie Marcon	Instructional Assistant I Grade DK	8/9/2022	General	ROES	
CL254133	Danielle Migliore	Instructional Assistant II SpEd	8/9/2022	Special Ed	OHES	
CL254134	Madelyn Sannow	Instructional Assistant II SpEd	8/9/2022	Special Ed	OPHS	
CL254135	Marilou Shakouri	Instructional Assistant III Behavior	8/9/2022	Special Ed	MCMS	
CL254136	Jenelle Denti	Instructional Assistant I - Literacy & Numeracy Temp	8/9/2022	ELO	ROES	
CL254137	Carly Dulude	Instructional Assistant I - Literacy & Numeracy Temp	8/25/2022	ELO	OHES	
CL254138	Jessica Klase	Certified Deaf & Hard Of Hearing Interpreter	8/22/2022	Special Ed	OPHS	
CL254139	Adriana Lopez	Food Service Assistant I	8/25/2022	Fund 130	MCMS	
CL254140	Ana Martinez De Villaneda	Food Service Assistant I	8/22/2022	Fund 130	OPHS	
CL254141	Thomas Grof	Walk-On-Coach - Not to Exceed \$3,500	5/20/2022	Coaches, Athletics	OPHS	
CL254142	Angela Bladen	Band Walk-On-Coach - Not to Exceed \$3,500	5/20/2022	Coaches, Athletics	OPHS	
CL254143	Georgia Mitchell	Walk-On-Coach - Not to Exceed \$3,500	5/20/2022	Coaches, Athletics	OPHS	
CL254144	Ruby Pokras	Band Walk-On-Coach - Not to Exceed \$3,500	8/9/2022	Coaches, Athletics	OPHS	

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 30, 2022

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

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
CL254145	Debbie Goodnough	Summer Conditioning Athletic Secretary	6/7/2023	ASB Donations	\$1,500	OPHS
CL254146	Maggie Rojas	Measure S Account-Ability Program	7/1/2022	Fund 211	\$6,500	DO
CL254147	Adams, Katherine	Cell Phone Allotment	7/1/2022	Fund 130	\$900	District
CL254148	Buchanan, Jordan	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254149	Castellano, Linda	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254150	Cortez, Abi	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254151	Cortez, Gama	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254152	Craft, James	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254153	Cunning, Noah	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254154	Debbie Church	Cell Phone Allotment	7/1/2022	Unrestricted Funds	\$385	MCMS
CL254155	Gam, Linda	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254156	Jennifer Burstein	Cell Phone Allotment	7/1/2022	Unrestricted Funds	\$385	OPIS
CL254157	Jones, Byron	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254158	Martinez, Miguel	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254159	Maureen Frey	Cell Phone Allotment	7/1/2022	Unrestricted Funds	\$385	OHES
CL254160	Meskis, Susan	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254161	Michelle DiCamillo	Cell Phone Allotment	7/1/2022	Unrestricted Funds	\$385	OPHS
CL254162	Moradi, Nicholas	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254163	Nguyen, Tony	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254164	Rauch, Adam	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254165	Rojas, Magdalena	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254166	Segal, Annette	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254167	Soraya Farhadi	Cell Phone Allotment	7/1/2022	Fund 120	\$420	DO
CL254168	Susan Crumpley	Cell Phone Allotment	7/1/2022	Unrestricted Funds	\$385	ROES
CL254169	Vazirzadeh, Kiyaan	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254170	Virginia Standing	Cell Phone Allotment	7/1/2022	Unrestricted Funds	\$385	BES
CL254171	Walthall, Christopher	Cell Phone Allotment	7/1/2022	Fund 31645	\$900	District
CL254172	Georgia Mitchell	Summer Conditioning Volleyball Girls Head Coach	6/7/2022	ASB Donation	\$3,000	OPHS
CL254173	Sierra Cavalleri	Summer Conditioning Volleyball Girls Assistant Coach	6/7/2022	ASB Donation	\$2,000	OPHS
CL254174	Crystal Dimond	Summer Conditioning Volleyball Girls Assistant Coach	6/7/2022	ASB Donation	\$2,000	OPHS

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 30, 2022

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

CL254175	Ellyn Schneider	Student Production Director	8/9/2022	Site	\$1,750	OPHS
CL254176	Ellyn Schneider	Drama Director	8/9/2022	Site	\$1,750	OPHS
CL254177	Ellyn Schneider	Thespian Director	8/9/2022	Site	\$1,750	OPHS
CL254178	Sue Dermott	National Honor Society Advisor	8/9/2022	Site	\$750	OPHS
CL254179	Jennifer Burstein	ASB Books	8/9/2022	Stipends	\$500	OPIS
CL254180	Jennifer Burstein	OSB Books	8/9/2022	Stipends	\$500	OPIS
CL254181	Jennifer Burstein	Webmaster	8/9/2022	Discretionary	\$500	OPIS
CL254182	Larry O'Shea	Assistant Cross Country Coach	8/9/2022	Site	\$2,000	OPHS
CL254183	Greg Parrone	Assistant Cross Country Coach	8/9/2022	Site	\$2,500	OPHS
CL254184	Scott Shulze	Assistant Cross Country Coach	8/9/2022	Site	\$2,500	OPHS
CL254185	Carin Chapin	Assistant Cross Country Coach	8/9/2022	Site	\$2,500	OPHS
CL254186	Eric Varney	Boys Varsity Head Beach Volleybal Coach	8/9/2022	Site	\$2,500	OPHS
CL254187	Eric Varney	Boys JV Head Beach Volley Ball Coach	8/9/2022	Site	\$1,500	OPHS
CL254188	Darek Hale	Boys Varsity Assistant Beach Volleybal Coach	8/9/2022	ASB Donation	\$1,500	OPHS
CL254189	Mara Smialek	Varsity Head Cheer Coach	8/9/2022	Site	\$3,000	OPHS
CL254190	Nicola Kerns	JV Head Cheer Coach	8/9/2022	Site	\$2,000	OPHS
CL254191	Angela Balden	Varsity Assistant Cheer Coach	8/9/2022	Site	\$2,000	OPHS
CL254192	Samone Rankins	Assistant Cheer Coach	8/9/2022	ASB Donation	\$2,000	OPHS
CL254193	Madeline Weyers	Assistant Cheer Coach	8/9/2022	ASB Donation	\$1,500	OPHS
CL254194	Donn James	Girls Varsity Head Coach Golf	8/9/2022	Site	\$2,500	OPHS
CL254195	Stacey Johnson	Varsity Assistant Dance Coach	8/9/2022	ASB Donation	\$2,000	OPHS
CL254196	Destiny Ridge	Varsity Head Coach Dance	8/9/2022	Site	\$3,000	OPHS
CL254197	Georgia Mitchell	Girls Volleyball Varsity Head Coach	8/9/2022	Site	\$3,000	OPHS
CL254198	Georgia Mitchell	Girls Volleyball Frosh Assistant Coach	8/9/2022	ASB Donation	\$1,500	OPHS
CL254199	Sierra Cavalleri	Girls Volleyball JVarsity Head Coach	8/9/2022	Site	\$2,000	OPHS
CL254200	Sierra Cavalleri	Girls Volleyball Varsity Assistant Coach	8/9/2022	ASB Donation	\$1,500	OPHS
CL254201	Crystal Dimond	Girls Volleyball Frosh Head Coach	8/9/2022	Site	\$1,500	OPHS
CL254202	Crystal Dimond	Girls Volleyball Varsity Assistant Coach	8/9/2022	ASB Donation	\$2,000	OPHS
CL254203	Kevin Mosley	Assistant Football Coach	8/9/2022	ASB Donation	\$2,000	OPHS
CL254204	Nick Paul	Assistant Football Coach	8/9/2022	ASB Donation	\$1,750	OPHS
CL254205	Dan Schneider	Assistant Football Coach	8/9/2022	ASB Donation	\$1,000	OPHS
CL254206	Michael Thompson	Assistant Football Coach	8/9/2022	ASB Donation	\$500	OPHS
CL254207	Taylor Espinoza	Assistant Football Coach	8/9/2022	Site	\$3,000	OPHS
CL254208	Marty Freel	Assistant Football Coach	8/9/2022	ASB Donation	\$2,000	OPHS
CL254209	Pat Henggeler	Assistant Football Coach	8/9/2022	ASB Donation	\$1,200	OPHS
CL254210	Taylor Humphrey	Assistant Football Coach	8/9/2022	ASB Donation	\$1,300	OPHS
CL254211	Kyle Shorten	JV Head Football Coach	8/9/2022	Site	\$2,000	OPHS
CL254212	Marc Jacobs	JV Assistant Football Coach	8/9/2022	Site	\$1,500	OPHS

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 30, 2022

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

IN-SERVICE CHANGE

Number	Name	Change	Effective Date	Fund	Site
CL254213	Toni Banales	Department Secretary extended work days	6/13/2022	Special Ed	Do
CL254214	James Curry	Custodian Rover site change	7/25/2022	Genersl	District Office
CL254215	Jacqueline Johnson	Extended Care Assistant Leader frm IA I PE	7/28/2022	Fund 120	OHES
CL254216	Morgan Weiss	Extended Care Site Leader - Location Change	7/28/2022	Fund 120	District Wide
CL254217	Selina Gutierrez	Extended Care Site Leader frm Assist Site Leader	7/28/2022	Fund 120	MCMS
CL254218	Nicole Marino	Health Tech from IA I PE	7/29/2022	General	MCMS
CL254219	Courtney Tortora	Instructional Assistant II increase in hours	8/1/2022	Special Ed	ROES
CL254220	Dalila Santiago	Food service Cook from Food Service Assistant	8/1/2022	Fund 130	OPHS
CL254221	Kathryn Smolarski	Instructional Assistant II increase in hours	8/1/2022	Special Ed	ROES
CL254222	Kiyaan Vazirzadeh	Computer Technician frm Assistant Computer Support Technician	8/1/2022	General	DO
CL254223	Serapio Reyfa	Custodian I frm Sub Custodian	8/1/2022	General	MCMS
CL254224	Robert Cunning	Campus Supervisor from Sub	8/9/2022	General	OPHS
CL254225	Amber Clements	Instructiona Asistant III Behavior site change	8/9/2022	Special Ed	OPNS
CL254226	Haylie Medoff	Instructiona Asistant III Behavior site change	8/9/2022	Special Ed	OHES
CL254227	Stefanie Colvig	Instructiona Asistant III Behavior site change	8/9/2022	Special Ed	ROES
CL254228	Akie Askarnia	Campus Supervisor reduction hours	8/9/2022	General	OHES
CL254229	Paul Uziel	Campus Supervisor increase in hours	8/9/2022	General	OHES
CL254230	Gee Perez	Accounting Assistant III decrease in hours	8/1/2022	General	DO
CL254231	Nazmi Qutami	Food Service Assistant I site change	8/9/2022	Fund 130	OPHS
CL254232	Emily Kenworthy	Food Service Cook site change	8/9/2022	Fund 130	MCMS
CL254233	Maureen Young	Food Service Assistant I site change	8/9/2022	Fund 130	ROES
CL254234	Amber Clements	Extra Time for the club	8/9/2022	Fund 120	The Club
CL254235	Sadaf Farooqui	Extra Time for the club	8/9/2022	Fund 120	The Club
CL254236	Shilpa Pandit	Extra Time for the club	8/9/2022	Fund 120	The Club
CL254237	Rachel Yakir	Extra Time for the club	8/9/2022	Fund 120	The Club
CL254238	Emily Kenworthy	Extra Time for the club	8/9/2022	Fund 120	The Club
CL254239	Danny Garite	Extra Time for the club	8/9/2022	Fund 120	The Club
CL254240	Jay Kohan	Campus Supervisor incresse in hours	8/9/2022	General	MCMS
CL254241	Danny Garite	Campus Supervisor decresse in hours	8/9/2022	General	MCMS

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 30, 2022

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

SEPARATION

Number	Name	Position	Effective Date	Separation Type	Site
CL254242	Vasean Everett	Computer Technician	7/26/2022	Resignation	DO
CL254243	Giselle Shuken	Instructional Assistant III Behavior	7/26/2022	Resignation	BES
CL254244	Ashley Vener	Instructional Assistant II SpEd	8/2/2022	Resignation	BES
CL254245	Kimberly Stuhr	Instructional Assistant II SpEd	8/2/2022	Resignation	BES
CL254246	Chenoa Solis-Fine	Instructional Assistant I DK	8/2/2022	Resignation	OHES
CL254247	Mahnaz Moeinazad	Career Center Technician PT	8/12/2022	Resignation	OPHS
CL254248	Karin Lee	Instructional Assistant II SpEd	8/8/2022	Resignation	OHES
CL254249	Apurva Mastakar	Instructional Assistant I L & N	8/10/2022	Resignation	BES
CL254250	Gregory Noorigian	Instructional Assistant I Grade DK	8/23/2022	Termination	BES
CL254251	Maria Louisa Hayes	Campus Supervisor	8/24/2022	Resignation	OHES

Prepared by:

Stew McGugan Assistant Superintendent /Human Resources

Respectfully Submitted,

Jeff Davis, Ed.D
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

AUTHORIZATION TO HIRE

Number	Name	Position	Start Date	Fund	Site	
01CE11739	Shanna Sarris	Tech TOSA	07/24/2022	General	District Wide	
01CE11740	Amanda Fitts	College and Career Counselor	08/08/2022	General	OPHS	
01CE11741	Fatima Hernandez	Wellness Center Counselor	08/08/2022	General	OPHS	
01CE11742	Ellen Ferguson	Guest Speech Pathologist	08/08/2022	General	MCMS/OPHS	
01CE11743	Gia Jantz	Principal	07/25/2022	General	MCMS	
01CE11744	Jacob Fisch	Science Teacher	08/08/2022	General	MCMS	
01CE11745	Liza Baker	Art Teacher	08/08/2022	General	MCMS	
01CE11746	Hannah Robinson	High School Teacher	08/08/2022	General	OVHS	
01CE11747	Alexandria Gless	Elementary Teacher	08/08/2022	General	OHES	
01CE11748	Jordyn Solny	Elementary Teacher	08/08/2022	General	OHES	
01CE11749	Christina Paizis	SPED Teacher	08/08/2022	General	OHES	
01CE11750	Connie McCollum	SPED Teacher	08/08/2022	General	BES	
01CE11751	Elizabeth Pitcher	Elementary Teacher	08/08/2022	General	ROES	
01CE11752	Carissa Trapp	Guest Teacher	08/18/2022	General	MCMS	
01CE11753	Joyce Thomas	Guest Teacher	08/08/2022	General	District Wide	

AUTHORIZATION TO PAY STIPEND

Number	Name	Position	Start Date	Fund	Salary	Site
01CE11754	Tim Chevalier	Summer Conditioning - Boys' Basketball Asst Coach	06/07/2022	ASB	\$2,000	OPHS
01CE11755	Tim Chevalier	Summer Conditioning - Athletic Director	06/07/2022	ASB	\$3,500	OPHS
01CE11756	Tim Chevalier	ASB Class Advisor - Seniors	08/09/2022	ASB	\$500	OPHS
01CE11757	Kathryn Klamecki	Summer Conditioning - Girls' Soccer Asst Coach	06/07/2022	ASB	\$3,000	OPHS
01CE11758	Kathryn Klamecki	Summer Conditioning - Athletic Director	06/07/2022	ASB	\$3,500	OPHS
01CE11759	Aaron Shaw	Summer Conditioning - Boys' Basketball Head Coach	06/07/2022	ASB	\$2,000	OPHS
01CE11760	Aaron Shaw	Department Chair (PE)	08/09/2022	Site	\$4,000	OPHS
01CE11761	Casey Webb	Summer Conditioning - Football Head Coach	06/07/2022	ASB	\$2,500	OPHS
01CE11762	Steve White	Summer Conditioning - Cross Country Head Coach	06/07/2022	ASB	\$2,500	OPHS
01CE11763	Brittany Gibson	Summer Conditioning - Girls' Soccer Asst Coach	06/07/2022	ASB	\$1,500	OPHS
01CE11764	Adam Nielson	Summer Conditioning - Boys/Girls Tennis Head Coach	06/07/2022	ASB	\$3,000	OPHS
01CE11765	Carrie Jones	Summer Conditioning - Cross Country Asst Coach	06/07/2022	ASB	\$1,700	OPHS
01CE11766	Brenda Pasqua	Summer Conditioning - Athletic Trainer	06/07/2022	ASB	\$3,000	OPHS
01CE11767	Brenda Pasqua	Study Hall (Fall)	08/09/2022	General	\$3,330	OPHS
01CE11768	Allan Prescott	Robotics Club	08/09/2022	CTE	\$500	OPHS
01CE11769	Russ Peters	G-9 Tech	08/09/2022	CTEIG	\$1,300	OPHS
01CE11770	Michael Winkler	FBLA Advisor	08/09/2022	CTE	\$1,250	OPHS
01CE11771	Michael Winkler	Study Hall (Fall)	08/09/2022	General	\$333	OPHS
01CE11772	Nicole Carter	Journalism Advisor	08/09/2022	PFA	\$1,600	OPHS
01CE11773	Nicole Carter	Yearbook Advisor	08/09/2022	PFA	\$1,600	OPHS
01CE11774	Nicole Carter	Graduation Slide Show Coordinator	08/09/2022	ASB	\$500	OPHS
01CE11775	Cathy Lory	CSF Advisor	08/09/2022	Site	\$750	OPHS
01CE11776	Cathy Lory	Honors Culmination	08/09/2022	Site	\$100	OPHS
01CE11777	Cathy Lory	Department Chair (Math)	08/09/2022	Site	\$5,000	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

						CONSENT
01CE11778	Erik Amerikaner	Webmaster	08/09/2022	Site	\$1,350	OPHS
01CE11779	Erik Amerikaner	Department Chair (CTE/Tech)	08/09/2022	Site	\$4,000	OPHS
01CE11780	Anastasia Kokiousis	Student Government	08/09/2022	Site	\$1,344	OPHS
01CE11781	Stacy McClamma	Choir (Fall)	08/09/2022	Site	\$1,350	OPHS
01CE11782	Stacy McClamma	Musical Director (Fall)	08/09/2022	Site	\$1,708.14	OPHS
01CE11783	Zach Borquez	Band Coach (Fall)	08/09/2022	Site	\$1,350	OPHS
01CE11784	Zach Borquez	Department Chair (VPA)	08/09/2022	Site	\$4,000	OPHS
01CE11785	Zach Borquez	Technical Advisor (Fall)	08/09/2022	Site	\$1,708.14	OPHS
01CE11786	Zach Borquez	Pavilion Tech	08/09/2022	CTE	\$1,700	OPHS
01CE11787	Allan Prescott	Robotics Club	08/09/2022	PFA	\$500	OPHS
01CE11788	Jessica Wall	Literary Magazine Advisor	08/09/2022	PFA	\$1,600	OPHS
01CE11789	Sheri Rote	Beginning Peer Counseling	08/09/2022	PFA	\$700	OPHS
01CE11790	Sheri Rote	Study Hall (Fall)	08/09/2022	General	\$2,997	OPHS
01CE11791	Vic Anderson	Mock Trial Advisor	07/26/2022	PFA	\$1,600	OPHS
01CE11792	Vic Anderson	AED Coordinator	08/08/2022	Safety Credits	\$3,500	OPHS
01CE11793	Winnie Sloan	Department Chair (Science)	08/09/2022	Site	\$5,000	OPHS
01CE11794	Kim Galbreath	Department Chair (Social Science)	08/09/2022	Site	\$5,000	OPHS
01CE11795	Kathy Bowman	Department Chair (English)	08/09/2022	Site	\$5,000	OPHS
01CE11796	Maryannick Bovard	Department Chair (Foreign Language)	08/09/2022	Site	\$4,000	OPHS
01CE11797	Rebecca Custodio	Department Chair (Special Education)	08/09/2022	Site	\$4,000	OPHS
01CE11798	Lauren Heinrich	ASB Class Advisor - Freshman	08/09/2022	ASB	\$500	OPHS
01CE11799	Todd Creason	ASB Class Advisor - Sophmores	08/09/2022	ASB	\$500	OPHS
01CE11800	Jen Hankins	ASB Class Advisor - Juniors	08/09/2022	ASB	\$500	OPHS
01CE11801	Barbie Lee	RWW Coach	08/09/2022	LCAP	\$3,000	BES
01CE11802	Cindy Stephens	RWW Coach	08/09/2022	LCAP	\$3,000	BES
01CE11803	Paula Foy	RWW Coach	08/09/2022	LCAP	\$3,000	OHES
01CE11804	Amy Buccino	RWW Coach	08/09/2022	LCAP	\$3,000	ROES
01CE11805	Kathy Strong	RWW Coach	08/09/2022	LCAP	\$3,000	ROES

IN-SERVICE CHANGE/ADDITIONAL HOURS					
Number	Name	Change	Effective Date	Fund	Site
01CE11806	Kathryn Klamecki	Fitness Testing (students not in PE)	04/05/2022	General	OPHS
01CE11807	Kathryn Klamecki	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11808	Aaron Shaw	Fitness Testing (students not in PE)	04/05/2022	General	OPHS
01CE11809	Aaron Shaw	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11810	Rebecca Custodio	SPED Scheduling (2022-2023) - max 12 hrs.	06/01/2022	SPED	OPHS
01CE11811	Alyssa Santos	SPED Scheduling (2022-2023) - max 12 hrs.	06/01/2022	SPED	OPHS
01CE11812	Kellie Gross	SPED Scheduling (2022-2023) - max 12 hrs.	06/01/2022	SPED	OPHS
01CE11813	Kellie Gross	Home Hospital Prep	04/01/2022	General	OPHS
01CE11814	Kellie Gross	Home Hospital	02/01/2022	General	OPHS
01CE11815	Deanne Bray-Kotsur	1 year LOA (year 2)	08/08/2022	General	OPHS
01CE11816	Suzie Stasiefski	1 year LOA (year 2)	08/08/2022	General	OPHS
01CE11817	Leslie Miller	Partial LOA - 0.4 FTE (year 1)	08/08/2022	General	OPHS
01CE11818	Lauren Heinrich	Resigning partial 0.2 FTE	08/08/2022	General	OPHS
01CE11819	Jennifer Hankins	Increase FTE (0.2 FTE)	08/08/2022	General	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

CONSENT

01CE11820	Jenny Charrett	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPHS
01CE11821	Jenny Charrett	Increase FTE 0.1 (temporary)	08/08/2022	General	OPHS
01CE11822	Janet Svoboda	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPHS
01CE11823	Janet Svoboda	Increase FTE 0.1 (temporary)	08/08/2022	General	OPHS
01CE11824	Andrea Lanter	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPHS
01CE11825	Caitlin Katz	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPHS
01CE11826	Ranju Matson	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPHS
01CE11827	Amanda Fitts	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPHS
01CE11828	Fatima Hernandez	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPHS
01CE11829	Casey Webb	Increase FTE 0.4 (temporary)	08/08/2022	General	OPHS
01CE11830	Erik Amerikaner	Increase FTE 0.1 (temporary)	08/08/2022	General	OPHS
01CE11831	Victory Anderson	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11832	Zachary Borquez	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11833	Maryannick Bovard	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11834	Kathleen Bowman	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11835	Lisa Bregar	Increase FTE 0.1 (temporary)	08/08/2022	General	OPHS
01CE11836	Katherine Chang	1.0 FTE (0.8 OPHS / 0.2 MCMS)	08/08/2022	General	OPHS
01CE11837	Tim Chevalier	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11838	Donald Cook	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11839	Ian Fullmer	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11840	Robert Hall	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11841	Allison Kerr	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11842	Anastasia Kokiousis	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11843	Troy Labnow	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11844	Austin Lippincott	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11845	Caitlin McCranie	Increase FTE 0.1 (temporary)	08/08/2022	General	OPHS
01CE11846	Anna Mendez	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11847	Chris Meyer	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11848	Matt Micek	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11849	Adam Nielson	Increase FTE 0.1 (temporary)	08/08/2022	General	OPHS
01CE11850	Brenda Pasqua	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11851	Alan Prescott	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11852	Eric Pryor	Increase FTE 0.1 (temporary)	08/08/2022	General	OPHS
01CE11853	Elayne Roesner	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11854	Kathie Rohlfs-Leggett	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11855	David Sloan	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11856	Winnie Sloan	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11857	Steve White	Increase FTE 0.2 (temporary)	08/08/2022	General	OPHS
01CE11858	Zalao Goiri Virto	Pregnancy Disability Leave	08/04/2022	General	OPHS
01CE11859	Zalao Goiri Virto	Baby Bonding	08/10/2022	General	OPHS
01CE11860	Ashley Michelin	Transcripts Received	08/08/2022	General	OPHS

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

						CONSENT
01CE11861	Ashley Michelin	Pregnancy Disability Leave	08/15/2022	General	OPHS	
01CE11862	Ashley Michelin	Maternity Leave	08/17/2022	General	OPHS	
01CE11863	Brittany Braverman	Maternity Leave	08/08/2022	General	OPHS/MCMS	
01CE11864	Carole Jones	SPED Scheduling (2022-2023) - max 12 hrs.	06/01/2022	SPED	MCMS	
01CE11865	Tiffany Johnson	SPED Scheduling (2022-2023) - max 12 hrs.	06/01/2022	SPED	MCMS	
01CE11866	Susan Mach	SPED Scheduling (2022-2023) - max 12 hrs.	06/01/2022	SPED	MCMS	
01CE11867	Elya Fletcher	SPED Scheduling (2022-2023) - max 12 hrs.	06/01/2022	SPED	MCMS	
01CE11868	Kathryn Wilsker	Return from LOA	08/08/2022	General	MCMS	
01CE11869	Kathryn Wilsker	1 year LOA	08/08/2022	General	MCMS	
01CE11870	Stephanie Ceballos-Perez	Return from LOA	07/27/2022	General	MCMS	
01CE11871	Stephanie Ceballos-Perez	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	MCMS	
01CE11872	Lindsay Smits	Partial LOA - 0.2 FTE (year 1)	08/08/2022	General	MCMS	
01CE11873	Dianne Large	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	MCMS	
01CE11874	Cyndi Smilor	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	MCMS	
01CE11875	Donna Watts	Increase FTE 0.2 (temporary)	08/08/2022	General	MCMS	
01CE11876	Liza Baker	Increase FTE 0.1 (temporary)	08/08/2022	General	MCMS	
01CE11877	Al Calce	Increase FTE 0.2 (temporary)	08/08/2022	General	MCMS	
01CE11878	Al Calce	Morning Supervision (45 mins daily)	08/08/2022	Site	MCMS	
01CE11879	Brittany Gibson	Increase FTE 0.2 (temporary)	08/08/2022	General	MCMS	
01CE11880	Raymond Gonzales	Increase FTE 0.1 (temporary)	08/08/2022	General	MCMS	
01CE11881	Francis Hermosillo	Increase FTE 0.1 (temporary)	08/08/2022	General	MCMS	
01CE11882	Cara Lavigna	Increase FTE 0.2 (temporary)	08/08/2022	General	MCMS	
01CE11883	Elyane Roesner	Increase FTE 0.4 (temporary)	08/08/2022	General	MCMS	
01CE11884	Brian Winsick	Increase FTE 0.2 (temporary)	08/08/2022	General	MCMS	
01CE11885	Casey Webb	1.2 FTE (0.8 MCMS / 0.4 OPHS)	08/08/2022	General	MCMS	
01CE11886	Danielle Stomel	Increase FTE 0.1 (temporary)	08/08/2022	General	OHES	
01CE11887	Jamie Siskin	Move from BES to OHES	08/08/2022	General	OHES	
01CE11888	Kristen Gregory	Increase FTE 0.2 (permanent)	08/08/2022	General	OHES	
01CE11889	Allison Shapiro	Return from LOA	08/08/2022	General	OHES	
01CE11890	Jennifer Aaronson	FMLA	08/08/2022	General	OHES	
01CE11891	Michelle Varju	1 year LOA (year 2)	08/08/2022	General	BES	
01CE11892	Stacey Altman	1 year LOA (year 1)	08/08/2022	General	BES	
01CE11893	Nicole Baumann	Move from Lit & Numeracy Teacher to LST	08/08/2022	General	BES	
01CE11894	Sylvia Tavetian	Transcripts Received	08/08/2022	General	BES	
01CE11895	Whitney Moran	Increase FTE 0.25 (permanent)	08/08/2022	General	ROES	
01CE11896	Amy Buccino	Return from CFRA Baby Bonding	08/08/2022	General	ROES	
01CE11897	Kate Gregg	1 year LOA (year 1)	08/08/2022	General	ROES	
01CE11898	Jackie Longo	Move from Tech TOSA to LST at ROES	08/08/2022	General	ROES	
01CE11899	Jackie Longo	Training new Tech TOSA (80 hours)	07/01/2022	EEBG	DO	
01CE11900	Allison LeVine	Partial LOA - 0.2 FTE (year 1)	08/08/2022	General	DO	
01CE11901	Bradley Benioff	FMLA	07/20/2022	General	DO	
01CE11902	Jeremy Rogers	Counselor (5 add'l days)	07/27/2022	A-G Access/ Success	OPIS/OVHS	
01CE11903	Illana Sweet	Summer SPED teaching (10 hours)	06/07/2022	SPED	OPIS	
01CE11904	Lori Glazer	1 year LOA (year 1)	08/08/2022	General	OPIS	

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT
ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS

						CONSENT
01CE11905	KC Kelem	1 year LOA (year 1)	08/08/2022	General	OVHS	
SUMMER PROGRAMS/ESY						
Number	Name	Change	Effective Date	Fund	Site	
01CE11906	Troy Labnow	Remediation Teacher	05/31/2022	ELOG	OPHS	
01CE11907	Kellie Gross	ESY Teacher (Secondary)	06/01/2022	SPED	OPHS	
01CE11908	Casey Webb	COVID Teaching Hours	06/01/2022	ELOG	OPHS	
01CE11909	Russ Peters	COVID Teaching Hours	06/01/2022	ELOG	OPHS	
01CE11910	Cynthia Lavanchy	COVID Teaching Hours	06/01/2022	ELOG	OPHS	
01CE11911	Kathryn Klamecki	COVID Teaching Hours	06/01/2022	ELOG	OPHS	
01CE11912	Anna Mendez	COVID Teaching Hours	06/01/2022	ELOG	OPHS	
01CE11913	Bette Empol	ELO Substitute Teacher	06/01/2022	ELOG	OHES	
01CE11914	Lauren Frey	ELO & ESY Substitute Teacher	06/01/2022	ELOG/ SPED	OHES	
01CE11915	Gracie Jerrems	Preschool ESY Teacher	06/01/2022	SPED	OHES	
01CE11916	Lacey Concepcion	ESY Teacher (Elementary)	06/01/2022	SPED	OHES	
01CE11917	Whitney Moran	ESY Teacher (Elementary)	06/01/2022	SPED	OHES	
01CE11918	Elya Fletcher	ESY Teacher (Elementary)	06/01/2022	SPED	OHES	
01CE11919	Allie LeVine	Prep and Training (12 hours)	06/01/2022	General	District Wide	

SEPARATION

Number	Name	Position	Effective Date	Separation	Site	
01CE11920	Jackson Hall	High School Teacher	07/19/2022	Resignation	OPHS	

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: AUGUST 30, 2022
SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – JUNE 1 THROUGH JULY 31, 2022

CONSENT

ISSUE: Shall the Board ratify the following purchase orders issued for the period June 1 through July 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 June 1 through July 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 #6 - Use resources responsibly to maintain a balanced budget this year and in subsequent years.

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

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

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

Includes 06/01/2022 - 06/30/2022

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B22-00005	Document Systems	013	Copying/Don/Mat & Supplies	010-4330	8,425.72
				010-9510	58.16
B22-00066	Westlake Village Urgent Care	006	2021-2022 TB Tests	010-5820	5,904.00
				010-9510	270.00
B22-00222	Christy White Associates	004	2021/2022 Annual District Audit Fees	010-5820	14,287.50
				010-5820	23,462.50
B23-00003	Dial Security	004	2022/23 Security for IT Room at DO	010-5820	700.00
B23-00004	McMaster-Carr Company	004	2022/23 Locksmith Supplies	010-4330	500.00
B23-00005	WM Corporate Services, Inc. As payment agent	004	2022/23 Sanitation Services Districtwide	010-5560	81,600.00
B23-00006	O'Linn Executive Security Inc.	004	2022/23 Patrol Services	010-5820	3,410.00
B23-00007	Pacific Mobile	004	2022/2023 Mobile Unit Rental @MCMS	010-5600	6,780.00
B23-00008	WEX Bank/Shell	004	2022/2023 Gas for District Vehicles	010-4330	18,000.00
B23-00009	Agoura Lock Technologies, Inc.	012	Open PO for locks and keys	010-5600	100.00
B23-00010	Compuwave Inc.	012	Open PO-computer/printer supplies	010-4330	750.00
B23-00011	Crystal Evans dba Conejo Award s Corp.	012	Open PO for Engraving, Signs	010-5820	100.00
B23-00012	Demco	012	Open PO library supplies	010-4330	500.00
B23-00013	DIY Home Center	012	Open PO maintenance & custodial	010-4330	500.00
B23-00014	Follett School Solutions, Inc.	012	Open PO for library supplies	010-4330	250.00
B23-00015	The Prophet Corp. Db a Gopher S port	012	Open PO - PE Equipment	010-4330	1,000.00
B23-00016	Graphaids	012	Open PO - art supplies	010-4330	600.00
B23-00017	Home Depot	012	Open PO - maintence supplies	010-4330	500.00
B23-00018	Jones School Supply Co. Inc.	012	Open PO for Quarterly Awards	010-4330	250.00
B23-00019	J.W. Pepper & Son Inc	012	PFA: Band and Chorus Music	010-4330	2,000.00
B23-00020	KYOCERA Document Solutions Wes t LLC	012	Open PO for Riso supplies & services	010-5600	1,000.00
B23-00021	NICK RAIL MUSIC	012	PFA: Open PO for Instrument Repairs	010-5600	1,000.00
B23-00022	Perma-Bound	012	PFA:Book orders 2022-23	010-4200	3,000.00
B23-00023	Pitney Bowes Global Financial	012	Disc: Postage Machine	010-5600	1,000.00
B23-00024	Redwood Toxicology Laboratory, Inc	012	Disc: Drug Testing	010-5820	250.00
B23-00025	SCHOOL NURSE SUPPLY INC	012	Disc: Health Office Supplies	010-4330	200.00
B23-00026	School Specialty, LLC	012	PFA: Art Supplies	010-4330	1,000.00
B23-00027	SOS Survival Products	012	Don: Earthquake/Emergency Supplies	010-4330	2,000.00
B23-00028	Southwest School Supply	012	PFA: Supplies	010-4330	500.00
B23-00029	Cion Binshtock dba Town and Co untry Printing and Graph	012	Open PO for Printing	010-5820	2,072.50

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 9

Includes 06/01/2022 - 06/30/2022

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B23-00030	ODP Business Solutions, LLC	012	Open PO for supplies	010-4330	20,000.00
B23-00031	UNITED STATES POSTAL SERVICE	011	Red Oak Stamps and Postage for 2022-2023	010-4330	200.00
B23-00032	DIY Home Center	011	Custodial supplies	010-4330	150.00
B23-00033	ODP Business Solutions, LLC	023	Supplies for school year	010-4330	950.00
B23-00034	Mr. Copy, Inc. dba Document Systems	023	For printing costs and toner supplies	010-4330	350.00
B23-00035	Discount School Supply	023	Additional costs of supplies.	010-4330	1,000.00
B23-00036	Blick Art Materials Dick Blick	023	Art Supplies for school year	010-4330	600.00
B23-00037	Agoura Lock Technologies, Inc.	004	2022/23 Locksmith Services	010-4330	500.00
B23-00038	Airgas West	013	Woodshop/Repair/Disc	010-5820	800.00
B23-00039	Conejo Hardwoods	013	Mat & Supply/Oth Exp/CTEIG	010-5820	6,000.00
B23-00040	Conejo Hardwoods	013	Mat & Supply/CTEIG/SWA	010-4330	6,000.00
B23-00041	CR Print	013	Printing/Mat & Supply	010-5820	5,000.00
B23-00042	Dan Amihud dba Dan's Piano Service	013	Piano Repair/Tuning/Disc	010-5600	1,500.00
B23-00043	DIY Home Center	013	Custodial/Mat & Supply/Oth Supply/Office	010-4330	1,200.00
B23-00044	Graphaids	013	Art/Site/Don/Mat/Supply	010-4330	7,500.00
B23-00045	Graphaids	013	CTEIG/Des/Visual Arts/Mat & Supply	010-4330	1,000.00
B23-00046	Graphaids	013	Arch/Supplies/CTEIG	010-4330	1,500.00
B23-00047	AARDVARK CLAY & SUPPLIES INC	013	Art/Mat/Supply	010-4330	4,000.00
B23-00048	ACCO Brands Corporation	013	Oth Exp/Laminator Serv. Contract & Repair	010-5820	1,200.00
B23-00049	Herff Jones	013	Graduation/Mat & Supplies	010-4330	3,700.00
B23-00050	Home Depot	013	Woodshop Mat & Supplies/SWA	010-4330	3,000.00
B23-00051	McKesson Medical-Surgical Government Solutions LLC	013	Health Office Supplies	010-4330	500.00
B23-00052	N Site Ventures, LLC dba Woodcraft	013	Woodshop Suppl/Other Suppl/Production	010-4330	1,500.00
B23-00053	ODP Business Solutions, LLC	013	Ofc/Classroom Suppl/Other Supply/Disc	010-4330	6,000.00
B23-00054	Pacific Artglass Corp	013	Ceramic/Artglass/Oth/Supply/Disc	010-4330	1,200.00
B23-00055	Pitney Bowes Global Financial	013	Postage Meter Rental	010-5600	5,000.00
B23-00056	Pitney Bowes Global Financial dba Purchase Power	013	Meter Refill/Postage/Supplies	010-5900	3,650.00
B23-00057	PRECISION BUSINESS MACHINES	013	Fax Machine Repair	010-5600	300.00
B23-00058	Redwood Toxicology Laboratory, Inc	013	Drug Testing Supplies & Materials	010-4330	350.00
B23-00059	Southwest School Supply	013	Material & Supplies for Classroom and Office	010-4330	8,000.00
B23-00060	Kevin and Fran Stillwell dba Thousand Oaks Trophies	013	Award Trophy Engraving/oth/Exp/Disc	010-5820	250.00

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 9

Includes 06/01/2022 - 06/30/2022

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B23-00061	TIRE MAN - AGOURA, INC	013	Tires for Golf Trucks/Other/Supply	010-5600	850.00
B23-00062	Patricia Faraz DBA Top Quality Printing	013	Printing/Copying	010-5820	3,000.00
B23-00063	Ventura Steel Inc	013	Steel/Oth Exp/Arch/CTEIG	010-4330	2,000.00
B23-00064	WestCoast Woodworking Machine	013	Gen Ed/Mat & Repair	010-5820	1,000.00
B23-00066	GKM Enterprises Inc dba Hooper Camera	013	Repair of Camera's/CTEIG	010-5820	1,500.00
B23-00067	Hot Glass Color and Supply	013	Glass Color Supply/Oth/Supp/PFA	010-4330	1,500.00
B23-00068	DIY Home Center	013	Supplies/Ceramics/Oth Suppl/PFA	010-4330	300.00
B23-00070	DIY Home Center	013	Supplies/Ceramics/Oth Supply/PFA	010-4330	300.00
B23-00071	Advanced Water Solutions, INC	004	2022/23 Reverse Osmosis Equipment Rental	010-5820	3,360.00
B23-00072	Southwest School Supply	011	Red Oak Classroom Supplies for 2022-2023	010-4330	8,000.00
B23-00073	Pacwest Air Filter, LLC	004	2022/23 HVAC Air Filter Replacements	010-4330	14,597.69
B23-00074	California Pest Management	004	2022/23 School Pest Monthly Management Services	010-5820	10,450.00
B23-00075	Johnstone Supply	004	2022/23 HVAC Supplies/Materials As Needed DW	010-4330	5,000.00
B23-00076	Steven Field Plumbing	004	2022/23 Emergency Plumbing Repairs as needed	010-5600	500.00
B23-00077	Airgas West	004	2022/23 Welding Supplies	010-4330	250.00
B23-00078	Air Fab Services Inc.	004	2022/23 HVAC Services as needed DW	010-5600	1,200.00
B23-00079	J.W. Pepper & Son Inc	013	Misc. Music/Books/Materials/Chorus	010-4100	1,500.00
B23-00080	Enhanced Landscape Mgmt, Inc	004	2022/23 Landscaping Services DW	010-5600	100,400.00
B23-00081	Golden State Elevator	004	2022/23 Monthly Maintenance for Elevators	010-5600	4,700.00
B23-00082	Pacificom	004	2022/23 Communication Repairs/Supplies as needed	010-5600	500.00
B23-00083	Pierres Welding & Maint.	004	2022/23 Welding Services Districtwide as needed	010-5600	5,000.00
B23-00084	Juan Perez Carrillo Juan Perez Mobile Detail	004	2022/23 OPUSD Vehicle Car Wash Services	010-5600	3,000.00
B23-00086	RICHARDS TIRE MAN	004	2022/23 Tire repairs or replacement as needed	010-5600	250.00
B23-00087	Village Automotive Ctr, Inc.	004	2022/23 District Vehicle Maintenance & Repairs DW	010-5600	5,000.00
B23-00088	Crowder Backflow Services, Inc	004	2022/23 Backflow Services DW	010-5600	500.00

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 3 of 9

Includes 06/01/2022 - 06/30/2022					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B23-00089	Salinas & Sons Rooter Service	004	2022/23 Plumbing and Rooter Services DW	010-5600	9,600.00
P22-00239	Ryan Communications	004	Walkie Talkies for COVID Safety	010-4330	3,243.24
P22-00586	Riverside Insights	000	Psychs - 22/2023 Protocols Order	010-4330	818.00
P22-00658	Edmentum Inc	005	2022 Summer School English Licenses	010-5820	4,400.00
P22-00659	Andy Gump, Inc	004	Emergency Restrooms @OPHS	010-5600	546.35
P22-00660	Committee For Children	005	2022-23 MCMS Second Step Licenses	010-4330	1,599.50
P22-00661	Fence Factory	004	Fencing and Gate for Security/Safety @OPHS	010-5600	3,712.43
P22-00662	West Shield Adolescent Svc	000	SpEd Adolescent Transportation Services	010-5820	9,994.52
P22-00663	West Shield Adolescent Svc	000	SpEd Adolescent Transportation Services	010-5820	5,487.47
P22-00664	NV5 West, Inc.	004	Proj 18-21S Concrete Assessment @Mod Class MCMS	211-6176	1,200.00
P22-00665	College Board Publications PSA T/NMSQT	013	AP Exam/Oth Suppl/AP	010-4330	79,200.00
P22-00666	Signature Signs	004	Chumash Lands Dedication Plaque OPHS	010-5820	3,091.56
P22-00667	Southwinds Transportation	005	ROES Buesses for Santa Cruz Trip	010-5820	2,581.80
P22-00668	Shred Source Inc	005	Removal of Obsolete Textbooks OPIS & OVHS	010-9510	250.00
P22-00669	School Specialty, LLC	005	2022-23 BES FOSS Adoption	010-9330	35,730.72
P22-00670	School Specialty, LLC	005	2022-23 OHES FOSS Adoption	010-9510	28,446.30
P22-00671	School Specialty, LLC	005	2022-23 ROES FOSS Adoption	010-9330	26,330.67
P22-00672	The Prophet Corp. Db a Gopher Sport	005	Summer PD for Christy Amaral	010-5200	513.10
P22-00673	Edmentum Inc	005	2022 Summer School Health Licenses	010-5820	14,000.00
P22-00674	Derek Sage dba SOS Entertainment	012	Disc: Culmination	010-4330	4,640.00
P22-00675	Kids World	011	Parent funded end of year party--1st grade	010-5820	1,300.00
P22-00676	Kids World	011	Parent funded end of year party--DK	010-5820	418.00
P22-00677	Apperson, Inc.	013	Scantrons/Oth Supply	010-4330	668.19
P22-00678	Amazon Capital Services, Inc.	005	Teacher Grant Michelle Weilbacher	010-9510	178.17
P22-00679	Amazon Capital Services, Inc.	005	2021-22 Summer School Supplies	010-9510	1,304.42
P22-00680	Wested	036	2021-2022 Healthy Kids Survey	010-5820	200.00

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 4 of 9

Includes 06/01/2022 - 06/30/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
P22-00681	REC Solar Commercial Corp	004	Solar Panel Power Software Track Renewal DW	010-5820	7,148.40	
P22-00682	HEINEMANN	005	BES RWW Supplies	010-4200	1,612.19	
P22-00683	HEINEMANN	005	ROES RWW Supplies	010-4200	1,622.15	
P22-00684	HEINEMANN	005	OHES RWW Supplies	010-4200	1,474.68	
P22-00685	Oak Park High School - Asb c/o OPHS	012	Culmination Expense	010-5820	968.22	
P22-00686	Committee For Children	005	2022-23 K-5 Second Step License	010-4330	1,302.53	
				010-5820	56.97	
P22-00687	APSI San Gabriel	005	Jeff Smith Conference Registration	010-5200	835.00	
P22-00689	Barnhart Balfour Beatty, Inc B alfour Beatty Construction	004	Const. Mgmt. Svcs. May 2022 #49000	211-5820	1,600.00	
				211-6272	23,420.00	
P22-00690	SMITH PIPE & SUPPLY	004	Proj 20-16S Materials for Paver Project BES	211-4410	485.52	
P22-00691	Carlson's Building Materials	004	Proj 20-16S Paver Materials & Supplies	211-4410	1,370.03	
P22-00692	Advanced Water Solutions, INC	004	Drinking water at the District Office	010-5820	210.00	
P22-00693	Document Systems	000	Pupil Services - Printer toner cartridges	010-4330	375.38	
P22-00694	Amazon Capital Services, Inc.	005	OVHS ELO Supplies	010-9510	1,415.55	
P22-00695	Carl Abajian Captain Carl's Mo bile Tidepool	028	Living Marine Lab Presentation-6/6/22, 6/9/22	120-5820	1,275.00	
P22-00696	Sub Zero Ice Cream	028	Subzero-Science presentations@BES, ROES, OHES	120-5820	1,488.09	
P22-00697	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	009	Bus trip 2nd grade	010-8699	1,815.00	
P22-00698	Amazon Capital Services, Inc.	005	DETF #JEDI Book Club	010-9510	344.40	
P22-00699	VCOE	015	OVHS Yearbooks	010-4330	922.65	
P22-00700	Graphaids	005	2022 Summer School Supplies- Art	010-4330	1,365.75	
P22-00701	ASI Associates, Inc dba Arbor Scientific	005	Teacher Grant- Daniel O'Brien	010-9510	833.51	
P22-00702	Aztec Technology	004	40 Ft Storage Container for Stadium @OPHS	010-6400	12,194.33	
P22-00703	West Shield Adolescent Svc	000	SpEd Adolescent - Transportation Services from NPS	010-5820	8,323.74	
				010-9510	5,041.15	
P22-00704	VCOE	000	VCOE - Para Educational Support 3/26/22-6/30/2022	010-5820	10,587.23	
				010-9510	4,530.68	
P22-00705	Alpenspruce Education Solution s Inc	005	Alludo Rebuild	010-5200	2,500.00	

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 5 of 9

Includes 06/01/2022 - 06/30/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
P22-00706	SiteOne Landscape Supply, LLC	004	Proj 20-18S Irrigation Supplies @Bldg B & C Area	211-4330	1,235.77	
P22-00707	Natanya and Kris Dennis	000	Settlement Agreement Reimbursement	010-5820	4,125.00	
				010-9510	2,875.00	
P22-00708	Auditory Processing Ctr of Pasadena	000	SpEd Student Assessment	010-5820	2,600.00	
P22-00709	Shred Source Inc	004	Shredding Services for Recycling Event	010-9510	300.00	
P22-00710	Roadside Lumber & Hardware	011	Proj 20-18S Materials for Concrete Work @Bldg B	211-4330	1,361.89	
P22-00711	Us Bank Trust Nat'l Assn.	004	Admin Fees 2009 GOB Election 2008 Series A	010-5820	950.00	
P22-00712	Us Bank Trust Nat'l Assn.	004	Admin Fees 2009 GOB Election 2006 Series B	010-5820	950.00	
P22-00713	Acorn Press	000	Acceptance Stats - Acorn Ad OPUSD	010-9510	1,466.00	
P22-00714	Personnel Concepts	006	HR Compliance Posters	010-9510	3,380.83	
P23-00002	Teachers College Columbia University	005	PD for Allison Shapiro	010-5200	790.00	
P23-00003	Bureau Of Education & Research	005	PD for Amy Sinnamon	010-5200	837.00	
P23-00004	Joy Products of California Coastal Enterprises	012	Disc: Masterlocks	010-4330	792.17	
P23-00005	Project Lead the Way (PLTW)	013	Engineering/Participation Fee/CTEIG	010-5820	3,200.00	
P23-00006	VCOE	000	VCOE - Para Educational Support 2022/2023	010-5820	9,624.76	
P23-00007	AML Global American Language Services	000	2022/23 - SpEd Interpretation Services	010-5820	5,000.00	
P23-00008	ODP Business Solutions, LLC	000	2022/23 - Pupil Services Office Supplies	010-4330	2,400.00	
P23-00009	Sparkletts	000	2022/23 - Water Service / Pupil Services	010-4330	300.00	
P23-00010	Las Virgenes School Dist	000	2022/23 - SpEd / LVUSD DIS Services for OPUSD	010-5820	130,000.00	
P23-00011	VCOE	000	2022/23 - VCOE Excess Cost (Tuition)	010-7141	228,000.00	
P23-00012	VCOE	000	2022/23 - VCOE Excess Cost Transportation	010-7142	106,665.00	
P23-00013	VCOE	000	SpEd / Physical Therapy Services 2022/23	010-5820	5,000.00	
P23-00014	VCOE	000	2022/23 - VCOE Workshops - SpEd	010-5200	2,400.00	
P23-00015	Safety Unlimited, Inc	000	First Aide/CPR Training (District Nurse) - 2022/23	010-5820	500.00	
P23-00016	Apperson, Inc.	013	Scantrons/Oth Supply	010-4330	3,000.00	
P23-00017	The Salvation Army	013	APC Retreat/Counseling/Oth Serv/ELO	010-5820	1,644.00	

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

Includes 06/01/2022 - 06/30/2022

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
P23-00018	Morris Printing Group, Inc. db a School Mate	013	Student Planners/Oth Exp/Disc	010-5820	386.10
P23-00019	Flinn Scientific, Inc	013	Science Mat/Oth Supply/PFA	010-4330	1,530.44
P23-00020	Drawing Board Printing	013	Window Envelopes/Mat & Supply/Admin	010-5820	315.38
P23-00021	Paper Direct	013	Certificates/Admin/Other Expense	010-5820	60.02
P23-00022	Foundation For Educational Administration	005	Diane Diamond ACSA Principals Academy	010-5200	1,395.00
P23-00023	Concepts School & Office Furn	004	Ergonomic Chairs for Staff per Assessments	010-4330	1,060.17
P23-00024	Amazon Capital Services, Inc.	005	BES RWW Supplies	010-4100	806.74
P23-00027	Learning Without Tears	005	2022-23 BES DK Order	010-4100	734.16
P23-00028	HEINEMANN	005	2022-23 BES Units of Study Order	010-4100	35,212.80
P23-00029	Studies Weekly, Inc dba American Legacy Publishing	005	2022-23 BES Studies Weekly	010-4100	2,692.19
P23-00030	Houghton Mifflin Harcourt	005	2022-23 BES Go Math	010-4100	18,758.66
P23-00031	Learning Without Tears	005	2022-23 OHES DK Order	010-4100	747.87
P23-00032	Barnes And Noble Bookstores	005	2022-23 OHES Flash Kids Learning	010-4100	576.25
P23-00033	Studies Weekly, Inc dba American Legacy Publishing	005	2022-23 OHES Studies Weekly	010-4100	2,377.52
P23-00034	Scholastic, Inc.	005	2022-23 OHES Scholastic	010-4100	1,320.37
P23-00035	Houghton Mifflin Harcourt	005	2022-23 OHES Go Math	010-4100	15,288.49
P23-00036	Learning Without Tears	005	2022-23 ROES DK Order	010-4100	1,195.48
P23-00037	Studies Weekly, Inc dba American Legacy Publishing	005	2022-23 ROES Studies Weekly	010-4100	3,898.43
P23-00038	HEINEMANN	005	2022-23 ROES Units of Study Order	010-4100	29,936.73
P23-00039	Houghton Mifflin Harcourt	005	2022-23 ROES Go Math	010-4100	21,884.52
P23-00040	Perma-Bound	005	2022-23 MCMS Novels	010-4100	4,397.95
P23-00041	Courtyard Construction, Inc.	004	Proj 22-06S Shade Sails for Eating Area @OHES	211-6209	28,700.00
P23-00042	Intrepid Glass & Mirror, Inc	004	Glass & Replacements completed Districtwide	010-5600	3,040.00
P23-00043	Custom Modular Services Corp	004	Proj 22-07S Repair Exterior Modular Classrooms DW	211-6209	56,120.00
P23-00044	Omega Construction Company	004	Proj 22-07S Repair Exterior at Elevator MCMS	211-6209	24,800.00
P23-00045	Vector Energy Group LLC	004	Proj 22-08S LED Lighting Upgrades Districtwide	211-6209	202,273.00
P23-00046	Southwest School Supply	004	New Student Chairs for Additional DK Class	010-4410	2,024.88
P23-00047	Fence Factory	004	Proj 22-09S Install Security Fencing OHES	211-6209	98,117.30
P23-00048	Fence Factory	004	Proj 22-10S Install Softball Fencing OPHS	211-6209	20,925.00

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

Includes 06/01/2022 - 06/30/2022					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
P23-00049	Omega Construction Company	004	Proj 22-06S School Cafeteria Demo OHES	211-6209	14,400.00
P23-00050	Hughes General Engineering	004	Proj 22-06S Grading/Pavers for Eating Area OHES	211-6209	59,670.00
T23-00004	Revolution Office	007	Blanket PO for Printer Supplies \$500	010-4330	500.00
T23-00005	Incident IQ, LLC	007	Incident IQ Help Desk License Renewal	010-5820	13,125.00
T23-00007	Softchoice Corporation	007	Microsoft Districtwide License CAMSA	010-5820	11,039.22
T23-00008	VCOE	007	VC EdNet 10Gbps Internet Service Provider (ISP)	010-5820	11,310.00
T23-00009	VCOE	007	Aequitas Q SIS hosted by VCOE	010-5820	48,090.00
T23-00010	SHI International	007	Adobe Creative Cloud Site License for DO	010-5820	2,500.00
T23-00011	Amplified IT LLC	007	Google Workspace for Education Plus License 1yr	010-5820	10,560.00
T23-00012	SHI International	007	FortiNAC license upgrade and renewal	010-5820	13,467.60
T23-00013	All Connected Inc	007	Basic Maintenance of Internal Connections (ERATE)	010-5820	17,064.00
TB23-00001	Apple Computer, Inc. Ms:198-3E D	007	Blanket PO for Computer Equip & Repairs	010-4330	8,000.00
				010-5600	8,000.00
TB23-00002	CDW GOVERNMENT INC	007	Blanket PO Equipment & Supplies <\$500	010-4330	8,000.00
TB23-00003	Compuwave Inc.	007	Blanket PO Equipment & Supplies <\$500	010-4330	5,000.00
TB23-00004	Digital Scepter Corporation	007	Network Support Services for Firewall	010-5820	10,000.00
TB23-00005	MJP Technologies Inc	007	Blanket PO for services	010-5820	2,000.00
TB23-00006	Monoprice Inc	007	Blanket PO Equipment & Supplies <\$500	010-4330	4,000.00
TB23-00007	Scott Electric	007	Replacement Projector Bulbs (Blanket PO)	010-4330	1,500.00
TB23-00008	Charter Communications	007	Spectrum Enterprise WAN data service and ISP	010-5820	53,200.00
TB23-00009	GoTo Communications Inc	007	GoTo - Jive VOIP Telephone Service (LogMeIn)	010-5820	62,000.00
TB23-00010	ODP Business Solutions, LLC	007	Blanket PO for Office Supplies not to exceed \$500	010-4330	500.00
Total Number of POs				211	
				Total	2,247,999.35
				Total Fiscal Year 2022	300,610.21
				Total Fiscal Year 2023	1,947,389.14

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.

Includes 06/01/2022 - 06/30/2022

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B22-00001	4,041.15	010-4330	General Fund/Other Materials and Supplies N	63.32
B22-00006	85,546.75	010-5560	General Fund/Trash / Sewer Services	397.18
B22-00013	6,162.34	010-4330	General Fund/Other Materials and Supplies N	300.00
B22-00073	8,450.00	010-5600	General Fund/Rents, Leases, and Repairs	3,200.00-
B22-00105	1,835.00	010-4330	General Fund/Other Materials and Supplies N	3.58
B22-00140	10,300.00	010-5600	General Fund/Rents, Leases, and Repairs	300.00
B22-00159	4,665.88	010-4330	General Fund/Other Materials and Supplies N	2,215.00
B22-00161	480.00	010-5600	General Fund/Rents, Leases, and Repairs	70.00-
B22-00181	8,807.98	010-4330	General Fund/Other Materials and Supplies N	1,350.00
B22-00188	86,925.00	010-5600	General Fund/Rents, Leases, and Repairs	4,518.00-
P22-00594	1,066.19	010-5600	General Fund/Rents, Leases, and Repairs	48.41-
P22-00595	464.40	010-5600	General Fund/Rents, Leases, and Repairs	92.88
			Total PO Changes	3,114.45-

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 9 of 9

Includes 07/01/2022 - 07/31/2022					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B23-00090	Roadside Lumber & Hardware,	004	2022/23 Hardware and Supplies M & O	010-4330	2,000.00
B23-00091	Conejo Awards	000	Awards/Nameplates 2022-2023	010-5820	3,108.75
B23-00092	CR Print	000	Stationary Printing for District during 2022-2023	010-5820	7,507.50
B23-00093	SiteOne Landscape Supply, LLC	004	2022/23 Landscaping Materials & Supplies	010-4330	3,000.00
B23-00094	Cedar Valley Plumbing Supple	004	2022/23 Plumbing materials as needed DW	010-4330	2,000.00
B23-00095	Agoura Wholesale Electric Corp	004	2022/23 Electrical/Lighting Supplies for M & O	010-4330	1,000.00
B23-00096	Carlson's Building Materials	004	2022/23 Masonry Materials & Supplies	010-4330	500.00
B23-00097	Channel Islands Roofing	004	2022/23 Roof & Gutter Repairs as needed DW	010-5600	3,000.00
B23-00098	Clark Security/Anixter, Inc	004	2022/23 Security Parts & Supplies	010-4330	500.00
B23-00099	Cold Tech Refrigeration	004	2022/23 Refrigerator and Freezer Services DW	010-5600	1,000.00
B23-00100	Home Depot	004	2022/23 Custodial Supplies and Materials DW	010-4330	1,000.00
B23-00101	Home Depot	004	2022/23 Maintenance Materials & Tools as needed	010-4330	2,000.00
B23-00102	Intermountain Lock & Security	004	2022/23 Locksmith supplies as needed	010-4330	250.00
B23-00103	Cross Breeze Screens	004	2022/23 Window Screen repair as needed DW	010-5600	500.00
B23-00104	Park Oaks Mower	004	2022/23 Lawn supplies, Equipment & Repairs DW	010-4330	1,000.00
B23-00105	Regency Enterprises, Inc	004	2022/23 Lighting Supplies	010-4330	2,000.00
B23-00106	Grainger Industrial Supply	004	2022/23 Materials as needed DW	010-4330	500.00
B23-00107	SMITH PIPE & SUPPLY	004	2022/23 Grounds/Maintenance Pipe Supplies	010-4330	2,000.00
B23-00108	Southwest School Supply	004	2022/23 Custodial Supplies Districtwide	010-4330	46,350.00
B23-00109	Waxie's Enterprises, LLC dba WA XIE Sanitary Supply	004	2022/23 Custodial Supplies Districtwide	010-4330	20,000.00
B23-00110	DIY Home Center	004	2022/23 Custodial Supplies and Materials DW	010-4330	1,000.00
B23-00111	Tri-Valley Supply	004	2022/23 Custodial Supplies and Repairs	010-4330	2,000.00
B23-00112	R Turner Associates, LLC	004	2022/23 Waterless Urinal Supplies DW	010-4330	1,000.00
B23-00113	Dunn-Edwards Corporation	004	2021/2022 M & O Painting Supplies and Materials	010-4330	1,000.00

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

ESCAPE ONLINE

Page 1 of 7

Includes 07/01/2022 - 07/31/2022

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
B23-00114	Russell Sigler Inc	004	2022/23 HVAC Parts, Materials & Supplies as needed	010-4330	500.00
B23-00115	US Air Conditioning	004	2022/23 HVAC Parts as needed	010-4330	250.00
B23-00116	Van Buren Equipment, Inc. Pacific Equipment	004	2022/23 Dingo Service and Repair	010-5600	800.00
B23-00117	ODP Business Solutions, LLC	004	2022/23 M & O Supplies	010-4330	250.00
B23-00118	Pyro-Comm Systems, Inc.	004	2022/22 Fire Alarm Monthly Monitoring Service	010-5600	2,880.00
B23-00119	Pyro-Comm Systems, Inc.	004	2022/23 Fire Alarm Maintenance and Repairs	010-5600	2,500.00
B23-00120	McKinley Elevator Corporation	004	2022/23 Wheelchair Lift Inspections	010-5820	1,000.00
B23-00121	Natural Wonders Trees Inc	004	2022/23 Tree Maintenance as needed DW	010-5600	27,395.00
B23-00122	Do-It Center	004	2022/23 M & O materials as needed	010-4330	2,000.00
B23-00123	California Pest Management	004	2022/23 Ground Squirrel/Gopher Control DW	010-5600	2,000.00
B23-00124	Lifestyle Publications LLC	001	DOC Ads Conejo Lifestyle Magazine 2022/23	010-5820	3,900.00
B23-00125	SOS Survival Products	004	2022/23 COVID Supplies	010-4330	5,000.00
B23-00126	So Cal Edison	004	2022/2023 Electrical Utility Svs District-Wide	010-5520	166,233.00
B23-00127	Southwest School Supply	010	School Supplies for 2022-2023 School Year	010-4330	9,000.00
FS23-00001	Jordanos	025	Groceries	130-4700	30,000.00
FS23-00002	Sysco Ventura, Inc.	025	Groceries	130-4700	30,000.00
FS23-00003	Challenge Dairy Products, Inc.	025	Dairy, Eggs, Juice & Canned Tomatoes	130-4700	90,000.00
FS23-00004	United Natural Foods, Inc	025	Natural Foods	130-4700	8,500.00
FS23-00005	Cold Tech Refrigeration	025	Repairs: Refrigeration	130-5600	500.00
FS23-00006	Gold Star Foods	025	USDA Foods & Groceries	130-4700	100,000.00
FS23-00007	P&R Paper Supply Company, Inc.	025	Paper, Plastic & Cleaning Supplies	130-4330	20,000.00
FS23-00008	Ventura County Environmental Health Division	025	Fees: Annual Health Permits	130-5820	2,646.42
FS23-00009	Gold Star Foods	025	Fees: Brown Box & Storage	130-5820	3,000.00
FS23-00010	Marx Bros. Fire Extinguisher	025	Maintenance: Fire System	130-5600	800.00
FS23-00011	Advanced Sanitation	025	Maintenance: Grease Traps	130-5600	1,000.00
FS23-00012	San Mateo-Foster-Super Co-Op	025	Fees: Super Co-Op Annual Membership Contribution	130-5820	111.83
FS23-00013	D'Amore's Pizza Connection	025	Ready Made Pizza and Pasta	130-4700	40,000.00
FS23-00014	Ecolab Food Safety Specialties	025	Cleaning Supplies	130-4330	200.00
FS23-00015	The Berry Man, Inc.	025	Fresh Produce	130-4700	20,000.00
FS23-00016	Tony's Fine Foods	025	Poultry & Natural Foods	130-4700	30,000.00
FS23-00017	Water Walkers Inc	025	Menu Planning Software	130-5820	4,000.00
P22-00715	Perma-Bound	005	MCMS Dystopian Book Club	010-4330	1,091.38

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

Includes 07/01/2022 - 07/31/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
P23-00051	SHI International	013	2022/2023 Adobe LicenseRenewal	010-4330	2,500.00	
P23-00052	Accelerate Learning Inc.	005	2022-23 MCMS Science Consumables	010-4100	11,690.25	
P23-00053	The Prophet Corp. Dba Gopher Sport	005	2022-23 MCMS PE Supplies	010-4100	4,957.51	
P23-00054	Perma-Bound	005	2022-23 MCMS 7th grade novel	010-4100	4,592.65	
P23-00055	BE Publishing	005	2022-23 MCMS Edutyping Renewal	010-4100	749.25	
P23-00056	Membean Inc.	005	2022-23 MCMS Membean Renewal	010-4100	6,765.00	
P23-00057	RocketLit Inc.	005	2022-23 MCMS InnerOrbit Renewal	010-4100	4,200.00	
P23-00058	Generation Genius Inc	005	2022-23 MCMS Generation Genius Renewal	010-4100	995.00	
P23-00059	Vernier Software & Technology	005	2022-23 OPHS Pivot Interactives Renewal	010-4100	1,956.24	
P23-00060	McGraw-Hill School Education Holdings, LLC	005	2022-23 OPHS ALEKS Licenses	010-4100	359.40	
P23-00061	Gateway Education Holdings LLC dba Savvas Learning Company	005	2022-23 OPHS AP French Renewal	010-4100	376.00	
P23-00062	Cengage Learning	005	2022-23 OPHS Statistics Text	010-4100	29,773.94	
P23-00063	Vista Higher Learning	005	2022-23 OPHS Spanish Text	010-4100	34,725.89	
P23-00064	Cengage Learning	005	2022-23 OPHS History & Calculus Text	010-4100	9,499.93	
P23-00065	DawnSignPress	005	2022-23 OPHS ASL Textbooks	010-4100	13,403.67	
P23-00066	MPS	005	2022-23 OPHS Textbooks and Science Notebooks	010-4100	11,270.60	
P23-00067	Gateway Education Holdings LLC dba Savvas Learning Company	005	2022-23 OVHS World History & Econ Text Adoption	010-4100	19,463.75	
P23-00068	Houghton Mifflin Harcourt	005	22-23 OPIS Go Math/Science Fusion Physical	010-4100	1,229.73	
P23-00069	Studies Weekly, Inc dba American Legacy Publishing	005	2022-23 OPIS Studies Weekly	010-4100	371.80	
P23-00070	Vista Higher Learning	005	2022-23 OPIS VHL Renewal	010-4100	11,543.23	
P23-00071	Rosetta Stone LLC	005	2022-23 OPIS Rosetta Stone Renewal	010-4100	5,400.00	
P23-00072	McGraw-Hill School Education Holdings, LLC	005	2022-23 OPIS ALEKS Licenses	010-4100	3,054.90	
P23-00073	Committee For Children	005	Roes Second Step for new DK Teacher	010-4100	492.28	
P23-00074	Amazon Capital Services, Inc.	005	2022-23 OVHS Books	010-4100	110.67	
P23-00075	Amazon Capital Services, Inc.	005	2022-23 OPIS Workbooks	010-4100	2,370.53	
P23-00076	HEINEMANN	005	2022-23 OHES Units of Study Order	010-4100	27,177.50	
P23-00077	W.W. Norton & Company, Inc.	005	2022-23 OPIS Music Appreciation Text	010-4100	3,015.60	

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 3 of 7

Includes 07/01/2022 - 07/31/2022					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
P23-00078	Typing Agent LLC	005	2022-23 Typing Agent Renewal	010-4100	2,521.26
P23-00079	Illuminate Education, Inc.	005	2022-23 Fastbridge Renewal	010-4100	19,393.75
P23-00080	LAZEL, Inc. DBA Learning A-Z L LC	005	2022-23 Raz Kids Renewal	010-4100	3,629.12
P23-00081	Notable Incorporated dba Kami	005	2022-23 Kami Renewal	010-4100	8,250.00
P23-00082	Pear Deck, Inc.	005	2022-23 Peardeck Renewal	010-4100	6,002.70
P23-00083	Bsn Sports	005	2022-23 Fitnessgram Renewal	010-4100	1,194.00
P23-00084	Texthelp Inc	005	2022-23 Equatio Renewal	010-4100	4,600.00
P23-00085	Follett School Solutions, Inc.	005	2022-23 Destiny Renewal for Libraries	010-4100	4,525.44
P23-00086	Seesaw Learning, Inc	005	2022-23 Seesaw Renewal	010-4100	9,063.00
P23-00087	Gateway Education Holdings LLC dba Savvas Learning Company	005	2022-23 OPHS World History & Econ Text	010-4100	28,892.65
P23-00088	Vista Higher Learning	005	OPHS French 3 adoption	010-4100	9,796.85
P23-00089	McGraw-Hill School Education Holdings, LLC	005	2022-23 OHES MTSS Materials	010-4200	840.98
P23-00090	McGraw-Hill School Education Holdings, LLC	005	2022-23 BES MTSS Materials	010-4200	955.11
P23-00091	McGraw-Hill School Education Holdings, LLC	005	2022-23 ROES MTSS Materials	010-4200	992.72
P23-00092	IXL Learning Inc	005	22/23 IXL Renewal	010-4100	33,145.00
P23-00093	McGraw-Hill School Education Holdings, LLC	005	2022-23 MCMS ALEKS Licenses	010-4100	21,557.00
P23-00094	Omega Construction Company	004	Proj 22-11S Wellness Center @Oak Park High School	211-6209	53,900.00
P23-00095	M/M Mechanical, Inc	004	Proj 20-18S In Wall Storm Drain Reroute @ROES	211-6209	8,256.73
P23-00096	M/M Mechanical, Inc	004	Proj 20-18S Refrigerated Bottle Filler ROES	211-6209	9,436.00
P23-00097	Custom Modular Services Corp	004	Proj 22-07S Foundation Replacement @ROES	211-6209	9,820.00
P23-00098	Ardalan Construction Company, Inc.	004	Proj 20-18S Exterior Improvement @ROES	211-6209	2,194,000.00
P23-00099	Alpenspruce Education Solutions Inc	005	Alludo Renewal 3 yr	010-4330	17,212.50
P23-00100	Perma-Bound	005	22-23 OPHS Novels	010-4100	22,077.68
P23-00101	Scholastic, Inc.	005	22-23 BES 2nd Grade Scholastic	010-4100	786.60
P23-00103	SiteOne Landscape Supply, LLC	004	Proj 22-10S Irrigation @Softball Field OPHS	211-4410	948.11
P23-00104	Turf Team, Inc	004	Weed Barrier Softball Warning Track OPHS	010-5600	2,884.00
P23-00105	Barnhart Balfour Beatty, Inc Balfour Beatty Construction	004	Const. Mgmt. Svcs. June 2022 #50000	211-5820	400.00
				211-6272	27,880.00
P23-00109	Reliable Cabling Solutions	004	Disconnect low voltage Wiring MCMS & ROES	211-6209	696.00

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

Includes 07/01/2022 - 07/31/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
P23-00110	Reliable Cabling Solutions	004	Troubleshoot and repair PA in ROES	010-5600	1,392.00	
P23-00111	M/M Mechanical, Inc	004	Emergency Repairs due to water leak @OPHS	010-5600	16,982.20	
P23-00113	REC Solar Commercial Corp	004	Diagnose Inverter A3 fault @MCMS	010-5600	1,114.56	
P23-00114	REC Solar Commercial Corp	004	Troubleshoot INV E2 arc fault @OPHS	010-5600	3,758.14	
P23-00115	Chatfield Clarke, LLC	004	Soundboard for Supt Office @DO	010-4330	1,958.94	
P23-00116	SMITH PIPE & SUPPLY	004	Proj 22-10S Materials Softball Field OPHS	211-4330	945.05	
P23-00117	Pierres Welding & Maint.	004	Proj 22-07S Replace Steel Ramp D56 @ROES	211-6209	2,750.00	
P23-00119	Ventura County Library	004	2021-2022 Library Shared Utilities & Maintenance	010-5820	27,951.29	
P23-00120	Apperson, Inc.	012	Open: Scantron machine & forms	010-4330	911.63	
P23-00121	Amazon Capital Services, Inc.	004	M & O Equipment	010-4330	202.47	
P23-00122	Amazon Capital Services, Inc.	004	Rolling Storage Cart for Health Office	010-4330	417.20	
P23-00123	Amazon Capital Services, Inc.	004	Rolling Storage Cart for Health Office	010-4330	417.20	
P23-00124	Amazon Capital Services, Inc.	004	M & O Staff Safety Footwear	010-4330	548.62	
P23-00126	Amazon Capital Services, Inc.	004	OPIS Student Lounge Furnishings	010-4330	708.46	
P23-00127	Barnes And Noble Bookstores	005	ROES Title III & RWW Expenditures	010-4330	1,504.67	
P23-00128	Literacy Resources, LLC	005	ROES Phoneme Awareness Books	010-4330	768.96	
P23-00129	Epstein Custom Media Inc dba L A Parent	001	DOC Ad LA Parent Education LA 2022-23	010-5820	4,000.00	
P23-00130	Amazon Capital Services, Inc.	005	ROES RWW Books	010-4330	482.93	
P23-00131	Amazon Capital Services, Inc.	005	ROES DK/K Read Alouds	010-4330	213.67	
P23-00132	Amazon Capital Services, Inc.	005	ROES 2nd grade wish list, Title III expenditure	010-4330	598.97	
P23-00133	Shred Cource Inc	004	Shredding Services 2022/2023	010-5820	3,500.00	
P23-00134	Niche.com, Inc	000	Standout Package 7/1/22 - 6/30/23	010-5820	21,990.00	
P23-00135	Calabasas Style LLC	001	DOC Ad Calabasas Lifestyle Magazine	010-5820	1,100.00	
P23-00136	Ryan Communications	004	Kenwood Portable Walkie Talkies for OPHS	010-4330	1,128.27	
P23-00137	Amazon Capital Services, Inc.	004	Rolling Storage Cart for Health Office	010-4330	338.91	
P23-00138	Roadside Lumber & Hardware	004	Proj 22-07S Portable Classrooms DW	211-4330	1,604.76	
P23-00139	Pierres Welding & Maint.	004	Proj 22-06S Install Hand Rail Oak Hills ES	211-6209	3,500.00	

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

Includes 07/01/2022 - 07/31/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
P23-00140	KENCO Construction Srvs Inc	004	Proj 22-03S DSA Inspection Svcs Portables DW	211-6251	19,000.00	
P23-00141	Paper Education Company Inc.	005	2022/23 Paper Agreement	010-4100	105,415.20	
P23-00142	Environmental Management Technologies	004	Hazardous Waste Removal	010-5600	3,386.75	
P23-00143	Pacific Mobile	004	Delivery of Leased Trailer #8442 to OHES	010-5600	902.28	
P23-00144	Houghton Mifflin Harcourt	005	2022-23 OPIS Math & Science Digital	010-4100	5,688.15	
P23-00145	San Joaquin County Office of Education	006	Employment Opportunities via EdJoin 2022-2023	010-5820	1,093.50	
P23-00146	Southwest School Supply	005	22/23 BES Science Notebooks	010-4100	690.69	
P23-00147	Southwest School Supply	005	22/23 OHES Science Notebooks	010-4100	585.85	
P23-00148	Southwest School Supply	005	22/23 ROES Science Notebooks	010-4100	684.52	
P23-00149	Amazon Capital Services, Inc.	004	Office Furniture for Red Oak Elementary School	010-4410	803.60	
P23-00150	Amazon Capital Services, Inc.	004	2022/23 M & O Staff Safety Footwear	010-4330	477.10	
P23-00151	Amazon Capital Services, Inc.	000	Batteries for Automatic Toilet Flushers DW	010-4330	66.45	
P23-00152	Amazon Capital Services, Inc.	005	Teacher Grant- Chris Lockrey	010-4330	41.37	
P23-00153	Amazon Capital Services, Inc.	004	DK Furniture for BES	010-4330	988.74	
P23-00154	Amazon Capital Services, Inc.	004	DK Furniture for Oak Hills	010-4330	841.34	
P23-00155	Amazon Capital Services, Inc.	004	Dk Furniture for ROES	010-4330	1,224.83	
P23-00156	Amazon Capital Services, Inc.	004	DK Furniture Order #2 for ROES	010-4330	1,224.83	
P23-00157	ODP Business Solutions, LLC	015	OVHS Office Supplies 22/23	010-4330	1,500.00	
P23-00158	ODP Business Solutions, LLC	024	OPIS Office Supplies 22/23	010-4330	1,500.00	
P23-00159	Ready Refresh by Nestle	024	OPIS Water #0027298777	010-5600	600.00	
P23-00160	Amazon Capital Services, Inc.	028	Supplies for BES	120-4330	99.66	
T23-00014	UpSavvy, Inc.	007	UpSavvy District License for Digital Citizenship	010-4200	1,900.00	
T23-00015	Apple Computer, Inc. Ms198-3ED	007	Proj 22-02S Computers Refresh	211-6500	27,085.55	
T23-00016	SHI International	012	Adobe Creative Cloud Site License for MCMS	010-5820	2,500.00	
TB23-00011	Infinity Comm & Consult	007	ERATE Consulting Services CAT 1 and 2	010-5820	15,000.00	
Total Number of POs				163	Total	3,719,565.71

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
B23-00016	600.00	010-4330	General Fund/Other Materials and Supplies N	2,900.00-

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

Includes 07/01/2022 - 07/31/2022

PO Changes (continued)

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
B23-00075	5,000.00	010-4330	General Fund/Other Materials and Supplies N	4,000.00
P23-00050	59,670.00	211-6209	Measure S Facilities & Tech/Main Construction-Buildir	520.00
Total PO Changes				1,620.00

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

TO: BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT B.1.d. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JULY 2022

CONSENT

ISSUE: Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - July 2022?

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

Education Code 35186 requires the Superintendent or designee to report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. For the quarterly period of April 1, 2022 through June 30, 2022 there were no complaints filed with any school in the District.

FISCAL IMPACT: None

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

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

ALTERNATIVES: 1. Approve the Quarterly Report on Williams Uniform Complaints – July 2022.
 2. Do not approve the Quarterly Report on Williams Uniform Complaints

RECOMMENDATION: Alternative #1.

Respectfully submitted,

 Jeff Davis, Ed.D.
 Superintendent

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

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

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

District: Oak Park Unified School District

Person completing this form: Tammy Herzog

Title: Assistant Superintendent of Educational Services

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

Date for information to be reported publicly at governing board meeting: 8/30/2022

Please check the box that applies:

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

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

Jeff Davis Ed.D.

 Name of District Superintendent

 Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.e. 2021-2022 ACCEPT ANNUAL ATTENDANCE REPORT

CONSENT

ISSUE: Shall the Board accept the 2021-2022 Annual Attendance Report recording the District's Average Daily Attendance (ADA) ending with the tenth and final school month of the reporting period?

BACKGROUND: The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which requires the governing board of each school district to certify actual student attendance to the State Superintendent of Instruction at three key times each school year. The First Period Attendance Report, commonly referred to as P-1, is certified and filed with the State at the end of the fourth school month. The Second Period Attendance Report, referred to as P-2, certifies the ADA through April 15 of the reporting year. The District's actual LCFF funding is normally based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The District's Annual Attendance report for 2021-2022 follows for the Board's review.

FISCAL IMPACT: None; ensures compliance with statutory attendance reporting requirements.

BOARD POLICY: N/A - Education Code 41601 requires governing board of each school district to report to the Superintendent of Public Instruction during each fiscal year the average daily attendance of the district for all full school months.

GOALS: N/A

RECOMMENDATION: For information and approval

Prepared by: Julie Townsend, Senior Accountant
Byron Jones, Director of Fiscal Services

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

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

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

COPY

original to
VCE 7-7-22

Principal Apportionment Data Collection (PADC)

Certification Signature Form

County: Ventura

Fiscal Year: 21-22

LEA: Oak Park Unified School District

Reporting Period: Annual

CDS Code: 56-13874

Data ID: 1A74F04F
(from PADC application certification file)

- Attendance School District
- Necessary Small School N/A
- Attendance Charter School
- Charter Status
- Attendance County Office of Education
- Attendance District Funded County Programs

Any inquiries concerning this report should be directed to:

Contact Name: Julie Townsend

Phone: 818-735-3244

E-Mail: jtownsend@opusd.org

I hereby certify that, to the best of my knowledge, all data has been compiled and reported in accordance with all applicable laws, regulations and instructions.

Charter School Official: _____
(if applicable) Signature

Charter School Official: _____ Date: _____
(if applicable) Printed Name/Title

LEA District Superintendent: [Signature]
Signature

LEA District Superintendent: Dr. Jeff Davis Date: 7-7-22
Printed Name

County Superintendent of Schools: _____
Signature

County Superintendent of Schools: Dr. César Morales Date: _____
Printed Name

Principal Apportionment Data Collection (PADC)

Processing Cycle: 2022-23 P-1, Reporting Period: 2021-22 Annual

[Home](#) / [Status](#) / [Certification](#) / [Certification Details](#)

Certification Details

Record Information

DES Name Attendance School District
Entity Oak Park Unified
CDS Code 56 73874 0000000
Data ID 1A14F04F
Last Saved By [jtownsend88](#)
Last Saved Date 6/30/2022 12:47:15 PM
Last Validation By [jtownsend88](#)
Last Validation Date 6/30/2022 12:47:39 PM
Passed Data Validation Yes

Certification Details

School District: [OPUSD](#) - 7/7/2022 8:26:54 AM
County Office of Education: None

Number of Records

1

Number of Errors

0

Number of Warnings

0

Certification Notes

« 1 »

No notes available.

Principal Apportionment Data Collection (PADC)

Processing Cycle: 2022-23 P-1, Reporting Period: 2021-22 Annual

Home / Data Entry / School District / Oak Park Unified / Attendance School District

Attendance School District

Record Information



Entity Information

County: Ventura
District: Oak Park Unified
CDS Code: 56 73874 0000000
Data ID: 1A14F04F

Validation Information

Number of Records: 1
Number of Errors: 0
Number of Warnings: 0
Passed Data Validation: Yes

Details

Last Saved By: [jtownsend88](#)
Last Saved Date: 6/30/2022 12:47:15 PM
Last Validation By: [jtownsend88](#)
Last Validation Date: 6/30/2022 12:47:39 PM

Certification Information

School District: [OPUSD](#) - 7/7/2022 8:26:54 AM
County Office of Education: None

Regular ADA

Data ID	1A14F04F					
Regular ADA	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total	
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,028.38	890.26	688.57	1,544.03	4,151.24
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	0.98	0.87	0	0	1.85
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0	0	1.17	0	1.17
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0	0.25	0	0	0.25
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0	0	0	0	0
ADA Totals (Sum of A-1 through A-5)	A-6	1,029.36	891.38	689.74	1,544.03	4,154.51

Other

Other	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total	
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	23.09	32.2	40.6	131.4	227.29
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0	0	0	0	0
Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0	0	0	0	0
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0	0	0	0	0
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	58.53				58.53
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6			29.76		29.76
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0

Prior Year ADA Adjustments

Prior Year ADA Adjustment (P-1 and P-2 only)

Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051 (a)(2)(B)].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
C-1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)

C-2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
-----	----------------------	----------------------	----------------------	----------------------	--------------------------------

ADA Totals (C-1 + C-2)

C-3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
-----	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051 (a)(2)(C)].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

C-4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
-----	----------------------	----------------------	----------------------	----------------------	--------------------------------

Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)

C-5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
-----	----------------------	----------------------	----------------------	----------------------	--------------------------------

ADA Totals (C-4 + C-5)

C-6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
-----	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

Prior Year P-2 ADA attributable to district resident pupils attending a non-charter school [EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

C-7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
-----	----------------------	----------------------	----------------------	----------------------	--------------------------------

Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)

C-8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
-----	----------------------	----------------------	----------------------	----------------------	--------------------------------

ADA Totals (C-7 + C-8)

C-9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
-----	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a)(3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

C-10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)

C-11	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

ADA Totals (C-10 + C-11)

C-12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.f. APPROVE EXPULSION IN ABEYANCE OF STUDENT IN DISCIPLINARY CASE #01-2022/2023

CONSENT

ISSUE: Should the Board of Education expel student in Disciplinary Case #01-2022/2023?

BACKGROUND: On August 11, 2022, an Medea Creek Middle School student was in violation of Education Codes 48915 (a)(1)(B), 48900(h), 48900(m) 48915(2) presence of this pupil causes a continuous danger to the physical safety of the pupil or others. As required by Education Code 48915, the principal has recommended expulsion of this student.

A meeting was held with the student and parent on August 12, 2022 to review the incident, the suspension, and the recommendation for expulsion. An agreement was reached with the student and parent for an “Agreement to Hold Enforcement of the Expulsion in Abeyance.”

FISCAL IMPACT: Not applicable

BOARD POLICY: Pursuant to Board Policy 5144.1 Suspension/Expulsion Due Process: A vote to expel a student shall be taken in an open session of a Board meeting. The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of Education Code 48917.

GOAL: N/A

ALTERNATIVES: 1. Expel student in Disciplinary Case #01-2022/2023 from the Oak Park Unified School District effective August 30, 2022.
2. Do not expel student in Disciplinary Case #01-2022/2023.

RECOMMENDATION: Alternative #1

Prepared by: Gia Jantz, Principal Medea Creek Middle School
Brad Benioff, Director of Student Support and School Safety

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: AUGUST 30, 2022
SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 6TH GRADE STUDENTS – OCT. 17-19, 2022 - PALI INSTITUTE, RUNNING SPRINGS, CA

CONSENT

ISSUE: Shall the Board of Education approve an overnight trip for Medea Creek Middle School 6th grade students?

BACKGROUND: Outdoor Education is a 6th grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for the 6th grade in a beautiful, safe and well-cared for environment.

Like past years, all interested 6th graders have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for students leaving at approximately 8:30 a.m. on October 17, 2022 and returning to MCMS on October 19, 2022 at approximately 1:45 p.m. The group will travel by buses (Coach USA). The camp is fully staffed and will be complemented by approximately 6-8 MCMS faculty/staff. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

FISCAL IMPACT: The cost is \$440.00 per student (which includes coach transportation, classes, food and lodging). MCMS will collect this permissible fee from families of students interested in attending the overnight trip. All interested students (space permitting) are able to attend, regardless of cost.

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 OPUSD LCAP Goal 4 – Deepen student learning through Nature-based Experiences and Environmental Stewardship in all areas of the instructional program and foster creativity, play, experiential, and inquiry-based learning

ALTERNATIVES:

1. Approve overnight trip for Medea Creek Middle School 6th Grade students to Pali Institute, Running Springs, CA.
2. Do not approve overnight trip for Medea Creek Middle School 6th Grade students to Pali Institute, Running Springs, CA.

RECOMMENDATION: Alternative #1

Prepared by: Gia Jantz, Principal, Medea Creek Middle School

BOARD MEETING, AUGUST 30, 2022

Approve overnight trip for Medea Creek Middle School
6th Grade students to Pali Institute

Page 2

Respectfully submitted,

Jeff Davis,
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: AUGUST 30, 2022
SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 7TH GRADE STUDENTS – NOV. 28-30, 2022 - PALI INSTITUTE, RUNNING SPRINGS, CA

CONSENT

ISSUE: Shall the Board of Education approve an overnight trip for Medea Creek Middle School 7th grade students?

BACKGROUND: Outdoor Education is a 6th grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for students in a beautiful, safe and well-cared for environment. Due to Covid, our 7th grade students did not get to experience this incredible bonding and educational experience during their 6th grade year.

Like past years, all interested students have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for students leaving at approximately 8:30 a.m. on November 28, 2022 and returning to MCMS on November 30, 2022 at approximately 1:45 p.m. The group will travel by buses (Coach USA). The camp is fully staffed and will be complemented by approximately 7-9 MCMS faculty/staff. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

FISCAL IMPACT: The cost is \$440.00 per student (which includes coach transportation, classes, food and lodging). MCMS will collect this permissible fee from families of students interested in attending the overnight trip. All interested students (space permitting) are able to attend, regardless of cost.

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 OPUSD LCAP Goal 4 – Deepen student learning through Nature-based Experiences and Environmental Stewardship in all areas of the instructional program and foster creativity, play, experiential, and inquiry-based learning

ALTERNATIVES:

1. Approve overnight trip for Medea Creek Middle School 7th Grade students to Pali Institute, Running Springs, CA.
2. Do not approve overnight trip for Medea Creek Middle School 7th Grade students to Pali Institute, Running Springs, CA.

RECOMMENDATION: Alternative #1

Prepared by: Gia Jantz, Principal, Medea Creek Middle School

BOARD MEETING, AUGUST 30, 2022

Approve overnight trip for Medea Creek Middle School
7th Grade students to Pali Institute

Page 2

Respectfully submitted,

Jeff Davis,
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: AUGUST 30, 2022
SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8TH GRADE STUDENTS – OCT. 31 TO NOV. 2, 2022 - PALI INSTITUTE, RUNNING SPRINGS, CA

CONSENT

ISSUE: Shall the Board of Education approve an overnight trip for Medea Creek Middle School 8th grade students?

BACKGROUND: Outdoor Education is a 6th grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for students in a beautiful, safe and well-cared for environment. Due to Covid, our 8th grade students did not get to experience this incredible bonding and educational experience during their 6th grade year.

Like past years, all interested students have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for students leaving at approximately 8:30 a.m. on October 31, 2022 and returning to MCMS on November 2, 2022 at approximately 1:45 p.m. The group will travel by buses (Coach USA). The camp is fully staffed and will be complemented by approximately 6-8 MCMS faculty/staff. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved Field Trip Planning Guide/Checklist have been met.

FISCAL IMPACT: The cost is \$440.00 per student (which includes coach transportation, classes, food and lodging). MCMS will collect this permissible fee from families of students interested in attending the overnight trip. All interested students (space permitting) are able to attend, regardless of cost.

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 OPUSD LCAP Goal 4 – Deepen student learning through Nature-based Experiences and Environmental Stewardship in all areas of the instructional program and foster creativity, play, experiential, and inquiry-based learning

ALTERNATIVES:

1. Approve overnight trip for Medea Creek Middle School 8th Grade students to Pali Institute, Running Springs, CA.
2. Do not approve overnight trip for Medea Creek Middle School 8th Grade students to Pali Institute, Running Springs, CA.

RECOMMENDATION: Alternative #1

Prepared by: Gia Jantz, Principal, Medea Creek Middle School

BOARD MEETING, AUGUST 30, 2022

Approve overnight trip for Medea Creek Middle School
8th Grade students to Pali Institute

Page 2

Respectfully submitted,

Jeff Davis,
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: AUGUST 30, 2022
SUBJECT: B.1.j. APPROVE STUDENT TEACHING AGREEMENT WITH CALIFORNIA STATE UNIVERSITY – CHANNEL ISLANDS FOR 2022-2023

CONSENT

ISSUE: Shall the Board of Education enter into Student Teaching Agreement with, California State University, Channel Islands for 2022-2023?

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

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

FISCAL IMPACT: None.

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

GOAL: In Support of LCAP Goal 2.2 - Strengthen teacher leadership and support models

ALTERNATIVES:

1. Approve Student Teaching Agreement with CSUCI for 2022-2023.
2. Do not approve the Student Teaching Agreement with CSUCI.

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan, Assistant Superintendent of Human Resources

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent

BOARD OF EDUCATION MEETING, AUGUST 30, 2022

Approve a Student Teaching Agreement with CSCUI for 2022-2023

Page 2

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

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

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

THIS AGREEMENT entered into between the Trustees of the California State University on behalf of California State University Channel Islands, hereafter referred to as "UNIVERSITY," and the **Oak Park Unified School District**, hereinafter referred to as "AGENCY".

The Term of this Agreement is **July 1, 2022 through June 30, 2023**, with the option for either party to renew or terminate the Agreement by providing written notice to the other party before June 30 of each year.

WHEREAS, AGENCY and UNIVERSITY desire to enter into an agreement for AGENCY to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the UNIVERSITY; and

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

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

NOW, THEREFORE, it is mutually agreed between the UNIVERSITY and AGENCY as follows:

AGENCY RESPONSIBILITIES

- 1) AGENCY shall provide to the UNIVERSITY students teaching experience through practice teaching in schools and classes of AGENCY. Such practice teaching shall be provided in such schools or classes of AGENCY and under the direct supervision and instruction of such employees of AGENCY, as AGENCY and the UNIVERSITY, through their duly authorized representative, may agree upon.
- 2) AGENCY may refuse to accept for practice teaching any student of the UNIVERSITY assigned to practice teaching in AGENCY, and upon request of AGENCY, the UNIVERSITY shall terminate the assignment of any student of the UNIVERSITY to practice teaching in the AGENCY.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

supervision and instruction of employees of AGENCY, in the schools or classrooms in which the practice teaching is provided.

- 3) Each semester the UNIVERSITY will provide the placement list. The AGENCY shall confirm the placement list, and then shall submit an invoice to the UNIVERSITY Accounts Payable Department for payment,, at the rate provided, for all units of practice teaching provided by the AGENCY under and in accordance with this agreement during said semester. It is the AGENCY responsibility to submit the invoice to the UNIVERSITY in the same fiscal year that the service was provided. The AGENCY shall attach to the invoice a certificate executed by a duly authorized representative of the AGENCY certifying that the AGENCY expended or became obligated to expend in providing such practice teaching an amount no less than the amount of the invoice. The UNIVERSITY will pay the amount of such invoice from funding made available for such purpose by or pursuant to the laws of the State.

UNIVERSITY RESPONSIBILITES

- 4) The UNIVERSITY will work with AGENCY to ensure the student follows and completes the California state's requirement for fingerprinting/background checks prior to student teaching. The UNIVERSITY will also obtain from student and keep on file a clear tuberculosis (TB) test for each semester.
- 5) An assignment of a student of the UNIVERSITY to practice teaching in classes of AGENCY shall be, at the discretion of the UNIVERSITY for a minimum of 16 weeks of student teaching, each semester, for two semesters of the school year (i.e., fall and spring) . UNIVERSITY students enrolled in (EDMS 586, EDSS 586, or SPED 586) classes during the fall semester will spend a minimum of three days per week at an assigned school at AGENCY. UNIVERSITY students enrolled in (EDMS 592, EDSS 592, or SPED 592) classes during the spring semester will spend a minimum of three days per week at an assigned school at AGENCY. Candidates must complete a minimum of 300 hours in each semester's placement.

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

- 6) At no time shall a student teacher be considered or become an employee of AGENCY. The practice teaching is for the benefit of the student, and students do not displace regular employees. The UNIVERSITY shall inform the students that they are

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

not entitled to wages or employee benefits for the time spent at AGENCY in practice teaching. Further, Students are not employees of the UNIVERSITY.

- 7) Student will provide AGENCY with documentation verifying full vaccination (as defined by California public health guidance) against COVID-19.

UNIVERSITY AND AGENCY RESPONSIBILITIES

- 8) Indemnification

The parties hereto shall indemnify and hold each other harmless from any and all claims, losses, damages or injuries to person or property, and all costs, expenses and attorney's fees incurred in connection therewith, caused by the negligence or intentional acts of the indemnifying party, its agents or employees, arising out of performance of this Agreement.

- 9) Insurance

It is understood and agreed that the UNIVERSITY and AGENCY will maintain insurance (self-group) programs to fund its liabilities under or arising from the Agreement.

The UNIVERSITY agrees to procure and provide the SPLIP (Student Professional Liability Insurance Program) as a "claims made" policy with at least One Million Dollars (\$1,000,000) minimum limit for each occurrence and at least Three Million Dollars (\$3,000,000) aggregate for all covered parties, and not per student. Coverage is provided for claims which are both: (1) first made against the Insured during the policy period; and (2) reported to the Carrier as soon as practical, but not later than three (3) years after the policy period. AGENCY will be considered an additional insured on the student's general liability policy. The UNIVERSITY agrees that AGENCY shall be an additional named insured under the SPLIP.

The AGENCY shall procure and maintain General Liability Insurance, comprehensive or commercial form, with \$1,000,000 minimum limit for each occurrence and a minimum limit of \$2,000,000 General Aggregate. Workers' Compensation limits as required by law with Employers Liability limits of \$1,000,000.

- (10) **COVID-19**

AGENCY is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19." AGENCY is familiar with and

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

informed about the Centers for Disease Control and Prevention (“CDC”) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. AGENCY, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, AGENCY will take steps to comply with the modified, changed or updated guidelines or directives. If at any time AGENCY becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify UNIVERSITY of that fact.

11) COMPLIANCE WITH LAWS: HARASSMENT POLICY

The UNIVERSITY acknowledge and agree that student will comply with all applicable laws and regulations. The UNIVERSITY acknowledges receipt of AGENCY’s policy against harassment, including but not limited to sexual harassment, and agrees that student and UNIVERSITY will abide by said policy at all times.

10.1 Before assigning student to AGENCY, the UNIVERSITY will instruct such student on applicable UNIVERSITY and federal laws relating to unlawful discrimination (including harassment).

10.2 The UNIVERSITY will also instruct student on state and federal laws related to the Family Educational Rights and Privacy Act (FERPA).

12) CSU POLICIES, RULES AND REGULATIONS-DISCRIMINATION AND HARASSMENT

As established under California State UNIVERSITY Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. UNIVERSITY provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities.

AGENCY agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY students, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and retaliation of all students, employees and third parties in

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

CSU Executive Order 1096 “Systemwide *Policy* Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide *Procedure* for Addressing Such Complaints by Employees and Third Parties”

<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>

CSU Executive Order 1097 “Systemwide *Policy* Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide *Procedure* for Addressing Such Complaints by Students”

<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by AGENCY will result in the immediate termination of this agreement and immediate departure of the STUDENT from the AGENCY premises, regardless of the status of the UNIVERSITY’s investigation.

13) This Agreement may not be modified unless UNIVERSITY AND AGENCY agree in writing.

14) UNIVERSITY AND AGENCY agree to the extent not inconsistent with applicable federal law, this agreement shall be construed in accordance with and governed by the laws of the State of California.

15) Any Notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:	AGENCY:
Dr. Elizabeth Orozco Reilly	Oak Park Unified School District
Dean, School of Education	Adam Rauch, Assistant Superintendent
(805)437.8872	818-735-3216
Elizabeth.reilly@csuci.edu	arauch@opusd.org

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

IN WITNESS WHEREOF, this Agreement has been fully executed by the UNIVERSITY and AGENCY as of the date provided above.

For Trustees of California State University at Channel Islands

Signature and Date

Name

Title

For Agency

Signature and Date

Name

Title

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Teaching Agreement-Credential Programs

CERTIFICATION

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

Date

“It was moved, seconded, and carried that the attached agreement with the Trustees of The California State University, whereby the University may assign students to AGENCY for practice teaching, be approved; and the

_____ is hereby authorized to execute the same.”

By: _____
Clerk, Secretary of the Governing Board
Of The School District

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.k. APPROVE SCHOOL PSYCHOLOGY SUPERVISED FIELDWORK AGREEMENT WITH LOYOLA MARYMOUNT UNIVERSITY FOR 2022-2023

CONSENT

ISSUE: Shall the Board of Education enter into School Psychology Supervised Fieldwork Agreement with, Loyola Marymount University for 2022-2023?

BACKGROUND: Loyola Marymount University (LMU) desires to enter into an agreement with Oak Park Unified School District for the purpose of providing supervised, practical learning experiences in connection with School Psychologist candidates to work with School Psychologists of OPUSD. This agreement with LMU will permit LMU to place School Psychologists for Field Experience with District Psychologists, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of School Psychologist Candidates, and to share accountability for School Psychologist outcomes.

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

FISCAL IMPACT: None

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

GOAL: In Support of LCAP Goal 2.2 - Strengthen teacher leadership and support models

ALTERNATIVES:

1. Approve School Psychologist Supervised Fieldwork Agreement with LMU for 2022-2023.
2. Do not approve the School Psychologist Supervised Agreement with LMU.

RECOMMENDATION: Alternative #1

Prepared by: Stewart McGugan, Assistant Superintendent of Human Resources

Respectfully submitted,

Jeff Davis Ed.D.,

BOARD OF EDUCATION MEETING, AUGUST 30, 2022

Approve a School Psychology Supervised Fieldwork Agreement
with LMU for 2022-2023

Page 2

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

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

**LOYOLA MARYMOUNT UNIVERSITY
AND
OAK PARK UNIFIED SCHOOL DISTRICT**

SCHOOL PSYCHOLOGY SUPERVISED FIELDWORK AGREEMENT

THIS AGREEMENT is made and entered into by and between Loyola Marymount University, hereinafter called the "UNIVERSITY," and Oak Park Unified School District, hereinafter called "FIELDWORK SITE." LMU School Psychology first year, second year (practicum), and third year (intern) candidates hereinafter are called 'CANDIDATE'.

I. RESPONSIBILITIES OF THE UNIVERSITY

- A. The UNIVERSITY will assure that the candidate shall have completed the necessary educational prerequisites, to be eligible for supervised fieldwork including proof of negative TB test current within one year of supervised fieldwork and issuance of fingerprint clearance.
- B. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each candidate assigned to FIELDWORK SITE and student fieldwork experience.
- C. The UNIVERSITY shall complete periodic observations and/or evaluations of the candidate regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY faculty or staff member and the FIELDWORK SITE supervisor.

II. RESPONSIBILITIES OF THE FIELDWORK SITE

- A. The FIELDWORK SITE shall provide candidates with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- B. If the FIELDWORK SITE receives a complaint from or against a participating candidate of unlawful discrimination or harassment (not including sexual harassment, sexual or interpersonal misconduct as defined in paragraph C and Appendix "A" below), at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, the FIELDWORK SITE will promptly notify the UNIVERSITY'S Title IX Coordinator/EEO Specialist at (310) 568-6105. The FIELDWORK SITE will provide information about the complaint to the UNIVERSITY'S Title IX Coordinator/EEO Specialist sufficient to enable the UNIVERSITY to provide the participating candidate with appropriate support and resources during any investigation conducted pursuant to the complaint. The FIELDWORK SITE will promptly and thoroughly investigate the report, take prompt and effective remedial action when discrimination or harassment is found to have occurred at

the FIELDWORK SITE or involving employees of the FIELDWORK SITE and will promptly notify the UNIVERSITY'S Title IX Coordinator/EEO Specialist of the outcome of any investigation.

C. The parties recognize that when an candidate shares with the UNIVERSITY or with an employee or agent of the FIELDWORK SITE that the participating candidate has experienced sexual harassment, sexual or interpersonal misconduct (defined in Appendix "A"), the UNIVERSITY has certain responsibilities it must fulfill in order to comply, as the case may be, with Title IX, the Violence Against Women Act, the Clery Act, and other relevant federal, state, or local laws. The UNIVERSITY and FIELDWORK SITE agree to the following procedures through which the FIELDWORK SITE will transmit reports of sexual or interpersonal misconduct it receives from a participating candidate to the UNIVERSITY.

The FIELDWORK SITE will report immediately or as soon as practicably possible to the UNIVERSITY all reports of sexual or interpersonal misconduct received by an employee or agent of the FIELDWORK SITE asserting that a participating intern candidate experienced sexual harassment, sexual or interpersonal misconduct – regardless of whether the participating candidate when or where the asserted sexual harassment, sexual or interpersonal misconduct was reported or occurred. The FIELDWORK SITE will report the following information as soon as is practicable to the UNIVERSITY'S Title IX Coordinator at (310) 568-6105 or, if after regular business hours (Monday-Friday, 8:00 am-5:00 pm) to the UNIVERSITY'S Department of Public Safety at (310) 338-2893.

Such reports will include:

- The name, telephone number, e-mail address and residence address of the participating candidate who reported that they experienced sexual harassment, sexual or interpersonal misconduct;
- The name and contact information, if known, of the individual who allegedly engaged in the sexual harassment, sexual or interpersonal misconduct, if known; and
- Description of the incident of sexual harassment, sexual or interpersonal misconduct, including location, date and time.

D. The FIELDWORK SITE staff will provide, upon request by any participating student, such reasonable accommodations at the FIELDWORK SITE as required by law in order to allow qualified disabled students to participate in the program.

E. To provide for emergency health care of the intern candidate in case of accident at the expense of the intern candidate.

F. To provide all participating candidates with a copy of the FIELDWORK SITE'S rules, regulations, policies, and procedures with which the students are expected to comply and notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.

G. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.

H. The FIELDWORK SITE staff shall comply with **APPENDIX “B”** regarding the FIELDWORK SITE’S supervision of UNIVERSITY candidates, as attached and incorporated by reference.

III. **THE PARTIES MUTUALLY AGREE**

A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.

B. All candidates must show proof of full COVID-19 vaccinated status to the School District prior to starting the fieldwork placement.

C. The FIELDWORK SITE may, for good cause, refuse to accept for field experiences or terminate the field experience assignment of any candidate of the UNIVERSITY assigned to the FIELDWORK SITE in writing. Prior to removal of an candidate, the FIELDWORK SITE shall consult with the UNIVERISITY about its concerns and proposed course of action. The UNIVERSITY may terminate the field experience assignment or candidate’s teaching assignment of any candidate of the UNIVERSITY at the FIELDWORK SITE at any time, and may do so if the FIELDWORK SITE so requests in writing with a statement of reason(s) why the FIELDWORK SITE desires to have the candidate withdrawn

D. Neither party shall discriminate in the assignment of participating candidates on the basis of race, religious creed (including religious dress and grooming practices), color, national origin (including language and language use restrictions), ancestry, disability (mental and physical) including HIV and AIDS, legally protected medical condition (cancer-related or genetic characteristics), denial of Family and Medical Care Leave, marital status, sex (including pregnancy, childbirth, breastfeeding or related medical condition), gender, gender identity, gender expression, age 40 or over, military or veteran status, sexual orientation, genetic information or any other bases protected by federal (including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990), state or local law

E. The UNIVERSITY agrees to indemnify, hold harmless, and defend the FIELDWORK SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FIELDWORK SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its trustees, agents, or employees.

- F. The FIELDWORK SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its trustees, agents, and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FIELDWORK SITE, its agents, or employees.
- G. UNIVERSITY and FIELDWORK SITE each agree to maintain insurance or a program of self-insurance throughout the term of this Agreement as follows:
- i. General liability coverage, written on an occurrence form, with limits of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and
 - ii. Professional Liability Insurance written on a claims-made form or occurrence form, with limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate, and
 - iii. UNIVERSITY and FIELDWORK SITE shall maintain statutory Workers' Compensation coverage on their respective employees working at FIELDWORK SITE pursuant to the Agreement. The parties agree that the intern candidates are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement. Therefore, regardless of the nature or extent of the acts performed by them, intern candidates are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Workers' Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training, except for a stipend in the amount of a previously agreed upon amount between the UNIVERSITY and FIELDWORK SITE.
 - iv. UNIVERSITY and FIELDWORK SITE shall provide certificates of insurance evidencing all coverage described herein, naming the other party as a Certificate Holder with policy endorsements for Waiver of Subrogation against the other party and naming the other party as an Additional Insured. Such evidence will be provided on a basis consistent with the other party with written notice at least thirty (30) days in advance of any material modification or cancellation of such coverage. With respect to individual policies of insurance maintained by candidates, such evidence will be provided prior to the date when any new intern candidate commences participation in the Program(s).
- H. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- I. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of the said party's subsequent right to enforce any provisions contained herein.

- J. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

Oak Park Unified School District
Stew McGugan
Assistant Superintendent, HR
5801 Conifer Street
Oak Park, CA 91377

Loyola Marymount University
School of Education
Attn: Dr. Emily Fisher
1 LMU Drive, Suite UH 1500
Los Angeles, CA 90045

- K. If any term or provision of the Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- L. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- M. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing, signed, and dated by both parties hereto subsequent to the execution of this Agreement.
- N. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be **Los Angeles County**, California.
- O. This Agreement may be executed in one or more counterparts, each of which shall constitute one and the same agreement. Further, the parties may execute this Agreement via fax or electronic mail transmission. A true and correct copy of this Agreement, as executed by the parties, may be used in lieu of an original for all purposes permitted by law.

IV. **TERM AND TERMINATION OF AGREEMENT**

- A. The TERM of this Agreement shall be effective from July 1, 2022 through June 30, 2023.
- B. This AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days' notice provided that (subject to the other terms of this Agreement) all candidates performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the FIELDWORK SITE.

SIGNATURES:

Oak Park Unified School District

Signature: _____

Name: _____

Title: _____

Date: _____

Loyola Marymount University

Signature: _____

Name: Aimee Uen_____

Title: Senior Vice President and Chief Financial Officer

Date _____

Signature _____

Name: Ramiro Euyoque_____

Title: Associate Dean for Business Services, School of Education

Date _____

APPENDIX "A"

DEFINITIONS:

Year 1 Candidates – Candidates in their first year of the program complete course assignments in the field (within schools), with minimal course prerequisites, and under the guidance of course instructors.

Year 2 Practicum Candidates – Candidates in their second year of the program have completed 27 units of coursework by the start of practicum and are enrolled in a practicum seminar course fall and spring semester with a University supervisor as a point of contact. Practicum candidates are required to complete 500 hours over the course of an academic school year, typically 2 days per week at a school site.

Year 3 Intern Candidates, have a master's degree in educational psychology and completed 55 units of coursework by the start of internship. They are enrolled in an internship course in fall and spring of their internship year with a University supervisor. Interns work full time in their school/district placement.

“Consent” is defined as the unambiguous and willing participation or cooperation in act, behavior or attitude that is commonly understood to be consistent with the exercise of free will. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other(s) to engage in the sexual activity. Consent requires participants who are lawful adults, fully conscious, equally free and legally competent to act, have clearly communicated their willingness, cooperation, or permission to participate in the specific sexual activity engaged in, are positive and clear about their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with clear gestures, body language or attitude. Lack of protest or resistance does not mean consent, nor does silence mean consent. Prior sexual history between the complainant and respondent, by itself, does not constitute consent, nor does consenting to sexual activity with one person imply consent to sexual activity with another person.

Consent is not freely given if:

1. It is obtained through the use of force, through the fear of or the threat of force, through the abuse of a power positions over another (such as employment status or position within an organization) or by kidnap; or
2. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to give consent for any of the following reasons:
 - a. The individual is unable to make an informed decision as a result of the use of alcohol, drugs or other substances (including but not limited to predatory drugs or prescribed medications);
 - b. The individual is unable to consciously respond for whatever reason including lack of consciousness, sleep, illness or shock;

- c. The individual is under the age of eighteen and therefore legally incapable of giving consent; or
 - d. The individual is known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to consent.
3. The individual has acted or spoken in a manner which expresses a lack of consent or a refusal to consent.

The following are invalid excuses for failing to obtain affirmative consent from the Complainant:

1. The responding party's belief in affirmative consent arose from the intoxication or recklessness of the responding party; or
2. The responding party did not take reasonable steps, in the circumstances known to the responding party at the time, to ascertain whether the complaining party affirmatively consented.

“Sexual Misconduct” is defined as Sexual Assault, Sexual Exploitation, Interpersonal Misconduct, or the act of making sexual contact with the intimate body part of another person without that person's consent including as the result of sexual coercion. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, and the breasts. Student-on-student sexual misconduct also includes sexual harassment.

“Sexual Assault” is defined to include engaging in sexual intercourse or any of the sexual activities listed below with another person without that person's consent. Sexual Assault includes, but is not limited to, rape, sexual battery, anal intercourse, oral copulation or penetration of a body cavity by a foreign object. Sexual intercourse includes the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a body part or any object in a sexual manner.

“Sexual exploitation” is sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her benefit or for the benefit of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, audio or video recording or photographing of any type (webcam, camera, Internet exposure, *etc.*) without knowledge and consent of all persons; going beyond the boundaries of consent (such as letting another person hide and watch you have consensual sex without the knowledge of the other party), engaging in unconsented voyeurism, exposing one's genitals in non-consensual circumstances; coercing another against their will to expose their genitals or breasts, and prostituting another person.

“Interpersonal Misconduct” includes Dating Violence, Domestic Violence and Stalking, as defined below

“Dating Violence” is defined in accordance with the reauthorization of the Violence Against Women Act, as violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. Where the existence of such a relationship shall be determined based on the complaining party's statement with consideration of the following factors:

- a. The length of the relationship
- b. The type of the relationship
- c. The frequency of interaction between the persons involved in the relationship.

3. Dating Violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

"Domestic Violence" is defined in accordance with the reauthorization of the Violence Against Women Act as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under California law, or by any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" is defined in accordance with the reauthorization of the Violence Against Women Act as engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

For the purposes of this definition "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

"Sexual Harassment" for the purposes of this policy is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical or visual conduct by a person of either the same or opposite sex where:

- submission to or rejection of the conduct is made either an explicit or implicit condition of academic achievement and/or employment;
- submission to or rejection of the conduct is used as the basis for an academic and/or employment decision; or
- the conduct has the purpose or effect of unreasonably interfering with academic, or work performance or creating an intimidating, hostile, or offensive, living, academic, or work environment.

APPENDIX B:

**LMU School Psychology Program
INTERNSHIP COLLABORATION AGREEMENT**

This is an agreement that documents the 3-way partnership among _____, the School Psychology Intern, and _____, a credentialed School Psychologist employed at _____ (local educational agency) who will serve as the primary Field Mentor, and the LMU School Psychology Program.

Intern Responsibilities:

1. Take active role in gaining needed experiences to build confidence and competence.
2. Always put forth the best effort in all assignments.
3. Demonstrate professional dispositions that support quality work.
4. Seek and accept feedback in order to continuously improve knowledge and skills.
5. Inform university supervisor and field mentor of any obstacles that hinder progress.
6. Attend all required school/district meetings and trainings.

LMU University Supervisor Responsibilities:

1. Ensure that intern is qualified and competent for internship.
2. Meet with intern regularly to review experiences and for remediation as needed.
3. Review program expectations with field mentor as needed.
4. Maintain regular contact with field mentor to monitor intern progress.
5. Conduct virtual visitation during the academic year at least once per semester.
6. Provide final evaluation of intern for recommendation of credential.

Field Mentor Responsibilities:

1. Provide experiences, material, and work environment needed for intern to complete the IAP.
2. Provide at least 2 hours of regularly scheduled supervision time each week.
3. Help the intern understand rationale for actions and decisions.
4. Provide timely feedback of intern’s progress in writing and in meetings with university supervisor.
5. Provide feedback to faculty for program improvement.
6. Ensure intern has access to all school/district supports and professional development activities available to school/district personnel.

If opportunities for interns to complete their Intern Accomplishment Plan (IAP) are not feasible within the district, the intern will be released from the district in order to achieve those accomplishments. Scheduling will be jointly decided among the field mentor, intern, and university supervisor.

The duration and schedule of this internship is to conform to the academic year of the school district, and daily schedule is to conform to the hours of a district school psychologist, unless adjusted by ALL parties below. School psychology interns from LMU must not be used in place of hiring credentialed school psychologists.

Start date: ___/___/___ **Expected end date:** ___/___/___

Agreed upon compensation: _____

Intern **Date**

Field Mentor **Date**

University Supervisor **Date**

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.1. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO ATTEND THE PACIFIC NORTHWEST INSTITUTE ON SPECIAL EDUCATION AND THE LAW IN YAKIMA, WASHINGTON – SEPT. 18-21, 2022

CONSENT

ISSUE: Shall the Board of Education approve out of state travel for a certificated employee to attend the Pacific Northwest Institute on Special Education and the Law?

BACKGROUND: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. The primary mission of this conference is to keep Special Education practitioners aware of congressional amendments to the Individuals with Disabilities Education Act (IDEA) and recent court cases interpreting the Act, as well as Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, Sections 1983 and 1985 of the Civil Rights Act, and other federal and state laws affecting the operation and management of special education programs in public schools. Pupil Services would like to send Kim Villalpando, Program Specialist to this conference as the complexity surrounding the implementation of the special education process in public schools continues to escalate, and Pupil Services will want to operationalize the information that is brought back in order to ensure that Oak Park USD remains the county leader in this area. The conference will be held in Yakima, Washington from September 18-21, 2022.

FISCAL IMPACT: The cost of the conference and travel is \$2,000. Funding Source is the Educator Effectiveness Grant.

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 2.2 - Strengthen teacher leadership and support models

ALTERNATIVES:

1. Approve out of state travel for certificated employees to attend the Pacific Northwest Institute on Special Education and the Law, in Yakima, Washington.
2. Do not approve the out of state trip.

RECOMMENDATION: Alternative #1

Prepared by: Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent

BOARD MEETING, AUGUST 30, 2022

Approve Out of State Travel for Certificated
Employee to Attend the Pacific Northwest Institute
On Special Education and the Law
Page 2

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: AUGUST 30, 2022
SUBJECT: B.1.m. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEE TO PRESENT AT THE AP SCIENCE CONFERENCE IN BIRMINGHAM, ALABAMA – NOV. 9-10, 2022

CONSENT

ISSUE: Shall the Board of Education approve out of state travel for a certificated employee to present the AP Science Conference in Birmingham, Alabama?

BACKGROUND: According to Board Policy 3350, the Board of Education must approve out of state travel for certificated employees. Mrs. Winnie Sloan, Oak Park High School Science Department Chair, was invited to present at A+ College Ready's annual AP Science Conference at Faulkner University in Birmingham on November 9-10, 2022. A+ College Ready is a National Math and Science Institute (NMSI) affiliated organization that works to increase AP participation and exam success in Alabama. The organization offers curricular resources related to the AP program and teacher training. The A+ College Ready Content Director has asked Winnie Sloan to be one of this year's AP Biology presenters. Mrs. Sloan has stated that she is "always interested in improving science literacy" and would appreciate this opportunity to present. As a presenter, Mrs. Sloan would also be able to attend other presentations provided at the conference, furthering her knowledge of the College Board's AP science programs.

FISCAL IMPACT: The cost of the conference and travel are being covered by A+ College Ready. The District will cover the cost of the sub for two days. Funding Source is the Educator Effectiveness Grant.

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 2.2 - Strengthen teacher leadership and support models

ALTERNATIVES:

1. Approve out of state travel for certificated employees to resent the AP Science Conference in Alabama.
2. Do not approve the out of state trip.

RECOMMENDATION: Alternative #1

Prepared by: Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent

BOARD MEETING, AUGUST 30, 2022
Approve Out of State Travel for Certificated
Employee to Attend AP Conference in Alabama
Page 2

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: AUGUST 30, 2022
SUBJECT: B.1.n. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS INSTRUCTIONAL MATERIALS AND/OR BOOKS

CONSENT

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

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

FISCAL IMPACT: The estimated cost of the disposal of books is \$250 per site. Funding source is the General Fund and is included in the 2022-23 adopted budget

BOARD POLICY: Pursuant to Board Policy BP 3270 - The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative #1

Prepared by: Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

BOARD MEETING, AUGUST 30, 2022

Approve Disposal of Obsolete or Surplus

Instructional Materials or Books

Page 2

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

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

Inventory of Surplus Or Obsolete
Instructional Materials for 2022 - 2023 School Year

School Site Brookside

Date 8-30-2022

Title	ISBN#	Publisher	Copyright Date	Quantity
Pebbles Sand Silt	978-1-62571-298-1			94
Pebbles Sand Silt	1-59821-029-7			10
Pebbles Sand Silt	978-1-59821-029-3			66
Pebbles Sand Silt notebook	13 978-1-59821-883-1			1
Insects & Plants	978-1-62571-291-2			33
Insects & Plants Inv. Guide	978-1-62571-288-2			1
Solids & Liquids	978-1-62571-305-6			45
Solids & Liquids Teaches Resource	978-1-62571-303-2			1
Solids & Liquids Inv. Guide	978-1-62571-302-5			1
Mixtures & Solutions	978-1-62571-360-5			22
Soils Rocks & Landforms	978-1-62571-348-3			33
Soils Rocks & Landforms Teacher Resources	978-1-62571-953-9			1
Soils Rocks & Landforms Invest. Guide	978-1-62571-345-2			1
Soils Rocks & Landforms notebook/smart board & Promethean slide notes				1
Soils Rocks & Landforms	978-1-62571-348-3			16
Soils Rocks & Landforms	978-1-62571-348-3			16
Soils Rocks & Landforms	978-1-62571-348-3			16
Soils Rocks & Landforms	978-1-62571-348-3			13

Inventory of Surplus Or Obsolete
 Instructional Materials for 2022 - 2023 School Year
School Site: Oak Hills Elementary
Date: 8-30-2022

Title	ISBN#	Publisher	Copyright Date	Quantity
Health and Wellness student & teacher edition	0-02-28006040	Macmillan	2006	85
Harcourt Our Communitites	0-15-338501-4	Harcourt	2007	60
Health & Welness 3rd grade	0-02-280602-4	Macmillan	2006	64
FOSS 3rd grade science resources		FOSS		28
California- A Changing State	0-15-338502-2	Harcourt	2007	89
The leaning dog	978-054520212-1	Scholastic	2009	25
Riding Freedom	978-061322765-0	Scholastic	1999	25

MCMS Inventory of Surplus Or Obsolete
 Instructional Materials for 2022 - 2023 School Year
School Site: MCMS
Date 8-30-2022

Title	ISBN#	Publisher	Copyright Date	Quantity
California Earth Science	0-13-201274	Pearson	2008	14
Adventures Beginning Spanish	0-8013-0005-3	Longman, Inc.	1989	19
LBJ Language	0-15-301056-8	Harcourt Brace	1993	18
Exploring French	0-8219-0313-6	EMC Publishing	1989	30
California Mathematics	978-0-07-877848-3	McGraw-Hill	2008	11
Roget's Thesaurus	0-395-74447-4	Houghton-Mifflin	1992	29
Dictionary - Intermediate	0-395-38392	Houghton-Mifflin	1989	15
Webster's New World Dictionary	0-13-947747-0	Simon & Schuster	1983	15
Voice and Vistas	0-673-21621-7	Scott, Forman	1989	59
Foundation for Algebra	1-931287-03-1	CPM Education	2002	30
Voice and Vistas	0-673-21621-7	Scott, Forman	1992	58
En Espanol	978-0-618-30430-1	McDougal	2004	93

Inventory of Surplus Or Obsolete
 Instructional Materials for 2022 - 2023 School Year
School Site: Oak Park High School
Date: August 2022

Title	ISBN#	Publisher	Copyright Date	Quantity
World History- Connections to Today	0-13-128334-0	Prentice Hall	2005	
Understanding Basic Statistics	978-1-111-82702-1	Brooks/Cole Cengage Learning	2013	
Economics Principles and Practices	9780078606939	Glencoe / McGraw-Hill Co., Inc.		
Basic Robotics	978-1-133-95019-6	Cengage Learning	2016	3
Alice 3 in Action Computing through Animation	978-1-133-58922-8	Cengage Learning	2015	
Fundamentals of Java - AP Computer Science Essentials	978-0-538-74492-8	Cengage Learning	2011	
Electronic Commerce	978-0-538-46924-1	Cengage Learning	2011	
Blue Pelican Java	1-58939-758-4	Virtualbookworm Publishing	2005	
Prentice Hall Literature Gold	0-13-698556-4	Prentice-Hall Inc.	1989	
Western Tradition Vol.2 From the Renaissance to the Present	0-669-39443-2	D.C. Health And Company	1995	34
The Western Experience	9780073228907	McGraw-Hill	2007	
Writers Inc.	978-0-669-52994-4	Write Source	2006	
Calculus- Student Practice Workbook	0-13-201411-4	Pearson - Prentice Hall	2007	
Geometry : Concepts and Applications	0-07-861821-5	Glencoe- McGraw hill	2005	
Active Chemistry	978-1-58591-451-7	It's Ablout time		30

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.o. APPROVE DISPOSAL OF OBSOLETE COPY MACHINES

CONSENT

ISSUE: Shall the Board approve the disposal of 31 obsolete or surplus copy machines per the provisions of Education Code (EC) Section 17546?

BACKGROUND: Oak Park Unified School District (OPUSD) staff is recommending a new copy lease and service agreement. This is a result of the reliability and cost associated with the current machines owned by the district. Of the thirty-one copy machines owned by the district, twenty-four of them are at least seven years old and are beginning to breakdown with more frequency, with nine machines having been identified as needing to be replaced immediately. These devices cannot be used reliably by staff and are impacting effective district operations.

FISCAL IMPACT: None. All copier vendors contacted deemed the copiers to have no trade in value due to the required repair exceeding the value of the machines.

BOARD POLICY: Pursuant to Board Policy 3270 Sale and Disposal of Books, Equipment and Supplies – When the Board, upon recommendation of the Superintendent or designee, declares any district-owned property unusable, obsolete, or no longer needed, the Board shall determine the estimate value of the property and shall decide whether the property will be donated, sold or otherwise disposed of as prescribed by law and administrative regulation.

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

ALTERNATIVES:

1. Declare the accompanying list of obsolete equipment as obsolete surplus and authorize the Assistant Superintendent of Business to arrange for the copiers to be removed.
2. Do not declare the accompanying list of obsolete equipment as surplus.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Jeff Davis, Ed.D.
Superintendent

BOARD MEETING, AUGUST 30, 2022

Approve the disposal of obsolete or surplus copy machines

Page 2

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

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

SCHEDULE A

Oak Park Unified School District - 5801 Conifer Street Oak Park CA 91377

ID	Model	Serial Number	BW	School	Location
21382	MPC 6003	E195MA10055	550,627	BES	Admin Office
22267	MP 9003	G678L100097	1,334,531	BES	Admin Bldg
21379	MP 6002	W865LC00245	2,020,890	BES	300 Work Rm
22268	MP 9003	G678L100103	955,061	BES	Admin Bldg
22213	MPC 6004EX	C757M720796	42,591	DO	Measure S Bldg
22125	MPC 4503	E185L700067	35,434	DO	M&O Bldg
21072	MPC 6003	E195M610382	285,407	DO	DO Business Office
20638	Pro8100	E804C560023	1,256,197	DO	DO - COPY ROOM
21408	MPC 6003	E195M810352	661,705	MCMS	Admin Kitchen
21409	MP 9002	W886L200054	3,776,667	MCMS	Teacher Work Rm
21410	MP 9002	W886L200056	3,248,321	MCMS	Teacher Work Rm
21411	MP 9002	W886L200068	4,444,393	MCMS	Teacher Work Rm
21404	MP 9002			OHES	Staff Lounge
21405	MP 9002			OHES	Staff Lounge
21661	SPC4400			OHES	Computer lab
22264	MPC 6004EX			OHES	Rm behind Maureen
21381	MPC 6003	E195MA10183	872,731	OPHS	Office
21402	MP 6002	W865LB00289	1,710,651	OPHS	G Bldg
21403	MP 6002	W866L100196	1,270,531	OPHS	C Bldg
21301	MP 9002	W885L900120	4,160,718	OPHS	F Bldg
21380	MP 9002	W885LC00116	4,201,971	OPHS	F bldg
21136	MP 301	W915P601538	56,594	OPHS	OPHS STUDENT STORE
20948	MP 6002			OPHS	Band Rm
20101	MPC 4503	E173M761409	337,325	OPIS	R3
22266	MP 7503	G668L100042	146,912	OPIS	OPIS R4
21302	MPC 4503	E175M810198	127,762	OPNS	OPNS Admin
22265	MPC 6004EX	C757MC20142	356,800	OVHS	OVHS Admin
20947	MP 6002	W865L400453	121,898	Pupil Svs	PUPIL SVS Bldg
21303	MPC 6502	E235C700108	1,467,497	ROES	Work Rm.
20751	MP 7502	W874L800499	1,591,737	ROES	Work Rm.
20158	MP 9002	W883L300059	2,974,082	ROES	Work Rm.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.p. APPROVE RENEWAL OF CONTRACT WITH SUPER CO OP (USDA FOODS AND PURCHASE DELIVERY)

CONSENT

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

BACKGROUND: The purpose of the Super Co-Op, a California USDA Foods Cooperative, is to assist member districts with effective USDA Foods ordering and distribution and enable its members to attain the best possible prices for processed USDA Foods and their commercial equivalents as well as for USDA Foods distribution. It is recommended that the Board of Education approve the renewal of services contract to provide access to purchasing and delivery of USDA Foods to use for students' meals prepared by the Student Nutrition Department for the 2022-23 school year. The contract with San Mateo-Foster City School District as the lead agency of the Super Co-Op is included for the Board's review.

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

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

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

ALTERNATIVES:

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD MEETING, AUGUST 30, 2022

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

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

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

**SY2022-23 Annual Renewal of Services
Super Co-Op Joint Powers Authority**



Participant District: Oak Park Unified School District

Please check (✓) your response:

x	We plan to CONTINUE membership with Super Co-Op JPA for SY2022-23.
	We do NOT plan to continue membership with Super Co-Op JPA for SY2022-23. What alternate USDA Foods delivery method do you plan to use? _____

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

The parties agree as follows:

1. Both parties must remain eligible Recipient Agencies for receipt of United States Department of Agriculture (USDA) donated commodity foods (USDA Foods) as determined by the California Department of Education (CDE), Nutrition Services Division.
2. Through this written agreement, the Lead District is assigned control of the Participant District’s fair share of USDA Foods entitlement for SY2022-23. The Lead District is responsible for ordering, receiving, storing, and distribution of Direct Delivery USDA Foods on behalf of Participant.
3. Lead District is responsible to maintain an inventory management system for all USDA Foods Direct Delivery items received and stored on behalf of Participant. Participant is responsible to maintain an inventory management system for all USDA Foods Direct Delivery or processed items after delivery to Participant District.
4. Both parties are responsible for compliance with USDA and the CDE, Nutrition Services Division policies and regulations.
5. SY2022-23 Fees:
 Membership Fees are paid by Participant District directly to the Lead District, billed in July 2022.
 Annual Renewal Fee beginning the 2nd year of membership shall be 0.3% of the current year USDA Foods estimated entitlement on July 1.
 State Administrative Fee of \$0.90 per case/unit of USDA Foods direct delivery (brown box) and diverted to processors.
 Delivery fees as per member district selected distributors.
 All fees are subject to change, as approved by the Super Co-Op JPA Board of Directors.
 Participant District agrees to remit all Super Co-Op JPA fees promptly upon receipt of invoice.

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

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


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

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

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

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

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

Participant District	Oak Park Unified School District
Signature	
Print Name	Katherine Adams
Title	Director of Student Nutrition
Date	6/14/22

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

Return signed copy by December 1, 2021 to Fran Debost at the Lead District. A signed copy will be returned to you.

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

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.q. RATIFY CONSULTANT AGREEMENT WITH COMMANDER RANDY PENTIS FOR SCHOOL SAFETY CONSULTATION AND TRAINING

CONSENT

ISSUE: Shall the Board ratify the safety consultant agreement with Randy Pentis?

BACKGROUND: At the June 14, 2022 meeting the Board had approved Services for Safety Consultancy and Training. As part of the district’s continued effort to provide safe and effective environments for learning, the district has contracted with former Ventura County Sherriff Commander, Randy Pentis as a consultant to provide safety review and training for all employees and students. This includes Run, Hide, Fight training for immediate threat scenarios, as well as the review of all current district safety and threat assessment protocols. Assessments of all district/school sites will be included as part of the review process. This role includes participation on the OPUSD Safety and Security Task Force.

FISCAL IMPACT: The amount of the one-year agreement is \$10,000, to be funded by Safety Credits

BOARD POLICY: Pursuant to Board Policy 3312 Contracts - For the contract to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board.

GOAL: In Support of LCAP Goal 3 - Continue to expand school safety and student/staff well-being initiatives.

ALTERNATIVES:

1. Ratify contract with Commander Pentis
2. Do not ratify contract

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

 Jeff Davis, Ed.D.
 Superintendent

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

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



SHORT FORM SERVICES AGREEMENT

This Services Agreement (the "Agreement") is made and entered into July 1, 2022 by and between Oak Park Unified School District (hereinafter referred to as "Local Educational Agency" or "LEA") and Randy Pentis, (hereinafter referred to as "Provider.")

Randy Pentis
Provider

818-661-8540
Telephone Number

4433 Sevenoaks Court
Street Address

randy.pentis@gmail.com
E-mail Address

Westlake Village, CA 91361
City, State, Zip code

545-23-5342
Tax Identification or Social Security Number

Services

Safety training of all employees and students including training for an Active Shooter on campus or in the vicinity. Comprehensive review of all current OPUSD safety procedures, protocols and practices. Review of our current Threat Assessment practices and protocols. Comprehensive safety review of all school sites and the district office. Participate in the OPUSD Safety and Security Task Force. At least one presentation to the Leadership Team and one presentation to the Board of Education. Other school safety related services deemed necessary by the Superintendent.

Description of Services

July 1, 2022-June 30, 2023
Date(s) of Service

TBA
Hour(s) of Service

All Sites
Location

Fees

Total not to Exceed \$ 10,000.00

Payment. LEA will pay Provider after receipt of an invoice, net 30 days.

Conditions. Provider will have no obligation to provide services until LEA returns a signed copy of this Agreement.

Nature of Relationship. The parties agree the relationship created by this Agreement is that of independent contractor. Provider understands and agrees that the Provider, agents, employees, or subcontractors of Provider are not entitled to any benefits normally offered or conveyed to LEA employees, including coverage under the California Workers' Compensation Insurance laws.

Authority. Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

Termination or Amendment. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

Compliance with Laws. Provider hereby agrees that Provider, officers, agents, employees, and subcontractors of Provider shall obey all local, state, and federal laws and regulations in the performance of this Agreement.

Provider shall be responsible for the safety of its employees and shall comply with California Code of Regulations Title 8, section 3205, COVID-19 Prevention.

Provider shall ensure that workers in school settings who are on-site supporting school functions are fully vaccinated in accordance compliant with the State Public Health Officer Order of August 11, 2021, regarding proof of COVID-19 vaccination.

Non-Discrimination and Equal Employment Opportunity. Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

Governing Law and Venues. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

Dispute Resolution. If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute.

The parties agree that, in the event of any unresolved dispute under the agreement in which the amount sought is \$5,000.00 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.

If the unresolved amount in dispute exceeds \$5,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the next section, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

Attorney Fees. In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or mediator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

Indemnification. To the fullest extent permitted by law, Provider agrees to defend, indemnify, and hold harmless LEA, its governing board, officers, administrators, managers, agents, employees, successors, assigns, independent contractors and/or volunteers from and against any and all claims, demands, monetary or other losses, loss of use, damages and expenses, including but not limited to, reasonable legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property resulting from bodily injury, illness, communicable disease, virus, pandemic, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, participants, vendors, customers or subcontractors of Provider, whether such act or omission is authorized by this Agreement or not. Provider also agrees to pay for any and all damage to the real and personal property of the LEA, or loss or theft of such property, or damage to the Property done or caused by such persons. LEA assumes no responsibility whatsoever for any property placed on LEA premises by Provider, Provider’s agents, employees, participants, vendors, customers or subcontractors. Provider further hereby waives any and all rights of subrogation that it may have against the LEA. The provisions of this Indemnification do not apply to any damage or losses caused solely by the intentional misconduct of the LEA or any of its governing board, officers, administrators, managers, agents, employees and/or volunteers.

This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party’s legal representatives, successors, and assigns.

Insurance. Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

- a. **Workers’ Compensation Insurance.** Provider shall procure and maintain, during the term of this Agreement, Workers’ Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. Provider shall procure and maintain Employers’ Liability insurance coverage of \$1,000,000. Absent proof of Workers’ Compensation Insurance, Provider will submit a fully executed Certification of Exemption from Workers’ Compensation Insurance, which LEA in its sole discretion may accept or reject.

Nature of Agreement. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

Counterpart Execution: Electronic Delivery. This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an “ink-signed” original.

Acknowledgement and Agreement

I have read this Agreement and agree to its terms:

Randy Pentis
Provider Name/Title

Provider signature

Date

Site Consent

Site Administrator

Signature

Date

Local Educational Agency Approval

Adam Rauch, Assistant Superintendent
LEA Administrator

Signature

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.1.r. RATIFY CONSULTANT AGREEMENT WITH GOLD STAR COACHING FOR ATHLETIC PROGRAMS AT OAK PARK HIGH SCHOOL

CONSENT

ISSUE: Shall the Board ratify the Consultant Agreement with Gold Star Coaching for Athletic Programs at Oak Park High School?

BACKGROUND: Gold Standard Coaching is a sports-based youth development consult group firm that is designed to help maximize performance and enjoyment for all parties involved (coaches, student-athletes, and parents/guardians) in youth sports programs. This is achieved through a series of coaching sessions that are comprised of both activities and lectures touching upon the following topics:

- Creating and Maintaining Successful, Cooperative, and Organizational Cultures (Administration Session)
- Keys to Creating Confident Coachable Competitors of Character (Coaches Session)
- Maximizing Player Potential Through Coach-Parent Collaborations (Parent Session)
- Leadership, Mental Toughness, Performance Enhancement, and Building a Brand (Student-Athlete Session)

This is a one-year contract to be utilized by Oak Park High athletic programs during the 2022-23 school year.

FISCAL IMPACT: The cost for the 1-year agreement is \$1400.

BOARD POLICY: Pursuant to Board Policy 3312 Contracts - For the contract to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board.

GOAL: In Support of LCAP Goal 1 - Strengthen our students' high academic achievement in a Climate of Care by developing and promoting the factors that distinguish Oak Park's model of educating the whole child.

ALTERNATIVES:

1. Ratify Consultant Agreement with Gold Star Coaching for Athletic Programs at Oak Park High School
2. Do not ratify contract

RECOMMENDATION: Alternative No. 1

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

BOARD MEETING, AUGUST 30, 2022
Ratify Consultant Agreement with Gold Star Coaching
for Athletic Programs at Oak Park High School
Page 2

Respectfully submitted:

Jeff Davis, Ed.D.
Superintendent

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

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



SERVICES AGREEMENT

This Services Agreement (the "Agreement") is made and entered into this 9th day of August, 2022 by and between Oak Park Unified School District (hereinafter referred to as "District") and Gold Standard Coaching, (hereinafter referred to as "Provider.")

Gold Standard Coaching
Provider

909-542-8255
Telephone Number

1204 Glentana Street
Street Address

CoachLok@goldstandardcoaching.com
E-mail Address

Covina, CA 91722
City, State, Zip code

Tax Identification or Social Security Number

SERVICES

Services as described in Gold Standard Coaching Agreement which is attached and incorporated herein by this reference. If there are any conflicts between the two agreements this Services Agreement prevails.

Description of Services

August 15, 2022 – June 30, 2023
Date(s) of Service

Various
Hour(s) of Service

District Sites
Location

FEES

Fees as described in Gold Standard Coaching Agreement which is attached and incorporated herein by this reference.

W-9 received

PAYMENT. District will pay Provider after receipt of an undisputed invoice, net 30 days.

CONDITIONS. Provider will have no obligation to provide services until District returns a signed copy of this Agreement.

NATURE OF RELATIONSHIP. The parties agree the relationship created by this Agreement is that of independent contractor. Provider understands and agrees that the Provider, agents, employees, or subcontractors of Provider are not entitled to any benefits normally offered or conveyed to District employees, including coverage under the California Workers' Compensation Insurance laws

AUTHORITY. Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

BINDING EFFECT. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

TERMINATION OR AMENDMENT. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

COMPLIANCE WITH LAWS. Provider hereby agrees that Provider, officers, agents, employees, and subcontractors of Provider shall obey all local, state, and federal laws and regulations in the performance of this Agreement.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

GOVERNING LAW AND VENUES. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

DISPUTE RESOLUTION. The parties agree that, in the event of any dispute under the agreement in which the amount sought is \$5,000.00 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.

If the amount in dispute exceeds \$5,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the next section, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration in County of Ventura, State of California or County of Ventura, State of California pursuant to the rules of the American Arbitration Association.

ATTORNEYS FEES. In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorney’s fees and costs incurred in connection with such actions or proceeding.

INDEMNIFICATION. To the fullest extent permitted by law, Provider agrees to defend, indemnify, and hold harmless District, its governing board, officers, agents, employees, successors, assigns, independent contractors and/or volunteers from and against any and all claims, demands, monetary or other losses, loss of use, damages and expenses,, including but not limited to, legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property resulting from bodily injury, illness, communicable disease, virus, pandemic, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, participants, vendors, customers or subcontractors of Provider, whether such act or omission is authorized by this Agreement or not. Provider also agrees to pay for any and all damage to the teal and personal property of the District, or loss or theft of such property, or damage to the Property done or caused by such persons. District assumes no responsibility whatsoever for any property placed on District premises by Provider, Provider’s agents, employees, participants, vendors, customers or subcontractors. Provider further hereby waives any and all rights of subrogation that it may have against the District. The provisions of this Indemnification do not apply to any damage or losses caused solely by the negligence of the District or any of its governing board, officers, agents, employees and/or volunteers.

INSURANCE. Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

- a. Commercial General Liability Insurance. Provider shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage.

Any and all vendors and subcontractors hired by Provider in connection with the activities described in this Agreement shall maintain such insurance unless the Provider’s insurance covers the subcontractor and its employees.

- b. Automobile Liability. Provider shall procure and maintain, during the full term of this Agreement following Automobile Liability Insurance including non-owned and leased automobiles, as applicable with the following coverage limits:

Personal vehicles:	\$500,000.00 combined single limit or \$100,000.00 per person / \$300,000.00 per accident
Commercial vehicles:	\$1,000,000.00 combined single limit

- c. Workers’ Compensation Insurance. Provider shall procure and maintain, during the term of this Agreement, Workers’ Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. Provider shall procure and maintain Employers’ Liability insurance coverage of \$1,000,000. In the case of any activities which are hired or subcontracted, Provider shall require all vendors and subcontractors to provide Workers’ Compensation Insurance and maintain Employers’ Liability insurance coverage for all of the vendor’s and/or subcontractor’s employees to be engaged in such activities unless such employees are covered by the protection afforded by the Provider’s Workers’ Compensation Insurance. Absent proof of Workers’ Compensation Insurance, Provider will submit a statement requesting a waiver from this requirement and indicating the reason Workers’ Compensation Insurance is not required.

- d. Certificates of Insurance. Provider and any and all vendors and subcontractors working for Provider shall provide certificates of insurance to the District as evidence of the insurance coverage required herein, not less than 15 days prior to commencing the proposed activity, and at any other time upon the request of the District. Certificates of insurance will be deemed invalid if proper endorsements are not attached. Certificates of such insurance shall be filed with the District on or before commencement of the services under this Agreement.

- e. Provider’s and any and all Provider subcontractor’s Commercial General Liability insurance and Commercial Automobile Liability coverage and Abuse and Molestation coverage shall name the District, its governing board, officers, agents, employees, and/or volunteers as additional insureds. All endorsements specifying additional insureds for any of the Insurance Policies shall be as indicated below or an equivalent endorsement reasonably acceptable to the District.

- 1) General Liability

CG 20 26 10 01.

2) Commercial Automobile Liability

CA 20 48 10 13

- f. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the District.
- g. Insurance written on a “claims made” basis is to be renewed by the Provider and all Provider subcontractors for a period of three (3) years following termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement, and will cover the Provider for all claims made.
- h. Failure to Procure Insurance. Failure on the part of Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement

ACKNOWLEDGEMENT AND AGREEMENT

I have read this agreement and agree to its terms

Provider signature

Date

SITE AGREEMENT

Site Administrator

Signature

Date

DISTRICT APPROVAL

District Administrator

Signature

Date



GOLD STANDARD COACHING AGREEMENT

**Ray Lokar
1204 Glentana St
Covina, CA 91722
(909) 542 - 8255
CoachLok@goldstandardcoaching.com**

About Us

Gold Standard Coaching is located in Covina, CA and is happy to offer its expertise in Sports-Based Youth Development. Our tried and true system is based off decades of cumulative experience shared between our Coaches. We pride ourselves on setting up our clients for success and are sure that you will leave our sessions more prepared than you have ever been before to maximize the sports-based development, performance, and enjoyment for all who are involved.

Coaching Sessions

Our coaching sessions are meticulously planned by our Coaches and are designed in a manner geared toward the maximization of efficiency. Your time is valuable, so our goal is to best prepare you while taking up the least amount of your time possible.

Your coaching will be conducted by one of our Coaches over four total sessions that will last from 1 to 2 hours on days mutually agreed upon. Coaching sessions will be comprised of both activities and lectures that will touch upon the following subjects and presentations of the Clients choice:

- Administration Consultation
Create & Maintain Successful & Cooperative Organizational Cultures
- Coaches Chalk Talk
Keys to Creating Confident Coachable Competitors of Character
- Parent Pep Talk
Maximizing Player Potential through Coach-Parent Collaborations
- Student-Athlete Seminar
Leadership, Mental Toughness, Performance Enhancement & Building a Brand

Coaching Contract

This Coaching Contract (the “Contract”) states the terms and conditions that govern the contractual agreement between Ray Lokar having its principal place of business at 1204 Glentana, Covina, CA 91722 (the “Coach”), and Oak Park Unified School District (the “Client”) who agrees to be bound by this Contract.

WHEREAS, the Coach holds significant expertise in Sports-Based Youth Development and offers coachconsulting services in Sports-Based Youth Development for which the Client would like to engage the Coach according to the terms and conditions herein.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties within this Contract, the Coach and the Client (individually, each a “Party” and collectively, the “Parties”) covenant and agree as follows:

1. COACHING

The Coach shall conduct coaching in Sports-Based Youth Development in accordance with the schedule mutually agreed upon by the Parties and attached hereto as Schedule A.

2. PAYMENT

The total cost to be paid to the Coach by the Client for the services hereunder shall be One-Thousand-Four-Hundred dollars (\$1,400.00). Five-Hundred dollars (\$500.00) shall be paid at the execution of this Agreement and is non-refundable. Nine-Hundred dollars (\$900.00) shall be paid prior to delivering the first of the coaching sessions. Checks are to be made payable to the Coach, Ray Lokar and mailed with a signed copy of this agreement to:

Ray Lokar
Gold Standard Coaching
1204 Glentana, St
Covina, CA 91722

3. CANCELLING THE COACHING SESSIONS

The Client agrees and acknowledges that a change in the schedule may present a significant burden for the Coach and thus the Client shall forfeit Five-Hundred dollars (\$500.00) of the amounts already paid to the Coach if the Client must cancel the coaching services within 7 days of the date on which the coaching services are to be scheduled.

4. PUBLICITY AND MARKETING

The Client authorizes the Coach to utilize the Client's logo and associated trademarks as well as any media, photos, or footage from any coaching session solely for the purpose of marketing the Coach's services. The Client agrees to provide a minimum of Five (5) photos or video representative of the sessions. The Coach authorizes the Client to utilize the Coach's logo and associated trademarks as well as any media, photos, or footage from any coaching session for the purpose of announcing or promoting the coachings.

5. NO MODIFICATION UNLESS IN WRITING

No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.

6. APPLICABLE LAW

This Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of California and subject to the exclusive jurisdiction of the federal and state courts located in Los Angeles County, California.

IN WITNESS WHEREOF, each of the Parties has executed this Contract, both Parties by its duly authorized officer, as of the day and year set forth below.

Schedule A

COACHING SCHEDULE

The following schedule is to be determined on days and times mutually agreed upon by the Coach and the Client.

Day 1 [10/27/21] - Delivered
4:00 pm – Administrative Consultation

Day 2 [1/12/22] - Delivered
3:00pm – Coaches

Day 3 [8/15/22] - Scheduled
6:00pm – Parents

Day 4 [TBA]
TBA – TBA

Gold Standard Coaching

 _____ 8/08/22

Ray Lokar, Director GSC

Oak Park Unified School District

[NAME], [TITLE]

DATE

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.2.a. RATIFY AGREEMENT BETWEEN PAPER.CO AND OAK PARK UNIFIED SCHOOL DISTRICT FOR STUDENTS' GRADES 6-12

ACTION

ISSUE: Shall the Board ratify the agreement between Paper.co and Oak Park Unified School District for online tutoring services for students grade 6-12?

BACKGROUND: Paper.co is an online service that provides students with on demand tutoring using a chat and collaborative whiteboard interface. During the 2021-22 school year, there were a total of 5,759 Learning Activities completed, including 1,972 tutoring sessions and 3,787 essays submitted. The 2022-23 agreement with Paper.co includes 24/7 access for all 6-12 students in OPUSD. This is a change from the 2021-22 school year, when all K-12 students had access. Usage data revealed that 95.1% of Paper.co users in OPUSD last year were students in grades 6-12. Due to lack of use by K-5 students, OPUSD renewed the service for Paper.co tutoring for students in grades 6-12 for the 2022-23 school year.

FISCAL IMPACT: The cost of this agreement is \$105,415.20. The Funding Source is Lottery Funds and is included in the 2022-23 adopted budget.

BOARD POLICY: Pursuant to Board Policy BP6179 -The Governing Board recognizes that high-quality supplemental instruction can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

GOAL: In Support of LCAP Goal 1: Strengthen our students' high academic achievement in a Climate of Care by developing and promoting the factors that distinguish Oak Park's model of educating the whole child.

ALTERNATIVES: 1. Ratify the agreement between Paper.co and Oak Park Unified School District.
2. Do not ratify the agreement.

RECOMMENDATION: Alternative #1

Prepared by: Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

BOARD MEETING, AUGUST 30, 2022
Ratify Agreement with Paper.co for
Online Tutoring Services for Students 6-12
Page 2

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

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

Paper Education Company Inc.TM SERVICE AGREEMENT

THIS Paper Education Company Inc. SERVICE AGREEMENT is entered into by and between:

Paper Education Company Inc. a Federal corporation having its principal place of business at 279 Sherbrooke Street West #410, Montreal, Quebec, Canada, H2X 1Y2 (“**Paper Education Company Inc.**”); and

Oak Park Unified School District is an educational institution having its head office at 5801 Conifer Street Oak Park, CA 91377 (“**Customer**”).

(each a “**Party**” and collectively the “**Parties**”)

RECITALS

WHEREAS, Paper Education Company Inc. has developed an online chat-based platform to provide students access to educators in order to obtain tutoring in connection with their courses, the features of which are more fully set out on Paper Education Company Inc.’s website located at www.paper.co (the “**Platform**”);

WHEREAS, Customer wishes to allow its students to access the Platform for their educational use in connection with the courses that they are taking in order to obtain tutoring from educators (“**Educators**”), as well as allowing teachers and administrators to access the Platform;

WHEREAS, Paper Education Company Inc. and Customer wish to set out the contractual terms pursuant to which access to students, teachers and administrators will be given to the Platform.

THE PARTIES HAVE THEREFORE AGREED AS FOLLOWS:

1. Purpose and Scope of the Agreement

This Agreement contains the terms and conditions relating to the provision on a “software-as-a-service” basis or through a downloadable application of the Platform to students, teachers and administrators (each a “**User**”) associated to the Customer. Customer acknowledges that in order to be granted access to the Platform, each User must agree to comply with the terms of service and that the failure to agree to such terms of service or non-compliance with such terms of services may result in the exclusion of the User from the Platform, as these terms of service may be modified from time to time. The currently applicable terms of service for Users are attached as Schedule “**A**”. In the event a User is excluded due to a refusal to be bound by the terms of service or non-compliance to the terms of service, Customer shall not be entitled to reimbursement of any fees or other charges paid with respect to such

User's access. It is Customer's responsibility to ensure that any parental approval or other formality required by local laws and regulations required for purposes of contractually binding Users is complied with.

2. Operation of the Platform

The Platform provides access to Educators using chat functionalities to allow students attending the Customer's institution to obtain tutoring in connection with the courses defined by the Parties, which are set out in Schedule "B" to this Agreement. The Platform and Educators are available on a 24 hours / 7 days per week basis, subject to the limitations set out in the Service Levels defined in this Agreement. Customer acknowledges that Educators qualified to interact with students on all courses topics may not be available at all times. Teachers and administrators have access to the Platform and are provided with means to assess interactions between students and Educators.

Students may access the Platform only for their educational use in connection with the courses for which they are registered at the Customer's institution. There are no limits to the number of interactions a student may have through the Platform, provided that these stay within reasonable bounds and do not become abusive.

In order to provide access to the Platform to Users, Customer must provide all necessary data set out in Schedule "B" in the specified electronic format so as to allow Paper Education Company Inc. to configure all accounts.

The pricing set out in Schedule "B" is for the maximum number of students indicated in such Schedule. To the extent that Customer wishes to allow access to the Platform to a number of students that exceeds the number set out in Schedule "B", Customer will be offered the option to do so at the price per additional student set out in Schedule "B", subject to the minimum quantities detailed in such schedule. The fee per student access shall not be prorated regardless of the point at which during a contract year new accesses are granted to the Platform. Additional accesses granted during the term shall be confirmed through electronic communications or in writing by Paper Education Company Inc..

3. Acceptable Use of the Platform

Customer acknowledges that the following types of behaviour by Customer or its Users of the Platform are unacceptable:

- (a) Posting or transmitting material that infringes, misappropriates or violates another person's intellectual property rights;
- (b) Posting or transmitting material that violates any right of publicity, right of privacy or other similar rights;
- (c) Using the Platform for purposes of stalking, harassing, threatening, bullying or other similar behaviour;

- (d) Posting or transmitting material that is defamatory, sexual in nature (other than as justified in light of the course content), obscene, offensive or discriminatory;
- (e) Posting or transmitting any defamatory, pornographic, inaccurate, abusive, obscene, profane or offensive content.
- (f) Compromising the integrity or operation of the Platform or attempting to do so;
- (g) Tampering with, reverse-engineering, or hacking the Platform, circumventing any security or authentication measures, or attempting to gain unauthorized access to the Platform, related systems, networks, or data;
- (h) Using “robots,” “spiders,” “offline readers,” or other automated systems to send more request messages to the Platform than a human could reasonably send in the same period of time by using a normal browser;
- (i) Making an unreasonable or abusive use of the access provided to the Platform;
- (j) Generating and sending unsolicited commercial communications, advertising chain letters or spam;
- (k) Uploading viruses, bots, worms, scripting exploits or other similar materials;
- (l) Posting or transmitting content that is intended to be inflammatory;
- (m) Using the Platform to recruit or solicit for employment or consulting Educators;
- (n) Otherwise engaging in behaviour that is illegal.

Paper Education Company Inc. will use reasonable efforts to monitor profiles, actions, comments, and general usage of the Platform and suspend privileges to any User or Educator not adhering to the policies of the Platform. Customer agrees to promptly report any alleged improprieties of any Users or Educators of which it becomes aware via electronic correspondence so as to enable Paper Education Company Inc. to investigate such alleged improprieties.

4. Professional Development and Student Orientations

Paper Education Company Inc. agrees to provide or support professional development and class launches in order to promote the use of the Platform as further detailed in Schedule “B”. Unless expressly provided in Schedule “B”, all such services shall be provided remotely by Customer.

5. Term of the Agreement

The initial term of the Agreement shall be as specified in Schedule “B”.

6. Restrictions on Use of the Platform

Customer agrees that it shall not itself or allow any User to: (a) sell, lease, license, sublicense, loan, encumber or otherwise transfer its right to use the Platform to a third party, in whole or in part, except as permitted under this Agreement; (b) make modifications, corrections, alterations, enhancements or other additions to the Platform; (c) provide, disclose, divulge or make the Platform available to a third party by online services, remote dial-in or network or telecommunication links of any kind, other than as permitted in this Agreement; (d) circumvent

the Platform's authentication or security access control systems or assist others to do so; and (e) disclose access credentials to unauthorized parties or fail to implement reasonable security measures to prevent such an occurrence.

7. Intellectual Property in the Platform

Customer recognizes and agrees that all trade-marks, inventions (whether patentable or not), patent applications, patents, industrial designs, works protected by copyright, trade secrets, know-how or other intellectual property in or related to the Platform, including any suggestions that Customer or any User may make regarding the functionalities or other technical aspects (the "Platform Intellectual Property") are, as between the parties, the exclusive property of Paper Education Company Inc.. Upon the request of Paper Education Company Inc., Customer shall provide any reasonable documentation required to confirm Paper Education Company Inc.'s ownership in the Platform Intellectual Property. For clarity, Paper Education Company Inc. shall not own any content added to the Platform by Users or Customer, which content is licensed pursuant to the terms of this Agreement.

This Agreement does not grant Customer the right to access or obtain the source code of the Platform nor any programming documentation.

All rights, titles and interests that are not expressly addressed in this Agreement are expressly reserved by Paper Education Company Inc..

8. Hosting of Platform

Unless otherwise expressly set out in Schedule "B", the Platform and associated data will be hosted in facilities located in Canada or the United States.

9. Service Level

The Platform shall be available 95% of the time, calculated on a monthly basis. The Software shall not be considered unavailable to Customer if Customer's inability to access or use the Platform arises due to problems with Customers' or Users' hardware or software, or due to problems with third-party telecommunication services or networks.

Periods during which the Platform is unavailable due to a force majeure event or previously-scheduled maintenance shall not be counted as downtime for the purpose of this provision. Paper Education Company Inc. shall take commercially-reasonable measures to ensure that scheduled maintenance takes place between 7AM ET and 9AM ET and that Customer receives advanced notice of any such maintenance.

Notwithstanding the foregoing, Customer acknowledges that Paper Education Company Inc. may need to perform emergency maintenance, for example to install security updates, without

notice and that no such interruption of access to the Platform shall be considered unavailability for the purpose of calculating the service level.

10. Technical Support

Paper Education Company Inc. agrees to provide remote technical support to Customer via telephone, chat, email or other efficient communication method between 9AM ET and 5PM ET, Monday to Friday, except holidays as observed by Paper Education Company Inc.. The purpose of the remote assistance service is to attempt to identify and resolve functional problems in the Platform. Technical support shall be requested by Customer representatives, not by students.

Each communication received will be given a severity level by Paper Education Company Inc. according to the following guidelines:

- a) Major Problem: when the Platform is not operational or has suffered a major loss of capability resulting in the inability to use the Platform, or if a failure is so frequent that it precludes productive use of the Platform or when the Platform is operational but its capability is severely degraded, such as the inability to run a major application within the Platform, a critical product feature or function does not work, or a failure requires on-going intervention in order to maintain productive use;
- b) Minor Problem: when the Platform is operational and the problem does not result in a significant impact on the performance of the Platform

Paper Education Company Inc. shall exercise all commercially reasonable efforts to meet the following response times:

- c) Major Problems will be acknowledged within 4 business hours and resolved within 3 business days; and
- d) Minor Problems will be acknowledged within 1 business days and resolved in a subsequent update.

Technical support services shall not include services: (a) in respect of User hardware and software problems; (b) in respect of education, installation, training or customization; (c) in respect to the use of the Platform in violation of this Agreement; (d) in respect of defects in or caused by third party software or hardware; (e) problems arising from network connectivity.

Paper Education Company Inc. shall not be responsible to correct any defect or other failure of performance of the Platform caused by the following: (a) use of the Platform that materially deviates from the documentation included in the Platform; (b) modification, customization, alteration or addition or attempted modification, customization, alteration or addition to the Platform; or (c) the abuse or misuse of the Platform.

Paper Education Company Inc. may update the Platform from time to time and shall make commercially reasonable efforts to advise the Customer in advance of all updates that materially affect the functionality of the Platform.

Paper Education Company Inc. shall be under no obligation to refrain from updating the Platform or delay in performing such updates.

11. Monetary Consideration

In consideration for the access granted herein to the Platform, Customer shall pay Paper Education Company Inc. the fees set forth in Schedule "B". Unless otherwise provided in Schedule "B" or as otherwise set out herein, the fees are payable in advance within thirty (30) days for the beginning of the initial term and any renewal terms. Except as otherwise set out in Schedule "B", the fees may be increased by Paper Education Company Inc. by giving the Customer thirty (30) days' prior written notice at any point in time and will be applied at the following invoice to be issued to the Customer. Customer shall have the option of terminating the Agreement by providing written notice if it disagrees with the price increase set out in Provider's written notice, provided this is done no later than at the expiration of the notice period. Except as otherwise noted in Schedule "B" to this Agreement, in the event that Customer adds additional student access during the term, fees associated with such additional accesses shall be payable within thirty (30) days of the end of the term during which they are requested. Except as otherwise noted in Schedule "B" to this Agreement, additional accesses may be purchased only in a minimum quantity of ten (10) student accesses at a time. There are no limits on the number of administrator and teacher accesses to the Platform and no charge for such accesses.

Except to the extent that Schedule "B" expressly provides for a right to terminate for convenience, all amounts payable under this Agreement shall be non-refundable. Notwithstanding the foregoing, in the event of a permitted termination for convenience, Paper Education Company Inc. shall refund to Customer the unused portion of any prepaid fees on a proportional basis to the date of termination.

All payments shall be exclusive of any tariffs, duties or taxes imposed or levied by any government or governmental agency. Customer shall be liable for payment of all such taxes, however designated, levied or based on Customer's or its Users' possession or use of the Platform including, federal, provincial, state or local sales taxes. Customer agrees that all amounts payable by Customer pursuant to this Agreement shall be paid without any deduction or withholding on account of any taxes, monetary transfer fees, or other charges or withholdings of any nature, except to the extent that the deduction or withholding of any tax is required by applicable law, in which event Customer shall (i) pay to Paper Education Company Inc. such additional amount as is necessary so that Paper Education Company Inc. receives, after such deduction or withholding (including any withholding with respect to this additional amount), an amount equal to the amount that Paper Education Company Inc. would have received if such deduction or withholding had not been made and (ii) deliver to Paper Education Company Inc.

within thirty (30) days after the date of such payment an official receipt of the relevant taxing authority showing that Paper Education Company Inc. paid to such taxing authority the full amount of the tax required to be deducted or withheld. Paper Education Company Inc. shall take reasonable administrative actions, if possible, to lawfully mitigate or to help recover on behalf of Customer any withholding taxes, if and only if none of the foregoing actions would operate to prejudice Provider with respect to its tax liability or otherwise.

Unless otherwise expressly set forth in a Proposal, all prices are expressed in Canadian dollars.

12. Confidentiality

Except as may be expressly provided by this Agreement or applicable laws, the Parties acknowledge that Content contributed by Users to the Platform is not confidential as the functionality of the Platform are based on student interactions being visible in whole or in part to administrators and teachers. Except as otherwise provided by this Agreement, Paper Education Company Inc. shall not use the Content contributed by Users other than for purposes of operating the Platform for the Customer and its Users' benefit. Paper Education Company Inc. may however compile and use aggregated data (which for clarity shall not include any personally identifiable information) pertaining to the Platform derived from multiple educational institutions for purposes of (i) further developing the Platform or related products or services; (ii) compiling and disseminating data regarding the use and content of the Platform as well as the courses for which tutoring is offered on the Platform. Personally Identifiable Information provided to Paper Education Company Inc. by Customer or Users shall be treated as confidential information and is subject to Paper Education Company Inc.'s privacy policy set out in Schedule "C" to this Agreement, which may be updated from time to time by Paper Education Company Inc. by posting updates on its website. The contractual terms of this Agreement constitutes confidential information of Paper Education Company Inc..

During the performance of this Agreement, one Party (the "Disclosing Party") may authorize the other Party (the "Receiving Party") to access or host confidential information (hereinafter the "Confidential Information"). Subject to the other terms of this Agreement, Confidential Information shall include, without limitation, personally identifiable information, log-in credentials, contracts, technical or financial information, databases, trade secrets and know-how. Confidential Information shall not include information that (i) is or will become public other than as a result of a breach of this Agreement or (ii) was known to the Receiving Party prior to the disclosure thereof by the Disclosing Party, as evidenced by written documents.

The Receiving Party shall preserve the confidentiality of any Confidential Information, and shall refrain from using or disclosing the same for any purpose not previously approved in writing by the Disclosing Party or otherwise provided in this Agreement. However, the Receiving Party may disclose Confidential Information in cases where (i) the information is made public through no fault of or contribution by the Receiving Party; (ii) the information was made available to the Receiving Party by a third party that was legally in possession thereof and was free to disclose same; (iii) the information was independently acquired by third parties without access to or

knowledge of the Confidential Information; or (iv) this disclosure was required by law or a court order, provided that the Receiving Party gives the Disclosing Party enough advance warning of this requirement so as to give the latter enough time to adopt whatever measures may be needed to avoid or limit the disclosure.

Upon request or upon termination of this Agreement, the Receiving Party shall immediately return or, at the option of the Disclosing Party, destroy the Confidential Information. Moreover, at the request of the Disclosing Party, the Receiving Party agrees to certify, by means of an affidavit, that all of the Confidential Information has been returned or destroyed, as the case may be. However, Paper Education Company Inc. may retain an archival copy of all confidential information disclosed to it, to the extent required by law, regulation, or court order, or to comply with accounting principles.

13. Termination

Each Party may terminate this Agreement in the event the other Party breaches the terms of this Agreement and fails to remedy such breach within thirty (30) days of written notice given by such Party.

Notwithstanding any provision of applicable law, including section 2125 of the Quebec Civil Code (the benefit of which is hereby waived by the Customer), this Agreement may not be terminated for convenience except as may be expressly provided in Schedule A of this Agreement.

All rights to access and use the Platform expire when this Agreement is terminated, regardless of the reason for termination, and no right of use or other such right to access the Platform shall subsist for Customer and all Users.

14. Responsibility for Content and Disclaimer of Representations, Warranties, Conditions

Customer and its Users are solely responsible for any content, messages, photos, videos, reviews or profiles (collectively, "Content") that are published or displayed (hereinafter, "post") on the Platform, or transmitted to other users of the Platform. Customer and Users shall not post any Content that violates is unacceptable pursuant to the terms of this Agreement. Customer understands and agrees that Paper Education Company Inc. may choose to review and delete any Content, in each case in whole or in part, that in the sole judgment of Paper Education Company Inc. violates this Agreement or which might be offensive, illegal, or that might violate the rights, harm, or threaten the safety of users of the Platform. Customer and its Users grant complete access to institutions affiliated to Customer to review, record and process any Content that has been provided on the Platform. Institutions affiliated to Customer who have been granted access to their student's conversations agree that any information transmitted by Users and Educators shall not be shared with individuals outside of their institution. By posting Content to any public or member area of the Platform, Customer and its Users automatically grant to Paper Education Company Inc., its affiliates, licensees and successors, an irrevocable, perpetual, non-exclusive, fully paid, worldwide license to use, copy, perform, display, make

available, distribute, reproduce, adapt, modify and distribute such information and content and to prepare derivative works of, or incorporate into other works, such information and content, and to grant and authorize sublicenses of the foregoing. Such license may be used by Customer subject to the restrictions and limitations provided by this Agreement. Customer further represent and warrant that public posting and use of User Content by Paper Education Company Inc. will not infringe or violate the rights of any third party.

Use of the Platform, including but not limited to the Content posted on the Platform, must be in accordance with any and all applicable laws and regulations. Opinions, advice, statements, offers, or other information or content made available on the Platform or through the Platform, but not directly by Paper Education Company Inc., are those of their respective authors. Such authors are solely responsible for such content. Paper Education Company Inc. does not: (i) guarantee the accuracy, completeness, or usefulness of any information on the Platform or available through the Platform, or (ii) adopt, endorse or accept responsibility for the accuracy or reliability of any opinion, advice, or statements made by any party that appears on the Platform or through the Platform. Under no circumstances will Paper Education Company Inc. or its affiliates be responsible for any loss or damage resulting from: a) your reliance on information or other content posted on the Platform or transmitted to or by any User; or b) reviews or comments made about any User on the Platform by other Users.

Paper Education Company Inc. PROVIDES THE PLATFORM AND ANY AND ALL ASSOCIATED SERVICES ON AN "AS IS" BASIS AND GRANTS NO REPRESENTATIONS, WARRANTIES OR CONDITIONS OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE WITH RESPECT TO THE SERVICES OR THE PLATFORM (INCLUDING ALL INFORMATION CONTAINED THEREIN), INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. Paper Education Company Inc. DOES NOT WARRANT THAT YOUR USE OF THE PLATFORM WILL BE SECURE, UNINTERRUPTED, ALWAYS AVAILABLE, ERROR-FREE OR WILL MEET CUSTOMER OR USER REQUIREMENTS, OR THAT ANY DEFECTS IN THE SERVICES WILL BE CORRECTED. Paper Education Company Inc. DISCLAIMS LIABILITY FOR, AND NO WARRANTY IS MADE WITH RESPECT TO, THE CONNECTIVITY AND AVAILABILITY OF THE SERVICES. IN ADDITION AND WITHOUT LIMITING THE FOREGOING, Paper Education Company Inc. MAKES NO REPRESENTATION OR WARRANTIES OF ANY KIND WHETHER EXPRESS OR IMPLIED REGARDING THE SUITABILITY OF ANY MEMBER OF THE PLATFORM TO PROVIDE SERVICES AS AN EDUCATOR OR TO SECURE THE SERVICES OF AN EDUCATOR, INCLUDING, WITHOUT LIMITATION, PARTICIPANTS IN ANY THIRD PARTY VERIFICATION SERVICE OFFERED ON THE PLATFORM. Paper Education Company Inc. DOES NOT: (i) GUARANTEE THE ACCURACY, COMPLETENESS OR USEFULNESS OF ANY INFORMATION PROVIDED ON THE PLATFORM, OR (ii) ADOPT, ENDORSE OR ACCEPT RESPONSIBILITY FOR THE ACCURACY OR RELIABILITY OF ANY OPINION, ADVICE, OR STATEMENT MADE BY ANY PARTY OTHER THAN Paper Education Company Inc.. UNDER NO CIRCUMSTANCES WILL Paper Education Company Inc. BE RESPONSIBLE FOR ANY LOSS OR DAMAGE RESULTING FROM ANYONE'S RELIANCE ON INFORMATION OR OTHER CONTENT POSTED ON THE SERVICES, OR TRANSMITTED TO OR BY ANY USERS.

15. Limitation of Liability

In no event will Paper Education Company Inc. or its Affiliates, be liable for any indirect, special, incidental, or consequential damages, losses or expenses arising out of or relating to the use or inability to use the Platform, including without limitation damages related to any information received from the Platform, removal of Content from the Platform, including profile information, any email distributed to any user or any linked web site or use thereof or inability to use by any party, or in connection with any termination of your subscription or ability to access the Platform, failure of performance, error, omission, interruption, defect, delay in operation or transmission, computer virus or line or system failure, even if Paper Education Company Inc. or its Affiliates, or representatives thereof, are advised of the possibility of such damages, losses or expenses. UNDER NO CIRCUMSTANCES WILL Paper Education Company Inc.'S OR ITS AFFILIATES AGGREGATE LIABILITY, IN ANY FORM OF ACTION WHATSOEVER IN CONNECTION WITH THIS AGREEMENT OR THE USE OF THE SERVICES OR THE PLATFORM, EXCEED THE PRICE PAID BY THE CUSTOMER FOR THE ACCOUNT.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL Paper Education Company Inc. OR ITS AFFILIATES, BE LIABLE FOR ANY DAMAGES WHATSOEVER, WHETHER DIRECT, INDIRECT, GENERAL, SPECIAL, COMPENSATORY, CONSEQUENTIAL, AND/OR INCIDENTAL, ARISING OUT OF OR RELATING TO THE CONDUCT OF YOU OR ANYONE ELSE IN CONNECTION WITH THE USE OF THE PLATFORM, INCLUDING WITHOUT LIMITATION, BODILY INJURY, EMOTIONAL DISTRESS, AND/OR ANY OTHER DAMAGES RESULTING FROM INTERACTIONS WITH OTHER MEMBERS OF THE PLATFORM, WHETHER ONLINE OR OFFLINE.

In addition to the preceding paragraphs of this section and other provisions of this Agreement, any advice that may be posted on the Platform is for informational purposes only and is not intended to replace or substitute for any professional financial, medical, legal, or other advice. Paper Education Company Inc. makes no representations or warranties and expressly disclaims any and all liability concerning any treatment, action by, or effect on any person following the information offered or provided within or through the Platform.

17. Links to External Sites

Links from the Platform to external sites (including external sites that are framed by Paper Education Company Inc.) do not constitute an endorsement by Paper Education Company Inc. of such sites or the content, products, and other materials presented on such sites or of the products and services that are the subject, but are for users' reference and convenience. Customer and its Users' access them at their own risk. It is the responsibility of the user to evaluate the content and usefulness of the information obtained from other sites. Paper Education Company Inc. does not control such sites, and is not responsible for their content. Just because Paper Education Company Inc. has hyperlinks to such sites does not mean that Paper Education Company Inc. endorses any of the material on such sites, or has any association with their operators. Customer further acknowledges that use of any site controlled, owned or operated by third parties is governed by the terms and conditions of use for those sites, and not

by Paper Education Company Inc.'s terms of use and privacy policy. Paper Education Company Inc. expressly disclaims any liability derived from the use and/or viewing of links that may appear on the Platform. Customer hereby agrees to hold Paper Education Company Inc. harmless from any liability that may result from the use of links that may appear on the Platform.

18. Compliance with Privacy Legislation

Paper Education Company Inc. requires Customer to obtain all necessary consents for the online collection, processing and transfer of information of students through the Platform, including without limitation any consent required by applicable laws for children under the age of 13. Customer should refrain from taking steps to register students for the Platform unless all required consents have been obtained. Customer must ensure that parents have access to the Paper Education Company Inc. privacy policy and terms of use. Paper Education Company Inc. will not knowingly collect any information from children under 13, except to the extent permitted by applicable laws. Should Paper Education Company Inc. determine that all required consents have not been obtained for particular students, it shall be entitled to immediately terminate access to the Platform for such students.

19. Third Party Verification Service

Paper Education Company Inc. relies on a third-party verification service to verify information such as, but not limited to, name, address, social insurance number, and criminal background of Educators. Customer does hereby represent, understand and expressly agree that Paper Education Company Inc. is a conduit for the third-party verification service and does not have control over or assume any responsibility for the quality, accuracy, or reliability of the information provided by the third-party verification service.

20. Indemnification

Subject to the limitations set forth, each party agrees to indemnify and save harmless each other party from and against any and all losses, liabilities, expenses (including, without limitation, reasonable fees and disbursements of counsel), claims, liens, damages or other obligations whatsoever (collectively, "Claims") that may actually and reasonably be payable by virtue of or which may actually and reasonably result from the inaccuracy of any of their respective representations or the breach of any of their respective warranties, covenants or agreements made in this Agreement or in any certificate, schedule or other instrument delivered pursuant to this Agreement; provided, however, that no claim for indemnity may be made hereunder if the facts giving rise to such Claim were in writing and known to the party seeking indemnification hereunder, such facts constituted a breach of the conditions to closing of the party seeking indemnification and the party seeking indemnification elected in any event to consummate the transactions contemplated by this Agreement. In addition, to the extent that applicable insurance coverage is available and paid to the party seeking indemnification hereunder with respect to the Claim for which indemnification is being sought, such amounts of

insurance actually paid shall be deducted from the amount of the Claim for which indemnification may be sought hereunder and the indemnified party may recover only the amount of the loss actually suffered by the party to be indemnified. To the extent that such insurance payment is received subsequent to payment by the indemnifying party hereunder, the indemnified party shall reimburse the indemnifying party, up to the amount previously paid by the indemnifying party, for the amount of such insurance payment.

21. Miscellaneous

Nothing in this Agreement shall be construed as making either party the partner, joint venturer, agent, legal representative, employer, contractor or employee of the other. Neither party shall have, or hold itself out to any third party as having, any authority to make any statements, representations or commitments of any kind, or to take any action, that shall be binding on the other, except as provided for herein or authorized in writing by the party to be bound. This Agreement will be binding on and will inure to the benefit of the legal representatives, successors and assigns of the parties hereto.

Customer shall not sell, transfer or assign any right, title or interest it has in or pursuant to this Agreement, without the prior written consent of Paper Education Company Inc.. Any assignment not in accordance with this provision shall be void. Paper Education Company Inc. may, upon notice to Customer, sell, transfer or assign any right, title or interest it has in this Agreement, if such sale, transfer or assignment (a) is part of the sale, transfer or assignment of all or substantially all of its assets or business; or (b) is made to one of its affiliates.

This Agreement shall constitute the entire agreement between the Parties with respect to the subject matter hereof and merges all prior and contemporaneous agreements and communications. Except as expressly provided herein, it shall not be modified except by a written agreement signed by the Parties' authorized representatives.

The Parties have expressly requested that this Agreement be drawn up in English and that all modifications thereof can be made in this language. *Les Parties ont expressément demandé que ce contrat soit rédigé en anglais et que toute modification à celui-ci puisse se faire également dans cette langue.*

22. Jurisdiction and Choice of Law

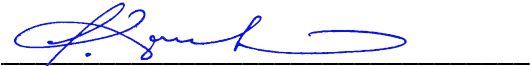
If there is any dispute arising out of this Agreement, the Parties expressly agree that any such dispute shall be governed by the laws applicable in California, without regard to its conflict of law provisions, and the Parties expressly agree and consent to the exclusive jurisdiction and venue of the provincial and federal courts of the State of California for the resolution of any such dispute.

[The next page is the signature page]

IN WITNESS WHEREOF, THE PARTIES HEREBY AGREE TO BE LEGALLY BOUND BY THE TERMS OF THIS AGREEMENT.

Oak Park Unified School District

Paper Education Company Inc.



Signature

Signature

Name: Adam Rauch

Name: Philip Cutler

Title: Assistant Superintendent

Title: CEO

Date: 8/8/2022

Date: _____

SCHEDULE A

CUSTOMER-SPECIFIC

PARAMETERS

1. *Initial Term of the Agreement*
August 1, 2022 to July 31, 2023

2. *Student Access Included in the Scope of the Agreement and Fees Payable*
Unlimited Access for 2,662 Oak Park Unified School District Students in [grades six (6) through twelve (12)], inclusively. The fees payable will be \$39.60 USD per student, for a total of \$105,415.20 USD.

All invoices will be payable within thirty (30) days of the invoice date.

3. *Fees Payable for Additional Student Accesses*
Students may be added at a rate of \$39.60 USD per student.

4. *Data to be Provided by Customer to Activate Accesses to the Platform*
The customer must provide a user's first name and last name, email address, grade, and any relevant class rostering information.

5. *Details of Professional Development*
Paper Education Company Inc. will execute professional development. Paper Education Company Inc. will provide customer support and training throughout the year to Oak Park Unified School District and its stakeholders.

SCHEDULE B

PRIVACY POLICY

This Privacy Policy covers how we process personal information within our Educational Support System services, which includes our tutoring services, our platform, support and maintenance services, reporting and hosting (together, our “**Services**”).

If you have any questions, concerns or inquiries regarding the collection, use or disclosure of your personal information or concerning this Privacy Policy, do not hesitate to reach out to us. You can e-mail us at privacy@paper.co, or reach us by mail at the following address:

Paper Education Company Inc.
279 Sherbrooke Street West, Suite 410
Montreal, QC, H2X 1Y2
Canada

1. What is personal information?

This Privacy Policy applies to personal information. We consider that “personal information” means any information which allows us to identify you directly or indirectly, including “cookies” and other electronic data. Some information may not be personal on its own but may become personal information if associated with other information or if the sum of the information allows us to identify individuals.

A “cookie” is an information that a website puts on a computer’s hard disk so that a website or web application can remember something about individuals at a later time. In this Privacy Policy, when we refer to “cookies” we also include other technologies with similar purposes, such as pixels, tags and beacons. For more information on cookies, you can refer to websites such as <http://www.cookiecentral.com/> and <https://www.allaboutcookies.org/>.

2. When is this Privacy Policy not applicable?

This Privacy Policy only applies to how we process the personal information of our users within our Services and does not apply to our marketing activities and website which are not within the Services. We do not leverage user data for marketing purposes.

Our Services may contain links towards external services which are not part of the Services. For instance, a tutor may provide a student with a link to a website to learn more about a certain topic. These external services are not covered by this Privacy Policy.

3. What personal information do we process, and for which reasons?

We collect the following types of personal information:

(a) Educational and Identification Information

When we on-board new educational institutions, we receive the following information from educational institutions which is used to create accounts or to manage students and teachers' accounts if an integration with Google G-Suite is used instead of accounts:

- Name of students and teachers
- Usernames
- Classes that students are enrolled in
- E-mail addresses
- Other information which educational institutions may deem necessary, such as student IDs

This information is used to create an account and manage the Services, such as to offer e-mail notifications, if the user opt-in. We typically receive such information from educational institutions in a CSV file.

If the Services are integrated with Clever, then class rosters are automatically updated within our Services whenever students or teachers change classes or switch schools. Clever is a service that we use to integrate with most student information systems, and which securely syncs Educational and Identity information systems with our database. Clever is only available to educational institutions who are registered to use this service and is synchronized daily. We also use ClassLink as an additional integration tool. If an educational institution does not use Clever nor ClassLink, then the information is updated manually when we receive updates.

(b) Credentials

Once accounts are created, students and teachers who are using our Services can connect using their username and passwords, or through a single sign-on services offered by third parties such as Google G-Suite with which our Services integrate without the need to create distinct accounts. Educational institutions using Clever may also connect through a single sign-on functionality integrated through Clever. The information related to each account includes full name, username, e-mail, password and grade levels for students. We also collect each student's preferred language so that they are connected with appropriate tutors.

(c) User Generated Information

User Generated Information includes any information generated by students or teachers when using our Services, such as:

- Transcript of conversations, along with documents shared and emojis used;

- Feedback on tutoring sessions;
- Essays submitted for review, along with related information provided by students, such as the essay title, language, teacher's instructions and similar educational requirements;
- Essays reviewed through our tutoring services; and
- Questions asked by students.

The Services have different views depending on the identity of the user. For instance, teachers, school administrators and district administrators each view the information related to students under their authority. This information includes transcripts of conversations, questions asked, student usage, active and expired licenses. School and administrators generally have access to the same information than teachers except that the identity of the students concerned may vary. When referring to teachers under this Privacy Policy, we imply such administrators as well.

When using the Services, students can ask questions which are then matched automatically by our algorithms with related topics associated with their grades. In some cases, the available classes may be personalized, such as for sports programs, and our algorithm is then adjusted accordingly. Students can also access live classrooms, in which they can share files but also use a digital whiteboard. Each session is recorded in the history tab and associated with an ID. All sessions' transcripts are accessible by both the student and the teacher.

User Generated Information is also used to create reporting for teachers. For instance, teachers receive a monthly report on how students in their classes are using our Services, such as the top questions asked and the top students users.

We process User Generated Information in order to offer our Services to educational institutions, such as to allow students to obtain tutoring services and teachers to oversee what their students are doing within our Services.

(d) Usage and Performance Data

In order to understand how our Services perform and which functionalities are used, we collect Usage and Performance Data. These may include bugs, errors and logs which are generated by users, and other data collected in using an anonymous ID associated with users. Such personal information can be used for support and maintenance, and for troubleshooting.

(e) Support Data

When users are navigating the Services, they may have some questions on how to use the Services or face some bugs or errors. To assist users, we have a support desk available to respond to support requests. We collect any information shared with us through support services.

(f) Electronic Data

Online services automatically collect Electronic Data about users in order to allow us to deliver the Services. Electronic Data includes:

- IP address
- Device and browser information
- Screen resolution
- Operating system name and version
- Device manufacturer and model

This information is used to fix bugs, to remember important information, to present the Services in the preferred language and enhance security. Electronic Data is also used to provide notifications to users about activities within the Services. For instance, our service provider automatically places a single pixel gif, also known as web beacons, which enable us to recognize when a user has opened an e-mail or clicked a certain link in an e-mail. This technology requires collecting e-mail addresses, IP addresses as well as the date and time associated with each open and click for a notification. The data generated is then considered Usage and Performance Data. Our Services also include browser notifications which require Electronic Data.

4. Do you use any cookies as part of the Services?

We only use cookies as necessary to provide the functionalities within our Services, which means that our Services do not contain any marketing cookies and that we do not conduct interest-based advertising. Our Services only contain essential, functional and analytic cookies as described below.

Type of cookie	Description
Essential	Essential cookies are necessary to operate the core functions of our Services. These include login cookies, session ID cookies, language cookies as well as security cookies.
Functional	Functional cookies are used to provide you with some functionalities, such as live chatting, and to remember preferences, consents and configurations.
Analytics	Analytics cookies are used to generate aggregated statistical data about traffic and behavior of users when using our Services.

You can manage your cookie preferences through your browser using the instructions provided below by clicking on the browser that you are using. However, by blocking essential and functional cookies, parts of the Services may not be available.

Google Chrome
Firefox
Safari
Internet Explorer
Opera

5. How do we obtain consent from students?

Most of the students who are using our Services cannot consent to the processing of their personal information under applicable laws, and a parental consent is required. The educational institutions which retain our Services are responsible for obtaining such consent in accordance with applicable laws from parents.

6. Where is personal information stored?

We offer hosting in both Canada and the United States depending on where the educational institution which retains our Services is located. However, we use third-party service providers which may be in other countries than where education institutions are located.

7. How is personal information protected?

We seek to implement controls that are proportional to the risks to protect the privacy of students and other users. For instance, we use multi-factor authentication, SSL encryption, physical access controls to files and buildings and secure file transfer protocols with encryption. Our cloud service provider, Google Cloud Platform, maintains several independent verifications of its security, privacy and compliance control, such as ISO 27017, ISO 27018 and ISO 27001. You can review Google Cloud Platform's safeguards on Google's Trust & Security Center available [here](#).

We also expect our service providers to provide adequate level of security for personal data.

8. How is personal information shared with third parties within the Services?

We do not sell any personal information of our users, and we do not use personal information for any other purposes than to provide the Services, which means that we do not share it with marketing partners. We do not have any marketing cookies installed within our Services. Paper is subject to the same conditions on use and redisclosure of education records that govern school officials under the *Family Educational Rights and Privacy Act* known as FERPA. This means that we only share personal information if required for the Services and with third parties that have legitimate educational interests unless otherwise authorized or required by law.

If we receive a request to access personal information by the authorities, we will transfer this request to educational institutions. If we are prevented by law from doing so or forced to respond, we will first validate that the request is legitimate and disclose only the minimum required with the help of a legal counsel.

Any personal information of students collected through the Services is available to teachers and may be reviewed by teachers.

Here are the categories of recipients with whom your personal data is shared so that we can provide you with the functionalities within our Services. Each service provider is bound by an agreement with us which limits their rights to use your personal data for other purposes:

Category of recipients	Examples and explanations
Support Service Providers	<p>We use Zendesk to provide support to our users. Zendesk does not use personal information for any other purpose than to provide us with their services and does not sell personal information. We have an agreement in place with Zendesk which complies with legislations such as the <i>California Consumer Privacy Act</i>.</p> <p>You can consult Zendesk’s Privacy Policy here.</p> <p>We may use other tools for support purposes, such as for tracking tickets. These tools may temporarily contain personal information of our users.</p>
IT Service Providers	<p>We use service providers to provide and host our Services online. For instance, our Services are hosted on Google Cloud Platform. IT Service Providers may also be used for security purposes, such as for log monitoring.</p> <p>You can find Google Cloud Platform’s Privacy Policy here.</p>
Performance Service Providers	<p>We use tools to monitor our online application such as to diagnose, fix and optimize the performance of our Services.</p>
Analytics Service Providers	<p>We use third parties to obtain analytics based on how users are leveraging our Services.</p> <p>We use such analytics to provide reporting capabilities to educational institutions. Our analytic service providers are also used to build interactive and visual analysis for educational institutions or to generate reporting capabilities in accordance with our agreements with educational institutions.</p>
Communication Partners	<p>We use third parties to provide you with e-mail notification. For instance, we use Mailchimp and Mandrill, an add-on to Mailchimp, to provide teachers and students with notifications. You can find MailChimp’s Privacy Policy here. We have not enabled any marketing functions within MailChimp’s additional add-ons.</p>

Our Services can be integrated with other learning management platforms through Single Sign-On and APIs, such as Clever. Integration Partners are not our suppliers or service providers. Educational institutions enter into separate agreements with integration partners to which we are not party, and plug-ins, APIs or other accesses to Integration Partners are only activated at educational institutions' request. This allows educational institutions to integrate our Services with other educational technologies and services relevant to students such as to simplify education. If required to do so to comply with the instructions of educational institutions, we may share personal information with such integration partners. Educational institutions have full control over which personal information they share.

We may also be required to share personal information with law enforcements if we are legally compelled to do so. We will take all commercially reasonable measures to notify educational institutions prior for doing so, unless we are prevented to do so by law.

If we go through a restructuration, a merger and acquisition or a sale of parts of all of our assets, personal information may also be transferred in such context, subject to any limitations under applicable laws.

9. How long is personal information retained within the Services?

We retain personal information for as long as we have an active contract with an educational institution, or as required by applicable laws, whichever is longer. Users may delete personal information on their own, and educational institutions may also do so through built-in functionalities or by reaching directly to us.

10. Are there any rights that can be exercised on such personal information, and how?

Depending on your location, different rights may be applicable. However, students may not be able to exercise their rights on their own and may need a parent to do. For instance, the *Family Educational Rights and Privacy Act* known as FERPA in the United States gives rights to eligible students (i.e., over 18 years old) or parents to request that a school correct records which they believe to be inaccurate or misleading. In many cases, the educational institutions where the student is registered is the best entity to contact to exercise privacy rights, as they have the complete records of students. We may be prevented by law to respond to requests to exercise some privacy rights, such as access to records of students, without the authorization of the relevant educational institution.

We respond to rights found under the *California Consumer Privacy Act*, under which we are a service provider. These rights must be exercised by reaching out to educational institutions which will notify us, such as when personal information should be deleted. We have mechanisms in place to respond to deletion requests.

Applicable laws generally contain a minimum of two rights: (1) the right to access personal information and (2) the right to modify personal information in certain circumstances.

To exercise your rights or your children's rights, you may reach out to us at privacy@paper.co. You can also reach out to us by mail at the following address:

Paper Education Company Inc.
279 Sherbrooke Street West, Suite 410
Montreal, QC, H2X 1Y2
Canada

11. Can this Privacy Policy be modified?

Yes, we may modify this Privacy Policy, such as to reflect additional functionalities. We will also provide an update to users when we do so. However, we will not materially change this Privacy Policy or our practices to make them less protective of students' privacy without the prior written consents of relevant educational institutions.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.2.b. APPROVE INDIAN EDUCATION CONSORTIUM MOU WITH VENTURA UNIFIED SCHOOL DISTRICT

ACTION

ISSUE: Shall the Board approve the Indian Education Consortium MOU with Ventura Unified School District?

BACKGROUND: The Ventura County Indian Education Consortium is a federally funded program providing direct services to American Indian and Alaskan Native students in grades TK-12 in Ventura County School Districts. Oak Park Unified School District students with Native American heritage listed on their school enrollment forms will be notified about the opportunity to participate in this program. Eligible students will be entitled to receive free supplemental services, which may include Indian Studies lessons, counseling, college and career awareness, and information about scholarships, grants and other financial aid for American Indian students. Indian Education service providers will visit the school sites of eligible students to provide these services. Ventura Unified School District is the Local Education Agency for the Ventura County Indian Education Consortium. A copy of the MOU agreement is provided for the Board's reference.

FISCAL IMPACT: None

BOARD POLICY: Pursuant to Board Policy BP1400-The Governing Board believes that district efforts to provide a high-quality education for students in the community can be enhanced by collaboration with other government and public agencies that are responsible for the health, safety, and well-being of children and youth. The district shall initiate and maintain good working relationships with representatives of local agencies to maximize student and family access to support services that will help students achieve to their highest potential.

GOAL: In Support of LCAP Goal 1.13: Engage and connect with all students and families.

ALTERNATIVES: 1. Approve the Indian Education Consortium MOU with Ventura Unified School District.
2. Do not approve the MOU with Ventura Unified School District.

RECOMMENDATION: Alternative #1

Prepared by: Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

Jeff Davis, Ed.D.,
Superintendent

BOARD MEETING, AUGUST 30, 2022

Approve Indian Consortium MOU with

Ventura Unified School District

Page 2

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

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

MEMORANDUM OF UNDERSTANDING
Ventura County Indian Education Consortium

This Memorandum of Understanding (MOU) explains and confirms the agreements between the Ventura Unified School District as the Local Education Agency for the Ventura County Indian Education Consortium (Provider) and the Oak Park Unified School District (Partner District).

Memorandum of Understanding Purpose:

The purpose of this MOU is to create and confirm an effective working relationship between the Partner District, Oak Park Unified School District, and the Ventura Unified School District (VUSD). This MOU also provides the means by which VUSD and the Partner District will maintain a collaborative relationship to ensure inter-agency services to Partner District students and families.

Memorandum of Understanding Timeline:

This MOU is effective July 1, 2022 and will extend through June 30, 2023.

Memorandum of Understanding and Description of Services:

Partner District agrees to the following:

1. Serve as a consortium partner to raise awareness regarding Indian Education.
2. Assist in the recruitment of eligible Indian Education students through existing district means of communication.
3. Confirm student enrollment for annual Title VI grant submission of student count.
4. Identify district and site contact personnel to facilitate communication with the VC Indian Education Consortium as required.
5. Provide classroom space or other school facilities to accommodate Indian Education lessons.
6. Be responsible for safeguarding participant information in compliance with Title 42 Code of Federal Regulations, Part 2.
7. Inform VUSD of changes in schedule and student participation.
8. Work with the VUSD staff as needed.

VUSD (Provider) agrees to the following:

1. Serve as Local Education Agency for VC Indian Education Consortium.
2. Hire all employees to provide Indian Education services.
3. Provide basic services to eligible Indian Education students including:
 - a) Indian Education Parent Advisory Committee
 - b) Indian Education enrollment and verification support
 - c) Indian Education Annual Honoring Ceremony
 - d) Indian Education teaching resources/lending library
 - e) Indian Education teacher workshops to introduce teaching resources and annual curriculum theme. The theme for 2022 – 23 is “Notable Native Leaders- Part 1”
4. Ensure that VUSD employees have received adequate training in the services being provided, and appropriate licenses/certificates are in current standing.
5. Ensure that VUSD employees have completed an appropriate background check, including fingerprinting/live scan as described below.

Both the Partner District and VUSD representatives of the VC Indian Education Consortium will agree on all elements of any program prior to implementation. Any potential funding issues that are not cost neutral are required to be approved by the VUSD District Office Administration prior to program implementation.

Indemnification:

The Partner District shall save, defend, hold harmless and indemnify VUSD (its employees, volunteers, officers, directors and agents), from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of the Partner District or its board members, officers, employees, volunteers or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of VUSD.

VUSD shall save, defend, hold harmless and indemnify the Partner District (District, board members, employees, volunteers and agents), from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of Provider or its employees, volunteers, officers, directors or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of the Partner District.

Cancellation: This MOU may be cancelled by either party upon 30 days written notice.

Signatures:

PARTNER DISTRICT: _____

Authorized District Representative: _____

Signature: _____

Title: _____

Date: _____

PROVIDER: Ventura Unified School District

Authorized Representative: Dr. Rebecca Chandler

Signature:  _____

Title: Assistant Superintendent, Business Services

Date: 6/1/22

5/31/2022

TO: MEMBERS OF BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.2.c. APPROVE SUBMISSION OF CONSOLIDATED APPLICATION FOR FUNDING FOR CATEGORICAL AID PROGRAMS – 2022-2023

ACTION

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

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

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

For the 2022-23 Fiscal Year, the Oak Park Unified School District is applying for funds from the following categorical programs:

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

FISCAL IMPACT: The anticipated funding amount is included in the 2022-2023 adopted budget.

ALTERNATIVES:

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

RECOMMENDATION: Alternative #1

Prepared by: Tammy Herzog, Assistant Superintendent of Educational Services

Respectfully Submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD MEETING, AUGUST 30, 2022

Approve the Consolidated Application for Funding for Categorical Aid Programs

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

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



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Oak Park Unified (56 73874 0000000)

- Home
- Data Entry Forms
- Certification Preview
- Reports
- Contacts
- FAQs

[Data Entry Instructions](#)

2022–23 Application for Funding

Required fields are denoted with an asterisk (*).

Data saved successfully as a draft.

[Hide Messages](#) | [Export Messages](#) | [Clear Messages](#)

Severity	Description
Warning	Protected Prayer Certification must be certified before this submission.
Warning	Local Board Approval checkbox is required

Local Governing Board Approval

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

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year: *

District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

- * Title I, Part A (Basic Grant): ESSA Sec. 1111 et seq. SACS 3010 No Yes
- * Title II, Part A (Supporting Effective Instruction): ESEA Sec. 2104 SACS 4035 No Yes
- * Title III English Learner: ESEA Sec. 3102 SACS 4203 No Yes
- * Title III Immigrant: ESEA Sec. 3102 SACS 4201 No Yes
- * Title IV, Part A (Student and School Support): ESSA Sec. 4101 SACS 4127 No Yes

Last Saved: Julie Townsend (jtownsend88), 8/19/2022 9:44 AM, Draft

- Save
- Return to List

Consolidated Application Support Desk, Education Data Office | ConAppSupport@cde.ca.gov | 916-319-0297
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.3.a. RATIFY CONTRACT OF SERVICES AND ESTABLISH BUDGET FOR MEASURE S PROJECT 22-11S WELLNESS CENTER AT OAK PARK HIGH SCHOOL

ACTION

ISSUE: Shall the Board ratify the contract of services and approve budget for Measure S Project 22-11S, Wellness Center at Oak Park High School?

BACKGROUND: At its meeting on March 15, 2022, the Board approved the Measure S Framework, which includes the need to establish a Wellness Center at Oak Park High School.

The purpose of this project is to establish a Wellness Center at Oak Park High School. The Wellness Center is located in room H-16. Staff is requesting the establishment of a \$75,000 budget for the interior construction and furnishings.

Given the scope, estimated costs, and California Uniform Construction Cost Accounting (CUPCCAA) guidelines, staff solicited multiple quotes for the project. Omega Construction provided the lowest quote, \$53,900. The contract is included for review. Due to the timeframe, Superintendent awarded and executed the contract. The construction work has been completed. As such, staff is requesting the board to ratify the construction contract with Omega Construction.

FISCAL IMPACT: The cost of this project is expected to not exceed \$75,000, the amount identified in the approved Measure S Framework.

BOARD POLICY: Pursuant to Board Policy 3312 Contracts - For the contract to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board.

GOAL: In Support of LCAP Goal 3 - Continue to expand school safety and student/staff well-being initiatives.

ALTERNATIVES:

1. Ratify construction contract for Measure S Project 22-11S, Wellness Center and approve budget.
2. Do not ratify and approve 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:

Jeff Davis, Ed.D.
Superintendent

BOARD MEETING, AUGUST 30, 2022

Ratify construction contract for Measure S Project 22-11S,
Wellness Center and approve budget

Page 2

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

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

GENERAL BUILDING AND PAINTING CONTRACTORS

P.O. BOX 7038 NORTHRIDGE CA 91327

CSLB B C33 464910

ph. (818) 364-9421 fax (818) 364-9422

Date : June 23, 2022

Proposal # 22-062422

Brendan Callahan
Oak Park Unified School District
5801 Conifer Street, | Thousand Oaks, CA 91377
(818) 735-3210 | (818) Cell

Project Location: Oak Park High School – Wellness Center

The undersigned agrees to furnish and provide necessary labor, materials, tools, implements, and appliances to do, perform and complete in a good workmanlike manner the following:

I. Framing

- Supply & frame with 20 gauge 2x4 steel studs for new interior walls per plan and specs.
- Repair T-bar ceiling and ceiling tiles where needed per new office layout.
- Supply & install 5/8" drywall for new walls.
- Tape, mud & sand new walls with (1) coat PVA Sealer.
- Supply & install 1/2" soundboard with fabric wrap over 5/8" drywall both sides per plan and specs
- Supply & install new STD rubber base molding.

II. Electrical

- Supply & install (3) wall switches (20 A Amps AC, Ivory, 120 to 277, Back and Side Commercial) and (6) Plugs and Receptacles, 5-15R, STD Duplex in Ivory per specs.
- Adjust existing light fixture locations based on new layout.

III. Door and Lock

- Supply & install (3) 3'0" x 6'8" Solid Core interior doors, paint grade, with 7" x 22" vision lite.
- Supply & install (3) Timely Jamb Systems (light Color) with (3) 405" HD Hinges (finish to match) per specs.
- Supply & install (3) Schlage ND75PD with a 2-3/4 backset, 626 finish.
- Supply & install (6) Full IC core on an E key blank, 626 finish.

IV. HVAC

- Provide and install the scope per the plans and specs provided by District.
- Use existing CO2 sensor-run new 18/6 T stat wire from unit to new CO2 location.
- Run new 18/8 T stat wire from unit to Zone Controller Panel.
- Run 18/5 T stat wire from Zone Controller to each thermostat.
- Supply and install new Custom return box.
- Supply and install all ducting and accessories to set HVAC.

**All the above work to be completed for the sum of Fifty Three Thousand Nine Hundred Dollars
{ \$53,900.00 }**

The above Proposal is based on the following Terms and Conditions:

1. Architectural drawings of any kind are not included in this Proposal for the purpose of obtaining Building Permits or any reason. If Building and Safety requires drawings, a separate Proposal will be presented to the City for Acceptance.
2. If unforeseen conditions are discovered during the course of construction, These conditions will be presented to the Owner and any additional work required will be extra. A proposal will be provided by Omega Construction detailing extra work to be approved by the Owner. No extra work will be performed without written approval of Owner.
3. All work will be performed during normal business hours. Monday - Friday 7am to 4pm.

Respectfully Submitted,



Marina Saroukos
President, Omega Construction Co Inc.

Acceptance:

By:

Date:

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.3.b. APPROVE RESOLUTION #2022-12 OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT AUTHORIZING USE OF A CMAS AGREEMENT FOR LEASING AND SERVICING OF COPY MACHINES, PURSUANT TO CA PUBLIC CONTRACT CODE SECTION 10298

ACTION

ISSUE: Shall the Board find that use of the CMAS # 3-17-36-0030B, Xerox Corporation, agreement is in the best interest of the District and approve the resolution #2022-12 authorizing the leasing and servicing of copy machines, pursuant to California Public Contract Code Section 10298?

BACKGROUND: Under Public Contract Code (PCC) section 10298, school districts can participate in the California Multiple Award Schedules (CMAS) program for the purchase of materials, equipment, supplies, and services. When utilized correctly, CMAS streamlines the procurement process, as local agencies can enter into an agreement with suppliers who are awarded CMAS contracts without further competitive bidding. The resolution follows for the Board's review.

Oak Park Unified School District currently owns thirty-one copy machines districtwide. Of these copy machines, twenty-four of them are at least seven years old and are beginning to breakdown more frequently, with nine machines having been identified as needing to be replaced immediately.

District staff has evaluated its options for leasing and services of equipment and has identified that the use of CMAS Contract #3-17-36-0030B with Xerox Corporation is in the best interest of the District for this procurement and is consistent with District's procurement regulations.

District staff has further determined that MRC Smart Technology Solutions, a Xerox company, is able to supply the District with the equipment, under the same terms and conditions as CMAS Contract #3-17-36-0030B available at this link: <https://bit.ly/3dVnIwQ>. This would be a 5-year agreement, which includes replacing and services all machines.

FISCAL IMPACT: The annual amount of the five-year agreement is \$94,663, to be funded by the General Fund.

BOARD POLICY: Pursuant to Board Policy 3312 Contracts - For the contract to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board.

ALTERNATIVES:

1. Approve resolution #2022-12 authorizing the leasing and servicing of copy machines, pursuant to California Public Contract Code Section 10298
2. Do not approve resolution #2022-12

RECOMMENDATION: Alternative No. 1

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

BOARD MEETING, AUGUST 30, 2022

Approve Resolution #2022-12 Authorizing Use of a CMAS Agreement for
Leasing and Servicing of Copy Machines, Pursuant to CA PCC Section 10298

Page 2

Respectfully submitted:

Jeff Davis, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 2022-12

RESOLUTION OF THE BOARD OF EDUCATION OF THE OAK PARK UNIFIED SCHOOL DISTRICT AUTHORIZING CONTRACTING PURSUANT TO CALIFORNIA MULTIPLE AWARD SCHEDULE NO. 3-17-36-0030B AND APPROVING LEASING OF XEROX COPIER MACHINES

WHEREAS, the Governing Board ("Board") of the Oak Park Unified School District ("District") has determined that it is in the best interests of the District to authorize the leasing of Xerox copier equipment and related services (collectively, the "Equipment") to support efficient and effective school operations;

WHEREAS, the State of California Department of General Services ("DGS") competitively bid certain multiple award schedule ("CMAS") contracts and has made these contracts available to other public agencies, including school districts, for the acquisition of goods, information technology, or services pursuant to Public Contract Code sections 10298 and 10299;

WHEREAS, CMAS contracts must adhere to the most up-to-date specific form of CMAS contract with the vendor of the product or service, and Public Contract Code section 10298 authorizes the District to purchase the goods, information technology, or services through CMAS and, by doing so, the District removes repetitive, resource intensive, costly, and time-consuming bid processes;

WHEREAS, the District wishes to use a CMAS contract entitled "STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE XEROX CORPORATION CMAS NO. 3-17-36-0030B, SUPPLEMENT NO. 5" to order items from Xerox Corporation ("Xerox") for purchase, warranty, rental, delivery, and installation of the Equipment ("CMAS NO. 3-17-36-0030B");

WHEREAS, CMAS NO. 3-17-36-0030B is the most economical means for providing the Equipment to the District;

WHEREAS, the District desires to lease the Equipment from MRC Smart Technology Solutions ("Vendor"), a Xerox company, under CMAS NO. 3-17-36-0030B;

WHEREAS, District staff recommends acceptance of Vendor's proposal and issuance of future purchase orders over a (5) year term with the Vendor, in an amount not-to-exceed Five Hundred Fifty Thousand Dollars (\$550,000.00), to procure the Equipment, including delivery and installation.

WHEREAS, a school district may delegate the authority to enter into contracts to the district superintendent or his or her designee, pursuant to Education Code section 17604; and

WHEREAS, the District desires to delegate to the Superintendent, and/or his designee, the authority to finalize, execute, and deliver the documents necessary to acquire the Equipment.

NOW, THEREFORE, BE IT RESOLVED that the recitals above are true and correct.

BE IT FURTHER RESOLVED that the Board finds, determines, and declares that (i) the acquisition of the Equipment pursuant to CMAS procedures is in the best interests of the District, and (ii) CMAS NO. 3-17-36-0030B is the most economical means for providing the Equipment to the District.

BE IT FURTHER RESOLVED that the Board hereby ratifies and approves the transaction with this Vendor in accordance with the terms specified herein.

BE IT FURTHER RESOLVED that the Board authorizes and directs the Superintendent, and/or his designee, to carry out the directives of this Resolution and finalize all necessary agreements.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its approval and adoption.

APPROVED, PASSED and ADOPTED by the Governing Board of the Oak Park Unified School District, Ventura County, California, on August 30, 2022, at a duly noticed, regularly scheduled meeting by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

I, Denise Helfstein, Clerk of the Board of Education of the Oak Park Unified School District, hereby certify that the foregoing is a full, true and correct copy of the Resolution adopted by the Board of Education on August 30, 2022.

Date: _____

Certified a True Copy:

Clerk of the Governing Board
Oak Park Unified School District

President of the Governing Board
Oak Park Unified School District

536-5/6422976.1

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.3.c. RATIFY AGREEMENT DILIGENT COMMUNITY FOR BOARD AGENDA AND POLICY MANAGEMENT SOFTWARE

ACTION

ISSUE: Shall the Board ratify the agreement with Diligent Community for Board Agenda and Policy Management Software?

BACKGROUND: Diligent Community is a cloud-based board management software that is utilized by municipalities, schools and governments for meeting agenda management, policy management, event management, advanced search, and document management. The meeting agenda feature allows users to create agendas, designate current meetings, access meeting minutes, add future meetings to the calendar, track changes, approvals and submittals and prepare meeting documents as well as allows Board member annotations to help prepare for the meeting. Other features include audio and video playback of meetings, date and time stamps for documents, user-customizable templates, user account management, video support and security management. Diligent Community integrates with social networking platforms such as Twitter and Facebook.

The expectation is that Diligent Community will help reduce the amount of time dedicated to creating board meeting agendas. Currently, district staff utilize Microsoft Word to create agendas, which is a time consuming process. Additionally, providing the ability to search our meeting agendas, minutes, and board policies will improve the experience and streamline the process for assessing and researching historical district information.

FISCAL IMPACT: The cost for a 1-yesr subscription is \$6000, to be funded by the General Fund.

BOARD POLICY: Pursuant to Board Policy 3312 Contracts - For the contract to be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Governing Board.

GOAL: In Support of LCAP Goal 2 - Engage all stakeholders more deeply in shared-decision making and improve communication with staff, parents, students, and the community.

ALTERNATIVES:

1. Ratify agreement with Diligent Community for Board Agenda and Policy Management Software
2. Do not ratify agreement

RECOMMENDATION: Alternative No. 1

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

BOARD MEETING, AUGUST 30, 2022
Ratify agreement with Diligent Community for
Board Agenda and Policy Management Software
Page 2

Respectfully submitted:

Jeff Davis, Ed.D.
Superintendent

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

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



ORDER FORM

This Order Form is made by and between Oak Park USD (“**Client**”) whose principal place of business is 5801 Conifer Street, Oak Park, California, 91377, United States and Diligent Corporation (hereinafter “**Diligent**”), whose registered office is located at 1111 19th St NW, 9th Floor, Washington DC 20036. The Order Form is effective as of the **Effective Date**, as defined below. Each of Client and Diligent are a “**Party**” and are together the “**Parties**.” All amounts are in USD currency.

A. Terms

This Order Form, together with the applicable General Terms and Conditions as identified at <https://diligent.com/governance-cloud-terms-conditions> and the applicable Product Terms as identified at <https://diligent.com/product-terms>, form the entire agreement between the parties in respect of the products and services set forth in this Order Form (the “Agreement”). For purposes of this Agreement, in the event of any conflict between the Order Form and the General Terms and Conditions, the Order Form shall control. Notwithstanding anything to the contrary in any purchase order or other document provided by Client, any product or service provided by Diligent to Client in connection with a purchase order related to this Order Form is conditioned upon Client’s acceptance of the Agreement. Any additional, conflicting or different terms proffered by Client in a purchase order or otherwise shall be deemed null and void.

B. Diligent Services

Subscriptions

Description	Quantity	Annual Price Per	Total Annual Price
Diligent Community Subscription	1	\$6,000.00	\$6,000.00

Total Annual Subscription Fee: \$6,000.00

One-Time Installation Fee: \$0.00

Upon execution of this Agreement, Diligent will issue an invoice for the amount of \$6,000.00, plus applicable taxes.

Pricing is valid until September 2, 2022. If the Agreement received is executed by Client after this date, Diligent may accept or reject the Agreement in its sole discretion.

The “Effective Date” of this Agreement shall be the date of the Client’s signature, and the Initial Term of the Agreement shall run for 1 year from the Effective Date.

After the Initial Term, the term of the Agreement will automatically renew for additional 1 year Renewal Terms, unless either Party provides the other written notice of non-renewal no later than 30 days prior to the expiration of the Initial Term or any Renewal Term. For each year of the Term, pricing shall increase by 5.00% on each anniversary of the Effective Date. Any notices of non-renewal issued by Client to Diligent must be provided to billing@diligent.com. All Subscription Fees shall be payable on an annual basis in advance. All payments are due Net 30 days from the date of invoice.

C. Notices And Client Information

	Invoicing	Notices
Client Contact Name:		
Address:		



Billing Contact:		
Phone:		
E-mail:		
Additional Email:		
VAT/Tax ID:		
Purchase Order:		

IF APPLICABLE: Tax-exempt Entity: Please attach a copy of your tax-exemption certificate to this order form.

Notices to Diligent:

Except as otherwise identified, all notices to Diligent shall be sent to:

Diligent Corporation
111 West 33rd Street, 16th Floor, New York, NY 10120

Legal@diligent.com

IN WITNESS WHEREOF, the Parties hereto have executed the Agreement as of the Effective Date.

Oak Park USD
("Client")

By: 

Name: Adam Rauch

Job Title: Assistant Superintendent

Date: August 12, 2022

Diligent Corporation
("Diligent")

By:

Name:

Job Title: General Counsel

Date:

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.4.a. APPROVE 2022-2023 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

ACTION

ISSUE: Shall the Board of Education approve the Declaration of Need for Fully Qualified Educators form CL-500 for the 2022-2023 denoting our potential need for use of emergency credentials?

BACKGROUND: Pursuant to regulations adopted by the California Commission on Teacher Credentialing, school districts are required to estimate the number of emergency permits needed for the school year before applying for any emergency permits for school personnel. The estimate must be submitted as a Declaration of Need for Fully Qualified Educators to the State of California Commission on Teacher Credentialing (CTC). The CTC requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

While we rarely have need to use other than a fully credentialed teacher, the “Declaration of Need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed. Staff has evaluated the current need for teachers with emergency permits in 2022-2023 and included an estimate of additional needs that may arise during the school year based upon experience. At this time, the District estimates a minimal need for teachers with emergency permits.

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 OPUSD LCAP Goal #1: Strengthen our students' high academic achievement in a Climate of Care by developing and promoting the factors that distinguish Oak Park’s model of educating the whole child.

ALTERNATIVES:

1. Approve the Declaration of Need for Fully Qualified Educators form CL-500 for the 2022-2023 denoting our potential need for use of emergency credentials.
2. Do not approve this Declaration of Need.

RECOMMENDATION: Alternative #1

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

BOARD OF EDUCATION MEETING, AUGUST 30, 2022

Approve the Declaration of Need for Fully Qualified Educators
for the 2022-2023 denoting our potential need for use of emergency credentials.

Page 2

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

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

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



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-2023

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: OAK PARK UNIFIED SCHOOL DISTRICT District CDS Code: 73874

Name of County: VENTURA County CDS Code: 56

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 08/30/2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

Submitted by (Superintendent, Board Secretary, or Designee):

Stew McGugan  Assistant Superintendent - HR
 Name Signature Title

818-879-0372 818-735-3226 08/08/2022
 Fax Number Telephone Number Date

5801 Conifer Street, Oak Park, CA 91377
 Mailing Address

smcgugan@opusd.org
 EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name

Signature

Title

Fax Number

Telephone Number

Date

Mailing Address

E-Mail Address

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

4

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	3
Special Education	1
TOTAL	5

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
Life Science	2
Mathematics	1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. If needed we would work through our local universities.

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 0

If yes, list each college or university with which you participate in an internship program.

CSUN, CLU, CSUCI

If no, explain why you do not participate in an internship program.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.4.b. APPROVE 2022-2023 COMMITTEE ON ASSIGNMENT IN ACCORDANCE WITH ED CODE 44258.7 (C) & (D)

ACTION

ISSUE: Shall the Board of Education approve Committee on Assignment in Accordance with Ed Code 44258.7 (C) & (D)?

BACKGROUND: Education Code Section 44258.7 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. These include:

1. Credentials on file
2. Education Code provisions
3. Board Waivers
4. Committee on Assignment

FISCAL IMPACT: None

BOARD POLICY: Pursuant to AR 4113 Assignment - A full-time teacher with special skills and preparation outside the credential authorization may, with the teacher's consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

GOAL: In support of LCAP Goal #1: Support high academic achievement for all students and Human resources audit to ensure teachers are appropriately credentialed and assigned.

ALTERNATIVES:

1. Approve Committee on Assignment in Accordance with Ed Code 44258.7 (C) & (D)
2. Do not approve Committee on Assignment in Accordance with Ed Code 44258.7 (C) & (D)

RECOMMENDATION: Alternative #1

Prepared by: Stew McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, AUGUST 30, 2022

Approve Committee on Assignment in Accordance with
Ed Code 44258.7 (C) & (D)

Page 2

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
Committee on Assignment
Background/Procedure/Criteria

With recent retirements or resignations, we have experienced a shortage of credentialed teachers who are appropriately credentialed to teach the following elective courses: Video Production (MCMS), Teen Entrepreneur (MCMS), Animation (MCMS), Rockets (MCMS), Engineering (OPHS) and Robotics (OPHS).

Education Code 44258.7 (c) (d) allows a full-time teacher with special skills and preparation outside his or her credential authorization to be assigned to teach an elective class provided the assignment is approved by a Local Committee on Assignment. Our District Superintendent and Board President have approved the formation of a local Committee on assignment to review the training and background of these teachers. The following narrative outlines the plan used in establishing this committee and describes the criteria used to determine the competency of the teachers who will be evaluated. The courses that will be taught by teachers being evaluated by this committee are:

- Video Production
- Teen Entrepreneur
- Animation
- Rockets
- Engineering
- Robotics

Procedures for selecting the Committee on Assignment:

The Education Code requires that the membership of the committee shall include an equal number of teachers, selected by teachers, and school administrators, selected by administrators. The two teachers on the committee were selected by our middle school leadership team and our Assistant Superintendent, Human Resources selected the two administrators. The permanent teachers who were selected for the committee are teacher leaders who have experience with assessing curriculum and teacher effectiveness. The term of office for the committee was set at 3 years. Information related to the committee's role was discussed with the four committee members in a preliminary meeting during the summer. Additionally, the criteria for determining the competency of the teachers in question were forwarded to the committee along with statements of competence from each of the teachers for review prior to the start of the school year. The committee met prior to the start of the school year and considered the following criteria to determine the competency of the teachers.

Criteria for determining teacher qualifications:

The following criteria were used to determine the competency of the three teachers teaching the elective courses offered at Medea Creek Middle School and Oak Park High School.

- Training specific to the elective course being taught
- Years of teaching experience in the course or related courses
- Teaching background and success within areas of current credential
- Previous outside related work experience
- Professional Development related to subject

Approval of Establishing a local Committee on Assignment:

Approval for the establishment of local Committee on Assignment is hereby given for considering the qualifications of teachers who will be teaching elective courses outside their credential area at Medea Creek Middle School/Oak Park High School.

Dr. Jeff Davis, Ed.D., Superintendent

Drew Hazelton, Board President

Date

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.4.c. APPROVE 2022-2023 ANNUAL TEACHER ASSIGNMENT

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. These include:

1. Credentials on file
2. Education code provisions
3. Board Waiver
4. Committee on Assignment

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: Goal #1: Return to a full-time, in-person instructional model.

ALTERNATIVES:

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

RECOMMENDATION: Alternative #1

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

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD MEETING, AUGUST 30, 2022
Approve 2022-2023 Annual Teacher Assignment
Page 2

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: August 30, 2022
Re: **CREDENTIAL INFORMATION – 2022-2023**

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

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: AUGUST 30, 2022
SUBJECT: B.4.d. APPROVE REVISED TITLE, JOB DESCRIPTION AND SALARY PLACEMNT FOR STUDENT NUTRITION SERVICES ASSISTANT, COOK, AND MANAGER

ACTION

ISSUE: Shall the Board approve the revised title, salary schedule and job description for Student Nutrition Services Manager, Cook, and Assistant?

BACKGROUND: The job descriptions have not been updated since the scratch-cooking program was implemented several years ago and do not accurately reflect the current demands on staff. Additional responsibilities are required daily in our kitchens that do not exist in an Assembly Serve Food operation.

Current salaries do not sufficiently compensate staff for the work required in a scratch-cooking kitchen. Other school districts are offering salaries greater than OPUSD yet have programs that do not require as much from their employees. Local restaurants are offering higher salaries and full-time positions with benefits, which are more appealing to potential candidates. The Student Nutrition Services department currently has 4 vacant Nutrition Services Assistant positions and is having a hard time recruiting applicants.

This pay increase will help the district stay competitive and attract qualified candidates. Copies of the proposed job descriptions are included for the Board's review.

FISCAL IMPACT: The increased cost resulting from the proposed salary adjustment is moving from Range 10 to 14 (Manager), Range 8 to 10 (Cook), Range 6 to 8 (Assistant). The funds would be through Child Nutrition Services Fund 130.

BOARD POLICY: Pursuant to Board Policy 4111/4211/4311 Recruitment and Selection: When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position.

GOAL: In support of OPUSD Moral Imperative 3: We work with employ organizations to promote positive morale, to jointly and respectfully solve problems, and to be a model of a professional and collaborative working relationship.

ALTERNATIVES:

1. Approve the revised title, job description, and salary schedule placement for Child Nutrition Services Manager, Cook, and Assistant.
2. Do not approve the revised title, job description, and salary schedule placement for Child Nutrition Services Manager, Cook, and Assistant.

RECOMMENDATION: Alternative No. 1

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

BOARD MEETING, AUGUST 30, 2022

Approve the adjustment to classified salary schedule and job description for Student Nutrition Services Manager, Cook, and Assistant

Page 2

Respectfully submitted:

Jeff Davis, Ed.D.
Superintendent

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

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

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES MANAGER

Salary: Classified Salary Schedule, Range 14

DEFINITION

Under direction, the Nutrition Services Manager supervises, trains, schedules, and mentors a kitchen team to implement scratch-cooking menus while maintaining a predetermined labor cost budget; provides leadership and assumes supervisory responsibility of school cafeteria(s); maintains records and reports; manages inventory; serves as immediate supervisor for designated employees; performs lead responsibilities in operations and production at a site kitchen, including transport of food and supplies to assigned sites; performs other related duties as assigned.

REPORTS TO: Student Nutrition Director

ESSENTIAL FUNCTIONS

- Assign and conduct training of nutrition services personnel. Set standards for work efficiency. Assess employee performance based on established standards; handle employee matters.
- Coordinate daily staff scheduling; assign job responsibilities. As required, performs all functions of the Nutrition Services Assistant classification. Maintain and submit employee absence reports, extra time, and substitute time sheets.
- Supervise and participate in cleaning work areas, cooking utensils and other cafeteria equipment. Develop cleaning schedules and uphold strict cleanliness standards. Report necessary maintenance issues to the appropriate department.
- Estimates and orders food quantities and supplies as needed.
- Receive deliveries and coordinate storage and distribution of food to serving areas, catering locations, and satellite schools.
- Assist with cooking and food preparation needs as required; work consistently with cook and other staff members to utilize leftovers, reduce excess inventory.
- Set up serving lines; assist in the serving of food to students, faculty, and the public.
- Plan and coordinate preparation and service of meals and snacks for after-school activities and catering; cooperate with teachers and other groups in the authorized use of cafeteria facilities for special luncheons and events.
- Maintain Hazard Analysis Critical Control Point standards of sanitation and safety for personnel, food preparation and storage, kitchen equipment, and kitchen facility maintenance (including first in, first out (FIFO) and proper sanitizing practices).
- Maintain sanitation and safety practices and requirements of local health agencies; implement rules for food safety, cleaning, production standards throughout the kitchen.
- Develop and implement strategic plans to increase revenue and student participation in school nutrition programs. Design and implement protocols and plans to assess student acceptance. works with student groups to improve acceptance and increase participation.
- Assist in menu development and standardized recipes for reimbursable school meals. Provide/prepare written, tested recipes that can be readily replicable by nutrition services staff.
- Follow established procedures, monitor and maintain the proper handling of meal counts for reimbursement claim documentation and audit requirements; prepare and submit records and reports as required.
- Maintain all records pertaining to the operation of a main site kitchen and assigned sites, including transport records, inventory, menu production worksheets, and other related documents.
- Assist with special projects related to nutrition education and school meal programs.

EMPLOYMENT STANDARDS

Education & Experience:

Two years of progressively responsible experience in meal preparation, merchandising, record keeping in a school food service operation or a large public or commercial establishment. Experience/knowledge of basic cooking techniques and cooking for large groups. Any combination equivalent to graduation from high school. Supervisory experience desired.

Continuing Education (upon hiring):

At least 10 hours of annual continuing education/training to include but not limited to: nutrition (including proper portion sizes and nutritional value of foods); health food and safety standards; free and reduced price eligibility; identification of reimbursable meals at the point of service; National School Lunch Program (NSLP) and School Breakfast Program (SBP) components, meal pattern and Offer Versus Serve; and food preparation. Complete a food safety certification program within 30 days of hire. Learn and keep up-to-date on NSLP/SBP rules and regulations and District wellness policies.

Skills and Abilities:

- 1) Knowledge of:
 - Cost control procedures, waste prevention, and work simplification methods;
 - Food preparation and food merchandising including the ability to work with quantity recipes and food formulation;
 - Requirements for maintaining food production areas in a safe and sanitary condition;
 - Nutritional and operational requirements of the National School Lunch Program and School Breakfast Program and related federal and state regulations and District policies;
 - Sanitation practices related to food production, storage and transport;
 - Methods of supervision, organization and record keeping.
- 2) Take direction and maintain composure under pressure.
- 3) Devise efficient schedules and methods of utilizing food service equipment and personnel.
- 4) Instruct, train and evaluate assigned personnel.
- 5) Make simple mathematical calculations and keep accurate records.
- 6) Possesses competence in the usage of basic computer skills and standard office software applications.
- 7) Work with District, school personnel, professional contacts, and the general public in a pleasant and cooperative manner. Maintain open communication and cooperative relationships with others, inspire individual and team development, and review processes for improvement.
- 8) Understand, compose, and implement complex oral and written directions/procedures.
- 9) Work independently with limited supervision.
- 10) Maintain professional confidentiality.
- 11) Maintain a commitment to professional growth and lifelong learning.

CLASS TITLE: NUTRITION SERVICES MANAGER

Salary Range: Classified Salary Schedule, Range 14

Page 3

WORKING CONDITIONS

- Work is performed in indoor and outdoor environments, including a wide range of temperature areas (commercial freezers and refrigerator, in front and near commercial stoves, ovens, and outdoor grills).
- Exposure to dust, oils, and cleaning chemicals.
- May work with exposure to moisture.
- Some exposure to childhood and other diseases in a school environment.
- May be required to operate a district vehicle.
- May be required to work outside normal work days and office hours. May be required to work in emergency situations.

SPECIAL REQUIREMENTS

- Maintain valid California driver license.
- Maintain District-insurable driving record.
- Maintain Food Safety Manager Certification.

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES COOK

Salary Range: Classified Salary Schedule, Range 10

DEFINITION

The Nutrition Services Cook prepares the daily scratch-cooked menus for a school site, catering function, and/or satellite operation; proposes and tests new menu items with particular focus on authentic, global flavors and plant-based cuisine; is patient and open-minded in learning about and working with new and unfamiliar ingredients; ensures that every dish served meets the highest standards in taste and appearance; has an understanding of flavor profiles and the ability to adjust and/or correct a dish as required; consistently displays a positive attitude and maintains composure under pressure, while working within established timelines in a fast-paced environment.

The Cook is also responsible for the organization, cleanliness, and safety of a kitchen. The Cook may be assigned to supervise in the absence of a supervisor, and completes other tasks as required.

REPORTS TO: Student Nutrition Director; Nutrition Services Manager

ESSENTIAL FUNCTIONS

- Perform major cooking tasks for daily school breakfast, lunch, and a la carte menus, following established recipes and procedures.
- Prepare food for satellite sites, special catering events, and after-school activities as directed.
- Work cooperatively with kitchen staff members to execute daily menus, including assigning cooking tasks and providing direction on food preparation and handling procedures.
- Ensure that all finished dishes meet quality standards in taste and presentation.
- Adapt recipes as needed in the event of limited availability of ingredients; to use up leftovers and/or excess ingredients; and to improve flavor and/or nutrition of an existing dish.
- Test and propose new menu options for school meals, catering, or other Nutrition Services programs that: are consistent with federal, state, and District wellness policies; are plant-based and/or incorporate a larger variety of seasonal produce and whole grains; and aim to reduce excessive sugar, salt, and fats (including cheese and butter) while appropriately utilizing other spices, fresh herbs, and alliums to develop flavor.
- Actively promote menu items to students to help increase participation, including encouraging students to try new items during service. Research and test new recipes to introduce students to diverse flavors and cuisines.
- Interact with students and parents to promote new menu items and knowledgeably discuss ingredients.
- Assist manager with organization, cost control, and production records; track and maintain supplies of all food products, working to minimize waste and reduce excess.
- Ensure proper utilization, dating, labeling, and storage of leftovers.
- Assist manager with inventory management and weekly orders.
- Routinely clean work areas, cooking utensils, and dishes; sanitize kitchen surfaces and equipment according to established protocol. Report necessary maintenance issues to manager.
- Maintain orderliness in the kitchen, including organizing ingredients in pantry, refrigerator, and freezer.
- Perform all functions of the Food Services Assistant classification.
- Maintain timely, regular, and consistent attendance at work.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

CLASS TITLE: NUTRITION SERVICES COOK

Salary Range: *Classified Salary Schedule, Range 10*

Page 2

Education and Experience: Minimum one (1) year experience preparing food in a fast-paced, high volume commercial or institutional kitchen. College or specialized coursework in cooking, nutrition, and/or quantity food preparation preferred. Knife skills desired.

Continuing Education: At least 6 hours of annual continuing education/training as required by the National School Lunch Program to include but not limited to: cooking, general nutrition (including proper portion sizes and nutritional value of foods); food safety; food production; National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns and Offer Versus Serve. Completes a food safety certification program within 30 days of hire. Learns and stays up-to-date with NSLP/SBP and District wellness policies.

Skills and Abilities:

- 1) Knowledge of:
 - Basic nutrition principles and cooking techniques to execute a variety of dishes;
 - Sanitation and safety requirements in food preparation, handling, and storage;
 - Methods, practices, and techniques used in large scale food production and handling;
 - Basic methods and procedures of record keeping and inventory;
 - The use and care of commercial kitchen equipment, appliances, and utensils;
 - The laws, rules, regulations, and nutritional requirements pertaining to preparing and serving meals to students;
 - Basic mathematics and standard cooking conversions to scale recipes;
 - Basic computer operations; and
 - Excellent skills in customer service, organization, and planning.
- 2) Demonstrate time management skills and ability to work safely and efficiently to produce required volume of work within established timelines.
- 3) Understand and follow oral and written instructions and complete assignments in an independent manner.
- 4) Work with District and school personnel, professional contacts, and the general public in a respectful and cooperative manner.
- 5) Maintain professional confidentiality and work collaboratively with peers.
- 6) Maintain a commitment to professional growth and lifelong learning.

PHYSICAL DEMANDS

- Stand, walk, bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift, and/or carry up to 40 pounds to waist level and 75 pounds on a rolling cart.
- Repetitive use of hands (e.g. fine manipulation, simple grasping, and power grasping).
- Demonstrate normal depth perception.
- Dexterity of hands and fingers to operate a computer keyboard, standard office equipment, and telephone.
- See and read a computer screen and printed matter with or without vision aids.
- Distinguish colors.
- Read and understand rules and policies, labels, and instructions.
- Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.

CLASS TITLE: NUTRITION SERVICES COOK

Salary Range: *Classified Salary Schedule, Range 10*

Page 3

- Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
- Climb steps and ladders.

WORKING CONDITIONS

- Work is performed in indoor and outdoor environments including a wide range of temperature areas (commercial freezers and refrigerator; in front and near commercial stoves, ovens, and outdoor grills).
- Exposure to dust, oils, and cleaning chemicals.
- May work with exposure to moisture.
- Some exposure to childhood and other diseases in a school environment.
- May be required to work outside normal work days and office hours. May be required to work in emergency situations.

SPECIAL REQUIREMENTS

- Maintain valid California driver license.
- Maintain District-insurable driving record.
- Maintain food safety certification.

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES ASSISTANT

Salary: Classified Salary Schedule, Range 8

DEFINITION

Under direction of a Nutrition Services Cook/Manager, the Nutrition Services Assistant assists in the preparation and serving of a variety of food items in a scratch-cooking school cafeteria; serves and sells food items at one or more school sites; maintains kitchen equipment and food service areas in an organized, clean and sanitary condition; maintains the organization, cleanliness, and safety of the school kitchen; assists in daily operation of cafeteria; and completes other tasks as required.

ESSENTIAL FUNCTIONS

- Under direction and following standardized recipes and procedures, assist in the quantity preparation of a wide variety of food items on the daily school breakfast, lunch, and/or a la carte menus; may also help prepare, package, and serve food for satellite sites, special catering events, and after-school activities as required.
- Properly and safely operate commercial kitchen appliances and equipment, including knives, stand mixer, immersion blender, food processor, food chopper, dishwasher, microwave, oven, stovetop, freezer, refrigerator, and serving tables.
- Actively maintain kitchen facilities, equipment, and utensils in a clean and sanitary condition according to food safety guidelines and established protocol.
- Set up serving areas and plate/package appropriate portions of food in an aesthetically pleasing manner, following proper protocol. Serve food to students and staff following appropriate rules and regulations.
- Actively maintain organization of storage areas, including refrigerator, freezer, and pantry, according to established protocol.
- Assist in tracking and maintaining food ingredients and supplies, rotating stock, and working consistently to minimize waste and reduce excess.
- Ensure proper dating, labeling, utilization, and storage of leftovers.
- Receive and sort weekly deliveries of supplies, ensuring that they are placed in or sent to the appropriate storage locations according to established protocol.
- Actively promote menu items to students to help increase participation, including encouraging students to try new items during service.
- Ability to work on a variety of tasks, rotating through different jobs as required.
- Maintain regular, timely, and consistent attendance.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Prior experience preparing food in a fast-paced, high volume commercial or institutional kitchen desired. College or specialized coursework in cooking, nutrition, and/or quantity food preparation helpful. Knife skills helpful.

Continuing Education: At least 4 hours of annual continuing education/training as required by the National School Lunch Program (NSLP) to include, but not limited to: cooking, general nutrition, food

CLASS TITLE: NUTRITION SERVICES ASSISTANT

Salary Range: *Classified Salary Schedule, Range 8*

Page 2

safety, food production, NSLP and School Breakfast Program (SBP) meal patterns and Offer vs Serve. Complete a food safety certification program within 30 days of hire. Learn and stay up-to-date with NSLP/SBP and District wellness policies.

Skills and Abilities:

- 1) Knowledge of:
 - Sanitation and safety requirements in food preparation, handling and storage;
 - Use and care of commercial kitchen equipment, appliances, and utensils;
 - Basic methods and procedures of record keeping and inventory;
 - Basic mathematics and standard cooking conversions to scale recipes;
 - Basic computer operations;
 - Excellent skills in customer service, organization, and planning.
- 2) Demonstrate time management skills and ability to work safely and efficiently to produce required volume of work within established timelines.
- 3) Understand and follow oral and written instructions and complete assignments in an independent manner.
- 4) Work with District and school personnel, professional contacts, and the general public in a respectful and cooperative manner.
- 5) Maintain professional confidentiality and work collaboratively with peers.
- 6) Maintain a commitment to professional growth and lifelong learning.

PHYSICAL DEMANDS

- Stand, walk, bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift and/or carry up to 40 pounds to waist level and 75 pounds on a rolling cart.
- Repetitive use of hands (e.g. fine manipulation, simple grasping, and power grasping).
- Demonstrate normal depth perception.
- Dexterity of hands and fingers to operate a computer keyboard, standard office equipment, and telephone.
- See and read a computer screen and printed matter with or without vision aids.
- Distinguish colors.
- Read and understand rules and policies, labels, and instructions.
- Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.
- Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
- Climb steps and ladders.

CLASS TITLE: NUTRITION SERVICES ASSISTANT

Salary Range: *Classified Salary Schedule, Range 8*

Page 3

WORKING CONDITIONS

- Work is performed in indoor and outdoor environments, including a wide range of temperature areas (commercial freezers and refrigerator; in front of and near commercial stoves, ovens, and outdoor grills).
- Exposure to dust, oils, and cleaning chemicals.
- May work with exposure to moisture.
- Some exposure to childhood and other diseases in a school environment.
- May be required to work outside normal work days and office hours. May be required to work in emergency situations.

SPECIAL REQUIREMENTS

- Maintain valid California driver license.
- Maintain District-insurable driving record.
- Maintain food safety certification.

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE CL (HOURLY)
EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK**

2022-23 SCHOOL YEAR

Board Proposed Approval: August 30, 2022

Effective: September 1, 2022

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<u>CLERICAL SUPPORT</u>							
Health Services Technician	10	18.31	19.38	20.52	21.75	23.06	10 Month
Student Services Assistant I	10	18.31	19.38	20.52	21.75	23.06	10 Month
Department Clerk	10	18.31	19.38	20.52	21.75	23.06	10 Month
Student Services Assistant II	12	19.38	20.52	21.75	23.06	24.44	10.5 Month
Guest Teacher Coordinator	12	19.38	20.52	21.75	23.06	24.44	180 Day
Student Services Assistant III	14	20.52	21.75	23.06	24.44	25.85	10.5 Month
<u>CUSTODIAL/MAINTENANCE/GROUNDS</u>							
Custodian	14	20.52	21.75	23.06	24.44	25.85	12 Month
Warehouse Worker/Delivery	18	22.39	23.73	25.13	26.57	28.17	12 Month
<u>CHILD NUTRITION SERVICES</u>							
Child Nutrition Services Assistant**	08	17.21	18.24	19.33	20.55	21.77	180 Day
Child Nutrition Services Cook**	10	18.31	19.38	20.52	21.75	23.06	10 Month
Child Nutrition Services Bookkeeper	12	19.38	20.52	21.75	23.06	24.44	10 Month
Child Nutrition Services Assistant/Delivery	12	19.38	20.52	21.75	23.06	24.44	180 Day
<u>OTHER CLASSIFIED SUPPORT</u>							
Campus Supervisor	06	16.38	17.34	18.34	19.45	20.62	180 Day
Instructional Assistant I	7.5	16.93	17.92	18.95	20.11	21.29	180 Day
Instructional Assistant II	10	18.31	19.38	20.52	21.75	23.06	180 Day
Instructional Assistant II - Ext. Care Pgm	10	18.31	19.38	20.52	21.75	23.06	196 Day
Technology Assistant	10	18.31	19.38	20.52	21.75	23.06	180 Day
Library/Media Technician	13	20.12	21.31	22.58	23.86	25.29	10 Month
College/Career Center Technician	13.5	20.25	21.45	22.70	23.98	25.43	10.5 Month
Instructional Assistant III	14	20.52	21.75	23.06	24.44	25.85	180 Day
Social Emotional Services Specialist	27	32.03	33.66	35.36	37.17	39.06	192 Day
Occupational Therapist	30	39.39	41.75	44.26	46.92	49.74	10 Month
<u>EXEMPT POSITIONS</u>							
Student/Casual Worker*	X01	15.00	<i>effective 1/1/2022</i>				As Assigned
Campus Supervisor Substitute	X03	16.38					As Assigned
Child Nutrition Services Substitute	X04	16.38					As Assigned
Clerical Substitute	X02	18.31					As Assigned
Custodial Substitute	X05	20.52					As Assigned
Child Nutrition Services/Facility Use	X08	27.40					As Assigned
IA I SUB	X06	16.93					As Assigned
IA II SUB	X07	18.31					As Assigned
IA III SUB	X09	20.52					As Assigned
Special Events Supervision (ASB)***	X12	18.43					As Assigned
<u>SUMMER SCHOOL</u>							
ESY Instructional Assistant II	X10	20.12					As Assigned
ESY Instructional Assistant III	X11	23.31					As Assigned

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 Proposed Approval: August 30, 2022

Effective: September 1, 2022

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
CLERICAL SUPPORT							
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
Business Department Assistant	20	24.04	25.51	27.03	28.65	30.37	12 Month
		4169.59	4419.76	4684.92	4966.04	5264.01	
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	
CUSTODIAL/MAINTENANCE/GROUNDS							
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	
CHILD NUTRITION SERVICES							
Child Nutrition Services Assistant	8	16.39	17.37	18.42	19.56	20.74	180 Days
Child Nutrition Services Cook	10	17.37	18.42	19.56	20.74	22.00	10 Month
		3011.09	3192.09	3390.50	3595.92	3815.18	
Child Nutrition Services Manager	14	19.56	20.74	22.00	23.31	24.72	10 Month
		3390.50	3595.92	3815.18	4041.25	4285.14	
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	
OTHER CLASSIFIED SUPPORT							
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: BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: AUGUST 30, 2022
SUBJECT: B.5.a. APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2022-2023 SCHOOL YEAR

ACTION

ISSUE: Should the Board of Education approve the proposed Board Meeting schedule for the 2022-23 School Year.

BACKGROUND: The Board approved the 2022 meeting schedule through December 2022 at the December 14, 2021 Board Meeting. For planning purposes, the meetings for the entire 2022-2023 school year need to be scheduled. The Board has not approved the dates listed beginning with January 2023, staff is requesting the Board to consider the recommended regular meeting dates at this time:

***August 30, 2022	Single Regular Meeting in August
* September 13, 2022	Single Regular Meeting in September
October 18, 2022	Single Regular Meeting in October
November 15, 2022	Single Regular Meeting in November
*December 13, 2022	Annual Organizational Meeting
**January 24, 2023	Single Regular Meeting in January
**February 28, 2023	Single Regular Meeting in February
March 21, 2023	Single Regular Meeting in March
**April 25, 2023	Single Regular Meeting in April
May 16, 2023	Single Regular Meeting in May
*June 20, 2023	Single Regular Meeting in June

Board meetings are typically held on the 3rd Tuesday

Special Board Meetings will be added as they come up

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

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

***August Meeting was moved to the 5th Tuesday for this year due to staff conflict.

*Organization Meeting Falls on second Tuesday of the month and within 15 days after 2nd Friday of the Month. This year the newly elected Board members will take the oath of office at this meeting as well.

Agendas for the regular meeting are posted 72 hours prior to the meeting. Special meeting will be added as needed with notice and agenda posted 24 hours prior to the meeting.

FISCAL IMPACT: None

BOARD POLICY: Pursuant to Board Bylaw 9320 Meetings and Notices - The Board shall hold one regular meeting each month. At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

BOARD MEETING, AUGUST 30, 2022

Approve the proposed 2022-2023 Board Meeting Schedule

Page 2

GOAL: In support of OPUSD LCAP Goal #2 - Engage all stakeholders more deeply in shared-decision making and improve communication with staff, parents, students, and the community.

- ALTERNATIVES:**
1. Approve the proposed 2022-2023 Board Meeting Schedule
 2. Approve an amended 2022-2023 Board Meeting Schedule

RECOMMENDATION: At Board's discretion.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

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

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

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 30, 2022

SUBJECT: VII.1. MONTHLY CASH FLOW REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow as of July 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,

Jeff Davis, Ed.D.
Superintendent

2022-23 Adopted Budget

Oak Park Unified
56-73874-0000000

2022-23 Oak Park Unified
Cashflow Report

56-73874-0000000 01 3

Fund 01

2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of July

	Object Range	Budget/Beg. Balance	2022 July	August	September	October	November	December	2023 January	February
A. BEGINNING CASH		6,945,986	6,945,986	7,809,164	8,133,230	7,696,635	5,279,884	4,260,547	11,729,673	8,771,120
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	31,706,192	1,082,220	1,082,220	4,449,464	1,947,996	1,947,996	4,449,464	1,947,996	1,959,180
Property Taxes	8020-8079	12,705,452	89,653	—	—	—	—	6,352,726	—	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,376,153	4,540	—	125,814	—	—	125,814	—	—
Other State Revenue	8300-8599	1,529,760	70,322	—	329,755	4,366	195,864	239,355	4,366	—
Other Local Revenue	8600-8799	4,467,442	371,209	248,445	417,013	426,415	407,057	409,637	395,073	391,488
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		51,784,999	1,617,944	1,330,665	5,322,046	2,378,777	2,550,917	11,576,996	2,347,435	2,350,668
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	24,599,803	207,725	2,300,082	2,322,221	2,376,341	2,386,181	2,359,121	2,499,340	2,418,161
Classified Salaries	2000-2999	8,498,436	255,214	759,760	752,112	760,610	779,307	741,913	791,204	776,757
Employee Benefits	3000-3999	13,024,206	133,082	1,288,094	1,242,509	1,245,114	1,254,231	1,254,231	1,314,142	1,242,509
Books and Supplies	4000-4999	2,049,703	127,897	544,401	344,145	242,890	85,678	133,026	110,479	113,963
Services	5000-5999	4,623,087	127,887	606,549	453,525	591,293	324,541	347,194	377,244	342,571
Capital Outlay	6000-6999	0	12,194	—	—	—	—	—	—	—
Other Outgo	7000-7499	250,726	2,011	24,188	39,683	39,683	39,683	39,683	39,683	39,683
Interfund Transfers Out	7600-7629	0	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		53,045,961	866,010	5,523,074	5,154,195	5,255,931	4,869,620	4,875,168	5,132,093	4,933,644
E. NET INCREASE/DECREASE (B - C + D)		(2,982,210)	863,178	324,066	(436,595)	(2,416,752)	(1,019,337)	7,469,126	(2,958,553)	(2,883,898)
F. ENDING CASH (A + E)			7,809,164	8,133,230	7,696,635	5,279,884	4,260,547	11,729,673	8,771,120	5,887,222
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report

2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of July

Fund 01

	Object Range	Budget/Beg. Balance	2023 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
A. BEGINNING CASH		6,945,986	5,887,222	5,967,768	4,916,963	1,597,282	—	—	—	—
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019	31,706,192	4,460,648	1,959,180	1,959,180	4,460,648	—	—	31,706,192	—
Property Taxes	8020-8079	12,705,452	—	6,352,726	—	—	—	(89,653)	12,705,452	—
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,376,153	125,814	—	—	998,712	—	(4,540)	1,376,153	—
Other State Revenue	8300-8599	1,529,760	239,355	26,309	—	246,669	243,721	(70,322)	1,529,760	—
Other Local Revenue	8600-8799	4,467,442	337,032	360,953	379,389	471,383	—	(147,652)	4,467,442	0
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
TOTAL RECEIPTS		51,784,999	5,162,848	8,699,168	2,338,569	6,177,412	243,721	(312,168)	51,784,999	0
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	24,599,803	2,403,401	2,398,481	2,420,621	462,476	—	45,653	24,599,803	0
Classified Salaries	2000-2999	8,498,436	770,808	754,661	791,204	565,146	—	(261)	8,498,436	—
Employee Benefits	3000-3999	13,024,206	1,258,138	1,254,231	1,271,163	281,323	—	(14,561)	13,024,206	0
Books and Supplies	4000-4999	2,049,703	116,218	79,324	148,808	41,609	—	(38,735)	2,049,703	0
Services	5000-5999	4,623,087	219,134	410,530	204,340	610,710	—	7,569	4,623,087	(0)
Capital Outlay	6000-6999	0	—	—	—	—	—	(12,194)	—	—
Other Outgo	7000-7499	250,726	39,741	39,741	39,741	(154,972)	—	22,177	250,726	0
Interfund Transfers Out	7600-7629	0	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
TOTAL DISBURSEMENTS		53,045,961	4,807,441	4,936,968	4,875,877	1,806,292	—	9,649	53,045,961	0
E. NET INCREASE/DECREASE (B - C + D)		(2,982,210)	80,546	(1,050,805)	(3,319,681)	4,918,397	243,721	(321,816)	(508,402)	
F. ENDING CASH (A + E)			5,967,768	4,916,963	1,597,282	6,515,679	—	—	—	
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									6,437,584	

Oak Park Unified
56-73874-0000000

Cashflow Report

2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of July

Fund 01

	Object Range	Budget/Beg. Balance	2022 July	August	September	October	November	December	2023 January	February
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	6,954,472	346,086	4,985,161	541,476	194,875	523,374	338,438	—	—
Due From Other Funds	9310	30,864	(10,000)	—	—	—	—	30,864	—	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	188,598	—	186,429	—	—	—	—	—	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
SUBTOTAL		7,175,934	336,086	5,171,590	541,476	194,875	523,374	369,302	—	—
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	8,503,245	4,814,843	655,115	816,167	(265,528)	(775,993)	(397,996)	173,895	300,922
Due To Other Funds	9610	20,000	—	—	—	—	—	—	—	—
Current Loans	9640	0	(4,590,000)	—	—	—	—	—	—	—
Unearned Revenues	9650	373,938	—	—	329,755	—	—	—	—	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
SUBTOTAL		8,897,183	224,843	655,115	1,145,922	(265,528)	(775,993)	(397,996)	173,895	300,922
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		(1,721,248)	111,243	4,516,475	(604,446)	460,402	1,299,367	767,298	(173,895)	(300,922)
E. NET INCREASE/DECREASE (B - C + D)		(2,982,210)	863,178	324,066	(436,595)	(2,416,752)	(1,019,337)	7,469,126	(2,958,553)	(2,883,898)
F. ENDING CASH (A + E)			7,809,164	8,133,230	7,696,635	5,279,884	4,260,547	11,729,673	8,771,120	5,887,222
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Oak Park Unified
56-73874-0000000

Cashflow Report

2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of July

Fund 01

	Object Range	Budget/Beg. Balance	2023 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	6,954,472	—	—	—	(1,116,619)	—	—	5,812,791	—
Due From Other Funds	9310	30,864	—	—	—	10,000	—	—	30,864	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	188,598	—	—	—	(59,371)	—	—	127,059	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
SUBTOTAL		7,175,934	—	—	—	(1,165,990)	—	—	5,970,714	—
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	8,503,245	274,862	223,005	782,373	(1,713,266)	—	—	4,888,399	—
Due To Other Funds	9610	20,000	—	—	—	—	—	—	—	—
Current Loans	9640	0	—	4,590,000	—	—	—	—	—	—
Unearned Revenues	9650	373,938	—	—	—	—	—	—	329,755	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
SUBTOTAL		8,897,183	274,862	4,813,005	782,373	(1,713,266)	—	—	5,218,154	—
Nonoperating										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
TOTAL BALANCE SHEET ITEMS		(1,721,248)	(274,862)	(4,813,005)	(782,373)	547,277	—	—	752,560	—
E. NET INCREASE/DECREASE (B - C + D)		(2,982,210)	80,546	(1,050,805)	(3,319,681)	4,918,397	243,721	(321,816)	(508,402)	—
F. ENDING CASH (A + E)			5,967,768	4,916,963	1,597,282	6,515,679	—	—	—	—
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									6,437,584	—

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 30, 2022

SUBJECT: VII.2. MONTHLY MEASURE S BOND PROJECT STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through August 23, 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,

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
Measure S Management			-
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	416,473	-
	2,282,184	2,203,095	255,228
Brookside Elementary School			-
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)	61,471	60,985	-
	5,256,383	1,829,224	-
District Office			-
19-17S District Office Emergency Generator (1) (3) (4)	245,011	49,837	144,709
19-21S Upper Field Chain Link Fencing and Gates	12,416	12,416	-
	257,427	62,253	144,709
District Wide			-
17-49S Security Badge System Upgrade	9,586	9,586	-
17-01S Solar Project	7,120,121	7,120,121	-
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	208,789	37,994
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)	204,900	88,331	16,215
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)	20,546	1,447	19,000
	9,445,140	9,058,839	257,374
Medea Creek Middle School			-
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	5,006,286	210,295
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	-
	7,999,044	7,596,578	231,529
Oak Hills Elementary School			-
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	78,848	(11,968)
22-06S Upgrade Eating Area OHES (1)	114,588	114,588	-
22-09S Security Fence Front OHES (1)	98,117	68,117	30,000
	1,159,436	867,697	18,206
Oak Park High School			-
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)	54,553	653	53,900
	2,537,392	2,451,949	55,492
Oak View High School			-
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
	175,000	167,808	(880)
Red Oak Elementary School			-
17-37S Modernization Campus Wide	10,000	10,000	-
17-32S Security Fencing	3,860	3,860	-
18-20S Modular Classroom Replacement (1) (3)	6,748,109	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)	56,777	56,723	-
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	2,499,197	2,437,538	56,835
	9,715,989	3,403,667	56,835
TECH			-
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)	226,985	207,402	19,671
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) (3)	33,030	795	32,235
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	-	115,475
	4,203,873	3,584,021	375,050
Totals	43,031,868	31,225,129	1,393,544

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. JEFF DAVIS, SUPERINTENDENT

DATE: AUGUST 30, 2022

SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT

INFORMATION

ISSUE: Shall the Board receive and review a status report on District's General Fund operating budget through July 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,

Jeff Davis, Ed.D.
Superintendent

Fiscal13a

Financial Statement

Fund 01 Fiscal Year 2022/23 Through July 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
REVENUE DETAIL						
LCFF Revenue Sources						
8011-8019	LCFF State Aid	31,706,192.00	31,706,192.00	1,082,220.00	30,623,972.00	3.41%
8020-8079	Property Taxes	12,705,452.00	12,705,452.00	89,653.44	12,615,798.56	0.71%
	Total LCFF Revenue Sources	44,411,644.00	44,411,644.00	1,171,873.44	43,239,770.56	2.64%
Federal Revenues						
8100-8299	Federal Revenues	1,376,153.00	1,376,153.00	4,540.00	1,371,613.00	0.33%
Other State Revenues						
8300-8599	Other State Revenues	1,529,760.00	1,529,760.00	70,322.00	1,459,438.00	4.60%
Other Local Revenue						
8600-8799	Other Local Revenues	4,467,442.00	4,467,442.00	371,208.65	4,096,233.35	8.31%
	Total Year To Date Revenues	51,784,999.00	51,784,999.00	1,617,944.09	50,167,054.91	3.12%

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
EXPENDITURE DETAIL							

Certificated Salaries							
1100-1199	Certificated Teacher Salaries	19,630,834.00	19,630,834.00	.00	.00	19,630,834.00	0.00%
1160	<i>Certificated Salaries Stipends</i>	<i>451,887.00</i>	<i>451,887.00</i>	<i>.00</i>	<i>.00</i>	<i>451,887.00</i>	<i>0.00%</i>
1200	Certificated Pupil Support Salaries	2,098,401.00	2,098,401.00	.00	.00	2,098,401.00	0.00%
1260	<i>Counselor Stipend</i>	<i>1,840.00</i>	<i>1,840.00</i>	<i>.00</i>	<i>.00</i>	<i>1,840.00</i>	<i>0.00%</i>
1300	Certificated Supervisors' & Administrators' Salaries	2,416,841.00	2,416,841.00	.00	207,724.56	2,209,116.44	8.59%
	Total Certificated Salaries	24,599,803.00	24,599,803.00	.00	207,724.56	24,392,078.44	0.84%
Classified Salaries							
2100	Classified Instructional Salaries	3,073,252.00	3,073,252.00	.00	536.15	3,072,715.85	0.02%
2200	Classified Support Salaries	2,049,791.00	2,049,791.00	.00	109,893.22	1,939,897.78	5.36%
2300	Classified Supervisors' & Administrators' Salaries	389,024.00	389,024.00	.00	32,418.70	356,605.30	8.33%
2400	Clerical, Technical, & Office Staff Salaries	2,151,449.00	2,151,449.00	.00	112,366.05	2,039,082.95	5.22%
2900	Other Classified Salaries	834,920.00	834,920.00	.00	.00	834,920.00	0.00%
	Total Classified Salaries	8,498,436.00	8,498,436.00	.00	255,214.12	8,243,221.88	3.00%
Employee Benefits							
3100	State Teachers' Retirement System	4,639,401.00	4,639,401.00	.00	40,861.55	4,598,539.45	0.88%
3200	Public Employees' Retirement System	1,675,393.00	1,675,393.00	.00	61,955.90	1,613,437.10	3.70%
3400	Health & Welfare Benefits	5,126,164.00	5,126,164.00	.00	.00	5,126,164.00	0.00%
3300-3900	All Other Statutory Costs	1,583,248.00	1,583,248.00	.00	30,264.14	1,552,983.86	1.91%
	Total Employee Benefits	13,024,206.00	13,024,206.00	.00	133,081.59	12,891,124.41	1.02%
Books and Supplies							
4100	Approved Textbooks and Core Curricula Materials	323,778.00	323,778.00	548,064.94	91,422.07	315,709.01-	28.24%
4200	Other Books and Reference Material	.00	.00	10,430.31	.00	10,430.31-	0.00%
4300	Materials & Supplies	978,227.00	959,547.00	329,393.39	36,474.73	593,678.88	3.80%
4400	Noncapitalized Equipment	747,698.00	746,898.00	428,787.59	.00	318,110.41	0.00%
	Total Books and Supplies	2,049,703.00	2,030,223.00	1,316,676.23	127,896.80	585,649.97	6.30%
Services and Other Operating Expenditures							
5200	Travel and Conference	105,985.00	105,985.00	14,630.00	2,324.91	89,030.09	2.19%
5300	Dues and Memberships	47,780.00	47,780.00	38,791.27	.00	8,988.73	0.00%
5400	Insurance	722,566.00	722,566.00	.00	.00	722,566.00	0.00%

Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	Revenues	51,784,999.00	51,784,999.00		1,617,944.09	50,167,054.91	3.12%
B.	Expenditures	53,045,961.00	53,045,961.00	2,751,373.58	866,009.54	49,428,577.88	1.63%
C.	Subtotal (Revenues LESS Expense)	1,260,962.00-	1,260,962.00-		751,934.55	738,477.03	
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-	1,260,962.00-		751,934.55	738,477.03	
F.	Fund Balance						
	Beginning Balance (9791)	4,634,672.00	4,634,672.00		6,945,986.22		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	4,634,672.00	4,634,672.00		6,945,986.22		
G.	Calculated Ending Balance	3,373,710.00	3,373,710.00		7,697,920.77		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	3,373,710.00	3,373,710.00				
	Other				2,751,373.58		