

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #967

DATE: November 13, 2018

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

TIME: **5:30 p.m. Closed Session – G9 – Please note later start time**  
**6:00 p.m. Open Session – G9**

*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**

**Derek Ross, President**

**Denise Helfstein, Vice President**

**Barbara Laifman, Clerk**

**Allen Rosen, Member**

**Drew Hazelton, Member**

**Gavin Cornick, Student Board Member**



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

**Dr. Anthony W. Knight, Superintendent**

**Ragini Aggarwal, Executive Assistant**

**Martin Klauss, Assistant Superintendent, Business & Administrative Services**

**Dr. Leslie Heilbron, Assistant Superintendent, Human Resources**

**Dr. Jay Greenlinger, Director Curriculum and Instruction**

**Enoch Kwok, Director, Educational Technology & Information Systems**

**Susan Roberts, Director, Pupil Services**

**Stewart McGugan, Director, Student Support and School Safety**

**COPY OF ENTIRE AGENDA ON WEB SITE**

[www.opusd.org](http://www.opusd.org)

11/8/2018

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [raggarwal@opusd.org](mailto:raggarwal@opusd.org)

Welcome to a meeting of the Oak Park Unified School District Board of Education. Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board may pull an item from the Consent Calendar and transfer the item to an appropriate place on the agenda for discussion.

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less. 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)

Your comments are greatly appreciated. However, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. The information on the speaker card is voluntary but will assist the Board President in conducting the meeting. Thank you for your cooperation and compliance with these guidelines.

*All Board Actions and Discussion are electronically recorded and maintained for thirty days.*

*Interested parties may review the recording upon request.*

*Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 Conifer Street, Oak Park, CA 91377*

**NEXT REGULAR MEETING**

**Tuesday, December 11, 2018**

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

**Oak Park High School, Presentation Room, G9**

**AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

**Internet Home Page: <http://www.opusd.org/>**

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #967  
November 13, 2018**

**CALL TO ORDER – Followed by Public Comments/5:30 p.m.**  
**CLOSED SESSION: 5:30 p.m. – Please note later start time**  
**OPEN SESSION: 6:00 p.m.**

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School, Presentation Room – G9**, 899 Kanan Road, Oak Park, CA.

**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**

**B. PUBLIC EMPLOYEE EMPLOYMENT :** Campus Supervisor, Instructional Assistants 1 Literacy and Numeracy, Instructional Assistants II – Special Education, Instructional Assistant II Sub – Special Education, Instructional Assistant III – Behavior, Walk-on Coaches, Accounting Assistant I, Extended Care Site Leader – OHES, Interim Dean of Students – Medea Creek Middle School

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

**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. Report from Student Board Member
3. Remarks from Superintendent
4. Report from School Site Councils
5. Report from Oak Park Education Foundation

6. Report from Oak Park Municipal Advisory Council
7. Presentation by Director of Extended Care Programs, Sara Ahl

**B. BUSINESS SESSION:**

**1. CONSENT AGENDA**

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

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

- a. [Approve Minutes of Regular Board Meeting October 16, 2018](#)
- b. [Public Employee/Employment Changes 01CL23992-01CL24031 & 01CE09199-01C09301](#)
- c. [Approve Purchase Orders – October 1 - October 31, 2018](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Boys Basketball Tournament – December 26-29, 2018 – San Diego, CA](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Hills Elementary School 4<sup>th</sup> Grade – February 20-21, 2019 – Oak Glen, CA](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Out of State Travel for Certificated Employees to Attend the Teacher’s College IEP Institute at Columbia University, NY – December 3-5, 2018](#)  
*Board Policy 3350 requires Board approval for employee’s out of state travel*

**ACTION**

**2. BUSINESS SERVICES**

- a. [Approve Resolution #18-24, Participation in District of Choice Program for School Year 2019-2020](#)  
*According to provisions of DOC program, the Board is required to approve Resolution annually*
- b. [Approve Architectural Service Order, with HED Architects for General Consulting Services in Connection with the Measure S Bond Program](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- c. [Approve Additional 2018-19 Stipends for Medea Creek Middle School, Oak Park High School, Oak View High School and Oak Park Independent School, and Curriculum and Instruction](#)  
*Board approval required for additional stipends not approved at Budget adoption*
- d. [Authorize and Approve Measure S Project 18-45S, Equipment Purchase Contract for ORCA Food Waste Recycling Equipment, Including Related Installation and Service Agreement](#)  
*Board approval required for projects funded by Measure S Bond fund*
- e. [Authorize and Approve Measure S Project 18-46S, Upgrade and Addition of Stairs and Sidewalk to Improve Safety for Athletic Facilities at Oak Park High School](#)  
*Board approval required for projects funded by Measure S Bond fund*
- f. [Ratify Architectural and Engineering Services Agreements with Adaptive Modular Solutions, Inc., for Measure S Projects at Brookside Elementary School, Red Oak Elementary School, and Medea Creek Middle School](#)  
*Board Policy 3312 requires Board approval for contracts for service*
- g. [Approve an Updated Fee Schedule for Use of School Facilities](#)  
*Board Policy 1330 requires Board approval to update the Facility Use Fees Schedule*

### **3. HUMAN RESOURCES**

- a. **Approve 2018-19 Early Retirement Incentive Memorandum of Understanding Between Oak Park Unified School District and Oak Park Teachers Association**  
*Board approval required for Memoranda of Understanding with collective bargaining units*
- b. **Adopt Remedy to Uniform Complaint Received Pertaining to Student Fees**  
*Board Policy 3260 requires Board approval of remedy in accordance with 5 CCR 4600*

### **4. BOARD**

- a. **Approve Selection of Annual Organization Board Meeting – December 11, 2018**  
*Education Code 35143 requires the Board to choose and approve its organizational meeting Date*
- b. **Approve California School Boards Association - Delegate Assembly Nomination**  
*Board may choose to make a nomination to the CSBA Delegate Assembly*

### **5. BOARD POLICIES**

- a. **Approve Amendment to Board Policy 1100– Communication with the Public - First Reading**  
*Board Policy updated to add definition of the types of mass mailings that cannot be sent at district expense and to reflect law which prohibits certain mass mailings, which are otherwise permissible, from being sent within 60 days preceding an election. Policy also deletes references to repealed Title 2 regulation (Register 2018, No. 12).*
- b. **Approve Amendment to Board Policy 3290 – Gifts, Grants, and Bequests - First Reading**  
*Board Policy updated to add new section on "Online Fundraising" addressing considerations for approving a crowdfunding Internet platform to raise funds for district, school, or classroom projects or equipment. Policy also adds a prohibition against accepting any gift, grant, or bequest that promotes the use of non-nutritious foods or beverages and provides that any advertising used by a corporate sponsor meet the standards specified in BP 1325 - Advertising and Promotion.*
- c. **Approve Amendment to Board Policy and Administrative Regulation 3516 – Emergencies and Disaster Preparedness Plan - First Reading**  
*Board Policy expands paragraph on the involvement of staff and community groups in plan development, consistent with U.S. Department of Education recommendation. Policy also adds training on staff responsibilities in an emergency or disaster, clarifies staff's legal obligation to serve as disaster service workers, and clarifies that board members are not considered disaster service workers. Regulation expands prevention strategies to include measures to increase the security of school facilities, expands crisis communications methods to include social media and electronic communications, and adds assembly of key information into a "crisis response box" that can be easily accessed in an emergency.*
- d. **Approve Amendment to Board Policy and Administrative Regulation 4158/4258/4358 – Employee Security - First Reading**  
*Board Policy updated to add staff training on procedures for responding to an active shooter situation, condense options on pepper spray to recommend that any possession of pepper spray by employees require advance written permission, and reflect renumbering of legal cite pertaining to pepper spray. Regulation updated to clarify the reporting of an attack, assault, or threat and to modify section on pepper spray consistent with revisions to the BP.*
- e. **Approve Amendment to Board Policy and Administrative Regulation 6145.2– Athletic Competition - First Reading**  
*Board Policy updated to reflect NEW LAW (AB 2009) which requires any district that offers an interscholastic athletic program to develop a written emergency action plan to be followed in the event of sudden cardiac arrest or other medical emergency. Regulation updated to reflect requirement of AB 2009 to make an automated external defibrillator available at athletic events.*

*Regulation also includes new section on "Heat Illness" reflecting NEW LAW (AB 2800) which requires coaching education programs to include training on the signs and symptoms of, and appropriate response to, heat illness.*

**f. Approve Amendment to Board Bylaw 9110 – Terms of office - First Reading**

*Board Bylaw updated to reflect NEW LAW (AB 2449) which changes the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Bylaw also provides that, if the district chooses or is required to consolidate its board elections with the local municipal or state primary or general elections, elections could occur in even-numbered years and the term of incumbent board members would be extended to align with the next election.*

**VII INFORMATION ITEMS**

1. Month 2 Enrollment and Attendance Report 2018-19
2. Monthly Cash Flow Report
3. Monthly Measure S Project Status Report
4. Annual Update of District Facility Inspection Program

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

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

**IX. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

1. Brookside Elementary School Report
2. Oak Hills Elementary School Report
3. Red Oak Elementary School Report
4. Medea Creek Middle School Report
5. Oak Park High School Report
6. Oak View High School/Oak Park Independent School
7. Oak Park Neighborhood School