

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #983

DATE: September 17, 2019

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

TIME: **5:00 p.m. Closed Session – G9**  
**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**

**Denise Helfstein, President**

**Barbara Laifman, Vice President**

**Allen Rosen, Clerk**

**Drew Hazelton, Member**

**Derek Ross, Member**

**Anna Stephens, Student Board Member**



*Educating Compassionate and Creative Global Citizens*

**ADMINISTRATION**

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

**Ragini Aggarwal, Executive Assistant**

**Adam Rauch, 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**

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

**COPY OF ENTIRE AGENDA ON WEB SITE**

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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 meetings. Individual speakers shall 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. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. 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. (Board Bylaw 9323 Meeting Conduct)

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 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)

*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, October 15, 2019**

**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.

Oak Park Unified School District Website Home Page: <http://www.opusd.org/>

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #983  
September 17, 2019**

**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**, Oak Park, California.

**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 Sub, Campus Supervisor, Health Tech Sub, Instructional Assistant I – Literacy and Numeracy, Instructional Assistant Computer Lab., Walk-on-Coach, Guest Teachers, Interim Assistant Principal/Dean – Medea Creek Middle School

**C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**

Student v. Oak Park Unified School District  
Government Code sections 54956.9(d)(1)

**D. CONFERENCE WITH LABOR NEGOTIATOR**

Agency designated representatives: Leslie Heilbron and Adam Rauch  
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. Introduction and Report from Student Board Member
3. Remarks from Superintendent
4. Report from Oak Park Education Foundation
5. Report from Oak Park Municipal Advisory Council
6. Discussion on Parent Opt-out Option Related to the K-5 Counselor Lessons on Gender Diversity
7. Report on the 1:1 Chromebook Program

### 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 August 20, 2019 and Special Board Meeting – September 5, 2019](#)

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

b. [Public Employee/Employment Changes 01CL242325-01CL24343 & 01CE09631-01CE09660](#)

*Board approval required for public employee employment and changes*

c. [Approve Purchase Orders – August 1 – August 31, 2019](#)

*Board Policy 3300 requires Board approval of Purchase Orders*

d. [Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp October 23-25, 2019](#)

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

e. [Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina – October 28 – 30, 2019](#)

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

f. [Approve Overnight Trip for Medea Creek Middle School 6<sup>th</sup> Grade to Pali Institute– November 20 – 22, 2019](#)

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

g. [Approve Overnight Trip for Oak Park High School Girls Basketball Team Building Event – OPHS, Gym – November 1-2, 2019](#)

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

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

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

i. [Approve Overnight Trip for Oak Park High School Girls Basketball Team – Indio, CA – January 2-4, 2020](#)

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

j. [Approve Out of State Travel for Certificated Employee to Attend the International Literacy Association Conference, New Orleans, LA – October 9-12, 2019](#)

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

- k. [Approve Out of State Travel for Certificated Employee to Attend the National Alternative Education Association Conference, Tampa, FL – October 28-30, 2019](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- l. [Approve Out of State Travel for Certificated Employee to Attend the National Council of Teachers of English, Baltimore, MD – November 21-24, 2019](#)  
*Board Policy 3350 requires Board approval for employees out of state travel*
- m. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)  
*Board approval is required to dispose of obsolete or surplus instructional materials*
- n. [Approve Contract for Non-Public School and Residential Placement and Services for Special Education Student #01-19/20](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- o. [Approve Resolution #19-19, Establishing the GANN Appropriation Limit for Fiscal Years 2018-2019 and 2019-2020](#)  
*Constitutional requirement for Board approval establishing appropriations limit*
- p. [Approve Change Order #1, Measure S Project 19-19S Art Court Phase 2 Fencing at OPHS with Fence Factory](#)  
*Board approval required for change orders, per Cal. Pub. Cont. Code §20118.4*
- q. [Approve Notice of Completion, Project 19-10S Collaborative Furniture](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- r. [Approve Notice of Completion for Measure S Project 19-13S Safety/Security Fencing at Oak Hills Elementary School](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- s. [Approve Notice of Completion for Measure S Project 19-22S King James Court Debris Clearance](#)  
*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*
- t. [Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minneapolis, MN – November 14-19, 2019](#)  
*Board Policy 3350 requires Board approval for employee out of state travel*

## **ACTION**

### **2. BUSINESS SERVICES**

- a. [Approve District of Choice Reporting Requirement](#)  
*Board Approval required for District of Choice Reporting Requirements Program*
- b. [Approve Unaudited Actual Revenues And Expenditures Report for Fiscal Year 2018-19](#)  
*Board is asked to review Unaudited Actual Revenues and Expenditures*
- c. [Approve Adjusted Resource Allocations and Forecasting to 2019-20 General Fund Operating Budget](#)  
*Board will discuss adjustments and resource allocations 2019-20 General Fund Budget*
- d. [Approve Spending Plan for 2019-20 Education Protection Account Funds](#)  
*Proposition 30 requires Board approval for spending plan for Education Protection Account Funds*
- e. [Approve Acceptance of Donations](#)  
*Board Policy 3290 requires Board approval for donations to the District or District Schools*

f. **Approve and Authorize Measure S Project 18-21S Classroom Replacement (6) at Medea Creek Middle School**

*Board approval required for projects funded by Measure S Bond fund*

g. **Approve Consultant Agreement for Elementary and Middle School Garden Program**

*Board Policy 3312 requires Board approval for contracts for services*

**3. CURRICULUM AND INSTRUCTION**

a. **Public Hearing and Approval of Resolution #19-20, Regarding Sufficiency of Textbooks and Instructional Materials for 2019-2020**

*Education Code 60119 requires a Public Hearing and Board approval regarding sufficiency of textbooks and instructional materials annually in order to receive funding for mandated costs*

**4. HUMAN RESOURCES**

a. **Approve Annual Teacher Assignment Report**

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

**5. BOARD POLICIES**

a. **Approve Amendment to Board Policy – BP 1112 Media Relations – First Reading**

*Board Policy updated to expand the section on "Crisis Communications Plan" to apply to natural disasters, involve district technology personnel in the development of the plan, and expand the contents of the plan. Policy also updated to encourage the establishment of priorities and key messages for proactive communications with the media, clarify that media representatives can be required to register before coming on campus only if the district has adopted a policy requiring all visitors to register, and clarify that the only student directory information that may be released to the media is that information designated by the district in AR 5125.1 - Release of Directory Information*

b. **Approve Amendment to Board Policy BP 3510 Green Schools Operations – First Reading**

*Board Policy expands best practices for environmental accountability in district programs and operations, including involvement of staff at all levels, use of least toxic pest management practices, compliance with green building standards in any new construction, acquisition of reduced or zero emission school buses, limitation of unnecessary idling of school buses or personal vehicles, implementation of green practices in the district's food services program, and use of green school activities as tools for student learning.*

c. **Approve Amendment to Board Policy and Administrative Regulation - BP/AR 4030 Nondiscrimination in Employment – First Reading**

*Board Policy and regulation updated to clarify applicability of the policy to nonemployees providing services to the district pursuant to a contract. Policy reflects NEW STATE REGULATIONS (Register 2018, No. 20) which add a definition of national origin and make it an unlawful employment practice to inquire into or discriminate against an employee on the basis of immigration status. Policy also reflects NEW LAW (SB 1300) which (1) prohibits districts from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or release the right to file a claim against the district for unlawful acts in the workplace, including sexual harassment, and (2) provides that a district may be responsible for any harassment (not just sexual harassment) of employees by nonemployees if the district knows or should have known of the conduct and failed to take action. Regulation revises section on "Measures to Prevent*

*Discrimination" to reflect a requirement, formerly in BP, to post the California Department of Fair Employment and Housing (DFEH) poster on workplace discrimination and harassment and to add the requirement to post the DFEH poster on the rights of transgender employees. Regulation also reflects NEW LAW (SB 1300) which authorizes training on bystander intervention.*

**d. Approve Amendment to Board Policy and Administrative Regulation – 6020 Parent Involvement – First Reading**

*Board Policy and regulation updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's LCAP.*

**e. Approve Amendment to Board Policy and Administrative Regulation – 6171 Title I Programs – First Reading**

*Policy updated to address (1) the requirement to use federal Title I funds to supplement, not supplant, funds available from state and local sources; (2) use of the district's local control and accountability plan to fulfill requirements for the Title I local educational agency plan; and (3) methods for demonstrating the comparability of services between Title I and non-Title I schools. Regulation updated to reflect amendments by the Every Student Succeeds Act related to schoolwide programs, targeted assistance programs, and participation by private school students.*

**f. Approve Amendment to Board Bylaw and Exhibit - 9321 Closed Session – First Reading**

*Board Bylaw retitled and updated to incorporate material formerly in BB 9321.1 - Closed Session Actions and Reports. Bylaw also adds the requirement to provide final documents approved or adopted during closed session to persons who have submitted a request. Section on "Matters Related to Students" provides that student names should not be included on the agenda or reports of expulsion hearings pursuant to court decision. Section on "Security Matters" reflects the board's authority to meet in closed session with law enforcement officials to develop a tactical response plan. Section on "Real Property Negotiations" reflects Attorney General publication stating the board's authority to approve a final real property agreement in closed session. Section on "Pending Litigation" updates legal cites. Exhibit (1) added to provide examples of agenda descriptions of closed session items. Exhibit (2) added to provide examples of reports of closed session actions that must be made when the board reconvenes in open session following the closed session.*

**g. Approve Deletion of Board Bylaw – 9321.1 Closed Session Actions and Reports – First Reading**

*Board Bylaw deleted and key concepts incorporated in BB 9321 - Closed Session.*

**VII. INFORMATION ITEMS**

- 1. Monthly Cash Flow Report**
- 2. Monthly Measure S Status Report**
- 3. Monthly General Fund Budget Report**

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

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

**X. 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](#)