

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #985

DATE: November 19, 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, December 17, 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 #985  
November 19, 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:** Instructional Assistant I – Literacy and Numeracy, Food Services Assistants I, Food Services Assistant I Sub, Walk-on-Coaches, and Guest Teachers,

**C. CONFERENCE WITH LABOR NEGOTIATOR**

Agency designated representatives: Leslie Heilbron and Adam Rauch  
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

**D. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

Government Code section 54956.9(d)(2) or (3), Significant Exposure to Litigation: 1 case

**E. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**

Government Code section 54956.9(d)(1), Government Tort Claim filed by John Doe vs Oak Park Unified School District

**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. Presentation of Recognition to Oak Park High School National Merit Semifinalists from the class of 2020
2. Presentation of Recognition to Oak Park High School Biology teacher, Winnie Litten
3. Presentation on the Brookside Innovation Lab
4. Remarks from Board Members
5. Remarks from Superintendent
6. Report from Oak Park Education Foundation
7. Report from Oak Park Municipal Advisory Council
8. Discussion on Implementing an Aquatics Program at Oak Park High School

### 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 15, 2019](#)**

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

**b. [Public Employee/Employment Changes 01CL24406-01CL24442 & 01CE09961-01CE09974](#)**

*Board approval required for public employee employment and changes*

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

*Board Policy 3300 requires Board approval of Purchase Orders*

**d. [Ratify Out of State Travel for Certificated Employees to Attend the Landmark College Professional Visit Days for Educators, Putney, VT – November 7-8, 2019](#)**

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

**e. [Approve Notice of Completion for Measure S Project 17-47S for DSA Certification of Administration Building at Brookside Elementary School](#)**

*Per provisions of Education Code 17315, Board approval is required for Notice of Completion*

**f. [Student Teaching Agreement with Nova Southeastern University for Jan 2020-Dec 2020](#)**

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

**g. [Authorization for Use of Cooperative Purchasing Contracts by the Student Nutrition Services Department During Fiscal Year 2019-20, Per PCC 20118](#)**

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

**h. [Approve Renewal of Contract with Super CO. OP\(USDA\) Foods and Purchase Delivery](#)**

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

**i. [Approve Supervised Practice Agreement for Dietetic Interns with University of Southern California Dec 2019-Nov 2022](#)**

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

**j. [Approve Individualized Supervised Practice Pathway Agreement for Dietetic Interns with Pepperdine University Dec 2019-Nov 2022](#)**

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

k. **Approve Renewal of District Membership in California School Funding Coalition for 2019-2020**

*Board approval required for renewal of membership*

l. **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*

m. **Approve Out of State Travel for Certificated Employee to Attend the American Council on the Teaching of Foreign Languages Annual Convention and World Language Expo, Washington, DC – November 22-24, 2019**

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

**ACTION**

**2. BUSINESS SERVICES**

a. **Approve Resolution #19-21 Applying for State Grant Funding Beyond State Bond Authority for Measure S Modernization Projects 18-18S (BES Modulars) and 18-21S (MCMS Modulars)**

*Board is required to adopt a resolution acknowledging State Bond funding limitations prior to filing Modernization funding applications to the State. This is being resubmitted for approval due to an error on the name of the school when it was brought to the Board at the October 15, 2019 meeting.*

b. **Approve Acceptance of Donation**

*Board Policy 3290 requires Board approval for donations to the District or District Schools*

c. **Approve Resolution #19-22, Participation in District of Choice Program for School Year 2020-2021**

*According to provisions of DOC program, the Board is required to approve Resolution annually*

d. **Approve Agreement with FCMAT to Provide Training to Staff on Projection Pro, a Multiyear Projection and Cash Flow Program**

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

e. **Approve Appointments to the Oak Park Citizens' Oversight Committee for the 2019-2021 Term**

*Board approval required for appointments to Citizens Oversight Committee*

f. **Approve New Stipend for Measure S Accountability Program**

*Board approval required for additional stipends not approved at Budget adoption*

g. **Authorize Measure S Project 19-26S, Renovate Building Exteriors at Oak View High School and Delegate Authority to the Superintendent to Award Related Contracts**

*Board approval required for Projects funded by Measure S Bond Fund*

h. **Authorize and Approve Award of Contract for Measure S Project 19-27S Repair Wood Columns at Oak Park High School**

*Board approval required for projects funded by Measure S Bond fund and Board Policy 3312 requires Board approval for contracts for services*

i. **Authorize and Approve Award of Contract for Measure S Project 19-28S Extend Shared Wall in Room 216 at Brookside Elementary School**

*Board approval required for projects funded by Measure S Bond fund and Board Policy 3312 requires Board approval for contracts for services*

**j. Authorize and Approve Award of Contract for Measure S Project 19-29S Extend Wall Between Conference Room and Copy Room at Oak Hills Elementary School**

*Board approval required for projects funded by Measure S Bond fund and Board Policy 3312 requires Board approval for contracts for services*

**k. Authorize and Approve Award of Contract for Measure S Project 19-30S Extend Height of Playground Fence at Brookside Elementary School**

*Board approval required for projects funded by Measure S Bond fund and Board Policy 3312 requires Board approval for contracts for services*

**3. CURRICULUM AND INSTRUCTION**

**a. Approve College and Career Access Pathways (CCAP) Partnership Agreement with Ventura County Community College District**

*Ed Code 76004 requires Board approval for the CCAP Pathways Agreement*

**b. Approve New Course for English IV CP Options and the Associated Instructional Material for Oak Park High School**

*Board approval required for new curriculum and textbooks*

**c. Approve New Economics Course and the Associated Instructional Material for Oak Park High School**

*Board approval required for new curriculum and textbooks*

**d. Approve New Course Climate Change and the Associated Instructional Material for Oak View High School**

*Board approval required for new curriculum and textbooks*

**e. Approve Agreement with Anti-Defamation League to Provide Hate & Harmony: Anti-Bias Workshops for Oak Park High School Students**

*Board approval required for contracts of services*

**f. Approve the California Partnership for Achieving Student Success (CAL-PASS) Member Institution MOU**

*Board approval required for contracts of services*

**4. HUMAN RESOURCES**

**a. Public Discloser and Approval of the Collective Bargaining Agreement Between the District and OPTA**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**b. Authorize Reorganization of Clerical Support for the Assistant Superintendent Of Business Services, and the Director Of Bond Programs, Sustainability, Maintenance and Operations, and Approve Revised Job Descriptions and Funding Sources**

*Board approval required for revision of funding sources for classified positions and change of job description*

**5. BOARD**

**a. Approve Selection of Annual Organizational Board Meeting – December 17, 2019**

*Education Code 35143 requires the Board to choose and approve its organizational meeting Date*

## **6. BOARD POLICIES**

### **a. Approve Amendment to Board Policy and Administrative Regulation – 1312.1 Complaints Against District Employees – First Reading**

*Board Policy updated to reflect a court decision which held that a district cannot bar criticism of employees at public board meetings, and to add referral of complainants to the appropriate complaint procedures when concerns are expressed at a board meeting or to an individual board member outside a board meeting. Policy includes material formerly in AR regarding reports against employees for child abuse or neglect, and adds circumstances under which complaints should be addressed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures or AR 4030 - Nondiscrimination in Employment. Policy also adds material related to the investigation of a complaint, including an anonymous complaint, and includes material formerly in AR regarding appeals to the board. Regulation reorganized and updated to require that complaints be made in writing and to add steps regarding the investigation of the complaint and the notification of the complainant and employee regarding the final decision.*

### **b. Approve Amendment to Board Policy and Administration Regulation – 3551 Food Service Operations/Cafeteria Fund – First Reading**

*Board Policy updated to reflect NEW FEDERAL REGULATION (84 Fed. Reg. 8247) and updated California Department of Education (CDE) guidance giving districts with an average daily attendance of less than 2,500 greater flexibility in the hiring of food service directors. Policy also consolidates material on nondiscrimination toward students who have unpaid meal fees and those who participate in the free and reduced-price meal program. Regulation updated to reflect NEW LAW (AB 3043, 2018) which permits the use of cafeteria funds to (1) pay for the purchase of a mobile food facility and (2) supplement the cost of providing universal breakfast in districts that do not provide universal breakfast under a federal program, provided they submit the required certification to CDE. Regulation also updates section on U.S. Department of Agriculture (USDA) donated foods to reflect current requirements for the safe storage and control of the foods. In both policy and regulation, CDE and USDA guidance renumbered when superseded by newer guidance.*

### **c. Approve Adoption of New Board Policy – 4119.24/4219.24/4319.24 Maintaining Appropriate Adult-Student Interactions – First Reading**

*New Board policy addresses the avoidance of unlawful and inappropriate interactions between staff and students, an employee's responsibility to report another employee's violation of this policy, disciplinary consequences for staff, referral to law enforcement when appropriate, the requirement to post the code of conduct on school and/or district websites, and examples of conduct that are inappropriate or can create the appearance of impropriety.*

### **d. Approve Amendment to Board Policy and Administrative Regulation – 6142.2 World Language Instruction – First Reading**

*Board Policy and regulation retitled to be consistent with terminology used in the Education Code pursuant to NEW LAW (AB 2319, 2018). Policy and regulation updated to reflect NEW STATE CONTENT STANDARDS for world language instruction adopted by the State Board of Education in January 2019. Policy also reflects University of California guidance stating that American Sign Language courses may be used to satisfy world language coursework requirements for college admission, and reflects state regulations which require districts to establish a process for receiving and responding to input from parents/guardians and other stakeholders regarding the world language in which instruction will be provided in any program sufficient to produce proficiency in a world language. Regulation also reflects state regulation requiring districts to establish a process for receiving and responding to parent/guardian requests to establish a language acquisition program not currently offered at the school.*

e. **Approve Amendment to Board Policy and Administrative Regulation – 6174 Education for English Learners – First Reading**

*Board Policy updated to reflect NEW LAW (AB 2735, 2018) which prohibits districts from denying English learners the opportunity to enroll in core curricular courses or courses needed for middle school promotion, high school graduation, or college admission. Policy also adds requirement to annually designate a district and site coordinator to oversee administration of the English Language Proficiency Assessments for California (ELPAC). Regulation reflects NEW STATE REGULATION (Register 2019, No. 1) which establishes a timeframe for notifying parents/guardians of their child's ELPAC test results when the results are received from the test contractor after the last day of instruction for the school year.*

f. **Approve Amendment to Board Policy – 6179 Supplemental Instruction – First Reading**

*Board Policy updated to reflect current law requiring the provision of remedial instruction to students who are recommended for retention or are identified as being at risk for retention. Policy also deletes reference to federal Title I program improvement which is no longer operational, and clarifies that schools identified for comprehensive or targeted school improvement may, but are not required to, offer supplemental instruction.*

**VII. INFORMATION ITEMS**

1. **Month 2 Enrollment and Attendance Report 2019-20**
2. **Monthly Cash Flow Report**
3. **Monthly Measure S Status Report**
4. **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.