

**MINUTES OF REGULAR BOARD MEETING      8-21-18      #964**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

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

**BOARD PRESENT**

Mr. Derek Ross, President, Ms. Barbara Laifman, Clerk, Mr. Allen Rosen, Member, and Mr. Drew Hazelton, Member

**BOARD ABSENT**

Ms. Denise Helfstein, Vice President

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

Board President, Derek Ross reported that in Closed Session the Board would be discussing:

**A. SUPERINTENDENT'S GOALS**

**B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**C. PUBLIC EMPLOYEE EMPLOYMENT :** Walk on Coach JV Girls Soccer, Walk on Coach Football, Student Intern IT Department, Department Clerk MCMS, Instructional Assistant II Sp Ed Subs, Instructional Assistants II Sp Ed, Social Emotional Specialist, Club Oak Park Site Leaders, Instructional Assistant 1 DK(ROES), Campus Supervisor, Club Oak Park Student Interns, Instructional Assistant II – Extended Care, Teacher Sp Ed, Secondary Temp Teacher Math/Science, Elementary Temp Teachers, Extended School Year(ESY) Teacher Preschool, ESY Teacher Elementary, ESY Teacher Secondary, ESY Administrator

**D. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss  
Employee organizations: Oak Park Teachers Association & Oak Park Classified Association

The Board adjourned to Closed Session at 5:06 pm.

Board Member, Denise Helfstein joined the meeting at 5:16 pm

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Derek Ross, called the regular meeting to order at 6:09 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Derek Ross, President, Ms. Denise Helfstein, Vice President, Ms. Barbara Laifman, Clerk, Mr. Allen Rosen, Member, Mr. Drew Hazelton, Member, and Gavin Cornick, Student Board Member.

**BOARD ABSENT**

None

## **STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Dr. Jay Greenlinger, Director of Curriculum and Instruction, and Mrs. Ragini Aggarwal, Executive Assistant.

## **FLAG SALUTE**

Stew McGugan led the Pledge of Allegiance to the Flag.

## **REPORT ON CLOSED SESSION**

Dr. Knight reported that in closed session the Board took no action.

## **ADOPTION OF AGENDA**

Student Board Member, Gavin Cornick cast a preferential vote to approve the adoption of the Agenda. On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education adopted the agenda as presented. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

## **PUBLIC SPEAKERS**

Arina Goldring Ravin, addressed the Board to convey her appreciation for Dr. Knight's great leadership and communication to the parents about the district.

## **REPORT FROM BOARD MEMBERS**

Board Member Barbara Laifman wished everyone a fun, fulfilling, and productive year.

Board Member Denise Helfstein reported that she toured the campuses on the first day of school with Dr. Knight, Dr. Jay Greenlinger, and Board Member Allen Rosen. Denise thanked the staff for a wonderful opening and for all their hard work to get everything ready for the school year. Mrs. Helfstein attended the Oak Hills and Brookside Elementary Schools Back to School Nights.

Allen Rosen, reported that he attended the Oak Park MAC meeting.

Board Member Drew Hazelton reported that he attended the Brookside Back to School Night and acknowledged the great roll out of the 1-to-1 Chromebook program at Medea. Mr. Hazelton also commended Mr. Stew McGugan for working on the transportation program and Mrs. Sara Ahl getting the Club Oak Park, Extended Care Program off the ground.

Board Member Derek Ross welcomed everyone to a new school year. Mr. Ross reported that he and Mr. Stew McGugan attended the traffic study along with Supervisor Parks, the Agoura City Mayor, and Las Virgenes staff and Board members. Mr. Ross also attended the Rancho Simi Recreation and Park District Committee meeting.

Superintendent Dr. Tony Knight reported that the first week of school was very hectic. Three new principals this year were hired and have started this fall. Dr. Knight toured all the schools on the first day of school. and Back to School nights at the schools. Dr. Knight reported that the Club Oak Park, Extended Care Program started the first week of school with 700 students. He acknowledged Mr. Stew McGugan on exploring and pursuing possible bus transportation for out of district students. He also commended Dr. Greenlinger on the various teacher trainings held over the summer. Dr. Knight also acknowledged Dr. Heilbron on the hiring teachers and other personnel were acknowledged. Dr. Knight encouraged everyone to read Wishtree, which is the book chosen for the community book talk

Board President, Derek Ross introduced new Student Board Member Gavin Cornick. Gavin reported that the First rally will be on October 5, 2018 and the club week is going to be held next week.

#### **REPORT FROM OAK PARK EDUCATION FOUNDATION**

Brandon McFadden, Oak Park Education Foundation Board Chairman reported that the foundation voted to fund two program aides per grade level in grades K-3, per school for a total of 24 aides at the cost of \$250,000 per year. The aides will be a support for Reading and Writing Workshop and math. OPEF also voted to fund a full-time counselor at MCMS starting on January 1, 2019 and allocated \$25,000 to OPHS to support STEAM initiatives.

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

Jane Nye MAC member and the liaison for the Oak Park Unified School District reported there was no August meeting. Ms. Nye provided a report on topics the MAC is considering such as the landscaping, the use of Roundup, and the Volunteers in Policing (VIP) service (expected to start shortly with a focus around OP schools).

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

Student Board Member, Gavin Cornick cast a preferential vote to approve the consent Agenda.

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Consent Agenda. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No - 0.

- a. [Approve Minutes of Regular Board Meeting June 12, 2018 and Special Board Meeting – Board Retreat July 22, 2018](#)
- b. [Public Employee/Employment Changes CL23796-CL23883 & 01CE08865-01CE08965](#)
- c. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Sep. 21-23, 2018 – Long Beach, CA](#)
- d. [Approve Overnight Trip for Oak Park High School Speech and Debate Team - Oct. 12-13, 2018 – Fullerton, CA](#)
- e. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 24-27, 2018, January 23-26, 2019 and April 10-13, 2019 – Malibu, CA](#)
- f. [Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs](#)
- g. [Approve Out of State Travel for Classified Employee to Attend the JAMF Nation User Conference in Minneapolis, MN – October 22-26, 2018](#)
- h. [Approve Out of State Travel for Certificated Employees to Attend the Teacher’s College at Columbia University, NY – October 14-16, 2018](#)
- i. [Approve Out of State Travel for Certificated Employee to attend the National Council of Teachers of English Conference, Houston, TX – November 14-18, 2018](#)
- j. [Approve Quarterly Report on Williams Uniform Complaints – July 2018](#)
- k. [Certify 2017-18 Annual Attendance Report](#)
- l. [Approve Change Order No. 1 \(Deductive\), Project 17-08R, Gymnasium Floor Replacement at Medea Creek Middle School](#)
- m. [Approval of Consultant Agreement for FCC E-Rate Program Application and Audit Services](#)
- n. [Approve Notice of Completion, Measure R Project 18-16R, Drain Repairs at Oak Hills Elementary School and Oak Park High School](#)
- o. [Approve Notice of Completion, Project 18-17F, Phase 2 Districtwide Exterior Lighting Upgrade](#)
- p. [Approve Notice of Completion, Measure S Project 18-22S, Districtwide Safety and Security Upgrades to School Public Address Systems](#)
- q. [Approve Notice of Completion, Measure S Project 18-24S, Security Fencing for](#)

[Southeast Campus Perimeter at Oak Park High School](#)

- r. [Approve Notice of Completion, Measure S Project 18-25S, Replacement of Gymnasium/Multipurpose Room Roof at Medea Creek Middle School](#)
- s. [Approve the Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)

**B.2. BUSINESS SERVICES**

- a. [Update on Project 18-14F, Grade 6 1-to-1 Chromebook Pilot Program](#)

The Board heard an update about the 1-1 Chromebook program from Mr. Enoch Kwok, Director of Technology.

- b. [Ratify Award of Measure S Purchase Contract\(s\), Project 18-12S, District Network File Sever Refresh](#)

On motion of Drew Hazelton, seconded by Barbara Laifman, the Board of Education ratified Award of Measure S Purchase Contract(s), Project 18-12S, District Network File Sever Refresh Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- c. [Ratify Award of Measure R Construction Contracts, Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings](#)

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education ratified Award of Measure R Construction Contracts, Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Building. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member Gavin Cornick cast a preferential vote in favor.

- d. [Approve Notice of Completion, Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings](#)

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Notice of Completion, Measure R Project 18-34R, Phase 1- Purchase and Renovation of Extended Care Program Classroom Buildings. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- e. [Ratify Award of Measure R Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School](#)

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education ratified Award of Measure S Purchase Contracts, Project 17-03R – Art Court Facility Improvements at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- f. [Approve Use of Measure S Bond Funds: Purchase of Bidder Prequalification Software for Compliance with State School Facility Program Modernization Matching Fund Requirements](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved Use of Measure S Bond Funds: Purchase of Bidder Prequalification Software for Compliance with State School Facility Program Modernization Matching Fund Requirements. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

- g. [Approve Amendment to Architectural Services Agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School](#)

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Amendment to Architectural Services Agreement for Project 17-47S, DSA Certification of Administration Building at Brookside Elementary School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

**h. Approve Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved Architectural Service Order (ASO) 1 with HED Architects for Measure S Project Photo-Realistic Renderings. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0. Student Board Member, Gavin Cornick cast a preferential vote in favor.

**i. Approve Updated 2018-19 General Fund Operating Budget**

Student Board Member, Gavin Cornick left the meeting at 7:45 pm.

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Stipends for 2018-2019 school year and the General Fund Operating Budget with the stipulation to bring back a revised budget at the Board's regular September 2018 board meeting which would include an accurate amount of funding provided by OPEF for the 24 K-3 classroom aids, one middle school counselor starting on Jan 1, 2019 and \$25,000 for STEAM initiatives at OPHS. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0.

**j. Approve Spending Plan for 2018-19 Education Protection Account Funds**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved. Spending Plan for 2018-19 Education Protection Account Funds. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**k. Ratify Award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education ratified Award of Measure S Construction Contract, Project 17-35S, Kitchen Improvements at Medea Creek Middle School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**l. Approve Transportation Services Agreement with Student Transportation of America**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Transportation Services Agreement with Student Transportation of America. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**m. Approve Student Transportation Fee Schedule for 2018-19**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Student Transportation Fee Schedule for 2018-19, with the provision that the proposed fee for students utilizing the bus transportation would be between \$290 to \$315 per month depending on the number of students who participate. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**n. Approve Purchase Orders – July 1 – 31, 2018**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved Purchase Orders – July 1 – 31, 2018. Board Member Barbara Laifman recused herself from purchase orders P19-00041-42 due to a remote interest on account of her being an employee of CSBA. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**B.3. HUMAN RESOURCES**

**a. Approve Authorization to Employ an Administrative Consultant**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the authorization to Employ an Administrative Consultant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Approve Resolution #18-19 Reducing or Discontinuing Particular Kinds of Service for Classified Employees**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the authorization to Employ an Administrative Consultant. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association**

- Board President, Derek Ross opened the Public Hearing at 8:14 pm. No comments, Public hearing was closed 8:14 pm. On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- d. [Approve the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association](#)  
Board President, Derek Ross opened the Public Hearing at 8:15 pm. No comments, Public hearing was closed 8:15 pm. On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the District's Initial Proposal for Collective Bargaining Negotiations with the Oak Park Classified Association. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- e. [Approve 2018-2019 Declaration of Need for Fully Qualified Educators](#)  
On motion of Derek Ross, seconded by Barbara Laifman, the Board of Education approved the 2018-2019 Declaration of Need for Fully Qualified Educators. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- f. [Approve Accounting Assistant 1 Position and Updated Job Description](#)  
On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Accounting Assistant 1 Position and Updated Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- g. [Approve Student Support and School Safety - Department Secretary Position and Job Description](#)  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Student Support and School Safety - Department Secretary Position and Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- h. [Authorization to Establish a Classified Position of Assistant Site Leader, Extended Care Program and the Associated Job Description and Salary Schedule](#)  
On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the establishment of a Classified Position of Assistant Site Leader, Extended Care Program and the Associated Job Description and Salary Schedule. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- i. [Authorization to Establish a Classified Position of Instructional Assistant I – Literacy and Numeracy Support and Job Description](#)  
On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the establishment of a Classified Position of Instructional Assistant I – Literacy and Numeracy Support and Job Description. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

#### **B.4. BOARD**

- a. [Approve Proposed Board Meeting Schedule for the 2018-2019 School Year](#)  
On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Proposed Board Meeting Schedule for the 2018-2019 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- b. [Approve Board Goals for 2018-2019](#)  
On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the Board Goals for the 2018-2019 School Year. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0
- c. [Approve Revised 2018 Governance Handbook](#)  
On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the 2018 Governance Handbook with the addition of reporting on Safe Kids Task Force data to the Governance Calendar. Motion carried Aye: Hazelton, Helfstein, Laifman,

Rosen, Ross. No – 0

**d. Review, Amend, and Approve 2018-2019 Moral Imperatives, Goals, and Action Plans**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board of Education approved the 2018-2019 Moral Imperatives, Goals, and Action Plans with the suggested changes to the action plans. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**5. BOARD POLICIES**

**a. Adopt Board Policy and Administrative Regulation 3250 – Transportation Fees - First Reading**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 3250 – Transportation Fees – First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**b. Adopt Board Policy and Administrative Regulation 3540 – Transportation - First Reading**

On motion of Denise Helfstein, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation 3540 – Transportation - First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**c. Approve Amendment to Board Policy 4111/4211/4311 – Recruitment and Selection - First Reading**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation 4111/4211/4311 – Recruitment and Selection - First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**d. Approve Amendment to Board Policy and Administrative Regulation 4200 – Classified Personnel - First Reading**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 4200 – Personnel Selection - First Reading as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross. No – 0

**e. Adopt Board Policy and Administrative Regulation 5131.1 – Bus Conduct - First Reading**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy and Administrative Regulation - BP/AR 5131.1 Bus Conduct as First and Final Reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Ross. No – 0

**OPEN COMMUNICATIONS**

Board member asked that Fiscal Impact be added to all Agenda Items from the next meeting.

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

9/17/18

Date



President of the Board

9/17/18

Date



Clerk or Secretary of the Board