

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA #1070

**DATE:** October 13, 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](http://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**

10/10/2022

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](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 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](http://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, November 15, 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.*

10/10/2022

**OAK PARK UNIFIED SCHOOL DISTRICT  
AGENDA – REGULAR BOARD MEETING #1070  
October 13, 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](http://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 :** Assistant Computer Support Technician, Department Clerk Counseling Dept, Food Service Assistants, Food Services Assistant – Rover, Instructional Assistants I - Literacy & Numeracy Temp, Campus Supervisor, Instructional Assistant I - PE, Guest Administrator

**C. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6  
Agency Designated Representatives: Adam Rauch and Stewart McGugan  
Employee Organizations: Oak Park Teachers Association and 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 ON OCTOBER 6, 2022  
SPECIAL MEETING AND THIS MEETING**

**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

10/10/2022

4. Report from Oak Park Education Foundation
5. Report from the Oak Park Municipal Advisory Council
6. Presentation from BluePoint Alert Solutions on Rapid Emergency Response System

## **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 September 130, 2022 and Special Board Meeting Held on October 6, 2022**

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

**b. Approve Public Employee/Employment Changes 01CL254264-01CL254292 & 01CE12016-01CE12076**

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

**c. Ratify Purchase Orders – September 1 – September 30, 2022**

*Board Policy 3300 requires Board approval of Purchase Orders.*

**d. Approve Quarterly Report on Williams Uniform Complaints – October 2022**

*Education Code 35185 requires Board approval of each quarterly report regarding complaints related to instructional materials, teacher vacancy or misassignment or facility conditions*

**e. Approve Renewal Agreement with Interquest Detection Canines for Drugs Detection Services at Secondary Schools**

*Board Policy 5145.12 permits the use of specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.*

**f. Approve Change Order #1 Measure S Project 20-18S Renovate Buildings B and C at Red Oak Elementary School with Ardan Construction Company Inc.**

*Per Cal. Pub. Cont. Code §20118.4, Board approval required for change orders*

**g. Approve Notice of Completion Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School, Contracted with Ardan Construction, Inc.**

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

**h. Approve Notice of Completion Measure S Project 20-23S, HVAC Upgrades Districtwide, contracted with Reed Mechanical Systems, Inc.**

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

## **ACTION**

### **2. EDUCATIONAL SERVICES**

**a. Approve Disposal of Obsolete or Surplus Technology Equipment**

*Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment and property.*

**b. Approve Adoption of Curriculum for English Language Arts in Grades K-5 for Oak Park Independent School**

*Board Policy 6161.1 requires Board approval for new curriculum and instructional materials.*

**c. Review Student CAASPP Results from 2021-2022**

*Ed Code 60641 and Administrative Regulation 6162.51 require the Board to review districtwide, school-level, and grade-level results at a regularly scheduled meeting.*

### **3. BUSINESS SERVICES**

#### **a. Approve District of Choice Reporting Requirement**

*Board Policy 5117 requires Board approval of an annual report summarizing the students enrolled into Oak Park for the current school year*

#### **b. Authorize Measure S Project 22-14 S Door and Hardware Upgrades Districtwide and Establish the Budget**

*Board approval required to authorize projects funded by Measure S Bond Fund*

#### **c. Authorize Measure S Project 22-15 S Flooring Upgrades Districtwide and Establish the Budget**

*Board approval required to authorize projects funded by Measure S Bond Fund*

#### **d. Authorize Measure S Project 22-16 S Administration Lobby Reconfiguration at Oak Park High School and Establish the Budget**

*Board approval required to authorize projects funded by Measure S Bond Fund*

### **4. BOARD**

#### **a. Review and Adopt New Vision Statement for the District**

*Board Policy 0000 requires Board approval for adoption of a statement for the district.*

#### **b. Review, Amend, and Approve 2022-2023 District Goals and Strategic Priorities**

*Board reviewed the revised District Goals at the special meeting held on October 6, 2022.*

*Board Policy. 0200 requires Board to adopt goals for the district that focus on the achievement and needs of all district students.*

#### **c. Review, Amend, and Approve Revised 2022-2023 Governance Handbook**

*Board reviewed the revised Governance Handbook at the special meeting held on October 6, 2022.*

#### **d. Review, Amend and Approve Board Goals for 2022-2023**

*Board discussed Board Goals for 2022-2023 school year at special meeting held on October 6, 2022. At this meeting Board may review and adopt the 2022-2023 Board Goals.*

### **5. BOARD POLICIES**

#### **a. Approve Amendment to Administrative Regulation and Exhibit 1312.4 - Williams Uniform Complaint Procedures**

*Regulation updated to reflect the new State law which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year. Exhibit updated to include that, for a school that serves any of grades 6-12, a complaint may be filed for failure to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms, as required by New Law (AB 367, 2021).*

#### **b. Approve Amendment to Administrative Regulation and Adopt Exhibit 3517 - Facilities Inspection**

*Regulation updated to reflect new state law which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year, and to post a notice, as specified, regarding this requirement in a prominent and conspicuous location. New exhibit presents a sample of the required notification to be posted.*

#### **c. Approve Amendment to Board Policy and Administrative Regulation 5121 Grades/Evaluation of Student Achievement**

*Board Policy and Regulation updated with minor language updates. Regulation also updated to reflect inclusion of CIF sports on the high school transcript and the use of the weighted academic GPA for determining the Eligibility in the Local Context for University of California.*

#### **d. Approve Adoption of Exhibits 6152.1 Placement in Mathematics Courses**

*Exhibits added to include communication letter regarding math scope and sequence to be sent to*

*families in Grades 6-9 at MCMS and OPHS. Exhibit also added to include waivers for placement in mathematics courses in grades 7-9 at MCMS and OPHS.*

**e. Approve Amendment to Board Bylaw 9100 Organization**

*Bylaw updated to reflect New Law (AB 486, 2021) which changes the date requirements for districts to hold their annual organizational meeting.*

**VII. INFORMATION ITEMS**

- 1. Monthly Cash Flow Report**
- 2. Monthly Measure S Status Report**
- 3. Monthly General Fund Budget Report**
- 4. Month 1 Attendance and Enrollment Report**

**VIII. OPEN DISCUSSION /FUTURE AGENDA ITEMS**

**IX. ADJOURNMENT:**

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

**MINUTES OF REGULAR BOARD MEETING      9-13-2022      #1068**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 4:34 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, Mrs. Denise Helfstein, Clerk, 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, Communications Coordinator and Executive Assistant to the Superintendent/Board, and Mr. Jonathan Salt, Fagen, Friedman, and Fulfrost.

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**III. ADJOURN TO CLOSED SESSION**

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

- A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case
- B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** Government Code Section 54957
- C. PUBLIC EMPLOYEE EMPLOYMENT :** Instructional Assistant I - Literacy & Numeracy, Instructional Assistant I - Literacy & Reading, Instructional Assistants I Grade DK, Health Services Technician, Guest Teachers, Wellness Center Counselor
- D. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6  
Agency Designated Representatives: Adam Rauch and Stewart McGugan  
Employee Organizations: Oak Park Teachers Association and Oak Park Classified Association

The Board adjourned to Closed Session at 4:35 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Drew Hazelton, called the regular meeting to order at 6:25 p.m.

**BOARD PRESENT**

Mr. Drew Hazelton, President, Mr. Derek Ross, Vice President, Mrs. Denise Helfstein, Clerk, Mrs. Tina Wang, Member, Mrs. Soyon Hardy, Member, Ms. Tess Leong, Student Board Member.

**BOARD ABSENT**

None

## **STAFF PRESENT**

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent, Business Services, Mr. Stew McGugan, Assistant Superintendent of Human Resources, Mrs. Tammy Herzog, Assistant Superintendent of Educational Services, Mr. Brad Benioff, Director of Student Support and School Safety, Mr. Byron Jones, Director of Fiscal Services, Mrs. Ellen Chevalier, Coordinator of Instructional Programs, 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 Drew Hazelton, seconded by Denise Helfstein, the Board of Education pulled items B.3.d. - Approve Resolution 2022-15 Authorizing the Sole Source Procurement of Bluepoint Alert Solutions System and B.3.e - Authorize Measure S Project 22-13 S and Award of Contract for Rapid Emergency Alert System Districtwide from the Agenda. The Board also pulled Item B.1.c. Purchase Order Report out of Consent and moved it as the first action item after Consent. The Board adopted the rest of the agenda as presented. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

## **PUBLIC SPEAKERS**

One staff member made a public comment on a non-agenda item regarding the public health order requiring weekly testing of unvaccinated staff. There were no other public comments at this meeting.

## **OPEN COMMUNICATIONS/PRESENTATIONS/RECOGNITIONS**

### **REPORT FROM BOARD MEMBERS**

Board Member, Derek Ross and Tina Wang deferred their remarks to next month.

Board Member Soyon Hardy congratulated Medea Creek Middle School Art teacher, Malia Cadle on being named the Certificated Employee of the month. Soyon reported that she attended Safety training at MCMS by Commander Pentis and encouraged leadership team to review the questions being asked by staff so that they can be reviewed when discussing safety protocols and practices. Soyon informed everyone that the trainings will continue at other sites as well and they will also be holding these training/information session for students and parents as well.

Board Member Denise Helfstein hoped everyone had a good day Labor Day holiday. Denise acknowledged Patriot Day and the tragic loss of all the lives in the 9/11 attacks. Denise wished all our Jewish families and staff members a happy new year for Rosh Hashanah. Denise reported that she attended EEAC and the GATE DAC meeting.

Board Member Drew Hazelton reported that he attended the Back-to-School night at MCMS and thanked the teachers for their dedication and commitment.

Student Board Member Tess Leong reported that she has polled a majority of ASB students about the Flex time at OPHS and majority of them noted that it is extremely important to the students. ASB also held club week and there were 89 clubs that held signups. ASB is planning Homecoming dance, restaurant fundraiser and video announcement. Today was Luc Bodden day at OPHS and was observed by the students at OPHS.

Superintendent Dr. Jeff Davis reported that the College reps are returning to in-person events on campus. Commander Pentis is holding trainings at various school for our staff, yesterday he was at OPHS and MCMS. Dr. Davis encouraged everyone to really listen to him. Dr. Davis reported that members of the District office leadership team will be attending a Safety training at VCOE. He also shared that Luc Bodden Day is being observed at our schools this week with talks from JD Slajchert from the Luc Strong Foundation. Friday Night lights happening in Oak Park with the football team playing TO high School. Dr. Davis also shared that the testing requirement for unvaccinated employees is being lifted by the CDPH as of September 17<sup>th</sup> and the district will not require unvaccinated employees to undergo weekly testing effective September 17<sup>th</sup>.

Board President, Drew Hazelton gave a shout out to OPHS football coach Casey Webb for organizing a successful and fun alumni night at OPHS.

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

Scott Star, chairperson of the Oak Park Education Foundation provided an update regarding programs /positions that OPED is funding this year. OPEF is funding the music positions at all three elementary schools. They will continue to fund the theatre program at Medea though Upstage and at the high school they will continue to fund the College and Career Center Technician position. OPEF will also begin discussions with the District office regarding making tweaks to the summer school offerings.

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

On motion of Soyon Hardy, seconded by Derek Ross, the Board of Education approved the Consent Agenda. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

- a. [Approve Minutes of Regular Board Meeting August 30, 2022](#)
- b. [Approve Public Employee/Employment Changes 01CL254252-01CL254263 & 01CE11921-01CE12015](#)
- d. [Approve Resolution #2022-13, Establishing the GANN Appropriation Limit for Fiscal Years 2021-2022 and 2022-2023](#)
- e. [Approve Renewal of Consultant Agreement for Elementary and Middle School Garden Program](#)
- f. [Ratify Renewal Agreement Between Ventura County Office of Education and Oak Park School District for Library Support Services](#)
- g. [Ratify Public Works Contracts – June 14, 2022 Through July 1, 2022](#)
- h. [Approve Out of State Travel for Certificated Employees to Attend the National Association for College Admission Counseling Conference, Houston, TX, – September 21-25, 2022](#)

### **B.2. EDUCATIONAL SERVICES**

- c. [Ratify Purchase Orders – August 1 – August 31, 2022](#)

On motion Tina Wang, second by Soyon Hardy the Board ratified the Purchase Order report with the stipulation that the Purchase Order numbered P23-00238 with the Curtis Center, UCLA for \$50,000 be ratified up to \$15,000 operating under the staff's recommendation to cancel the remainder of the contract.

Staff shared that the training with the Curtis Center was supposed to take place during the summer. Due to new administrators at the District overseeing Curriculum and the new principal at Medea, the training was put on hold over the summer. During the year, it is challenging to have teachers miss classroom instruction for this 7-day training since there is no built-in

professional development time and the shortage of subs. The \$15,00 that was ratified would be used towards services the Curtis Center may provide to the District's Math Task Force. The rest of the PO report was ratified without any changes. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**a. Public Hearing and Approval of Resolution #2022-14, Regarding Sufficiency of Textbooks and Instructional Materials for 2022-2023**

Board President Drew Hazelton opened the Public Hearing at 6:49 pm. There were no public comments. The public hearing was closed at 6:49 pm. On motion of Derek Ross, seconded by Soyon Hardy, the Board approved the Resolution #2022-14, Regarding Sufficiency of Textbooks and Instructional Materials for 2022-2023. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**b. Quarterly Report on the Number of Students Earning a D or F Grade at Secondary Schools**

The Board received a report from Assistant Superintendent Tammy Herzog on strategies implemented to support students who have earned D/F grades or may be at risk of earning D/F grades.

**c. Approve Agreement for Staff development with Columbia University's Reading and Writing Project Network, LLC.**

On motion of Denise Helfstein, seconded by Drew Hazelton, the Board approved the Agreement for Staff development with Columbia University's Reading and Writing Project Network, LLC. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**d. Accept California School Dashboard Local Indicator Report**

Staff presented an update on the Local Indicators - The School Dashboard includes easy-to-use reports, which show local educational agencies (LEAs), schools, and student groups on a set of state and local indicators to assist in identifying strengths, weaknesses, and areas in need of improvement. Local Indicators are based on information that local educational agencies collect locally.

On motion of Denise Helfstein, seconded by Tina Wang, the Board accepted California School Dashboard Local Indicator Report. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**e. Approve Contract of Services for CogAT (Cognitive Abilities Test) Screening**

The CogAT screening tool will be used to more equitably identify students for GATE, beginning with the 2nd grade students in January/February 2023. This will be an additional tool to identify students, and the traditional portfolio/referral process will still be used.

On motion of Tina Wang, seconded by Denise Helfstein, the Board approved Contract of Services for CogAT (Cognitive Abilities Test) Screening. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**f. Ratify Career Education Center MOU with Ventura County Office of Education for 2022-2023 School Year**

On motion of Derek Ross, seconded by Denise Helfstein, the Board ratified Career Education Center MOU with Ventura County Office of Education for 2022-2023 School Year. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

### **B.3. BUSINESS SERVICES**

**a. Authorize and Establish Budget for Measure S Project 22-12S Shade Sails for Red Oak Elementary School**

On motion of Derek Ross, seconded by Drew Hazelton, the Board authorized and established Budget for Measure S Project 22-12S Shade Sails for Red Oak Elementary School. Motion

carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**b. Approve Unaudited Actual Revenues and Expenditures Report for Fiscal Year 2021-22**

The District's 2021-22 books were officially closed, and the fiscal year's revenues and expenditures year-end balances were finalized. Assistant Superintendent of Business Services, Adam Rauch, presented the 2021-2022 Unaudited Actuals to the Board. The District ended the 2021-22 fiscal year with an unrestricted General Fund ending balance sufficient to meet the Designated Amount for Economic Uncertainties required by Education Code.

On motion of Tina Wang, seconded by Soyon Hardy, the Board approved the Unaudited Actual Revenues and Expenditures Report for Fiscal Year 2021-22. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**c. Approve Spending Plan for 2022-23 Education Protection Account Funds**

On motion of Derek Ross, seconded by Soyon Hardy, the Board approved the Spending Plan for 2022-23 Education Protection Account Funds. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

**f. Approve Appointment to the Oak Park Citizens' Oversight Committee for the 2022-2024 Term**

On motion of Denise Helfstein, seconded by Derek Ross, the Board approved the appointment of Erik Newman to serve a two-year term (07/01/2022-6/30/2024). Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

#### **B.4. HUMAN RESOURCES**

**a. Public Hearing and Approval of the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Classified Association**

Board President Drew Hazelton opened the Public Hearing at 8:48 pm. There were no public comments. The public hearing was closed at 8:48 pm. On motion of Derek Ross, seconded by Denise Helfstein, the Board approved the District's Initial Proposal for Collective Bargaining Negotiations with Oak Park Classified Association. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

#### **B.5. BOARD**

**a. Approve Amendment to Board Bylaw 9270 Exhibit – Conflict of Interest**

According to Government Code § 87306.5, every local government agency must review its conflict of interest code biennially and submit the Local Agency Biennial Notice to its code reviewing body. Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

On motion of Tina Wang, seconded by Soyon Hardy, the Board approved the Amendment to Board Bylaw 9270 Exhibit – Conflict of Interest. Motion carried Aye: Hardy, Hazelton, Helfstein, Ross, Wang. No - 0. Tess Leong, Student Board Member – Preferential Vote: Aye.

#### **OPEN DISCUSSION/FUTURE AGENDA ITEMS**

1. Update on Exhibits for Board Policy Placement in Mathematics Courses 6152.1.  
The subcommittee of the Board, comprising of Board Members Denise Helfstein and Soyon Hardy, provided an update on the work done with the staff on creating the Exhibits for the

BP/AR 6152.1. Exhibit 1 is a letter informing families of the math pathways, scope, and sequence of math courses at Medea and OPHS. Exhibit 2 is a waiver for parents/guardians to sign if they request a placement in a math course in grades 7, 8, and/or 9 that the school does not recommend and for which the student does not meet the placement criteria. These exhibits will be brought to the Board for approval at the October meeting. In the meantime, the sub-committee would provide guidance so that staff could send the communication to families and hold the math information night, which is scheduled for September 28th.

**ADJOURNMENT**

On motion of Derek Ross, seconded by Denise Helfstein, there being no further business before this Board, the regular meeting held on September 13, 2022, is declared adjourned at 9:04 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

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

**10-6-2022 #1069**

**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. at Oak View High School Room, 104, 5701 Conifer Street, Oak Park.

Members of the public were able to attend in person.

**BOARD PRESENT**

Mr. Drew Hazelton, President (joined the meeting at 6:10 pm), Mr. Derek Ross, Vice President, Mrs. Denise Helfstein, Clerk, Mrs. Tina Wang, Member, and Mrs. Soyon Hardy, Member.

**STAFF PRESENT**

Dr. Jeff Davis, Superintendent, Mr. Adam Rauch, Assistant Superintendent of Business Services, Mrs. Tammy Herzog, Assistant Superintendent of Educational Services, Mr. Stew McGugan, Assistant Superintendent of Human Resources, Mrs. Ragini Aggarwal, Communications Coordinator and Executive Assistant to the Superintendent/Board, and Mrs. Terilyn Finders, Director of Communications and Legislative Affairs, Fagen Friedman, and Fulfrost.

**BOARD ABSENT**

None

**PUBLIC COMMENTS**

None

**FLAG SALUTE**

Terilyn Finders led the Pledge of Allegiance to the Flag.

**ADOPTION OF AGENDA**

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

**PUBLIC COMMENTS**

None

**A. OPEN SESSION**

**BOARD RETREAT**

Terilyn Finders, Director of Communications and Legislative Affairs for F3 facilitated a Board governance workshop and the board, Superintendent, and members of his Executive Cabinet discussed the following.

1. Reviewed District Goals and Priorities for 2022-2023
2. Reviewed Governance Handbook
3. Discussed Board Presentations and Reports
4. Discussed and Established 2022-2023 Board Goals
5. Discussed Implications of Senate Bill 1100 authorizing the presiding member of a local public agency or their designee to remove any individual for disrupting a public meeting after a warning and continued disruption.

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

- 1. CONFERENCE WITH LABOR NEGOTIATORS:** Government Code 54957.6  
Agency Designated Representatives: Adam Rauch and Stewart McGugan  
Employee Organizations: Oak Park Teachers Association and Oak Park Classified Association

The Board adjourned to Closed Session at 8:16 p.m.

There being no further business before this Board, the special meeting held on October 6, 2022 is declared adjourned at 9:18 p.m.

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Date \_\_\_\_\_ President of the Board

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Date \_\_\_\_\_ Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 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
CL254264	Eric Ferguson	Assistant Computer Support Technician	9/12/2022	General	DO
CL254265	Myet Chai	Department Clerk Wellness Center	9/29/2022	Wellness Grant	OPHS
CL254266	Ayesha Khanum	Food Service Assistant	9/12/2022	Fund 130	OPHS
CL254267	Debbie Shewring	Food Services Assistant	10/5/2022	Fund 130	OPHS
CL254268	Hannah Villaneda	Food Services Assistant	10/7/2022	Fund 130	BES
CL254269	Haleh Hosseini	Food Services Assistant - ROVER	10/11/2022	Fund 130	ROES BES/OHES
CL254270	Janelle Denti	Instructional Assistant I - Literacy & Numeracy Temp	9/1/2022	ELO	ROES
CL254271	Deepa Anantbhat	Instructional Assistant I - Literacy & Numeracy Temp	9/29/2022	ELO	OHES
CL254272	Stephanie Shipow	Instructional Assistant I - Literacy & Numeracy Temp	9/12/2022	ELO	BES
CL254273	Cindy Lokitz	Instructional Assistant I - Literacy & Numeracy Temp	10/11/2022	ELO	OHES
CL254274	Sushma Patil	Campus Supervision	10/11/2022	General	ROES
CL254275	Gus McBeath	Instructional Assistant I - PE	10/11/2022	General	ROES
CL254276	Natalie O'Brien	Walk-On-Coach - Not to Exceed \$3,500.00	9/1/2022	Coaches, Athletics	OPHS
CL254277	Alexa Birt	Walk-On-Coach - Not to Exceed \$3,500.00	9/1/2022	Coaches, Athletics	OPHS
CL254278	Neelesh Morey	Walk-On-Coach - Not to Exceed \$3,500.00	9/1/2022	Coaches, Athletics	OPHS

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
CL254279	Loretta Brown	Sub for Student Services Assistant III - Attendance	11/15/2022	General	\$500	OPHS
CL254280	Karen Cohen	Sub for Student Services Assistant III - Attendance	11/15/2022	General	\$500	OPHS
CL254281	Michelle DiCamillo	Sub for Student Services Assistant III - Attendance	11/15/2022	General	\$500	OPHS
CL254282	Alan Peck	Band Coach	8//2022	Site	\$1,500	OPHS
CL254283	Natalie O'Brien	Band Coach	8//2022	Site	\$2,500	OPHS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.1.b. APPROVE CLASSIFIED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CLASSIFIED PERSONNEL ACTIONS**

CONSENT

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**IN-SERVICE CHANGE**

<b>Number</b>	<b>Name</b>	<b>Change</b>	<b>Effective Date</b>	<b>Fund</b>	<b>Site</b>
CL254284	Sahira Shahbaz	Food Services Assistant Cook	9/8/2022	Fund 130	BES
CL254285	Jeremy Lipton	Campus Supervision from IAI PE	9/19/2022	General	MCMS
CL254286	Ashleigh Rodriguez	Assistant Site Leader from IA III Behavior	9/19/2022	Fund 120	BES
CL254287	Maureen Young	Food Services Assistant Site Change	9/19/2022	Fund 130	BES
CL254288	Aurelia Reyfa	Food Services Assistant Site Change	9/19/2022	Fund 130	MCMS

**SEPARATION**

<b>Number</b>	<b>Name</b>	<b>Position</b>	<b>Effective Date</b>	<b>Separation</b>	<b>Site</b>
CL254289	Jaqueline Dahl	Instructional Assistant III behavior	9/24/2022	Resignation	OPHS
CL254290	Jessica Klase	Certified Deaf & Hard of Hearing Interpreter	10/8/2022	Resignation	OPHS
CL254291	Jay Kohan	Campus Supervisor	9/28/2022	Resignation	MCMS
CL254292	Daniel Garite	Campus Supervisor	10/4/2022	Resignation	MCMS

Prepared by: Stewart McGugan Assistant Superintendent, Human Resources

Respectfully Submitted,

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Jeff Davis, Ed.D  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 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
01CE12016	David Jackson	Guest Administrator	9/23/2022	General	Multiple

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE12016	Valeria Fuentes	PEI Data Collection	08/09/2022	MHG Grant VCOE	\$250	ROES
01CE12017	Michelle Cass	DETF Coordinator	08/09/2022	MHG Grant VCOE	\$2,500	ROES
01CE12018	Christy Amaral	Safety & Security Task Force Member	08/09/2022	MHG Grant VCOE	\$500	ROES
01CE12019	Samantha King	PEI Data Collection	08/09/2022	MHG Grant VCOE	\$250	BES
01CE12020	Nicole Standing	Safety & Security Task Force Member	08/09/2022	MHG Grant VCOE	\$500	BES
01CE12021	Nicole Standing	CAASPP Coordinator	08/09/2022	Site	\$400	BES
01CE12022	Nicole Standing	MTSS - Behavior Program	08/09/2022	Site	\$200	BES
01CE12023	Barbie Lee	Grade Level Lead	08/09/2022	Site	\$300	BES
01CE12024	Brandie Pryor	Grade Level Lead	08/09/2022	Site	\$300	BES
01CE12025	Tawnya Watson	Grade Level Lead	08/09/2022	Site	\$300	BES
01CE12026	Erik Squire	Grade Level Lead	08/09/2022	Site	\$300	BES
01CE12027	Denise Keane	Grade Level Lead	08/09/2022	Site	\$300	BES
01CE12028	Denise Keane	MTSS - Behavior Program	08/09/2022	Site	\$200	BES
01CE12029	Cindy Stephens	Grade Level Lead	08/09/2022	Site	\$300	BES
01CE12030	Heather Powers	Student Council Lead	08/09/2022	Site	\$500	BES
01CE12031	Heather Powers	MTSS - Behavior Program	08/09/2022	Site	\$200	BES
01CE12032	Makea Whitaker	Student Council Service Projects	08/09/2022	Site	\$200	BES
01CE12033	Mallory Russikoff	IEP Admin Speech	08/09/2022	Site	\$300	BES
01CE12034	Mallory Russikoff	MTSS - Behavior Program	08/09/2022	Site	\$200	BES
01CE12035	Sara Lipkin	SST Scheduler	08/09/2022	Site	\$300	BES
01CE12036	Kim Annino	504 Scheduler	08/09/2022	Site	\$350	BES
01CE12037	Kellie Milbourn	MTSS - Behavior Program	08/09/2022	Site	\$200	BES
01CE12038	Sandy Hirano	MTSS - Behavior Program	08/09/2022	Site	\$200	BES
01CE12039	Alana Schulman	DETF member/PEI Data Collection	08/09/2022	MHG Grant VCOE	\$500	OHES
01CE12040	Heather Sloan	Teacher in Charge	08/09/2022	Site	\$3,000	OHES
01CE12041	Danielle Warnes	Student Council	08/09/2022	Site	\$1,500	OHES
01CE12042	Jessica Jimenez	Women-In-History	03/01/2023	Site	\$200	OHES
01CE12043	Diane Large	PEI Data Collection	08/09/2022	MHG Grant VCOE	\$250	OPHS
01CE12044	Jenny Charrett	DETF member/PEI Data Collection	08/09/2022	MHG Grant VCOE	\$500	OPHS
01CE12045	Jennifer Hankins	DETF Site Rep	08/09/2022	MHG Grant VCOE	\$500	OPHS
01CE12046	Vanessa Heller	DETF Coordinator	08/09/2022	MHG Grant VCOE	\$2,500	MCMS
01CE12047	Kim Sonnabend	DETF Site Rep	08/09/2022	MHG Grant VCOE	\$500	MCMS
01CE12048	Malia Cadle	Department Chair (Electives)	08/09/2022	Site	\$1,500	MCMS
01CE12049	Carrie Jones	Department Chair (SPED)	08/09/2022	Site	\$1,500	MCMS
01CE12050	Teresa Hogan	Department Chair (PE)	08/09/2022	Site	\$1,500	MCMS
01CE12051	Tris Wenker	Department Chair (Language Arts)	08/09/2022	Site	\$1,500	MCMS
01CE12052	Amy Sinnamon	Department Chair (Math)	08/09/2022	Site	\$1,500	MCMS
01CE12053	Suzanne Shea	Department Chair (Social Science)	08/09/2022	Site	\$1,500	MCMS

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.1.b. APPROVE CERTIFICATED PERSONNEL ACTIONS AS RECOMMENDED BY THE SUPERINTENDENT**  
**ISSUE: APPROVAL/RATIFICATION OF CERTIFICATED PERSONNEL ACTIONS**

CONSENT

**AUTHORIZATION TO PAY STIPEND**

Number	Name	Position	Start Date	Fund	Salary	Site
01CE12054	Marta Graves	Department Chair (Science)	08/09/2022	Site	\$1,500	MCMS
01CE12055	Marta Graves	Leadership Team	08/09/2022	Site	\$800	MCMS
01CE12056	Michael O'Hagan	Leadership Team	08/09/2022	Site	\$800	MCMS
01CE12057	Kim Winthrop	Leadership Team	08/09/2022	Site	\$800	MCMS
01CE12058	Maureen O'Hagan	Leadership Team	08/09/2022	Site	\$800	MCMS
01CE12059	Tara Lamb	Leadership Team	08/09/2022	Site	\$800	MCMS
01CE12060	Kim Johnson	Leadership Team	08/09/2022	Site	\$800	MCMS
01CE12061	Kim Connelly	Leadership Team	08/09/2022	Site	\$800	MCMS
01CE12062	Susan Allen	DETF Coordinator	08/09/2022	MHG Grant VCOE	\$2,500	OVHS
01CE12063	Kate Thompson	DETF Site Rep	08/09/2022	MHG Grant VCOE	\$500	OPIS

**IN-SERVICE CHANGE/ADDITIONAL HOURS**

Number	Name	Change	Effective Date	Fund	Site
01CE12064	Andrea Lanter	Temporary to Prob 2	08/08/2022	General	OPHS
01CE12065	Ashley Michelin	Pregnancy Disability Leave	09/29/2022	General	OPHS
01CE12066	Brittany Braverman	CFRA Baby Bonding	09/19/2022	General	OPHS/MCMS
01CE12067	Brittany Braverman	LOA	12/19/2022	General	OPHS/MCMS
01CE12068	Makena Whitaker	Temporary to Prob 2	08/08/2022	General	BES
01CE12069	Nicole Standing	Temporary to Prob 2	08/08/2022	General	BES
01CE12070	Alexis Ma	Temporary to Prob 2	08/08/2022	General	ROES
01CE12071	Allison Albright	Temporary to Prob 2	08/08/2022	General	ROES
01CE12072	Tahnee Munoz	Temporary to Prob 2	08/08/2022	General	ROES
01CE12073	Tahnee Munoz	Transcripts Rec'd (step/column increase)	08/08/2022	General	ROES
01CE12074	Danielle Severn	Temporary to Prob 2	08/08/2022	General	ROES
01CE12075	Ilana Sweet	Transcripts Rec'd (step/column increase)	08/08/2022	General	OPIS
01CE12076	Kimberly Winthrop	Transcripts Rec'd (step/column increase)	08/08/2022	General	MCMS

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: OCTOBER 13, 2022**  
**SUBJECT: B.1.c. RATIFY PURCHASE ORDERS – SEPTEMBER 1 THROUGH SEPTEMBER 30, 2022**

CONSENT

**ISSUE:** Shall the Board ratify the following purchase orders issued for the period September 1 through September 30, 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 September 1 through September 30, 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 #4- Utilizing resources efficiently and responsibly.

**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 09/01/2022 - 09/30/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
B23-00163	Jackie MacDonald DBA JM Enterpr rise	004	2022 - 2023 Recycled Paper	010-5820	30,000.00	
B23-00164	Revolution Office	010	Printer Supplies for Oak Hills Elementary	010-4330	1,072.50	
B23-00165	Revolution Office	009	Open purchase order for toner	010-4330	2,500.00	
B23-00166	Document Systems	009	Open Purchase order for color copies and staples	010-4330	2,500.00	
B23-00167	Axiom	004	2022-23 SARC Preparation Services	010-5820	5,407.50	
B23-00168	AED Authority	004	Open PO for AED Supplies - Safety Credits	010-5600	2,000.00	
B23-00169	VENTURA COUNTY STAR	006	2022-2023 Employment Ads	010-5820	36,000.00	
B23-00170	Allisun Kale	006	ASL Interpreter for Julie Cho 2022-2023	010-5820	3,500.00	
B23-00171	Airgas West	013	Ceramics/Gas/Disc.	010-4330	800.00	
B23-00172	Keila Marroquin	006	ASL Interpreter 2022-2023 Julie Cho	010-5820	2,500.00	
B23-00173	Crowder Backflow Services, Inc	004	2022/23 Backflow Service Testing DW @OPUSD	010-5820	800.00	
B23-00174	Christy White Associates	004	2022/2023 Annual District Audit Fees	010-5820	13,441.50	
B23-00175	ODP Business Solutions, LLC	009	Open purchase order for office supplies	010-4330	2,000.00	
B23-00176	Pierres Welding & Maint.	004	Catalytic Converter Repair Due to Attempted Theft	010-5600	250.00	
P23-00276	AAA Camps, LP DBA Valley Trail s Summer Camp	010	4th Grade Field Trip to VT Ranch	010-5820	1,200.00	
P23-00277	Southwinds Transportation	010	4th Grade Field Trip to VT Ranch	010-5820	1,896.20	
P23-00278	Concepts School & Office Furn	004	Ergonomic Chairs for Staff per Assessments	010-4330	4,526.86	
P23-00279	New Management, Inc	004	Lock Blok for Safety	010-4330	8,523.40	
P23-00280	Agoura Lock Technologies, Inc.	004	Proj 22-09S Rekey Gate Keys for OHES	211-4330	180.00	
P23-00281	Diamond A Equipment, LLC	004	2022/2023 Kubota Tractor Repair/Svs	010-5600	1,500.00	
P23-00282	Cpm Educational Program	005	22-23 MCMS Math Textbooks	010-5820	3,001.54	
P23-00283	Green Schools Natl Network Inc	005	Renewal of GSNN Sustainability Agreement	010-5300	5,000.00	
P23-00284	Amazon Capital Services, Inc.	004	Proj 22-11S Wellness Center Accessories OPHS	211-4330	500.00	
				211-4410	1,453.43	
P23-00285	REC Solar Commercial Corp	004	Diagnose and Repair Inv B1@OVHS	010-5600	382.67	
P23-00286	REC Solar Commercial Corp	004	Diagnostic & Repair Inverter A1 @BES	010-5600	382.67	
P23-00287	REC Solar Commercial Corp	004	Replace INV E2 Fuseh Holders @OPHS	010-5600	1,867.74	

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 09/01/2022 - 09/30/2022						
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount	
P23-00288	REC Solar Commercial Corp	004	Replace Failed Inverter A3 Fault @MCMS	010-5600	3,574.72	
P23-00289	REC Solar Commercial Corp	004	Diagnostic & Repair Inverter A1 @BES	010-5600	382.67	
P23-00290	Commercial Door of LA County	004	Repair Kiosk Door F Building/Snack Shack OPHS	010-5600	1,366.00	
P23-00291	Amazon Capital Services, Inc.	004	Ant Gel for Ants in Classrooms DW	010-4330	201.29	
P23-00292	CCCD Contra Costa Community College	013	Annual Support Fee/Oth Exp/Software	010-5820	300.00	
P23-00293	Eyedentity Graphics Inc.	004	School Safety Signs for Medea Creek Middle School	010-4330	335.95	
P23-00294	Reliable Cabling Solutions	004	Safety Strobe Light for ASL Classroom OPHS	010-4330	4,350.25	
P23-00295	School Specialty, LLC	005	22-23 OHES Science Consumables	010-5820	599.65	
P23-00296	School Specialty, LLC	005	BES FOSS consumable items	010-5820	454.76	
P23-00297	School Specialty, LLC	005	ROES FOSS consumable items	010-5820	1,861.71	
P23-00298	Learning Without Tears	005	ROES DK Stamp and See Screens	010-4330	218.09	
P23-00299	Cengage Learning	005	2022-23 OPHS Statistics Text	010-4100	24,199.63	
P23-00300	National CineMedia LLC	006	Advertisement Campaign 11/1/2021-12/26/2021	010-5820	26,320.00	
P23-00301	Pyro-Comm Systems, Inc.	004	Proj 22-03S Modular Classrooms DW	211-6209	1,009.00	
P23-00302	McGraw-Hill School Education Holdings, LLC	005	OHES Number Worlds Supplies	010-5820	1,678.79	
P23-00303	Southwest School Supply	004	Classroom Furniture for OVHS	010-4330	3,214.28	
P23-00304	Barnhart Balfour Beatty, Inc Balfour Beatty Construction	004	Const. Mgmt. Svcs. August 2022 #52000	211-5820	400.00	
				211-6272	26,040.00	
P23-00305	School Specialty, LLC	004	Furniture for Rm #103	010-4330	1,086.35	
P23-00306	Morales Exterminating Co. Inc	004	Termite Treatment R Building @District Office	010-5600	450.00	
P23-00307	Riverside Insights	005	2022-23 CoGat Online and RTA	010-5820	4,263.51	
P23-00308	Ms. Amy's Enrichment	015	Ms. Amys Enrichment Film class	010-5820	7,000.00	
P23-00309	Amazon Capital Services, Inc.	005	OPIS Supplemental Text	010-4330	234.66	
P23-00310	Amazon Capital Services, Inc.	005	OVHS Makeup Class Supplies	010-4330	724.88	
P23-00311	Amazon Capital Services, Inc.	005	OVHS Makeup Class Additional supplies	010-4330	154.86	
P23-00312	Pyro-Comm Systems, Inc.	004	Proj 20-18S Relocate Services Bldg B/C Red Oak ES	211-6209	490.00	
P23-00313	Reliable Cabling Solutions	004	Data Cables for New Office @OPNS	010-4330	3,600.00	
P23-00314	Computer-Using Educators	005	22-23 Spring CUE Registration Ray Gonzales	010-5200	359.00	

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 5

Includes 09/01/2022 - 09/30/2022					
PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
P23-00315	Fulcrum Learning Systems, Inc	013	Leadership/Development Course/APC	010-5200	1,750.00
P23-00316	Terrapin	004	Proj 20-16S Materials Innovation Lab BES	211-4330	2,602.75
P23-00317	Bright White Paper Co	004	Proj 20-16S Poster Maker and Accessories BES	211-4410	3,743.29
P23-00318	Sherman R Garnett	005	Student Record Workshop Registration	010-5200	1,590.00
P23-00319	VEX Robotics, Inc	013	VEX Code/VR Premium/Oth Exp/Software Systems\CTEIG	010-5820	499.00
P23-00320	Challenge Success	005	22-23 Challenge Success Partner School Membership	010-5820	1,000.00
P23-00321	Pali Institute AttnBusiness Manager	012	DON: Pali Institute Gr. 7	010-5820	99,360.00
P23-00322	Salinas & Sons Rooter Service	004	Southeast Boys Restroom OPHS	010-5600	1,639.35
P23-00323	Salinas & Sons Rooter Service	004	Clean Roof Condenser Room B3/B4 @OPHS	010-5600	875.00
P23-00324	Bsn Sports	012	Disc: Soccer Uniforms	010-4330	979.19
P23-00326	Xerox Corporation	004	2022/23 Copier/MFP Lease Agreement	010-5600	107,979.04
P23-00327	Eyedentity Graphics Inc.	004	Restroom Decals DW	010-4330	208.57
P23-00328	Pali Institute AttnBusiness Manager	012	DON: Pali Institute Gr. 8	010-5820	99,360.00
P23-00329	Computer-Using Educators	005	22-23 Fall CUE Registration Lynnae Gaeta	010-5200	129.00
P23-00330	Sheraton	013	Travel Exp/Hotel/WASC	010-5820	3,066.15
P23-00331	HEINEMANN	005	BES Materials for 2nd grade teacher	010-4100	281.96
P23-00332	Accrediting Commission For Schools/Wasc	013	Membership Fee/Oth Exp./Disc	010-5820	1,130.00
P23-00333	E3 Diagnostics	000	Earscan Calibration Service - District Nurse	010-5820	225.00
P23-00334	ABA Network	000	Contracted Services	010-5820	127,110.00
P23-00335	Westlake Speech Therapy Inc	000	Speech & Language Assessments	010-5820	36,000.00
P23-00336	Hughes General Engineering	004	Proj 22-09S Add Handicap Ramp ADA Accesible OHES	211-6209	9,800.00
P23-00337	Accurate Communication Inc	000	Sign Language / Interpretation Services	010-5820	2,592.69
P23-00338	Accurate Communication Inc	000	Sign Language / Interpretation Services	010-5820	444.18
P23-00339	STAR of California dba STAR of CA, ERA ED	000	Star of California - contracted services	010-5820	43,584.60
P23-00340	VCOE	000	SpEd / Physical Therapy Services Jan - June 2022	010-5820	2,984.66
P23-00341	Read Naturally Inc.	000	Read Live Licenses (SpEd)	010-4330	290.00
P23-00342	Westlake Village Urgent Care	028	Blanket PO for Ext. care staff TB testing	120-5820	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 5

Includes 09/01/2022 - 09/30/2022

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
P23-00343	Vault Medical Services of California, P.C.	004	ACON OTC COVID Tests	010-4330	6,180.00
P23-00344	KB Contract Interiors	004	Work stations for Pupil Svs.	010-4410	8,864.03
P23-00345	Houghton Mifflin Harcourt	005	OPIS Science Fusion Licenses	010-5820	198.50
P23-00346	KB Contract Interiors	004	Height Adjustable Ergo Desk for Accounting	010-4410	1,422.38
P23-00347	Champion Teamwear	012	District: Add'l Cheer Uniforms	010-4330	193.01
P23-00348	Champion Teamwear	012	District: Add'l Cheer Uniforms	010-4330	321.71
P23-00349	Learning Without Tears	005	OHES DK Stamp and See Screens	010-4330	109.04
P23-00350	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	010	4th Grade Field Trip Leonis Adobe	010-5820	1,190.00
P23-00351	Leonis Adobe Association	010	4th Grade Field Trip to Leonis Adobe	010-5820	936.00
P23-00352	Us Bank Trust Nat'l Assn.	004	Admin Fees 2008 GOB Election 2011A & 2011B Series	010-5820	2,044.00
P23-00353	U.S. Bank Trust Nat'l Assn.	004	Admin Fees GOB 2016 Election Refunding Fees	010-5820	900.00
P23-00354	Agoura Wholesale Electric Corp	004	Materials for Mobile Office @OPNS	010-5600	272.52
P23-00355	John Paul dba Blue Violet Networks, LLC	004	Proj 22-06S Camera Adjustment for Shade @OHES	211-6209	1,440.88
P23-00356	REC Solar Commercial Corp	004	Troubleshoot and Reenergize Inverter A1 and B2	010-5600	4,001.05
P23-00357	Precision Plumbing	004	Emergency Repair Leaking Water Supply Bldg G-OPHS	010-5600	7,160.00
P23-00358	Southwinds Transportation	005	BES Busses for Santa Cruz Trip	010-5820	2,534.00
P23-00359	Rockwell Printing Inc	005	Positive Prevention Plus Samples HS & MS	010-5820	1,565.90
P23-00360	Amazon Capital Services, Inc.	005	OPHS Book for EL Student	010-5820	29.94
P23-00361	Amazon Capital Services, Inc.	004	Ergonomic Items per Staff Evaluations	010-4330	348.47
P23-00362	Amazon Capital Services, Inc.	004	Equipment for Film Production Classes	010-4410	972.31
P23-00363	Amazon Capital Services, Inc.	004	Near Field Studio Monitors with Bluetooth	010-4330	150.10
P23-00364	Pyro-Comm Systems, Inc.	004	Proj 20-18S Replace Fire Alarm Horn Red Oak ES	211-6209	754.17
T23-00022	Liminex, Inc. dba GoGuardian	007	GoGuardian License - Admin and Teacher (Liminex)	010-5820	28,302.00
T23-00023	Amazon Capital Services, Inc.	007	Tech Supplies for A/V Installations	010-4330	391.52
TB23-00012	Revolution Office	006	RICHO & Brother HR Printer Parts & Ink 2023	010-4330	2,145.00
TB23-00016	John Paul dba Blue Violet Networks, LLC	007	Security Camera Maintenance & Repair	010-5820	24,000.00

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 4 of 5

**Includes 09/01/2022 - 09/30/2022**

PO Number	Vendor Name	Site	Description	Fund Object	Account Amount
			<b>Total Number of POs</b>	<b>106</b>	<b>Total</b>
					<b>894,207.02</b>

**PO Changes**

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B23-00075	7,007.51	010-4330	General Fund/Other Materials and Supplies N	1,692.63
B23-00078	3,280.00	010-5600	General Fund/Rents, Leases, and Repairs	2,080.00
B23-00101	6,000.00	010-4330	General Fund/Other Materials and Supplies N	4,000.00
FS23-00001	60,000.00	130-4700	Cafeteria Fund/Food Purchases	28,874.16
FS23-00002	50,000.00	130-4700	Cafeteria Fund/Food Purchases	20,000.00
FS23-00007	40,000.00	130-4330	Cafeteria Fund/Other Materials and Supplies N	20,000.00
FS23-00008	3,284.50	130-5820	Cafeteria Fund/Other Operating Expense	638.08
P23-00098	2,252,037.12	211-6209	Measure S Facilities & Tech/Main Construction-Buildir	58,037.12
P23-00262	5,660.00	211-6209	Measure S Facilities & Tech/Main Construction-Buildir	2,400.00
<b>Total PO Changes</b>				<b>137,721.99</b>

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: OCTOBER 13, 2022**  
**SUBJECT B.1.d. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – OCTOBER 2022**

CONSENT

**ISSUE:** Shall the Board of Education Approve the Quarterly Williams Uniform Complaints - October 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 July 1, 2022 through September 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 – October 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 2022-23

District: Oak Park Unified School District

Person completing this form: Tammy Herzog

Title: Assistant Superintendent of Educational Services

Quarterly Report Submission Date:  October 31, 2022 (7/1/22 to 9/30/22)  
 (check one)  January 31, 2023 (10/1/22 to 12/31/22)  
 April 28, 2023 (1/1/23 to 3/31/23)  
 July 31, 2023 (4/1/23 to 6/30/23)

Date for information to be reported publicly at governing board meeting: 10/13/2022

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

Dr. Jeff Davis

Name of District Superintendent

Signature of District Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.1.e. APPROVE RENEWAL AGREEMENT WITH INTERQUEST  
DETECTION CANINES FOR DRUGS DETECTION SERVICES AT  
SECONDARY SCHOOLS**

CONSENT

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**ISSUE:** Shall the Board of Education approve the renewal agreement with InterQuest Detection Canines of Los Angeles, California, for drugs detection services at Medea Creek Middle School (MCMS), Oak View High School (OVHS), and Oak Park High School (OPHS) for the 2022-23 school year?

**BACKGROUND:** The Principals of MCMS, OVHS, and OPHS would like to renew the existing agreement with Interquest Detection Canines of Los Angeles, California, for drugs detection services for the 2022-23 school year. At school the principal or designee will escort the canine teams and observe the inspection activities. Interquest canines normally inspect lockers, gym areas, common areas, vehicles, vacated classrooms, and perimeters of school property.

**FISCAL IMPACT:** The cost of these services is funded by the MCMS and OPHS Parent Faculty Associations (PFA), who have included the anticipated expense in their annual budget. There is no change in cost from 2021-2022. The agreement is for 10 half visits. Each visit to Oak Park HS/Oak View HS will be \$190.00 and visits to Medea Creek MS will be \$137 with the provision for the schools to increase the number of visits as needed. The service agreement with Interquest Canine is included for the Board's review.

**BOARD POLICY:** Pursuant to BP 5145.12 Use of Drug-Detection Dogs – The district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

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

**ALTERNATIVES:**

1. Approve the renewal agreement with Interquest Detection Canines of Los Angeles, California, for drugs detection services at MCMS, OVHS, and OPHS for the 2022-23 school year.
2. Do not approve the renewal agreement with Interquest Detection Canines.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brad Benioff, Director Student Support and School Safety  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

**BOARD OF EDUCATION MEETING, OCTOBER 13, 2022**

Approve the renewal agreement with Interquest Detection Canines  
for drugs detection services at Secondary Schools for the 2022-23 school year

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Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

West Coast Protection LLC  
(DBA: Interquest Detection Canines)

Oak Park Unified School District  
(the District)

This shall serve as an agreement by and between Interquest Detection Canines and the District for substance awareness and detection services is for the period of September 2022 through June 2023.

It is understood that the District has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the Districts' desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on unannounced basis under the auspices and direction of the District administration with INTERQUEST acting as contractors of the District while conducting such inspections. Communal areas, classrooms, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by District officials, shall be subject to inspection. Contraband detected on District property is the responsibility of the District.

**INTERQUEST policy precludes the use of detection canines to "sniff" individuals under any circumstances.** In addition, District Board Policy 5145.12 indicates that dogs may not sniff any personal items on those persons without their consent. Personal belongings include backpacks, purses, jackets, and outer garments.

INTERQUEST agrees to provide 10 Half DAY visits for the duration of the contract. The District may increase the total number of visits by notifying INTERQUEST in writing. Each visit to Oak Park HS/Oak View HS will be \$190.00 and visits to Medea Creek MS will be \$137.50 Multiple canine teams will be charged on a per team basis. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The District agrees to pay for services within thirty (30) days of receipt of such invoice.

Upon entering into this Agreement, DISTRICT shall provide INTERQUEST with a school calendar denoting inappropriate canine visit dates during the school year. The calendar will serve as an addendum to this Agreement. INTERQUEST will schedule visits based on available dates as reflected on the calendar. Service will not be scheduled until the calendar is received.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and regional regulatory agencies as required. Detection canines are certified as reliable by the United States of America Detection Dog Association. All employees are registered with the Department of Justice in accordance with California Education Code requirements.

**INDEPENDENT CONTRATOR STATUS**

While performing its obligations under this agreement, INTERQUEST is an independent contractor and not an officer, employee or agent of the DISTRICT. INTERQUEST shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the DISTRICT.

**INDEMNIFICATION**

INTERQUEST agrees to indemnify, defend, and hold harmless the DISTRICT, its officers, agents, and employees from and against any and all liability, loss, damage, or expenses for claims for damages including but not limited to, bodily injury, death, personal injury or property damage, to the extent that such liability, loss damage or expense is directly and proximately caused by the negligence or wrongful acts of the INTERQUEST operations, or its services hereunder, including any workers' compensation suits, liability or expense, arising from or connected with services performed by or on behalf of INTERQUEST by any person

pursuant to this agreement. INTERQUEST further agrees to pay on behalf of the DISTRICT any and all claims, damages, judgments, defense costs, adjuster fees and attorney fees directly resulting there from.

INSURANCE

Without limiting INTERQUEST's indemnification of the DISTRICT, INTERQUEST shall provide and maintain at its own expense during the term of this agreement the following program(s) of insurance covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the DISTRICT and evidence of such programs satisfactory to the DISTRICT shall be delivered to the DISTRICT on or before the effective date of this agreement. Such evidence shall specifically identify this agreement and shall contain express conditions that the DISTRICT is to be given written notice at least thirty (30) days in advance of any modifications or termination of any program of insurance.

- GENERAL LIABILITY – A program including, but not limited to, comprehensive general endorsed for contractual liability coverages, with a combined single limit of not less than \$4,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents and employees as an Additional Insured.
- AUTOMOBILE LIABILITY - A program including, but not limited to, comprehensive automobile liability with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents, and employees as Additional Insured.
- WORKERS' COMPENSATION – A program of workers' compensation insurance shall be in force and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers all persons providing services by or on behalf of INTERQUEST and all risks to such persons under this agreement.

Satisfactory evidence of the above required insurance programs shall be in the form of a Certificate of Insurance along with the appropriate policy endorsements affording Additional Insured Coverage.

**INTERQUEST DETECTION CANINES**

**FOR THE SCHOOL:**

\_\_\_\_\_  
Scott Edmonds  
President

By \_\_\_\_\_  
Superintendent

By \_\_\_\_\_  
Assistant Secretary

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please return one (1) copy of this Agreement and your District calendar in the enclosed envelope. Retain the other copy for school files.

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: OCTOBER 13, 2022**

**SUBJECT: B.1.f. APPROVE CHANGE ORDER #1 MEASURE S PROJECT 20-18S  
RENOVATE BUILDINGS B AND C AT RED OAK ELEMENTARY  
SCHOOL WITH ARDALAN CONSTRUCTION COMPANY INC.**

CONSENT

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**ISSUE:** Shall the Board approve a Change Order with Ardalan Construction, Inc. for Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School to be funded from the Measure S bond fund?

**BACKGROUND:** On April 19, 2022, the Board of Education authorized the award of a contract for Measure S Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School, contracted with Ardalan Construction, Inc., of Thousand Oaks, California.

Change Order #1 includes the 38 separate changes made during the project that were either an unforeseen condition, a design change, or a request made by the District. Details of these changes are attached on the attached Project Change Order log. The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. No additional change orders will be brought to the Board for this project.

**BOARD POLICY:** Pursuant to Administrative Regulation 3460 Financial Reports and Accountability- A project shall be deemed completed when any of the following conditions are met: When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district.

**GOAL:** In support of GOAL 4 - Utilizing resources efficiently and responsibly.

**ALTERNATIVES:**

1. Approve the Change Order #1 for the contract for Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School, based on the accompanying change order details in the amount of \$58,037.12.
2. Do not approve the Change order #1.

Prepared by: Brendan Callahan, Directory of Bond Programs, Sustainability, Maintenance & Operations  
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD MEETING, OCTOBER 13, 2022**

Approve a Change Order with Ardalan Construction, Inc. for Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School to be funded from the Measure S bond fund.

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**Oak Park Unified School District  
5801 E. Conifer Street  
Oak Park, Ca 91377**

**CHANGE ORDER 20-18S-01  
08-11-22**

PROJECT NO: #20-18S CHANGE ORDER NO: 1  
 PROJECT NAME: ROES Exterior Improvements Project  
 CONTRACTOR: ARDALAN CONSTRUCTION INC.  
 SCOPE OF WORK: SEE ATTACHED

**COST:**

Original Contract Amount	\$ 2,194,000.00
Previous Approved Change Orders	\$ -
This Change Order	\$ 58,037.12
Adjusted Contract Amount	\$ 2,252,037.12

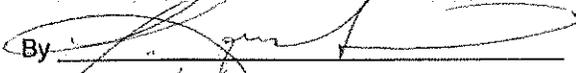
**TIME:**

Original Contract Completion Date	August 8, 2022
Previous Approved Completion Extension Days	0
Completion Days Extension this Change Order	0
Adjusted Contract Completion Date	August 8, 2022

IT IS AGREED BY THE CONTRACTOR THAT THE ADJUSTED CONTRACT AMOUNT AND/OR TIME, IF ANY, INCLUDES FULL AND COMPLETE EQUITABLE ADJUSTMENT AND COMPENSATION FOR ALL CONTRACT WORK AND EXTRA WORK PERFORMED ON THE PROJECT INCLUDING BUT NOT LIMITED TO CHANGES, DIFFERING SITE CONDITIONS, SUSPENSIONS, DELAYS, RESCHEDULING, ACCELERATION, IMPACT AND EXTENDED OVERHEAD AS IT RELATES SPECIFICALLY TO ITEMS 1 THRU 38 OF THE ATTACHED LISTING. CONTRACTOR HEREBY WAIVES ANY AND ALL RIGHT TO ADDITIONAL COMPENSATION OR TIME ARISING OUT OF THE WORK SPECIFIC TO ITEMS 2.1 THRU 2.7 OF THE ATTACHED LISTING, AND HEREBY ACKNOWLEDGES AND AGREES THAT THE AMOUNT SHOWN ABOVE CONSTITUTES PAYMENT IN FULL ACCORDING TO THE CONTRACT DOCUMENTS.

EXCEPT TO THE EXTENT THE CONTRACT HAS BEEN MODIFIED BY PREVIOUSLY ISSUED DISTRICT CHANGE ORDERS, AND FURTHER MODIFIED BY THIS CHANGE ORDER, THE CONTRACT REMAINS IN FULL FORCE AND EFFECT.

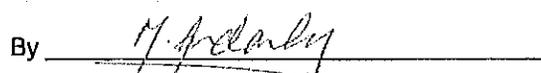
**OAK PARK UNIFIED SCHOOL DISTRICT**

By   
 Date 9/1/2022

**District Architect; Studio W Architects**

By MICHAEL STEINING  
 Date 9/07/2022

**CONTRACTOR: ARDALAN CONSTRUCTION INC.**

By   
 Date 8/15/22

## Red Oak Elementary School Exterior Improvements Project

HESD # 2021-2022 -05 Hueneme Elementary School DSA # 121001

OPUS D PCO #	RFI#	Description	Reason	Cost
1	N/A	Building A South Stucco: Remove Tiles and Install Stucco on the East Side of the Library	Owner Request	5,984.71
2	N/A	Building C Plywood Shooting: Add 1/2" Plywood layer on the entire roof of Building C.	Owner Request	102,000.00
3	2R1	Building B Stucco Around Obstacles - Stucco behind Transformer and Switchgear enclosures next to building B.	Unforeseen Condition	0.00
4	15	Building C Water Damage: Water damage/wood to structure on Building B & C, remove and replace damage wood members.	Unforeseen Condition	3,583.15
5	11	Rusted Sheet Metal: Remove and Replace rusted sheet metal around building B and C, and the non rusted sheet metal apply rust inhibitor.	Unforeseen Condition	8,137.00
6	12	94 Degree Metal Flashing at the bottom of Building B & C: Install a 94 degree Sheetmetal and apply Sika 1A under Sheetmetal at the bottom of building B & C, including filling in the gap between the building and concrete with slurry/concrete to support the angle sheet metal flashing.	Unforeseen Condition	50,191.30
7	13 & 19	Hydrant Station Opening Modification: Cutout/Framing, and Electrical Modification.	Owner Request	2,450.03
8	14	Install new boxes that were originally missing: Install new exterior electrical outlet on the East side of building C.	Owner Request	1,800.26
9	18	Interior Frames Damage: Repair window frame(s) damage in classroom B34, C33 and C47.	Unforeseen Condition	2,513.28
10R1	17	Additional A35 brackets: Attach A35's from the 2X to the building plywood at 16" OC.	Unforeseen Condition	6,057.50
11	21	Building B Parapet Cap: Re-install the roofing back on the parapet cap and make it watertight with the new coping cap.	Unforeseen Condition	6,211.39
12	3	Handrail: Existing handrail not required to be removed and replaced as noted in the contract drawings.	Owner Request	(3,000.00)
13	N/A	Grinding Columns: Scope of Work not required as noted in the contract documents.	Owner Request	(4,000.00)
14	22	Door Frame & Window Frame Removal Credit: Not required as noted in the contract drawings	Owner Request	(42,000.00)
15R1	10	Expansion Joint on building B & C: 2 Piece Expansion joint on Building B & C.	Design	13,193.67
16	23	Replace Rusted Electrical Conduit: Replace Rusted conduit on the West side of Building B.	Unforeseen Condition	1,329.01
17	26	Portable Building# 58 - Portable #58 to be removed not required to be painted.	Owner Request	(2,018.00)
18	N/A	Plywood Attachment to existing Steel Tub Columns: Crew exterior plywood to existing TS Columns on Building B & C.	Design	8,382.70
19	32R3	Electrical Boxes & Devices on Corrugated Metal (RFI#32-R2): Provide watertight enclosure on all device penetrations and cover though the corrugated metal.	Design	3,000.00
20R1	33	Drain for Downspout Relocation (RFI#33): Demolish concrete to relocate the drains to remove them from the building to allow for the exterior stucco and corrugated metal to be installed behind.	Design	8,451.51
21	N/A	Paint of transformers at 3 locations: Painting of Transformer, and Electrical enclosures	In Contract	0.00
22	N/A	3/4" Plywood Sheathing - 26 Sheets not used for Roof Repairs.	Owner Request	(3,800.00)
23	N/A	Two Piece Flashing System on top of Corrugated Metal Panels: Two piece sheet metal flashing to allow stucco installation.	Design	8,020.22
24R1	N/A	Building C Roof bay Curb Modification: Cutout end of curb, apply crickets to sheet flow water to the drain from one bay to the next.	Unforeseen Condition	11,636.91
25	37	Repair and Paint Bottom of the Canopy Steel Columns: Remove rust off columns, apply rust inhibitor and paint with Elastomeric paint at the bottom one foot of the all the columns.	Unforeseen Condition	3,500.00
26	42	Portable Ramp flooring: Apply sand and paint to all the portable ramps.	Owner Request	5,300.19
27	N/A	Exterior Light Replacement: Replace all exterior lights with new for all the light on Building B & C.	Owner Request	3,202.76
28	N/A	Paint Digital Sign Board: Paint the Perimeter of the digital sign board.	Owner Request	545.20
29	N/A	Downspouts Modification: Modify the downspout due to the relocation of the drain pipes to allow for the corrugated metal panels.	Design	13,000.00
30	N/A	Dumpster Cost: Dumpster used by Modular Company.	Contractor to Cover	0.00
31	N/A	Waterproofing under the Windows: Provide sheet metal flashing and caulking below all of the exterior windows to make them watertight.	Unforeseen Condition	2,500.00
32	N/A	Concrete Wall below Railing: Paint wall below the railing in front of the school next to the frontage road.	Owner Request	1,926.35
33	N/A	Painting the 94 Degree Metal: Painting of 94 Degree angle at the bottom of building B & C.	Not Requested	0.00
34	N/A	Marquee Sign: Paint Marquee sign in front of the school entrance.	Owner Request	400.00
35	N/A	Message Board Sign: Paint message board sign on the West side of the Canopy.	Owner Request	300.00
37	N/A	Hydrant Station Framing and Drywall: Framing behind the hydrant station unit after installation on the inside of the restroom.	Owner Request	3,500.00
38	N/A	ADA Parking Lot: Modification to the existing ADA Parking to blend both side of the parking stalls of the Drop off and the Drive by Lane.	Owner Request	64,750.00
			Total	288,037.12
			Project Allowance	(230,000.00)
			Change Order #001	58,037.12
			Original Contract Amount	2,194,000.00
			Revised Contract	2,252,037.12

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: OCTOBER 13, 2022**

**SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION FOR MEASURE S PROJECT 20-18S RENOVATE EXTERIOR BUILDINGS B AND C AT RED OAK ELEMENTARY SCHOOL CONTRACTED WITH ARDALAN CONSTRUCTION COMPANY, INC.**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion (NOC) for Measure S Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School, contracted with Ardalan Construction, Inc.?

**BACKGROUND:** On April 19, 2022, the Board of Education authorized the award of a contract for Measure S Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School, contracted with Ardalan Construction, Inc., of Thousand Oaks, California.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. The NOC form and a summary of the project follows for the Board's information and review. It is recommended that the Board approve the NOC accepting the finished project.

**BOARD POLICY:** Pursuant to Administrative Regulation 3460 Financial Reports and Accountability- A project shall be deemed completed when any of the following conditions are met: When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district.

**GOAL:** In support of GOAL 4 - Utilizing resources efficiently and responsibly.

**ALTERNATIVES:**

1. Approve the NOC for the service contract for Project 20-18S, renovate Exterior Buildings B and C at ROES, contracted with Ardalan Construction, Inc., of Ventura, California.
2. Do not approve the NOC.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Directory of Bond Programs, Sustainability, Maintenance & Operations  
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD OF EDUCATION MEETING, OCTOBER 13, 2022**

Approve the NOC for the contract for Project 20-18S, renovate Exterior Buildings B and C at ROES, contracted with Ardalan Construction, Inc.

Page 2

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Red Oak Elementary School 4857 Rockfield St. Oak Park, CA 91377

That on or about April 19, 2022 the said Oak Park Unified School District of Ventura County entered into a contract with Ardalan Construction, Inc., of Thousand Oaks, California, for Project 20-18S, Renovate Exterior Buildings B and C at Red Oak Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on October 18, 2022: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

By Jeff Davis, Ed.D., Superintendent, Secretary to the Oak Park Unified School District Board of Trustees

Jeff Davis, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

\_\_\_\_\_  
Jeff Davis, Ed.D., Superintendent

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

On \_\_\_\_\_ before me, Ragini Aggarwal, Notary Public, personally appeared Jeff Davis, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his/her/their signature on the instrument the person, or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

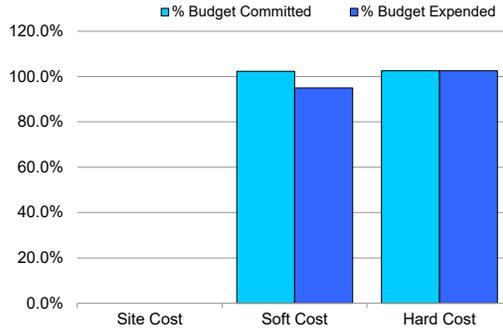


**Red Oak Elementary School - 20-18S Renovate Exteriors of Buildings B & C @ROES (ROES - 20-18S)**

**Summary Status**

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	272,284	278,791	258,647
Hard Cost	2,228,338	2,284,837	2,284,837
Contingency	-	-	-
<b>Total</b>	<b>2,500,621</b>	<b>2,563,629</b>	<b>2,543,484</b>
<b>Budgeted Hard Cost 89.1%</b>			

**Progress**

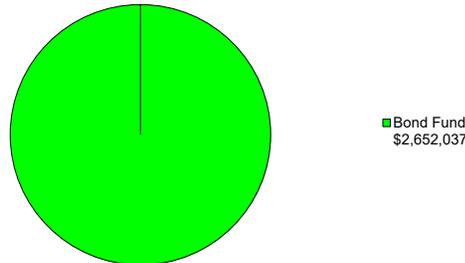


**Budget Status**

Initial Amount	2,500,621
Pending Changes	-
<b>Total</b>	<b>2,500,621</b>
<b>Budgeted Contingency 0.0%</b>	

**Funding Sources**

Budgeted



**Committed Status**

Initial Contracted AMT	2,353,535	
Contract Changes	152,057	5.9%
Unencumbered Contract AMT	58,037	
<b>Total</b>	<b>2,563,629</b>	
<b>Budget Committed 102.5%</b>		

**Expenditure Status**

Paid	2,426,083
In Process for PMT	4,799
District Held Retentions	112,602
<b>Total</b>	<b>2,543,484</b>
<b>Budget Expended 101.7%</b>	

**Construction Contract Status**

Contract Name	Initial AMT	Current AMT	% Chng	Pending Changes	Work in Place	% Cmplt	CCD Date	NOC Date
Ardalan Construction	2,194,000	2,252,037	2.6%	-	2,252,037	100.0%	01/02/2023	
<b>Total</b>	<b>2,194,000</b>	<b>2,252,037</b>	<b>2.6%</b>	<b>-</b>	<b>2,252,037</b>	<b>100.0%</b>		



**Budget Status Report**  
Budget versus Commitments and Expenditures

**Red Oak Elementary School - 20-18S Renovate Exteriors of Buildings B & C @ROES**

Expense Category/Object Code	Budget			Commitments		Expenditures				
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Paid	In Process for PMT	Held Retention	Total Expenditures	% Budget Spent
<b>B - Planning</b>										
6250 - Architect/Engineering Fees	80,050		80,050	80,050	100.0%	55,861	4,045	-	59,906	74.8%
6251 - DSA Fees	47,575		47,575	33,230	69.8%	33,230	-	-	33,230	69.8%
6259 - Other Costs - Planning	12,011		12,011	12,011	100.0%	12,011	-	-	12,011	100.0%
	<b>139,636</b>		<b>139,636</b>	<b>125,291</b>	<b>89.7%</b>	<b>101,102</b>	<b>4,045</b>	<b>-</b>	<b>105,147</b>	<b>75.3%</b>
<b>C - Construction</b>										
6209 - Main Construction Contractor	2,225,537		2,225,537	2,283,574	102.6%	2,170,218	754	112,602	2,283,574	102.6%
6272 - Construction Mgmt Fees	130,028		130,028	150,880	116.0%	150,880	-	-	150,880	116.0%
6274 - Other Costs - Construction	-		-	28		28	-	-	28	
	<b>2,355,565</b>		<b>2,355,565</b>	<b>2,434,482</b>	<b>103.4%</b>	<b>2,321,126</b>	<b>754</b>	<b>112,602</b>	<b>2,434,482</b>	<b>103.4%</b>
<b>D - Testing</b>										
6280 - Construction Tests	2,620		2,620	2,620	100.0%	2,620	-	-	2,620	100.0%
	<b>2,620</b>		<b>2,620</b>	<b>2,620</b>	<b>100.0%</b>	<b>2,620</b>	<b>-</b>	<b>-</b>	<b>2,620</b>	<b>100.0%</b>
<b>F - Furniture &amp; Equipment</b>										
4300 - Materials & Supplies	2,801		2,801	1,236	44.1%	1,236	-	-	1,236	44.1%
	<b>2,801</b>		<b>2,801</b>	<b>1,236</b>	<b>44.1%</b>	<b>1,236</b>	<b>-</b>	<b>-</b>	<b>1,236</b>	<b>44.1%</b>
<b>Totals</b>	<b>2,500,621</b>		<b>2,500,621</b>	<b>2,563,629</b>	<b>102.5%</b>	<b>2,426,083</b>	<b>4,799</b>	<b>112,602</b>	<b>2,543,484</b>	<b>101.7%</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.1.h. APPROVE NOTICE OF COMPLETION FOR MEASURE S PROJECT 20-23S HVAC UPGRADES DISTRICTWIDE CONTRACTED WITH REED MECHANICAL SYSTEMS, INC.**

CONSENT

**ISSUE:** Shall the Board approve the Notice of Completion (NOC) for Measure S Project 20-23S, HVAC Upgrades Districtwide, contracted with Reed Mechanical Systems, Inc.?

**BACKGROUND:** On November 17, 2020, the Board of Education authorized the award of a service contract for Measure S Project 20-23S, HVAC Upgrades Districtwide, contracted with Reed Mechanical Systems, Inc., of Ventura, California.

The work under this contract is now complete, and District staff has inspected the finished project and is satisfied that it has been completed in compliance with contract specifications. The NOC form and a summary of the project follows for the Board's information and review. It is recommended that the Board approve the NOC accepting the finished project.

**BOARD POLICY:** Pursuant to Administrative Regulation 3460 Financial Reports and Accountability- When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district.

**GOAL:** In support of GOAL 4 - Utilizing resources efficiently and responsibly.

**ALTERNATIVES:**

1. Approve the NOC for the service contract for Project 20-23S, HVAC Upgrades Districtwide, contracted with Reed Mechanical Systems, Inc., of Ventura, California.
2. Do not approve the NOC.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Brendan Callahan, Directory of Bond Programs, Sustainability, Maintenance & Operations  
Adam Rauch, Assistant Superintendent, Business & Administrative Services

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD OF EDUCATION MEETING, OCTOBER 13, 2022**

Approve the NOC for the service contract for Project 20-23S,  
HVAC Upgrades Districtwide, contracted with Reed Mechanical Systems, Inc.  
Page 2

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Oak Hills Elementary School 1010 Kanan Road, Oak Park, CA 91377 Oak Park High School, 899 Kanan Road, Oak Park, CA 91377

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That on or about November 17, 2020 the said Oak Park Unified School District of Ventura County entered into a contract with Reed Mechanical Systems, Inc., of Ventura, California, for Project 20-23S, HVAC Upgrades Districtwide at Oak Hills Elementary School and Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on October 18, 2022: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

*OAK PARK UNIFIED SCHOOL DISTRICT*

By Jeff Davis, Ed.D., Superintendent, Secretary to the Oak Park Unified School District Board of Trustees

Jeff Davis, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

---

Jeff Davis, Ed.D., Superintendent

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

Oak Park Unified School District

On \_\_\_\_\_ before me, Ragini Aggarwal, Notary Public, personally appeared Jeff Davis, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument the person or entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)



# Project Status

Budget, Commitments, Expenditures, Construction, Funding (thru 10/6/2022)

## District Wide - 20-23S HVAC Upgrades Districtwide ( DW - 20-23S)

### Summary Status

Description	Budgeted	Committed	Expended
Site Cost	-	-	-
Soft Cost	58,446	53,667	53,646
Hard Cost	307,908	301,638	168,770
Contingency	-	-	-
<b>Total</b>	<b>366,354</b>	<b>355,305</b>	<b>222,416</b>

**Budgeted Hard Cost 84.0%**

### Budget Status

Initial Amount	355,176
Approved Changes	11,179
Pending Changes	-
<b>Total</b>	<b>366,354</b>

**Budgeted Contingency 0.0%**

### Committed Status

Initial Contracted AMT	303,287	
Contract Changes	52,018	14.6%
<b>Total</b>	<b>355,305</b>	

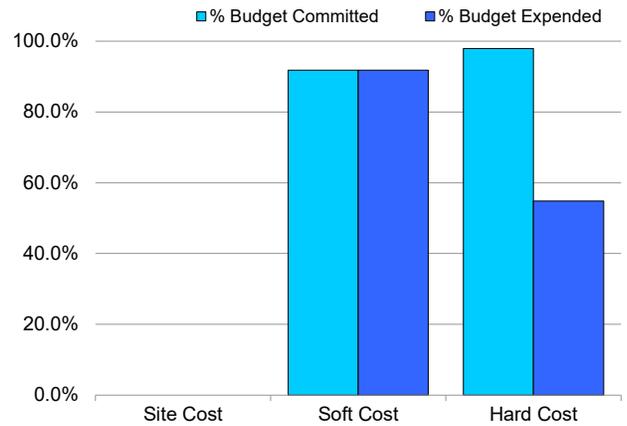
**Budget Committed 97.0%**

### Expenditure Status

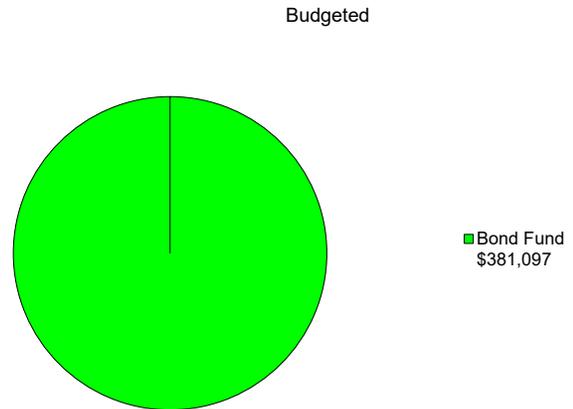
Paid	222,416
<b>Total</b>	<b>222,416</b>

**Budget Expended 60.7%**

### Progress



### Funding Sources



### Construction Contract Status

No Construction to report.  
Construction is budgeted to start in FY 20-21.



## Budget Status Report

Budget versus Commitments and Expenditures

### District Wide - 20-23S HVAC Upgrades Districtwide

Expense Category/Object Code	Budget			Commitments		Expenditures		
	Initial Budget	Approved Budget Changes	Total Budget	Total Commitments	% Budget Committed	Paid	Total Expenditures	% Budget Spent
<b>B - Planning</b>								
6256 - Contracted Services	17,950	4,800	22,750	17,950	78.9%	17,950	17,950	78.9%
6266 - Bond Admin. Salaries	24,917	6,379	31,296	31,317	100.1%	31,296	31,296	100.0%
	<b>42,867</b>	<b>11,179</b>	<b>54,046</b>	<b>49,267</b>	<b>91.2%</b>	<b>49,246</b>	<b>49,246</b>	<b>91.1%</b>
<b>C - Construction</b>								
6209 - Main Construction Contractor	-	-	-	-	-	-	-	-
6272 - Construction Mgmt Fees	4,400	-	4,400	4,400	100.0%	4,400	4,400	100.0%
6274 - Other Costs - Construction	5,725	-	5,725	-	0.0%	-	-	0.0%
	<b>10,125</b>	<b>-</b>	<b>10,125</b>	<b>4,400</b>	<b>43.5%</b>	<b>4,400</b>	<b>4,400</b>	<b>43.5%</b>
<b>F - Furniture &amp; Equipment</b>								
4410 - Non-Capitalized Equipment	123,035	-	123,035	133,769	108.7%	7,552	7,552	6.1%
6500 - Replacement Equipment	179,148	-	179,148	167,868	93.7%	161,218	161,218	90.0%
	<b>302,183</b>	<b>-</b>	<b>302,183</b>	<b>301,638</b>	<b>99.8%</b>	<b>168,770</b>	<b>168,770</b>	<b>55.9%</b>
<b>Totals</b>	<b>355,176</b>	<b>11,179</b>	<b>366,354</b>	<b>355,305</b>	<b>97.0%</b>	<b>222,416</b>	<b>222,416</b>	<b>60.7%</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.2.a. APPROVE DISPOAL OF OBSOLETE PERSONAL PROPERTY-  
TECHNOLOGY EQUIPMENT**

CONSENT

---

**ISSUE:** Shall the Board deem certain electronic equipment as surplus and approve the sale and/or disposal of obsolete and non-repairable technology equipment per the provisions of Education Code (EC) Section 17546?

**BACKGROUND:** The District has a batch of 6-year-old Dell Chromebook 3189 that have depleted or expanded batteries, are broken or non-functional, are obsolete, or are no longer supported by the manufacturer or remote management tools. These devices cannot be used reliably by students, and they cannot be remotely managed and controlled by the district as they are no longer supportable through remote management systems. New devices have already been acquired by the district to replace these devices. The District's technology department has compiled the accompanying list of these devices which comprise approximately 800 Chromebooks and is requesting authorization for their disposal as authorized by EC 17546.

The District has used eWaste recyclers or obsolete electronic equipment processors to pick up and dispose of obsolete electronic equipment in the past. Depending on the devices being disposed of vendors pay per pound of electronic waste, or per device depending on the age and condition of the device. The district will investigate both options to find the one that provides the most compensation. The Tech Department believes the value of the devices being disposed of may be greater than \$2500 in aggregate. In the case that the value of the equipment exceeds \$2,500 in value, the tech department will attempt to sell the lot of devices after advertising for bids in accordance with EC 17546.

If the Board members who are in attendance at the meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

**FISCAL IMPACT:** It is estimated that the amount that will be received from the disposal of the listed equipment may be \$2500 or greater, which will be deposited in the General Fund.

**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 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:** N/A

**ALTERNATIVES:**

1. Declare the accompanying list of obsolete equipment as surplus and authorize the Tech Department to proceed with advertising for bids in order to sell the equipment.
2. Do not declare the accompanying list of obsolete equipment as surplus.

**BOARD MEETING, OCTOBER 13, 2022**

Approve Disposal of Obsolete Personal

Property- Technology Equipment

Page 2

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**RECOMMENDATION:** Alternative #1

Prepared by:

Enoch Kwok, Director, Educational Technology and Information Services

Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

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Jeff Davis, Ed.D.,  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

Dell 3189 Chromebooks - Obsolete for Disposal October 2022

Serial Number [1]	Asset Tag
J8Q4WF2	T-8540
FNWW2H2	T-9145
7J5L2H2	T-9067
9778LH2	
6TKN2H2	T-9424
HJTFFWF2	T-8580
D1V84M2	
DBKY2H2	T-9084
4D4BWF2	T-8505
J1903H2	T-9043
H8173H2	T-9034
220DWF2	T-8486
BTJDWF2	T-8556
BWKB3H2	T-9471
3NPV2H2	T-9242
1jqy2h2	
DKSCWF2	T-8510
H6KL2H2	T-9338
76DN2H2	T-9193
66P7LH2	
5LGM2H2	T-9350
92C43H2	T-9313
7GQFWF2	T-8464
G19M2H2	T-9055
1BYW2H2	T-9146
1M56WF2	T-8604
9XM63H2	T-9194
BQV28H2	
DPLV2H2	T-9149
3TTW2H2	T-9436
48903H2	T-9387
1Z9W2H2	T-9408
<b>C5B23H2</b>	T-9362
FRX94M2	
B8TGWF2	T-8467
9KL47H2	
4C3M2H2	T-9470
CXRB3H2	T-9336
JXY3WF2	T-8429

Dell 3189 Chromebooks - Obsolete for Disposal October 2022

Serial Number [1]	Asset Tag
9T7CWF2	T-8479
94JV2H2	T-9494
H6W23H2	T-9107
5Q003H2	T-9025
2KSCWF2	T-8579
H82CWF2	T-8482
H9073H2	T-9267
7VQ6WF2	T-8535
BFXV2H2	T-9308
HWP4WF2	T-8613
3BC43H2	T-9073
FV843H2	T-9426
1M443H2	T-9488
8Q4BWF2	T-8487
HQ613H2	T-9180
HFC6WF2	T-8554
3S003H2	T-9191
87YW2H2	T-9256
CLRN2H2	T-9457
HZ843H2	T-9195
FDQFWF2	T-8477
<b>J9173H2</b>	T-9051
8J19WF2	T-8564
5F073H2	T-9095
C8C43H2	T-9070
BP003H2	T-9118
46K8WF2	T-8527
G91W2H2	T-9209
BM9P2H2	T-9251
4KWR2H2	T-9326
FLLV2H2	T-9202
2C903H2	T-9072
G2903H2	T-9295
4NYQ2H2	T-9420
7X843H2	T-9243
DZTFWF2	T-8509
75WW2H2	T-9448
C2LKLH2	
FT003H2	T-9101

Dell 3189 Chromebooks - Obsolete for Disposal October 2022

Serial Number [1]	Asset Tag
DGYN2H2	T-9371
<b>BX603H2</b>	T-9250
HNSCWF2	T-8524
<b>33703H2</b>	T-9266
11D8WF2	T-8499
3TZCWF2	T-8602
B03Z2H2	T-9317
C6R6WF2	T-8428
7M08WF2	T-8594
5R443H2	T-9130
CVRQ2H2	T-9334
8QXW2H2	T-9143
F6V84M2	
14703H2	T-9111
<b>H8NZ2H2</b>	T-9173
4KY13H2	T-9305
37WW2H2	T-9339
51QBWF2	T-8592
BV8M2H2	T-9431
59C43H2	T-9115
57B63H2	T-9162
G1703H2	T-9247
81703H2	T-9461
DCYW2H2	T-9463
JGTCWF2	T-8512
9BJDWF2	T-8548
33TS2H2	T-9480
18184M2	
B1D8WF2	T-8503
9V443H2	T-9373
81C43H2	T-9076
C9JV2H2	T-9113
5S003H2	T-9109
H96N2H2	T-9486
6K19WF2	T-8465
90DN2H2	T-9037
72GCWF2	T-8461
1WPQ8H2	
<b>9GWW2H2</b>	T-9363

Dell 3189 Chromebooks - Obsolete for Disposal October 2022

Serial Number [1]	Asset Tag
JT0N2H2	T-9200
B71W2H2	T-9096
74703H2	T-9248
6VQL2H2	T-9452
5TNB3H2	T-9340
2BV7WF2	T-8538
953M2H2	T-9337
2WR9WF2	T-8500
9FG03H2	T-9174
9N0N2H2	T-9438
9S0N2H2	
GN7HWF2	T-8451
491W2H2	T-9284
3CYN2H2	T-9372
9JRJ9H2	
37W23H2	T-9298
35KY2H2	T-9159
JGH54M2	
DPX6WF2	T-8584
9PVFWF2	T-8433
5B6N2H2	
6DTFWF2	T-8460
6HB4WF2	T-8449
<b>GZWDWF2</b>	T-8550
<b>7VN03H2</b>	T-9161
2R8M2H2	T-9392
DL87WF2	T-8502
C7X6WF2	T-8444
7HZK2H2	T-9255
G0LN2H2	T-9244
87RSVF2	T-8469
7XFCWF2	T-8608
489F4M2	
FTY13H2	T-9205
7S443H2	T-9367
2W75WF2	T-8555
45703H2	T-9047
C98CWF2	T-8529
C9WBWF2	T-8517

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Serial Number [1]	Asset Tag
58F9WF2	T-8493
75VGWF2	T-8443
H5VM2H2	T-9148
C8173H2	T-9440
CZ8M2H2	T-9359
3BY6LH2	
86NM2H2	T-9394
<b>17NZ2H2</b>	T-9126
5PRN2H2	T-9425
JXPBWF2	T-8532
JL5W2H2	T-9332
FZJK7H2	
2G6N2H2	T-9129
F81KLH2	
70LB3H2	T-9168
CWSV2H2	T-9257
8XWDWF2	T-8470
6FXL2H2	T-9114
HR054M2	
CX8M2H2	T-9287
GGLV2H2	T-9062
JNQL2H2	T-9279
8C147H2	
5H6N2H2	
9TNB3H2	T-9443
3SBHWF2	T-8445
G2C43H2	T-9219
5V9R2H2	T-9327
7DFCWF2	T-8483
DWV8WF2	T-8606
FK5W2H2	T-9068
90703H2	T-9052
5BNZ2H2	T-9099
HC3B4M2	
JXX94M2	
2WTZ2H2	T-9441
B6C43H2	T-9045
47C43H2	T-9120
HTZ5WF2	T-8506

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Serial Number [1]	Asset Tag
9Z9W2H2	T-9479
11703H2	T-9439
9G3B4M2	
8RW4WF2	T-8576
23C43H2	T-9221
BKXY2H2	T-9304
BJQ6WF2	T-8423
5L6N2H2	T-9263
29P8WF2	T-8578
HW8M2H2	T-9423
CDX37H2	
1ZFK7H2	
<b>CG5W2H2</b>	T-9366
BTPFWF2	T-8525
10S9WF2	T-8582
2WSV2H2	T-9184
8BC43H2	T-9245
34V84M2	
2SG84M2	
B2VZ2H2	T-9134
H9V84M2	
GXD09H2	
3MN03H2	T-9197
5T8M2H2	T-9123
913M2H2	T-9260
1WX43H2	T-9044
7TSV2H2	T-9466
24BW2H2	T-9033
C3903H2	T-9102
6Z884M2	
5425WF2	T-8553
21XW2H2	T-9299
JZ603H2	T-9495
6Y613H2	T-9213
BZ603H2	T-9378
8QQGWF2	T-8539
C1WW2H2	T-9469
BF6N2H2	T-9405
GHYW2H2	T-9331

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Serial Number [1]	Asset Tag
9YJL2H2	T-9354
F38CWF2	T-8452
253Z2H2	T-9138
J5NZ2H2	
52C4WF2	T-8439
7GXL2H2	T-9066
9PNB3H2	T-9071
2GQBWF2	T-8426
F7903H2	T-9110
G83Z2H2	T-9097
4S643H2	T-9380
BJ3B4M2	
HXTZ2H2	T-9210
GJXY2H2	T-9497
C6YN2H2	T-9459
3LY9WF2	T-8609
H6CHWF2	T-8591
B10L2H2	T-9476
GW843H2	T-9217
GZBDWF2	T-8621
4M0N2H2	T-9409
FJGM2H2	T-9281
JTY13H2	T-9157
G4XV2H2	T-9481
7CQDWF2	T-8596
CSV8WF2	T-8565
FMHFWF2	T-8516
CR4BWF2	T-8520
26W23H2	T-9321
1GRN2H2	T-9325
7HXL2H2	T-9449
69V03H2	T-9352
86943H2	T-9451
GD54WF2	T-8491
JZG63H2	T-9053
FHKY2H2	T-9141
<b>6V919H2</b>	
9B3B4M2	
9TRB3H2	T-9442

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Serial Number [1]	Asset Tag
99G7WF2	T-8431
C8YN2H2	T-9417
CMGZ2H2	T-9227
6T443H2	T-9177
GD5W2H2	T-9411
1DYN2H2	T-9032
2T7R8H2	
C7QBWF2	T-8531
8RWW2H2	T-9343
2CJ4WF2	T-8425
<b>1SRP8H2</b>	
6M0N2H2	T-9335
D8H74M2	
4SSCWF2	T-8438
4VKN2H2	T-9382
F7703H2	T-9049
24273H2	T-9414
GK073H2	T-9144
CJ9HWF2	T-8588
60Y6WF2	T-8446
9NY13H2	T-9224
1SSV2H2	T-9310
15VFWF2	T-8590
JVJT2H2	T-9178
C8073H2	T-9265
5LXL2H2	T-9462
60G7WF2	T-8522
B879WF2	T-8544
GZN8WF2	T-8543
80VZ2H2	T-9192
C2VM2H2	T-9482
6GTBLH2	
41X6WF2	T-8598
B6T63H2	T-9228
92QFWF2	T-8551
20XDWF2	T-8552
282CWF2	T-8571
DT8M2H2	T-9236
6J25WF2	T-8501

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<b>Serial Number [1]</b>	<b>Asset Tag</b>
5bt5wf2	
FYVW2H2	T-9135
HTT7WF2	T-8593
FMYKLH2	
65KY2H2	T-9258
1JG03H2	T-9389
D4WW2H2	
GBXV2H2	T-9390
CGV53H2	T-9381
JB1W2H2	T-9395
3L5W2H2	T-9493
6YQ74M2	
2RJDWF2	T-8521
37X6WF2	T-8615
D7CL2H2	T-9402
B6P7LH2	
DTRQ2H2	T-9233
HVNB3H2	T-9240
9HY53H2	T-9211
G2TK2H2	T-9083
85XT2H2	T-9234
1X8H9H2	
J0Z9WF2	T-8442
GMXL2H2	T-9262
FWC8WF2	T-8605
35LKLH2	
2STGGH2	
H0BW2H2	T-9140
CS8Z2H2	T-9054
DSY13H2	T-9075
DS643H2	T-9356
77B23H2	T-9208
CH003H2	T-9098
J0X6WF2	T-8507
2FYW2H2	T-9282
36VM2H2	
7KC03H2	T-9222
BLGW2H2	T-9419
26903H2	T-9039

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Serial Number [1]	Asset Tag
HKNW2H2	T-9124
GPM7WF2	T-8583
60M53H2	T-9456
GY9W2H2	T-9323
2YQGWF2	T-8485
2FFCWF2	T-8536
BQR44M2	
71NGGH2	
CMN47H2	
5DW23H2	T-9137
1F184M2	
4X684M2	
D1HF4M2	
5B3M2H2	T-9433
8GYW2H2	T-9048
F9NZ2H2	T-9105
6LPV2H2	T-9467
74SGWF2	T-8474
1MGM2H2	T-9421
C4663H2	T-9050
FGY53H2	T-9269
33N63H2	T-9164
7JCB3H2	T-9153
243M2H2	T-9199
3SL53H2	T-9475
60BW2H2	T-9464
4QL09H2	
1TH53H2	T-9320
HH7R8H2	
CQRC4M2	P10223
<b>5DWW2H2</b>	T-9155
17VM2H2	T-9370
FYTZ2H2	T-9125
BK003H2	T-9171
F4NZ2H2	T-9119
FPWW2H2	T-9127
74H63H2	T-9342
FRV7LH2	
GJ6N2H2	T-9407

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<b>Serial Number [1]</b>	<b>Asset Tag</b>
J1S13H2	T-9499
4Z603H2	T-9035
HHRN2H2	T-9460
G6903H2	T-9268
BQSV2H2	T-9309
2T003H2	T-9106
9F79WF2	T-8518
BWL53H2	T-9122
HSX94M2	
43BW2H2	T-9294
6C3B4M2	
J4QDWF2	T-8573
7QKN2H2	T-9355
8HXY2H2	T-9229
6CC6WF2	T-8545
6GHB3H2	
FBDF4M2	
7MF53H2	T-9484
FDNZ2H2	T-9100
CBXV2H2	T-9253
9QN03H2	T-9397
51CDWF2	T-8568
6FKY2H2	T-9172
7RSV2H2	T-9239
C5XV2H2	T-9156
HD7S2H2	T-9468
G7KL2H2	T-9454
G6N7WF2	T-8547
3XZK2H2	
683M2H2	T-9437
CM443H2	T-9223
7H3B4M2	
57XY2H2	T-9089
CPLFWF2	T-8575
8S684M2	
F3D8WF2	T-8610
1CF9WF2	T-8607
75NZ2H2	T-9091
67903H2	T-9399

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Serial Number [1]	Asset Tag
1HB63H2	T-9314
C9QX6H2	
2BDF4M2	
FKN84M2	
20C43H2	T-9300
4RBBWF2	T-8476
GWQGWF2	T-8574
5CXL2H2	T-9496
B3703H2	T-9450
D5703H2	T-9112
4NV74M2	
5X7CWF2	T-8585
D0W8WF2	T-8528
4KPK2H2	T-9455
GB8CWF2	T-8412
J3B23H2	T-9316
62903H2	T-9396
<b>1FMCWF2</b>	T-8567
5VLFWF2	T-8589
BY9W2H2	T-9360
C3K6WF2	T-8600
7RXW2H2	T-9341
1VD9WF2	T-8462
1Y843H2	T-9216
F9C43H2	T-9500
GK443H2	T-9181
CTQX6H2	
57C6WF2	
7KL9WF2	T-8560
FH5W2H2	T-9412
CVM63H2	T-9061
GL85WF2	T-8454
22CDWF2	T-8458
J4BHWF2	T-8468
82703H2	T-9201
7X8Z2H2	
BTWW2H2	T-9237
BK073H2	T-9165
HZRB3H2	T-9064

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<b>Serial Number [1]</b>	<b>Asset Tag</b>
9Z3P2H2	
D0LN2H2	T-9204
G8263H2	T-9364
D7073H2	T-9151
HJWW2H2	T-9429
CVDFWF2	T-8455
6LHFWF2	T-8515
BL003H2	T-9088
5JP39H2	
DZKC4M2	
7YTZ2H2	T-9231
2V443H2	T-9190
9GPV2H2	T-9092
78NZ2H2	T-9086
<b>J237WF2</b>	T-8498
82RGWF2	T-8530
1J5T2H2	T-9057
53SP8H2	
7N443H2	T-9139
6P5L2H2	T-9218
27HF4M2	
DV684M2	
6B5W2H2	T-9458
F2184M2	
4YTM2H2	T-9353
73XW2H2	T-9040
DK08WF2	T-8523
3S8M2H2	T-9179
F2P7LH2	
FRZCWF2	T-8424
8WN03H2	T-9077
C3943H2	T-9188
H0WW2H2	T-9270
481W2H2	T-9063
1TN03H2	T-9296
91903H2	T-9501
1NGM2H2	T-9422
6CXY2H2	T-9379
HXG63H2	T-9081

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<b>Serial Number [1]</b>	<b>Asset Tag</b>
5CW23H2	T-9028
900L2H2	T-9432
5TLFWF2	T-8563
3DXL2H2	T-9207
45RGWF2	T-8561
FN5W2H2	T-9272
D4MCWF2	T-8597
FLBFWF2	T-8459
G4G5WF2	T-8489
4PM5WF2	T-8599
B7XV2H2	T-9491
411W2H2	T-9303
9HJDWF2	T-8463
8447LH2	
DRMCWF2	T-8559
9DXV2H2	T-9357
3ZWW2H2	T-9345
3KK6WF2	T-8587
9XTZ2H2	T-9163
5PHFWF2	T-8466
HK9Z8H2	P10230
2YC8WF2	T-8514
CY9W2H2	T-9404
6M5DWF2	T-8616
4ZVW2H2	T-9186
J437WF2	T-8618
1J6N2H2	T-9275
G3V84M2	
4HRN2H2	T-9333
HN19WF2	T-8432
917F4M2	
7SNB3H2	T-9056
J3903H2	T-9492
D6QGWF2	T-8620
7RQL2H2	T-9398
BFQFWF2	T-8472
2LRN2H2	T-9385
70C43H2	T-9198
B2903H2	T-9036

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<b>Serial Number [1]</b>	<b>Asset Tag</b>
923Z2H2	T-9023
CDB63H2	T-9349
HTQ6WF2	T-8570
CCNZ2H2	T-9026
GMRGWF2	T-8488
FG5W2H2	T-9176
GZ9W2H2	T-9085
9H5W2H2	T-9273
77KY2H2	T-9087
8HBFWF2	T-8513
7T003H2	T-9376
3468WF2	T-8526
9VTZ2H2	T-9024
B9KY2H2	T-9374
CZKN2H2	T-9375
8TSCWF2	T-8612
77703H2	T-9485
B9903H2	T-9080
BQ643H2	T-9154
893M2H2	T-9121
HDYN2H2	T-9103
37703H2	T-9060
8SBBWF2	T-8481
J9B19H2	
BD68WF2	T-8619
B41W2H2	T-9093
73BW2H2	T-9446
4RCT2H2	T-9079
69184M2	
CNSV2H2	T-9203
H8W23H2	T-9104
CJW4WF2	T-8562
G1XW2H2	T-9215
BNRN2H2	T-9283
GNPV2H2	T-9150
75KL2H2	T-9254
85KY2H2	T-9046
3MSV2H2	T-9330
FC423H2	T-9022

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<b>Serial Number [1]</b>	<b>Asset Tag</b>
G09M2H2	T-9280
71KL2H2	T-9278
9CW23H2	T-9220
6SLFWF2	T-8603
6CGZ2H2	T-9133
GSWW2H2	T-9226
46NGGH2	
D9Y6LH2	
9QB4WF2	T-8457
F0943H2	T-9167
9TQGWF2	T-8490
2HVP2H2	T-9311
D2SB3H2	T-9478
85LFWF2	T-8437
BZ9W2H2	T-9136
9WSCWF2	T-8508
49184M2	T-9608
4Y8M2H2	T-9344
7KXL2H2	T-9132
47RP2H2	T-9453
BY8Z2H2	T-9029
FC5DWF2	T-8557
92BW2H2	T-9031
3SKN2H2	T-9489
FL5L2H2	T-9324
G4903H2	T-9307
10KDWF2	T-8447
6G9F4M2	
8V7CWF2	T-8471
<b>3JHFWF2</b>	T-8434
21BW2H2	T-9465
40KDWF2	T-8546
6WT7WF2	T-8497
6RGM2H2	T-9196
85903H2	
FGSG3M2	
7CXV2H2	T-9290
HBV84M2	
JCXL2H2	T-9358

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Serial Number [1]	Asset Tag
9RN03H2	T-9406
GYQL2H2	T-9400
73W23H2	T-9042
4Q443H2	T-9214
96703H2	T-9261
BPY13H2	T-9319
4208WF2	T-8441
GS443H2	T-9347
3X6F4M2	
4GZK2H2	T-9292
6979WF2	T-8617
55QBWF2	T-8453
CS4W2H2	T-9274
1YQ37H2	
2Y603H2	T-9183
43CDWF2	T-8430
FB184M2	
1LFCWF2	T-8494
2H2J3M2	
3GFCWF2	T-8495
4HMS2H2	T-9185
2TQL2H2	T-9346
JVKN2H2	T-9297
2LB19H2	
5VWW2H2	T-9291
6SXW2H2	T-9427
GR613H2	T-9430
8ZSS2H2	T-9306
J6XV2H2	T-9175
D5H63H2	T-9189
98C43H2	T-9182
9J5W2H2	T-9252
9YJDWF2	T-8566
HH5L2H2	T-9328
J5173H2	T-9288
9QLV2H2	T-9160
90263H2	T-9094
3P3P2H2	T-9312
G2DN2H2	T-9276

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Serial Number [1]	Asset Tag
67DN2H2	T-9264
HG5T2H2	T-9169
J6H7LH2	
19423H2	T-9241
85VP2H2	T-9410
HHXL2H2	T-9074
HF5T2H2	T-9230
B81W2H2	T-9069
1B79WF2	T-8473
723M2H2	
3KB63H2	T-9065
C2DN2H2	T-9483
8KQY2H2	T-9038
9NGZ2H2	
BQ79WF2	T-8577
JBNZ2H2	
D8P8WF2	T-8537
9YRB3H2	T-9232
29XY2H2	T-9365
7PLFWF2	T-8611
733M2H2	T-9271
83WW2H2	T-9131
H3D8WF2	T-8511
40K53H2	T-9487
2CXL2H2	T-9403
BDQGWF2	T-8558
4RNB3H2	T-9166
CKNW2H2	T-9041
8RY47H2	
DZTM2H2	T-9428
8RFCWF2	T-8496
H3VFWF2	T-8427
6G073H2	T-9383
HFXL2H2	T-9246
71VM2H2	T-9302
6CZCWF2	T-8569
HHH7LH2	
139M2H2	T-9285
F8YW2H2	T-9401

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Serial Number [1]	Asset Tag
3HN47H2	
HY3P2H2	T-9351
GN53WF2	T-8456
6HNM2H2	T-9348
1C6N2H2	T-9059
9L3B4M2	
20WW2H2	T-9377
53VM2H2	T-9315
GLG53H2	
6TRGWF2	T-8519
B51W2H2	T-9128
J3F9WF2	T-8534
5FH7LH2	
C8WW2H2	T-9170
4QJT2H2	T-9206
1PQGWF2	
JR27WF2	T-8504
BM109H2	
473M2H2	T-9444
<b>54N63H2</b>	T-9277
G1273H2	T-9293
GCQGWF2	T-8480
32703H2	T-9249
1RVW2H2	T-9027
H0SGWF2	T-8435
F5DN2H2	T-9030
3ZTZ2H2	T-9318
31DF4M2	
6QLP8H2	
3C3B4M2	
6BS09H2	
57D57H2	
4HBBWF2	T-8484
21DN2H2	T-9235
H89F4M2	
2F68WF2	T-8533
8B9F4M2	
7NN7WF2	T-8549
HHQGWF2	T-8542

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Serial Number [1]	Asset Tag
4VV7LH2	
3L18LH2	
9R6F4M2	
42V84M2	
G3KH7H2	
BD3B4M2	
GG3B4M2	
D39B4M2	
CNG84M2	
39V03H2	T-9147
1DF28H2	
BJ384M2	
96HF4M2	
GCB63H2	T-9142
5CN47H2	
F247LH2	
37LQ2H2	T-9301
J69F4M2	
FTSV2H2	T-9289
25C43H2	
56PZ8H2	
5209LH2	
8PXW2H2	T-9158
1H3B4M2	
D4709H2	
4MN84M2	
HLN47H2	
26K79H2	
J9HB3H2	T-9384
JXWDWF2	T-8614
929M2H2	T-9058
4D5W2H2	T-9090
BC1W2H2	T-9435
D7C43H2	T-9212
H7HZ8H2	
DNNP2H2	T-9418
6CZ3WF2	T-8448
BH3B4M2	
4F44WF2	T-8541



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: OCTOBER 13, 2022**

**SUBJECT: B.2.b. APPROVE ADOPTION OF CURRICULUM FOR ENGLISH LANGUAGE ARTS IN GRADES K-5 FOR OAK PARK INDEPENDENT SCHOOL**

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ACTION

**ISSUE:** Shall the Board approve the adoption of curriculum for English Language Arts (ELA) in grades k-5 for Oak Park Independent School (OPIS)?

**BACKGROUND:** Oak Park Independent School began its pilot and adoption process for new K-5 ELA curriculum in the 2021-22 school year. Three OPIS teachers reviewed materials from five different publishers. Using teacher generated priorities, the five publishers were rated and Savvas MyView was selected. The teachers stated that the curriculum is easily accessible online and has textbooks that are easy to navigate independently or with parent instruction. Each week there is a reading workshop, reading-writing bridge and writing workshop that builds upon the previous week. OPIS and District staff are recommending a four-year adoption of MyView. This adoption is recommended by the OPUSD Curriculum Council, which voted unanimously in favor at their September 6, 2022, meeting.

**FISCAL IMPACT:** The cost of a four-year adoption is \$41,194.24 and the funding source is Lottery Funds.

**ALTERNATIVES:** 1. Approve the adoption of curriculum for ELA in grades K-5 for OPIS.  
2. Do not approve the adoption.

**RECOMMENDATION:** Alternative #1

**BOARD POLICY:** Pursuant to Board Policy BP6161.1- The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law.

**GOAL:** In support of OPUSD Goal 1 Increase academic achievement for all students.

Prepared by: Tammy Herzog, Assistant Superintendent Educational 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.	_____	_____	_____	_____

## OAK PARK INDEPENDENT SCHOOL ENGLISH LANGUAGE ARTS ADOPTION RATIONALE

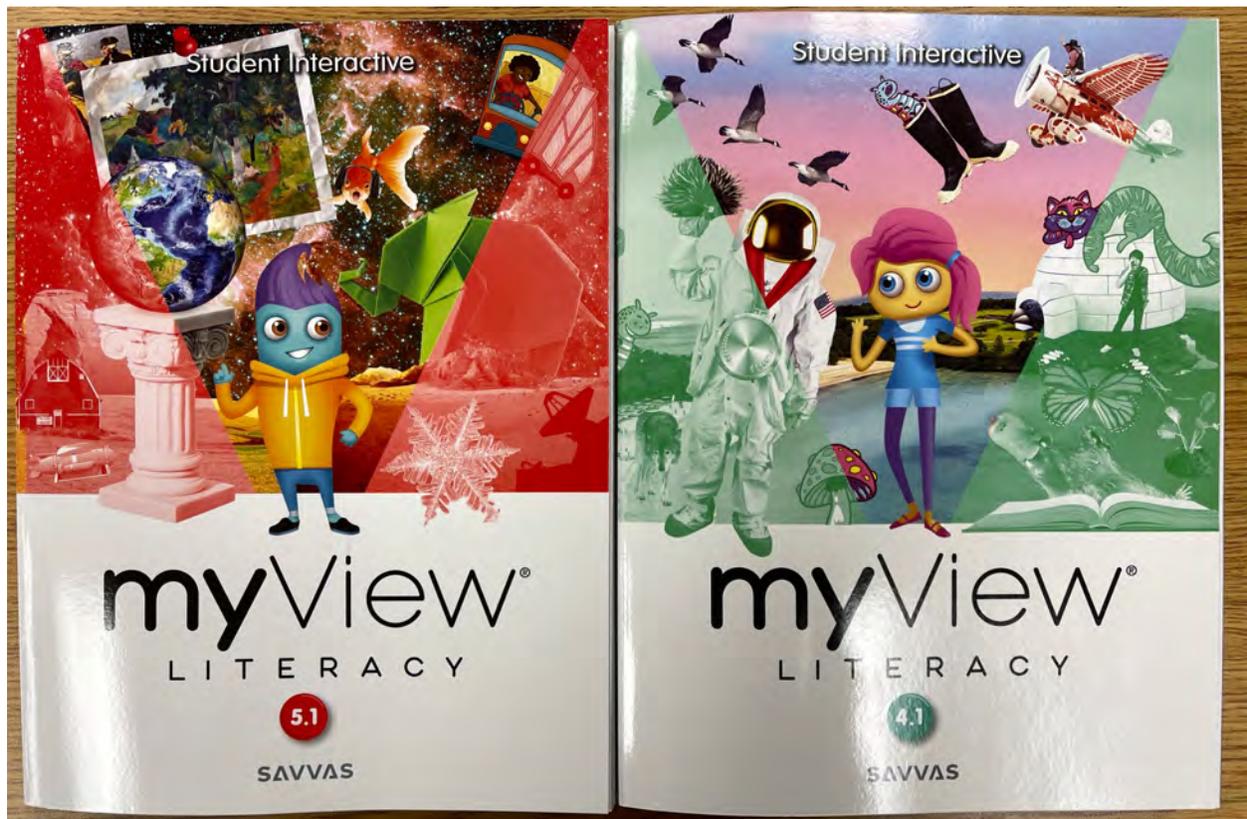
The Oak Park Independent School (OPIS) elementary teachers coordinated and reviewed curriculum from various publishers such as, Houghton Mifflin, Heinemann, McGraw Hill, Zaner-Blosser and Savvas. All the curriculums aligned with the California state standards.

After doing extensive research, the OPIS teachers felt they needed to choose a curriculum that is easily accessible online as well as textbooks that are easy to navigate through independently or with parent instruction.

The Savvas digital platform is user friendly and allows the teachers and students access to everything online to use at home.

The format of the textbook is also written in a manner that is easy to follow for the students and parents while hitting all of the standards the teachers need to teach in a given school year. In each week there is a reading workshop, reading-writing bridge and writing workshop. Each week the curriculum builds upon the previous week. At the end of each unit there is an inquiry based project that culminates everything the student has been learning throughout the unit.

OPIS was supplementing so much with the old curriculum and the teachers are pleasantly surprised by how much this program encompasses. The books are titled "My View", published in 2020. Here is a picture of the cover for 5th and 4th grade.





Melissa Curtis  
 Department Secretary Curriculum and Instruction  
 Oak Park Unified School Dist  
 5801 Conifer St  
 Oak Park, CA 91377-1000  
 United States

**Quote Number:** 209423-3  
**Quote Creation Date:** 09-30-2022  
**Quote Expiration Date:** 09-30-2022  
**Quote Release:** 3

myView  
 Price Quote Summary

Solution	Base Amount	Total
myView Literacy	\$ 37,706.46	\$ 37,706.46
<b>Solution Subtotal</b>	<b>\$ 37,706.46</b>	<b>\$ 37,706.46</b>
	<b>Shipping &amp; Handling</b>	<b>\$ 3,487.78</b>
		<b>Total \$ 41,194.24</b>

Price Quote Detail

ISBN	Description	Price	Charged Qty	Total Charged
<b>myView Literacy</b>				
<b>Additional Bundles - Grade 1</b>				
9781428468894	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE 4-YEAR STUDENT PACKAGE WITH DIGITAL COURSEWARE 4-YEAR LICENSE GRADE 1	157.00	10	\$1,570.00
<b>Additional Bundles - Grade 1 Subtotal</b>				<b>\$ 1,570.00</b>
<b>Additional Bundles - Grade 2</b>				
9781428468900	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE 4-YEAR STUDENT PACKAGE WITH DIGITAL COURSEWARE 4-YEAR LICENSE GRADE 2	157.00	10	\$1,570.00
<b>Additional Bundles - Grade 2 Subtotal</b>				<b>\$ 1,570.00</b>
<b>Additional Bundles - Grade 3</b>				
9781428468917	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE 4-YEAR STUDENT PACKAGE WITH DIGITAL COURSEWARE 4-YEAR LICENSE GRADE 3	157.00	10	\$1,570.00

Oak Park Unified School Dist

ISBN	Description	Price	Charged Qty	Total Charged
<b>Additional Bundles - Grade 3 Subtotal</b>				<b>\$ 1,570.00</b>
<b>Additional Bundles - Grade 4</b>				
9781428468924	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE 4-YEAR STUDENT PACKAGE WITH DIGITAL COURSEWARE 4-YEAR LICENSE GRADE 4	157.00	10	\$1,570.00
<b>Additional Bundles - Grade 4 Subtotal</b>				<b>\$ 1,570.00</b>
<b>Additional Bundles - Grade 5</b>				
9781428468931	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE 4-YEAR STUDENT PACKAGE WITH DIGITAL COURSEWARE 4-YEAR LICENCE GRADE 5	157.00	10	\$1,570.00
<b>Additional Bundles - Grade 5 Subtotal</b>				<b>\$ 1,570.00</b>
<b>Additional Bundles - Grade K</b>				
9781428468887	MYVIEW LITERACY 2020 ENHANCED CONSUMABLE 4-YEAR STUDENT PACKAGE WITH DIGITAL COURSEWARE 40YEAR LICENSE GRADE K	157.00	10	\$1,570.00
<b>Additional Bundles - Grade K Subtotal</b>				<b>\$ 1,570.00</b>
<b>myView Literacy Common Core Edition - Grade 1</b>				
9781323219362	MYVIEW LITERACY 2020 COMMON CORE TEACHER EDITION PACKAGE GRADE 1	1571.47	3	\$4,714.41
<b>myView Literacy Common Core Edition - Grade 1 Subtotal</b>				<b>\$ 4,714.41</b>
<b>myView Literacy Common Core Edition - Grade 2</b>				
9781323219430	MYVIEW LITERACY 2020 COMMON CORE TEACHER EDITION PACKAGE GRADE 2	1571.47	3	\$4,714.41
<b>myView Literacy Common Core Edition - Grade 2 Subtotal</b>				<b>\$ 4,714.41</b>
<b>myView Literacy Common Core Edition - Grade 3</b>				

Oak Park Unified School Dist

ISBN	Description	Price	Charged Qty	Total Charged
9781323219508	MYVIEW LITERACY 2020 COMMON CORE TEACHER EDITION PACKAGE GRADE 3	1571.47	3	\$4,714.41
<b>myView Literacy Common Core Edition - Grade 3 Subtotal</b>				<b>\$ 4,714.41</b>
<b>myView Literacy Common Core Edition - Grade 4</b>				
9781323219577	MYVIEW LITERACY 2020 COMMON CORE TEACHER EDITION PACKAGE GRADE 4	1571.47	3	\$4,714.41
<b>myView Literacy Common Core Edition - Grade 4 Subtotal</b>				<b>\$ 4,714.41</b>
<b>myView Literacy Common Core Edition - Grade 5</b>				
9781323219645	MYVIEW LITERACY 2020 COMMON CORE TEACHER EDITION PACKAGE GRADE 5	1571.47	3	\$4,714.41
<b>myView Literacy Common Core Edition - Grade 5 Subtotal</b>				<b>\$ 4,714.41</b>
<b>myView Literacy Common Core Edition - Grade K</b>				
9781323219294	MYVIEW LITERACY 2020 COMMON CORE TEACHER EDITION PACKAGE GRADE K	1571.47	3	\$4,714.41
<b>myView Literacy Common Core Edition - Grade K Subtotal</b>				<b>\$ 4,714.41</b>
<b>myView Literacy Subtotal</b>				<b>\$ 37,706.46</b>
<b>Solution Subtotal</b>				<b>\$ 37,706.46</b>
<b>Shipping and Handling</b>				<b>\$ 3,487.78</b>
<b>Total</b>				<b>\$ 41,194.24</b>

## Savvas Learning Company LLC Terms and Conditions

**To place your order** please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <http://support.savvas.com/support/s/contactsupport>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

**Return Policy:** If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

**Annual subscriptions for iLit and Successmaker:** Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

**Technical support services** are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

**Professional Services:** All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.2.c. REVIEW STUDENT CAASPP RESULTS FROM 2021-2022**  
INFORMATION/DISCUSSION

---

**ISSUE:** Shall the Board of Education receive an update on the CAASPP from the 2022 school year?

**BACKGROUND:** Students in grades 3-8 and 11 participated in the 2022 California Assessment of Student Performance and Progress (CAASPP). These assessments measured progress toward the CA Standards in Literacy, Mathematics, and Science. The Board will be presented with a comprehensive report on student performance District-wide and by school and grade level. This data will also include performance reports for certain student groups, including Students With Disabilities, Multilingual learners, and low socio-economic status. The CAASPP Data Presentation is available at this link: <https://bit.ly/3flj9XX>

**BOARD POLICY:** Pursuant to Board Policy BP 6162.51 - The Governing Board recognizes that state achievement test results provide an indication of student progress in achieving state academic standards and may be used to promote high-quality teaching and learning. The Board shall annually examine state assessment results by school, grade level, and student groups as one measure of the district's progress in attaining its student achievement goals and shall revise the local control and accountability plan and other district or school plans as necessary to improve student achievement for underperforming student groups.

**GOAL:** In Support of OPUSD Goal 1.A. Focus on high-quality standards-based instruction and addressing learning gaps across all grades:

Prepared by: Tammy Herzog, Assistant Superintendent Educational Services

Respectfully submitted,

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Jeff Davis Ed.D.,  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2021**  
**SUBJECT: B.3.a. APPROVE DISTRICT OF CHOICE REPORTING REQUIREMENTS**

ACTION

---

**ISSUE:** The board will receive a report from staff related to the mandated reporting requirements set forth in Education Code 48313 for all District of Choice districts.

**BACKGROUND:** Education Code 48313 establishes specific reporting requirements for all districts accepting students through the District of Choice program. This annual report summarizes the students enrolled into Oak Park for the current school year of 2022-23. This report is due to adjoining districts and other agencies prior to October 15 of each school year. Following the board's review and approval this information will be disseminated to local adjoining districts, the County Office of Education, the State Superintendent of Instruction and the Department of Finance prior to October 15, 2022. The Education Code requires that the report show the number of requests into the district, the number granted, denied or withdrawn (and the reasons for denials), the number of pupils transferred into and out of the district under the DOC program, the race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals and the school district of residence of the transfers. The report shall also reflect the number of pupils who are classified as English learners or identified as individuals with exceptional needs. In addition to the data included in this report, the district is required to submit to adjoining districts information regarding the district's status as a school district of choice for the 2022-2023 school year. This information will be included in the cover letter that accompanies the annual report to all districts. The report for 2022-23 is included for the Board's review.

**FISCAL IMPACT:** The annual reporting requirement has no direct fiscal impact on the district's annual budget. However, if a District of Choice fails to report the required data, the State Superintendent shall withhold from the district's apportionment an amount attributable to the average daily attendance of all pupils enrolled through the school district of choice in the previous year. These funds are withheld until the school district reports the data.

**BOARD POLICY:** Pursuant to Board Policy 5117 Interdistrict Attendance - The Superintendent or designee shall keep an accounting of all requests for admittance and a record of their disposition and report to the Board, at a regularly scheduled meeting.

**GOAL:** In support of OPUSD Goal #4A - Increase enrollment and retain community-based families.

**BOARD MEETING, OCTOBER 13, 2022**

Approve District of Choice Reporting Requirements

Page 2

- ALTERNATIVES:**
1. Approve the District of Choice Summary Report to adjoining districts
  2. Do not approve the District of Choice Summary Report to adjoining districts.

**RECOMMENDATION:** Alternative #1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources  
Brad Benioff, Director of Student Support and School Safety

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**2022-23 District of Choice Report to Adjoining Districts**

District	DOC	DOC	DOC Denied		**DOC	***DOC	DOC	EC46600	EC46600	EC46600	EC46600	#Total transfers into OPUSD	Female	Male	EL	SP Needs	Free/Reduced	Amer Ind	Asian~	Asian other	Filipino	Hispanic	Afric Amer	White	New Inters out of OPUSD^
	Applied	Accepted	1*	2*	Withdrawn	No Show	Attending	Applied	Accepted	Denied	Attending														
CVUSD	136	136	0	0	44	27	65	40	40	0	40	105	54	51	4	1	6	2	21	3	1	17	8	53	16
LVUSD	134	134	0	0	45	35	54	13	13	0	13	67	30	37	2	5	2	0	20	1	0	8	4	34	40
LAUSD	346	346	0	0	117	81	148	9	9	0	9	157	87	70	0	16	17	2	10	5	13	18	12	97	0
MUSD	21	21	0	0	4	6	11	4	4	0	4	15	9	6	0	1	1	0	8	1	0	1	0	5	1
SVUSD	38	38	0	0	5	10	23	7	7	0	7	30	17	13	2	1	0	0	16	1	1	1	3	8	1
Other	26	26	0	0	15	7	4	11	11	0	11	15	8	7	1	1	0	0	1	2	1	0	0	11	0
	<b>701</b>	<b>701</b>	<b>0</b>	<b>0</b>	<b>230</b>	<b>166</b>	<b>305</b>	<b>84</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>389</b>	205	184	9	25	26	4	76	13	16	45	27	208	59

\*Reasons:  
 1 - No space due to established enrollment cap  
 2 - Denial for Other Reasons  
 3 - Not eligible due to 3% or 10% cap restriction from district of residence - No School District Applicable

\*\* Withdrawn prior to May 1, 2022  
 \*\*\* No Show or withdrawn after May 1, 2022

(305 new students attending thru DOC and 84 attending thru 46600 for 2022-23)  
 ~Asian Indian, Asian Chinese, Asian Japanese, Asian Korean, Asian Vietnamese  
 (18 Moved into OP)

# Total transfers into OPUSD - This number reflects all new District of Choice transfers, employment related transfers and EC 46600 transfers enrolled into Oak Park for school year 2022-23

^ Out of OPUSD - Number reflects the students in 21/22 school year who have transferred out of OPUSD under all types of transfers and includes students who moved to OP, but chose to stay at their previous schools.  
 There are no students from Oak Park transferring out to other districts under the District of Choice option.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.3.b. AUTHORIZE MEASURE S PROJECT 22-14S DOORS AND HARDWARE UPGRADES DISTRICTWIDE AND ESTABLISH BUDGET**

ACTION

---

**ISSUE:** Shall the Board authorize Measure S Project 22-14S Doors and Hardware Districtwide and establish the budget?

**BACKGROUND:** Many of the doors and door hardware across the District are original to the construction of the campuses, which are several decades old. As a result, there are a number of doors and hardware that require replacement. This project allows District Staff to complete these capital improve projects over time, using both staff and vendors, depending on the scope of project. In the event the district solicits a vendor to complete a project, District Staff will follow public works guidelines, utilizing the California Uniform Public Construction Cost Accounting Commission (CUPCCAA) thresholds to determine appropriate procurement process.

This project is identified in the Measure S framework and has been reviewed by the Measure S Planning Committee.

**FISCAL IMPACT:** District Staff is requesting a not-to-exceed budget of \$100,000 to be funded from Measure S Bond Fund.

**BOARD POLICY:** Pursuant to Board Policy 3470 - The CBO and the facilities staff have responsibility for the planning and management of the District’s capital improvement program subject to review and approval by the Board of Education. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

**GOAL:** In Support of OPUSD Goal 2 – Invest in student and staff safety and well-being.

**ALTERNATIVES:**

1. Authorize Measure S Project 22-14S and establish budget.
2. Do not authorize and establish 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 OF MEETING, OCTOBER 13, 2022**

Authorize Measure S Project 22-14S Doors and Hardware Districtwide and establish the budget

Page 2

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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: OCTOBER 13, 2022**  
**SUBJECT: B.3.c. AUTHORIZE MEASURE S PROJECT 22-15S FLOORING UPGRADES DISTRICTWIDE AND ESTABLISH BUDGET**

ACTION

---

**ISSUE:** Shall the Board authorize Measure S Project 22-15S Flooring Upgrades Districtwide and establish the budget?

**BACKGROUND:** Many of the floor surfaces across the District are old and are in need of being replaced. This project allows District Staff to complete these capital improve projects over time, using both district staff and vendors, depending on the scope of project. In the event the district solicits a vendor to complete a project, District Staff will follow public works guidelines, utilizing the California Uniform Public Construction Cost Accounting Commission (CUPCCAA) thresholds to determine appropriate procurement process.

This project is identified in the Measure S framework and has been reviewed by the Measure S Planning Committee.

**FISCAL IMPACT:** District Staff is requesting a not-to-exceed budget of \$100,000 to be funded from Measure S Bond Fund.

**BOARD POLICY:** Pursuant to Board Policy 3470 - The CBO and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Education. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

**GOAL:** In Support of OPUSD Goal 2 – Invest in student and staff safety and well-being.

**ALTERNATIVES:**

1. Authorize Measure S Project 22-15S and establish budget.
2. Do not authorize and establish budget

Respectfully submitted:

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Jeff Davis, Ed.D.  
Superintendent

**BOARD OF MEETING, OCTOBER 13, 2022**  
Authorize Measure S Project 22-15S Flooring Upgrades  
Districtwide and establish the budget  
Page 2

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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: OCTOBER 13, 2022**  
**SUBJECT: B.3.d. AUTHORIZE MEASURE S PROJECT 22-16S ADMINISTRATION LOBBY RECONFIGURATION AT OAK PARK HIGH SCHOOL AND ESTABLISH BUDGET**

ACTION

---

**ISSUE:** Shall the Board authorize Measure S Project 22-16S Administration Lobby Reconfiguration at Oak Park High School and establish the budget?

**BACKGROUND:** School Administration has provided feedback to District Staff that the layout of the lobby in the administration office needs to be reconfigured to better suit the needs of students. As currently configured, students who are seeking immediate attention, whether they have a personal injury, emergency, or are in crisis, wait in the same lobby area where parents and students with non-urgent matters check in. This can create an uncomfortable and uninviting environment for students in need.

In the event the district solicits a vendor to complete this project, District Staff will follow public works guidelines, utilizing the California Uniform Public Construction Cost Accounting Commission (CUPCCAA) thresholds to determine appropriate procurement process.

This project is identified in the Measure S framework and has been reviewed by the Measure S Planning Committee.

**FISCAL IMPACT:** District Staff is requesting a not-to-exceed budget of \$100,000 to be funded from Measure S Bond Fund.

**BOARD POLICY:** Pursuant to Board Policy 3470 - The CBO and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Education. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

**GOAL:** In Support of OPUSD Goal 2 – Invest in student and staff safety and well-being.

**ALTERNATIVES:**

1. Authorize Measure S Project 22-16S and establish budget.
2. Do not authorize and establish budget

Prepared by: Brendan Callahan, Director, Bond Programs, Sustainability, Maintenance, and Operations  
Adam Rauch, Assistant Superintendent, Business and Administrative Services

**BOARD OF MEETING, OCTOBER 13, 2022**  
Authorize Measure S Project 22-16S Administration Lobby  
Reconfiguration at OPHS and establish the budget  
Page 2

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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: BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.4.a. REVIEW AND ADOPT DISTRICT'S VISION STATEMENT**

ACTION

**ISSUE:** Shall the Board of Education review and adopt the District's Vision Statement?

**BACKGROUND:** The board and superintendent working together as a governance team, serve to lead the district to achieve the desired goals. On July 20, 2022 the Board held a governance workshop/retreat where along with the Superintendent they identified strategic priorities for the District. The Superintendent met with the Leadership team to gather input on the strategic priorities and areas of focus for the 2022-2023 school year. During September the Superintendent along with his Executive Cabinet drafted District goals based on these identified strategic priorities and areas of focus.

On October 6, 2022 at a special meeting the Board of Education along with members of the Superintendent's Executive Cabinet crafted the following vision statement for the District.

*"Oak Park Unified School District will be a leader in public education, inspiring an inclusive learning community to provide innovation and excellence in academics, the arts, athletics, and activities, with a focus on the whole child."*

**FISCAL IMPACT:** None

**BOARD POLICY:** Pursuant to Board Policy 0000 Vision - The Board shall adopt a long-range vision for district programs and activities that focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students.

**ALTERNATIVES:**

1. Approve the District's Vision Statement.
2. Do not approve the District's Vision Statement.

**RECOMMENDATION:** At Board's discretion.

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

**BOARD OF MEETING, OCTOBER 13, 2022**

Approve the District's Vision Statement

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.4.b. REVIEW, REVISE, AND ADOPT 2022-2023 DISTRICT GOALS AND STRATEGIC PRIORITIES**

ACTION

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**ISSUE:** Shall the Board of Education review and adopt the 2022-2023 District Goals and Strategic Priorities?

**BACKGROUND:** The board and superintendent working together as a governance team, serve to lead the district to achieve the desired goals. On July 20, 2022 the Board held a governance workshop/retreat where along with the Superintendent they identified strategic priorities for the District. The Superintendent met with the Leadership team to gather input on the strategic priorities and areas of focus for the 2022-2023 school year. During September the Superintendent along with his Executive Cabinet drafted District goals based on these identified strategic priorities and areas of focus.

On October 6, 2022 at a special meeting the Board of Education along with members of the Superintendent's Executive Cabinet reviewed and amended the 2022-2023 District Goals and Strategic Priorities. Once the Board approves the goals the Leadership team will review and create measurable outcomes for these goals and incorporate the District goals while developing the school plan for student achievement. The 2022-2023 OPUSD Goals and Strategic Priorities are included for the Board's review.

**FISCAL IMPACT:** None

**BOARD POLICY:** Pursuant to Board Policy 0200 Goals of the District - As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement and needs of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, priorities, and moral imperatives.

**ALTERNATIVES:**

1. Approve the 2022-2023 District Goals and Strategic Priorities.
2. Amend and approve a revised version of the 2022-2023 District Goals and Strategic Priorities.
3. Do not approve the 2022-2023 District Goals and Strategic Priorities.

**RECOMMENDATION:** At Board's discretion.

Respectfully submitted,

---

Jeff Davis, Ed.D.  
Superintendent

**BOARD OF MEETING, OCTOBER 13, 2022**

Approve the 2022-2023 District Goals and Strategic Priorities

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	_____	_____	_____	_____

# OPUSD GOALS AND STRATEGIC PRIORITIES - 2022-2023

## Our Promise/Motto

*Educating compassionate and creative global citizens.*

## Our Mission - BP E0000

To provide students with a strong foundation for learning which meets the challenge of the present and of the future through a balanced education which includes academic achievement, personal growth, and social responsibility.

## Our Vision

Oak Park Unified School District will be a leader in public education, inspiring an inclusive learning community to provide innovation and excellence in academics, the arts, athletics, and activities, with a focus on the whole child.

## Core Values:

We are committed to

- Delivering excellence in academics and extracurricular programming for all students.
- Creating safe and welcoming learning environments for staff and students.
- Celebrating diversity and working to ensure the inclusivity of all staff, students, and families.
- Fostering character development and modeling ethical and compassionate behavior, civility, and service.
- Encouraging civic, social, and environmental responsibility and global stewardship.
- Supporting and encouraging all students to pursue their academic potential with confidence.
- Investing in creativity and problem-solving skills, helping each student build resilience and perseverance.
- Nurturing curiosity, critical thinking, and a love of learning in all students.
- Promoting a supportive work environment that includes high expectations, active participation, opportunities for professional and personal development, open communication, and trust.
- Empowering teachers to be leaders and supporting their innovation.
- Recruiting, retaining, and rewarding professional, talented, and collaborative staff.
- Being fiscally responsible, allocating our limited resources strategically in keeping with our goals and priorities.

## OPUSD Strategic Priorities

- Our Students – Student Achievement and Well-being.
- Our Organization – A Culture and Climate of Care.
- Our Resources – Time, Talent, Infrastructure, and Finances

## OPUSD LCAP Goals 2022-2023

- 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.
- Goal 2: Engage all stakeholders more deeply in shared-decision making and improved communication with staff, parents, students, and the community.
- Goal 3: Continue to expand school safety and student/staff well-being initiatives.
- 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.

## OPUSD Goals 2022-2023

- GOAL 1 - Increase academic achievement for all students.
- GOAL 2 - Invest in student and staff safety and well-being.
- GOAL 3 - Improve engagement with educational partners.
- GOAL 4 - Utilizing resources efficiently and responsibly.

The above Goals are organized below in a manner that shares the rationale and outline the What, Why, and How.

## OPUSD GOALS AND STRATEGIC PRIORITIES - 2022-2023

### GOAL 1 – Increase academic achievement for all students.

#### ACCESS and EQUITY

**Encourage and support all students to achieve their full academic potential.**

#### A. Focus on high-quality standards-based instruction and address learning gaps across all grades:

1. Identify additional academic assistance opportunities, in-person and online, for all students.

#### B. Ensure equitable student access to higher-level academic courses while maintaining high academic standards and student achievement:

1. Review prerequisites, policies, and practices to enable students to reach their goals.
2. Examine vertical teaming to ensure we share this goal across grades and departments.
3. Review and refine the Multi-Tiered Systems of Support (MTSS) process.
4. Calibration of courses/classes.

#### PROFESSIONAL EXCELLENCE

**Invest in our talented network of dedicated employees, recognizing our own.**

#### A. Create professional development support services by drawing from our own incredible talent pool to recognize, celebrate and optimize talent toward continuous improvement:

1. Collaborate with staff to identify needs, create opportunities, and utilize OPUSD talent to develop professional development around district initiatives.
2. Implement strategies to support successful and innovative teaching practices that develop critical thinking, inquiry, and creative problem-solving.

#### B. Recruit, maintain, and celebrate staff - who are critical to student success and achievement:

1. Enhance onboarding practices for all new employees.
2. Develop and implement a formal orientation for new classified employees.

#### GLOBAL CITIZENS

**Nurture a sense of civic responsibility and service to the greater community.**

#### A. Create opportunities for increased social awareness and competency.

1. Identify lessons that are being effectively implemented in classes and extracurriculars that teach and model civic responsibility so that these may be celebrated and shared.
2. Identify highly effective strategies and programs that can be easily and thoughtfully integrated into OPUSD instruction and student activities.

#### B. Work with the Ventura County Resource Conservation District to implement the new Monarch Butterfly Breeding and Migration Habitat grant program effectively; DK-12:

1. Promote community awareness of the Monarch Butterfly Habitat Grant program project.

#### C. Investigate and implement additional outdoor learning opportunities districtwide:

1. Promote “walking field trips,” with teachers bringing students off campus and utilizing local parks and other public outdoor open spaces to enhance outdoor learning.
2. Continue to identify and develop additional outdoor learning spaces.

**OPUSD GOALS AND STRATEGIC PRIORITIES - 2022-2023**

**GOAL 2 – Invest in Student and Staff Safety and Well-Being.**

**STUDENT ENGAGEMENT and CONNECTEDNESS**

**Foster collaboration and develop relationships to enhance the safety, connectedness, and well-being of our students.**

**A. Solicit ongoing student feedback and innovation from our OPHS students:**

1. Develop a “Student Voices” group at OPHS to incorporate student perspectives into our decision-making process.

**B. Increase extracurricular program offerings and participation in all DK-12 schools:**

1. Provide additional resources to support extracurricular programs.

**SUPPORT STUDENTS and STAFF**

**Emphasize the influence of well-being on the relationship between a teacher or faculty member and their student.**

**A. Reinforce a Culture of Valuing and Appreciating OPUSD Employees.**

1. Continue to expand opportunities to recognize and honor staff.
2. Implement welcome-back meetings for all at the beginning of the year.

**B. Establish comprehensive Wellness Centers at OPHS & MCMS to increase access to mental health services:**

1. Provide comprehensive training for wellness counselors.
2. Implement a mechanism to provide more social-emotional support to students who need it.
3. Implement a system for administrators to ensure frequent and inclusive check-ins and ongoing 1:1 conversations with all staff at their sites.

**C. Develop a Comprehensive Counseling Plan for DK-12:**

1. Increase access to comprehensive social-emotional and behavioral support for students.
2. Provide ongoing training for school counselors.

**D. Work with community partners and district staff to provide overall wellness training and supports:**

1. Offer ongoing training from Ventura County Behavioral Health (VCBH/Redleaf Resources).
2. Collaborate with our community partners (Ludington Institute, Engage, etc.).

**FOCUS on SAFETY**

**Continue ongoing safety and security focus.**

**A. Complete a comprehensive district-wide safety review:**

1. Identify evolving security needs and protocols, and allocate resources to enhance safety.
2. Work with our law enforcement and fire department partners to ensure optimal collaboration on a daily basis.

**B. Deliver safety training to all educational partners:**

1. Provide clear, consistent, and timely communication regarding safety protocols to staff, students, and families.

**OPUSD GOALS AND STRATEGIC PRIORITIES - 2022-2023**

**GOAL 3 - Improve Engagement With Educational Partners**

**SOLICIT TIMELY FEEDBACK**

**Create a culture of collaboration between families and schools to build relationships that positively and powerfully impact student success.**

**A. Increase survey and advisory committee participation of all educational partners:**

1. Redesign student, parent, and staff LCAP survey, including the addition of a school climate section.
2. Identify parent representatives/ambassadors from each school to become well-informed & educate other parents, as well as encourage other parents to become involved in the process.

**TRANSPARENT COMMUNICATION**

**Provide meaningful communication and engagement opportunities with all educational partners to build strong relationships and trust across the school community.**

**A. Enhance consistent home-to-school communication districtwide:**

1. Deliver accessible, consistent, and purposeful information for all educational partners to grow an understanding of district efforts.
2. Implement quarterly Principal’s coffee with parents/guardians to understand their concerns and offer them opportunities to voice their opinions.

**B. Review and update school websites:**

1. Set up a team of educational partners to review and revamp website layout and content and work with the District’s Website consultant to update school and district websites.
2. Partner with universities/colleges to bring on student interns to assist in this work.

**RESPONSIVE AND ACCOUNTABLE**

**Implement a cohesive and proactive District and site strategic communication plan to inform and engage our diverse community using a variety of communication platforms.**

**A. Develop a system to respond in a timely fashion to feedback from families on district and site surveys.**

1. Develop and follow a feedback calendar that will enable sharing an overview of the results and next steps within 30-45 calendar days with educational partners.

**B. Develop and promote parent education workshop series:**

1. Organize math and safety webinars for students and families.
2. Develop a calendar and topics for additional parent education workshops.

**C. Continue Superintendent and Board office hours with staff at all sites to utilize their perspectives in our decision-making.**

1. Develop a calendar of meetings and inform and encourage staff to attend.
2. Ensure that we close the “feedback loop” by informing staff of how we addressed their suggestions and concerns.

## OPUSD GOALS AND STRATEGIC PRIORITIES - 2022-2023

<b>GOAL 4 - Utilizing resources efficiently and responsibly.</b>	
<b>FISCAL RESPONSIBILITY</b>	<b>Maintain a sustainable planning and budgeting process collaborating with all groups.</b>
<b>A. Identify and pursue state funds for improving school facilities:</b>	
1. Collaborate with outside consultants to identify additional funding streams.	
<b>B. Maintain fiscal stability and solvency:</b>	
1. Utilize budget reporting periods to make necessary adjustments to programs and expenditures when necessary.	
<b>DISTRICT AWARENESS</b>	<b>Work with educational partners to improve processes, communication, and service for prospective students.</b>
<b>A. Increase enrollment and retain community-based families:</b>	
1. Continue to develop innovative and creative programs that attract local residents.	
2. Establish “customer care” norms and training programs for staff positions that regularly interface with families and the community.	
<b>B. Expand the knowledge of the DOC program:</b>	
1. Develop a timeline for messaging current OPUSD families and prospective families about the process and timelines for the DOC program.	
2. Invite prospective DOC families to attend ongoing events throughout the district.	
<b>BUILD CAPACITY</b>	<b>Provide professional growth opportunities for all staff.</b>
<b>A. Encourage teachers with current industry experience to pursue CTE credentials:</b>	
1. Inform staff members teaching CTE courses of timely applications and processes.	
<b>B. Increase the use of the “trainer of trainers” model to utilize our employees to deliver training in the district:</b>	
1. Utilize the expertise of our own staff to both lower costs of attending outside training and build the capacity of our employees.	
<b>C. Present professional development opportunities for our staff that promote our Climate of Care:</b>	
1. Collaborate with local wellness community partners and Challenge Success to promote ongoing trends and continue to find ways to expand our climate of care.	
<b>D. Create Leadership opportunities for teachers:</b>	
1. Sites should encourage teachers to take an active role in major administrative events.	

**TO: BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.4.c. REVIEW AND APPROVE REVISED GOVERNANCE HANDBOOK**

ACTION

**ISSUE:** Shall the Board of Education review and approve the revised Governance Handbook?

**BACKGROUND:** On July 20, 2022 the Board held a governance workshop/retreat where they reviewed the Governance Handbook and identified a need to revised the document so that it would be a more robust on boarding tool for new board members as well as a resource for existing board members. A sub-committee of the Board worked on revising and updating the handbook. At the special board meeting held on October 6, 2022 the revised handbook was reviewed by the Board. At this meeting the Board is asked to review and approve the handbook. The revised Governance Handbook is included for the Board’s review and consideration.

**FISCAL IMPACT:** None

**BOARD BYLAWS:** Pursuant to Board Bylaw 9005 Governance Standard - To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct. The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student.

**ALTERNATIVES:** 1. Approve the amended Governance Handbook  
2. Do not approve the amended Governance Handbook

**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	_____	_____	_____	_____



## **Oak Park Unified School District Board of Education**

### **GOVERNANCE TEAM HANDBOOK**

#### **Board of Trustees**

**Drew Hazelton, President**  
**Derek Ross, Vice President**  
**Denise Helfstein, Clerk**  
**Tina Wang, Member**  
**Soyon Hardy, Member**

#### **Superintendent**

**Dr. Jeff Davis**

***Educating Compassionate and Creative Global Citizens.***

**Adopted October 16, 2012**

Amended 7-21-14, 8-18-15, 8-15-17, 8-21-18, 8-20-19, 12-15-20, 8-17-2021, 1-28-2022,  
10-13-2022

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# **GOVERNANCE HANDBOOK**

## **UNITY OF PURPOSE**

Unity of Purpose means a common focus, superordinate goals, values, and beliefs that governance team members share in common about children, the district, and public education, which help them transcend their individual differences to fulfill a greater purpose.

## **VISION STATEMENT (BP 0000)**

Oak Park Unified School District will be a leader in public education, inspiring an inclusive learning community to provide innovation and excellence in academics, the arts, athletics, and activities, with a focus on the whole child.

## **MISSION STATEMENT (E 0000)**

Oak Park Unified School District's ("OPUSD" or "District") mission 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 which includes academic achievement, personal growth, and social responsibility.

## **WHO ARE WE?**

Governance team members are representatives of the entire community, whether elected by a trustee area or at large. We are committed to equitable public education and value the role that education plays in our democratic society. We have a fiduciary responsibility to act in the best interests of the District. It is our job to represent the community's educational priorities to the District, strive to make informed decisions, and operate as a unified team.

## **WHAT IS OUR PURPOSE?**

We have the responsibility to do the best job we can for our students within the state and federal requirements, with the goal that every student graduates from our schools college and career ready and is prepared to become a compassionate, creative, and responsible global citizen.

## **WHAT WE HOPE TO ACCOMPLISH AS A TEAM:**

- Have the best interests of every student guide the decisions that we make.
- Create a supportive and positive culture so that students and staff achieve their best.
- Build and maintain trust between the community, schools, and District.
- Improve outcomes for all students that lead to improved possibilities beyond school.
- Find joy in our work together and celebrate every child.
- Build a culture of curiosity, continuous learning, and "What if..."
- Promote an equitable/inclusive learning environment where students, staff, and the community support each other academically and socially.
- Provide an atmosphere of trust where all ideas and opinions can be heard and respected, regardless of personal feelings.
- Give respect to all governance team members regardless of different views and voting outcomes.

## TO WHOM ARE WE RESPONSIBLE?

To Our Children	To provide the best possible education in a safe, engaging, challenging, compassionate learning environment.
To District Staff	To provide necessary resources and a safe, and supportive work environment.
To Families/Caregivers	To provide an education for their children in an environment that is physically and emotionally safe for the children and their families and to provide avenues for their involvement in their children's education.
To Voters and Taxpayers	To provide high-quality education in our schools so that the community is a great place to live and to use public funds transparently, efficiently, and effectively.
To Our Entire Community	To keep them informed and promote an understanding of the benefits of our educational system, whether or not they have children in our schools.
To the State and Federal Government	To obey the law, be informed and keep other elected officials informed about the effect of legislation on our district, and advocate on behalf of our children and our schools.
To the Other Members of Our Team	To come to meetings prepared, to be interested and informed, to be committed to our work, and to be respectful and honest in our interactions.

## **EFFECTIVE GOVERNANCE**

School district governance is the act of transforming the needs, wishes, and desires of the community into policies that direct the community's schools.

- Whether in the boardroom, out in the community, or at home, board members are always trustees for the District. The integrity of the District's educational program depends on the responsible and professional manner in which each board member and the board collectively fulfills governance roles and responsibilities with the superintendent. The demeanor of governance team members sends an important message to the public.
- Utilizing effective governance techniques, private citizens, once elected to school boards, work with the superintendent to keep all district efforts focused on student learning. Effective

governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district.

- The role of the school board is to see that the schools are well-run, not to run the schools. The community elects school board members to set and monitor the direction of the school district. The District's superintendent will translate all efforts into action. It is, therefore, vital that the board and superintendent have a respectful and productive working relationship based on trust and open communication. Direction is given to the superintendent by a board majority, which only exists at a properly noticed meeting of the board. Individual board members do not have the authority to direct the superintendent.
- Working as a group, board members and the superintendent leverage the efforts of the professional staff by setting a direction for the district reflective of the community's wishes for its children, by creating a supportive framework for action in the district, by holding the system accountable through mutually agreed upon mechanisms, by providing support to students and staff through behaviors and actions, and by demonstrating community leadership on behalf of children, district schools, and public education, thereby creating a climate for excellence in which all students thrive.

## **AN EFFECTIVE TEAM**

### 1. Effective Trustees:

- a. Keep learning, achievement, and well-being of *all* students as their primary focus
- b. Share common values and beliefs about children, the District, and public education
- c. Are respectful and professional in sharing perspectives, agreeing, and agreeing to disagree
- d. Mutually agree regarding the roles of the board and superintendent and strive to operate within them.
- e. Demonstrate a positive culture through agreed-upon, established norms
- f. Are leaders who are engaged and willing to commit to the time necessary to perform the job they were elected to do
- g. Are good listeners, not defensive or reactive
- h. Keep their sense of humor
- i. Understand that once the Board has made a decision by majority vote, all trustees will stand by the decision and move forward
- j. Empower others, but are accountable for their actions and decisions
- k. Show gratitude for great work

### 2. Effective Governance Teams:

- a. Have a common purpose; demonstrate leadership
- b. Are loyal to the team and trust one another
- c. Are honest, caring, and supportive
- d. Create a safe environment for each other; never intentionally hurt one another
- e. Self-correct when there is a problem; talk to one another when there are interpersonal issues or problems
- f. Respectfully receive ideas from one another; learn to compromise; agree to disagree and move forward
- g. Work well when there is adequate information to make wise decisions
- h. Are present and attentive; are tenacious; put in the time needed to reach decisions
- i. Support each other; care about each other; energize each other
- j. Lead, inspire, risk, and strive to be effective

## **ROLES AND RESPONSIBILITIES (BP 2000)**

### **The Role of the Board**

School board trustees are the representatives of the people, elected to ensure the district schools educate the children in consideration of the interests of the local community. The role of the school board is to govern the school district.

### **The Role of the Superintendent**

The superintendent is hired by the school board to provide professional expertise in the day-to-day operations of the district. The superintendent works with the school board to develop an effective governance leadership team and serves as the chief administrative officer for the school district.

### **Board Responsibilities**

Setting the direction for the community's schools by:

- Focusing on student learning, achievement and well-being for all students
- Assessing district needs
- Generating, reviewing, and revising guiding documents: (beliefs, vision, priorities, strategic goals, success indicators)
- Ensuring an appropriate, inclusive process is used to develop these documents
- Ensuring that these documents are central to all district efforts

Establishing an effective and efficient structure for the school district by:

- Employing and working collaboratively with the superintendent
- Setting policy for hiring of other personnel
- Setting policies and keeping them up to date
- Setting direction for and adopting the curriculum
- Establishing budget priorities and adopting the LCAP and budget
- Overseeing facilities
- Providing direction for and voting to accept collective bargaining agreements

Providing support through behavior and actions by:

- Operating openly, with trust and integrity
- Acting with a professional demeanor that models the district's beliefs and vision
- Making decisions and providing resources that support mutually agreed upon priorities and goals
- Upholding board approved district policies
- Ensuring a positive personnel climate exists
- Being knowledgeable about district efforts and able to explain them to the public

Ensuring accountability to the public by:

- Evaluating the superintendent
- Monitoring, reviewing, and revising policies
- Serving as a judicial and appeals body
- Monitoring student achievement and program effectiveness and requiring program changes as indicated
- Monitoring and adjusting district finances
- Reviewing facilities issues
- Monitoring the collective bargaining process

Acting as community leaders by:

- Speaking with a common voice about district priorities, goals, and issues

- Engaging and involving the community in district schools and activities
- Communicating clear information about policies, programs, and fiscal conditions of the district
- Educating the community and the media about issues facing the district and public education
- Advocating for children, district programs, and public education to the general public, community, and local, state, and national leaders

## **WHAT THE BOARD NEEDS FROM THE SUPERINTENDENT**

The Superintendent needs to:

- Provide clear, timely, accurate, and thorough information
- Lead and direct staff in accordance with current Board, state, and federal policies
- Continuously stay current and engaged on district, state and federal policies and ensure the district is compliant on a timely basis and staff are informed
- Maintain professional credibility and confidentiality
- Be transparent, honest, and keep the board informed - no surprises
- Implement the district policies and vision
- Demonstrate good judgment, leadership, creativity, and follow-through
- Demonstrate effective listening
- Demonstrate effective crisis management skills
- Present a clear plan and timeline for achieving District goals
- Interact effectively with the community, staff, students, and parents/families
- Be fiscally prudent with district funds
- Ensure agenda items and supporting documents are thoroughly vetted before submission to the Board.
- Demonstrate and model perseverance in solving problems and achieving goals
- Provide data and evidence-driven support for any initiatives being presented to the Board that demonstrate a nexus to student well-being so the Board can make informed decisions
- Find opportunities and promote/encourage professional development for themselves, staff, and board members

## **WHAT THE SUPERINTENDENT NEEDS FROM THE BOARD**

The Board needs to:

- Be prepared for meetings and workshops
- Trust the superintendent to effectively address issues that have been shared
- Maintain confidentiality
- Provide clear direction
- Conduct annual evaluations in a timely manner
- Understand the role of the board versus the role of the superintendent
- Provide questions/concerns to the superintendent prior to discussing in public, when possible
- Be representative of the community, not their personal interests
- Be supportive of staff and understand staff roles and responsibilities
- Be able to agree to disagree and maintain civility in order to move forward.

## **GOVERNANCE TEAM NORMS:**

The Board's effectiveness is enhanced through the establishment of structure, protocols, and norms that define how board members and the Superintendent will operate as a Governance Team. Board members agree to come together as individuals to form a governance team and pledge to adhere to the Professional Governance Standards and these norms:

- Focus on the best interests of students
- Maintain confidentiality
- Listen openly, show respect and civility, and be open to ideas
- Share in the responsibility for successful meetings
- Support decisions of the majority
- Provide opportunities for all members to be heard
- Provide accurate and timely information to the public
- Pay attention to process and stay on task
- Attend conferences and workshops for continued professional development
- Use data whenever possible to drive decision-making

Agree to be fully present during meetings:

- Respect the time and resources of the group and take a short break, if one is needed
- Come to meetings prepared
- Sustain board norms throughout the process
- Participate in and support substantive conversations and give helpful feedback directly and openly
- Ask the superintendent questions in advance of the meeting, when possible, so that staff can be prepared
- Acknowledge that sometimes a board member and staff may need time to gather information

Agree to listen, engage, and hold ourselves responsible for examining all points of view:

- Respect board and district operations
- Remain open to all possible outcomes
- Be responsible for asking questions and building understanding of board business

Agree to be flexible as the process evolves:

- Be transparent and direct in communication
- Be inclusive of all opinions/thoughts/multiple perspectives
- Use humor as appropriate

Agree to air all disagreements in a manner that supports the district's vision:

- Express concerns in the moment
- Challenge ideas, but not the person voicing them
- Adhere to transparency and confidentiality of the process
- Dissent when it is necessary

Agree to work toward consensus, even if it is not always attainable:

- Remain open to changing a position
- Commit to the diligent execution of a common vision and plans
- Understand that dissent is part of the process
- Agree to unification once decisions are made

Agree to base decisions on the vision, mission, and goals of the Board:

- Understand that board members' actions can build or undermine trust within the group
- Set aside personal agendas and priorities in order to work collaboratively and ensure that all issues and concerns can be dealt with openly by all members
- Maintain the commitment to the common vision
- Understand that each board member is one part of a whole
- Commit to evaluating progress- work toward the future and learn from the past

## **BOARD PROTOCOLS**

<b><i>Communications</i></b>	
<b>Board – Superintendent Communication</b>	<p><b><i>Principles:</i></b></p> <ul style="list-style-type: none"> <li>● The superintendent will provide the board with efficient, accurate information.</li> <li>● The board will demonstrate respect for the superintendent and vice versa.</li> <li>● All board members will have access to the same information.</li> </ul> <p><b><i>Agreements:</i></b></p> <ul style="list-style-type: none"> <li>● Board members will direct all district communication to the superintendent, or the superintendent’s/board’s executive assistant.</li> <li>● The superintendent will either answer or direct cabinet members to answer the question.</li> <li>● Board members may direct communications to appropriate staff members and copy the superintendent.</li> <li>● Each board member should feel comfortable contacting the superintendent to discuss any district issue. The board member can call the superintendent to discuss the matter in person, over the phone, or virtually. Additionally, any board member can set up a recurring meeting with the superintendent to discuss any issues they may have.</li> </ul>
<b>Keeping the Board Informed</b>	<p><b><i>Principle:</i></b></p> <ul style="list-style-type: none"> <li>● Trustees have access to timely, thorough, and equal information.</li> </ul> <p><b><i>Agreement:</i></b></p> <ul style="list-style-type: none"> <li>● The superintendent will inform the board as soon as possible regarding serious issues that include but are not limited to those likely to have heightened community concern, liability exposure, media exposure, serious injury, staff issues, or any other serious concerns. <ul style="list-style-type: none"> <li>○ The superintendent exercises discretion and independent judgment on what to report to the board.</li> </ul> </li> <li>● Friday Letter <ul style="list-style-type: none"> <li>○ The superintendent shall provide weekly communication to the board through a Friday Letter. Information in the Friday Letter should include but is not limited to: <ul style="list-style-type: none"> <li>▪ Routine information regarding district operations</li> <li>▪ Alerts to upcoming activities/issues impacting the district or in which the board may become involved</li> <li>▪ Important items that may require additional attention from the Board at upcoming Board meetings</li> <li>▪ Superintendent’s Weekly Calendar</li> <li>▪ Calendar of Upcoming Board Meetings and Important District Activities</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Confidential Friday Letter <ul style="list-style-type: none"> <li>○ The superintendent shall also provide a <i>Confidential</i> Friday Letter to the board on an “as needed basis.” Information placed in this separate correspondence shall be deemed confidential as defined in the Brown Act.</li> </ul> </li> <li>● The superintendent shall ensure that board members receive copies of District communications and school newsletters.</li> </ul>
<b>Email, Text, or Other Correspondence Communication</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Trustees wish to avoid unintentional violations of the Brown Act.</li> <li>● Governance team members wish to be courteous and responsive to one another and members of the public.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● If the superintendent sends an email to all board members and does not want a response, they may indicate this by placing the words “No Reply Needed” in the subject header of the email.</li> <li>● If the superintendent sends an email to all board members and seeks a response, they may indicate this by placing the text “Reply Requested” in the subject header of the email. <ul style="list-style-type: none"> <li>○ Board members will use the “reply” function so that only the Superintendent receives the response. Members will <b>not</b> use “reply to all.”</li> <li>○ Board members will make every reasonable effort to respond to emails (and calls) within 24-48 hours.</li> <li>○ The Superintendent shall not discuss with a majority of the Board directly, or through intermediaries, any matter within the subject matter jurisdiction of the Board which might be more appropriate to discuss at an agendaized board meeting.</li> </ul> </li> <li>● Responding to Emails or other correspondence from members of the public: <ul style="list-style-type: none"> <li>○ If it is sent to all members of the board and the superintendent, the superintendent or board president will reply to the sender within 48 business hours, when possible.</li> <li>○ If it is sent to all board members and <b>not</b> the superintendent, the board president will forward it to the superintendent and notify the sender that this has been done. The superintendent or board president will reply to the sender within 48 business hours, when possible.</li> <li>○ If it is sent to <b>some</b> board members but <b>not</b> others, the superintendent will forward it to the missing board members and should handle the response as above.</li> </ul> </li> </ul>
<b>Serial Meetings/ Brown Act Compliance</b>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>● Board members wish to avoid unintentional violations of the Brown Act</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● When approached by 1 or 2 board members regarding a matter within the Board’s jurisdiction, both will disclose whether they have discussed the matter with another board member. <ul style="list-style-type: none"> <li>○ If the issue has been discussed by two other members, the board members will stop the conversation.</li> </ul> </li> </ul>

<b>Use of Social Media</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Board members wish to make information available to members of the public.</li> <li>● Board members understand that when a school board member has a social media page discussing matters concerning district business and invites the public to comment, they are creating a Constitutionally-protected free speech forum from which they cannot necessarily block or remove comments or posters they disagree with.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● Board members will not interact with one another on social media platforms regarding District business, including "liking" or commenting on posts.</li> <li>● Board members will make their official board member social media pages available to everyone.</li> <li>● If commenting is allowed, board members will not delete or hide comments on their official social media pages.</li> <li>● Board members agree to: <ul style="list-style-type: none"> <li>○ Post a disclaimer that they are not posting on behalf of the District and not intending to create a public forum for school board business.</li> <li>○ Set explicit decorum standards and expectations on their official social media pages, including a prohibition on profanity or threats.</li> </ul> </li> </ul>
<b>Asking for Information</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Board members need comprehensive information to, among other things, vote on items presented to them at meetings. Board members are encouraged to seek additional information if they need it to perform this essential function.</li> <li>● Only the full board may direct the superintendent</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● If a board member asks for additional information that is not readily available, the board may direct the superintendent to present the request to the entire board at a board meeting or share the request in a Friday Letter. At the meeting, the board member can explain the request, and the superintendent can inform the board how fulfilling the request will impact staff.</li> </ul>
<b>Meeting Preparation</b>	
<b>Board Packet for Meetings</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Trustees are prepared for board meetings.</li> <li>● Trustees have equal access to timely information.</li> <li>● The governance team demonstrates respect for staff and vice versa.</li> </ul> <p><b>Agreements:</b></p>

	<ul style="list-style-type: none"> <li>● Agendas for all regularly scheduled board meetings will be available to the board ten days prior to the board meeting and to the public 72 hours before a meeting (or as required by law).</li> <li>● Supporting materials for the agenda should be distributed in conjunction with the agenda or as soon as practical.</li> <li>● Board members may email the superintendent or appropriate staff member anytime with questions regarding board meeting materials. If board members email staff directly, they should copy the superintendent.</li> <li>● To ensure questions can be answered prior to the board meeting, Board members should aim to submit their questions by end of the day Monday prior to the board meeting, if possible.</li> <li>● The superintendent will, if appropriate, share any question and answer with all board members by email. The board trusts the superintendent to make this judgment.</li> </ul>
<p><b>Placing Items on the Agenda</b></p>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Any board member has the right to request that an item be placed on the agenda.</li> <li>● The agenda belongs to the full board.</li> <li>● Items for consideration on the agenda must fall within the purview of the board.</li> <li>● Members should understand the process for making these requests.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● The board president and the superintendent shall meet regularly to review the agenda prior to its publication and distribution.</li> <li>● If items are requested to be placed on the agenda, they will be reviewed by the board president and superintendent in the context of the published governance calendar for appropriate placement.</li> </ul> <p>Items for the agenda may be requested by:</p> <ul style="list-style-type: none"> <li>● A board member <ul style="list-style-type: none"> <li>○ Requests may be made at a board meeting to determine if there is sufficient interest.</li> <li>○ Requests may be made through an email or a phone call to the superintendent or board president.</li> <li>○ Requests should be made at least 12 days before a regularly scheduled meeting.</li> </ul> </li> <li>● A member of the public <ul style="list-style-type: none"> <li>○ Requests should be made in writing to the Superintendent or their designee.</li> <li>○ Requests should be made at least 12 days before a regularly scheduled meeting.</li> </ul> </li> </ul> <p><a href="#">*BB 9322 Agenda and Meeting Material</a></p>

<b>Efficient Meetings: Ask Questions in Advance, If Possible</b>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>• Board members agree that staff should be prepared to answer questions at meetings for optimal efficiency.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• Board members will, if possible, inform the superintendent if they intend to ask a question at a board meeting. However, board members may not always anticipate or have time to formulate questions in advance of a board meeting. When this occurs, they should try to remind the rest of the board and the community before asking.</li> </ul>
<p><b>Board Meetings</b></p>	
<b>Structure of Meetings</b>	<p><b>Closed Session</b> - Closed session can either come before or after the open session. Confidential items are only those per <a href="#">BB Exhibit 9321 Closed Session</a>.</p> <p><b>Open Session</b> - See <a href="#">sample board agenda</a> at the end of this handbook.</p>
<b>Role of the President</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>• The board wants its meetings to be effective and efficient.</li> <li>• The president manages the meeting in a manner consistent with the board's agreements.</li> <li>• When the president is absent or cannot preside over a meeting, the vice president shall perform the president's duties.</li> <li>• When both the president and the vice president are absent, the clerk shall perform the president's duties.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• The Board gives the board president permission to enforce the board's bylaws regarding the conduct of meetings.</li> <li>• Set agenda with superintendent</li> <li>• Call meetings of the board</li> <li>• Call the meeting to order and preside over the meeting</li> <li>• Announce the agenda items</li> <li>• Recognize speakers and enforce board protocols for protecting speakers from disturbance or interference.</li> <li>• Facilitate deliberations and votes at meetings</li> <li>• President has the same rights as other board members, including the right to discuss and vote.</li> <li>• Perform other duties in accordance with the law and board policy.</li> </ul>

<b>Role of the Vice President</b>	<ul style="list-style-type: none"> <li>• To fulfill the duties of the president in the absence of the president.</li> <li>• Perform any other duties assigned by the board.</li> </ul>
<b>Role of the Clerk</b>	<ul style="list-style-type: none"> <li>• Certify or attest to actions taken by the board when required.</li> <li>• Maintain such other records or reports as required by law.</li> <li>• Sign documents on behalf of the District as directed by the board.</li> <li>• Serve as presiding officer in the absence of the president and vice president.</li> <li>• Notify board members and members-elect of the date and time for the annual organization meeting.</li> <li>• Perform any other duties assigned by the board.</li> </ul>
<b>Meeting Management</b>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>• The board wishes to conduct business in a professional manner</li> <li>• The board wants its meetings to be effective and efficient and for the purpose of accomplishing the District's business.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• Board members should refer to each other by last name</li> <li>• If they wish to speak, the president will recognize members in order</li> <li>• The president may advance the meeting by saying, "Unless there are new ideas..."</li> <li>• <u>No use of cell phones or texting from the dais.</u></li> </ul>
<b>Meeting Management: Student Safety</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>• Board members want members of the community to have their concerns addressed appropriately.</li> <li>• Board members wish to protect student safety.</li> </ul> <p><b>Agreements:</b></p> <p>Board president will use this sample wording (or words to this effect) to mitigate public comment referencing personal or identifying information about a minor:</p> <p>Student safety is a priority for board members, including protecting their right to privacy. Though we prefer that community members do not disclose information that would identify a specific minor/student when addressing the board in open session, there is nothing that stops them from doing it. There are, however, things that the board president can say and do to help direct the conversation appropriately and protect the student(s).</p> <ul style="list-style-type: none"> <li>• Scenario One: Board president interrupts the speaker and politely and calmly says, "Clearly, this is very important to you. I can see how much you care, and I want to help you. In order to be sure that we understand the circumstances or situation, we need to get this information to the right</li> </ul>

	<p>people to address it. The best way to do that is for me to arrange for someone from the staff to meet with you right now, and help you. so, I'd like to ask XX staff members to please meet &lt;&lt;community member name&gt;&gt; in the back of the room for further discussion."</p> <ul style="list-style-type: none"> <li>● Scenario Two: Board president says, "I'm so sorry &lt;&lt;insert community member name&gt;&gt;. I apologize for the interruption, but I need you to know that we prefer that constituents do not speak publicly about minor students by name or other specific identifying information. Protecting the privacy and rights of our students is important to us as a board. If you feel the need to continue addressing this situation publicly, I ask that you please refrain from providing any identifying information about the student(s) involved. Alternatively, I can arrange for you to speak directly with staff.</li> </ul>
<p><b>Meeting Management: Disruptions</b></p>	<p><b>Principles:</b> Effective January 2023, the Board has the authority to remove a disruptive member of the public from an open meeting in order to maintain order during the meeting.</p> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● The Board President or Superintendent may warn a member of the public that their behavior is disruptive and that if they do not stop their behavior, the governing body may remove them from the meeting.</li> <li>● If the member of the public does not promptly cease their behavior, the governing body's presiding member or their designee may order their removal.</li> <li>● Disruptive behavior is behavior that "actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting," including but not limited to behavior that (1) violates one of the governing body's regulations addressing the conduct of open meetings, or (2) a reasonable observer would perceive as a threat to use force by that member of the public.</li> </ul>
<p><b>Reports to the Board</b></p>	<p><b>Principles</b> The Board:</p> <ul style="list-style-type: none"> <li>● Receives timely and sufficient information to do its work.</li> <li>● Values the contributions of district staff.</li> <li>● Keeps meetings focused and efficient.</li> </ul> <p><b>Agreements</b></p> <ul style="list-style-type: none"> <li>● Staff reports will be provided in advance unless unavoidable.</li> <li>● Staff reports should address as applicable: <ul style="list-style-type: none"> <li>○ Impact on students</li> <li>○ District goals and priorities</li> <li>○ Policy</li> <li>○ Cost &amp; other related impacts</li> <li>○ Options &amp; Alternatives</li> <li>○ Rationale/data/support for proposed action</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Equity</li> <li>● Guidelines for Staff <ul style="list-style-type: none"> <li>○ Focus on the most important aspects of the issue and what the Board needs to make an informed decision.</li> <li>○ Avoid jargon. (Provide a glossary, if necessary)</li> <li>○ Do not read slides or reports to the Board.</li> <li>○ Comply with any Education Code (or other applicable law or regulation), Board Policy, and Administrative Regulation applicable to the content of a report presented to the Board.</li> <li>○ Always present complete and sufficient comparative data and analysis, especially concerning student outcomes. Do not “cherry-pick” or provide information only for a single year. At a minimum, show data over time of how we compare to ourselves, to the standard, and to school districts (or schools) with similar demographics.</li> <li>○ Always provide staff analysis, recommendations, or proposed solutions from data/information presented.</li> </ul> </li> </ul>
<p><b>Public Comment at Meetings</b></p>	<p><b><i>Principles:</i></b></p> <ul style="list-style-type: none"> <li>● The public has the right to address the Board on agenda items or non-agenda items either at the beginning or when the item is called</li> <li>● The public will always be treated respectfully.</li> <li>● Board and superintendent are responsive to public comment.</li> <li>● The board meeting will be productive and efficient.</li> </ul> <p><b><i>Agreements:</i></b></p> <ul style="list-style-type: none"> <li>● President opens the item.</li> <li>● Staff reports on the item.</li> <li>● President calls for public comment.</li> <li>● The president opens public comments and reminds the community of the guidelines for public comment. <ul style="list-style-type: none"> <li>○ Three minute time limit per person per topic, 20 minutes total</li> <li>○ The president may, in consultation with the board, adjust the time to accommodate large groups.</li> <li>○ Set a timer so the speaker(s) can monitor their time and the board president can more easily enforce the time limit.</li> <li>○ Comments must be within purview/jurisdiction of the board.</li> <li>○ Comments should be directed to the full board.</li> </ul> </li> <li>● The president will acknowledge each speaker.</li> <li>● The board will listen but will not respond to public comments. If it is determined that a response is needed to a comment on an agenda item, it will come after the board has had time to deliberate the issue, seek additional information, or take recommendations from the superintendent or staff. If necessary, the Board may ask questions for clarification.</li> </ul> <p>*<a href="#">BB 9323 Meeting Conduct</a></p>

<b>Deliberations</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Board members are prepared for deliberation by advance study of board materials.</li> <li>● All board members have an opportunity to participate.</li> <li>● All board members work to demonstrate understanding of the collective views of the board.</li> </ul> <p><b>Agreements:</b> In deliberations and for responding to staff recommendations, the board will reflect on</p> <ul style="list-style-type: none"> <li>● District mission, values, goals, and priorities.</li> <li>● Policy</li> <li>● Budget</li> <li>● Impact on students</li> <li>● Equity</li> <li>● The perspectives of the community</li> <li>● Impact on other systems: staff, facilities, etc.</li> <li>● Reasonableness</li> </ul>
<b>Trustee Comments / Reports</b>	<p><b>Principle:</b> Board members wish to keep the public informed of their activities and participation in events and meetings.</p> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● Board members will attempt to keep comments less than 3 minutes.</li> <li>● Board members will focus comments on: <ul style="list-style-type: none"> <li>○ Board development activity (may include professional reading, training, etc.)</li> <li>○ District activities they have attended.</li> </ul> </li> </ul>
<b>Other Trustee Protocols</b>	
<b>Missing a Board Meeting</b>	<p><b>Principle:</b></p> <ul style="list-style-type: none"> <li>● The presence of every board member is important and expected at every meeting.</li> </ul> <p><b>Agreement:</b></p> <ul style="list-style-type: none"> <li>● Board members will notify the superintendent's office if they will be absent from a board meeting.</li> <li>● Absent members are expected to read the Board Packet and to contact the superintendent if there are questions or comments regarding the agenda or supporting materials.</li> <li>● Board members are encouraged to contact the board president or superintendent for board meeting results upon returning from an absence.</li> </ul>

<p><b>Visiting Schools</b></p>	<p><b>Principles:</b> Trustees visit schools to</p> <ul style="list-style-type: none"> <li>● Demonstrate interest in student learning and support for the work of staff.</li> <li>● See the connection between the work of the board and the experience of students and staff.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>● As a courtesy, board members inform the superintendent’s office when they plan to visit schools.</li> <li>● Board members call principals to schedule a visit.</li> <li>● Board members follow the school rules regarding visitors (e.g., sign in at the school office) and should wear their ID badges.</li> <li>● Board members are careful not to make evaluative statements to school staff or students.</li> </ul>
<p><b>Handling Concerns</b></p>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>● Treat others with respect, understanding, honesty, and integrity.</li> <li>● Support District policy and procedures regarding concerns or complaints.</li> <li>● A board member has no operational role in the school district and delegates sufficient legal authority to the Superintendent to implement the board’s policies and run the day-to-day operations of the district.</li> <li>● Confidential matters must be kept confidential (by law).</li> </ul> <p><b>Agreements:</b> In responding to concerns, board members will follow the steps below and be mindful that the board may ultimately be considering the matter pursuant to the applicable complaint process, so the board generally stays apart from the investigation stage of the complaint or concern in order to preserve neutrality:</p> <ul style="list-style-type: none"> <li>● Receive – Listen carefully without jumping to any conclusion.</li> <li>● Repeat - Explain their point to their satisfaction. (“Do you believe that I understand?” and/or “What would you like me to do for you?”)</li> <li>● Remind – Explain that you have no authority as an individual.</li> <li>● Redirect –Direct them back to the appropriate person at the appropriate level. Be sure to acknowledge the speaker’s emotion and express that you hear their concern, and invite the person with the complaint/concern to get back to you if the issue is not resolved.</li> <li>● Report – to the superintendent.*</li> </ul> <p>*Consistent with <a href="#">BP 1312.1</a>, complaints against employees made directly to a Board member <b>must be</b> referred to the Superintendent.</p>

<b>Serving on Committees:</b>	<p><b>Principles:</b></p> <ul style="list-style-type: none"> <li>• Board members will sit as a member or act as an alternate on any number of school or community committees.</li> </ul> <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>• The assignment to these committees will occur at the board’s annual organizational meeting in December.</li> <li>• Serving on committees shall always comply with Board Policy <a href="#">BB9130</a>, the Brown Act, and any other applicable laws.</li> </ul>
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**RECOMMENDED READING:**

- [OPUSD Board Policies Series 0000 - Philosophy, Goals, Objectives and Comprehensive Plans](#)
- [OPUSD Board Policy Series 9000 - Bylaws of the Board](#)
- California School Boards Association (“CSBA”), [Professional Governance Standards](#)
- [The School Board Role in Creating the Conditions for Student Achievement, a Report by the CSBA and its Policy and Programs Department \(2017\)](#)
- [CSBA Effective Governance - Resources Training and Support](#)
- Davis Campbell and Michael Fullan, [The Governance Core, School Boards, Superintendents and Schools Working Together \(2019\)](#)
- Nancy Walser, [The Essential School Board Book, Better Governance in the Age of Accountability \(2008\)](#)

**IMPORTANT INFORMATION ABOUT OPUSD:**

- [OPUSD History, Appendix A](#)
- [Oak Park Census Data, Appendix B](#)
- [OPUSD Student Demographics, Appendix C](#)
- [OPUSD District Staff, Appendix D](#)
- [OPUSD School Bond Programs, Appendix E](#)
- [Who’s Who in OPUSD, Appendix F](#)
- [Who’s Who in Oak Park and Ventura County, Appendix G](#)
- [Current OPUSD Budget](#)
- [Current OPUSD LCAP](#)
- [Governance Calendar](#)

## **STRUCTURE OF THE BOARD AGENDA AT BOARD MEETINGS**

### I. CALL TO ORDER:

### II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

1. Closed session may be scheduled either before the start of the regular board meeting or at the end.
2. Items are confidential in nature and must meet the guidelines as established by the Brown Act, including but not limited to personnel and legal matters.

### 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

- This is a time when members of the audience may address the Board on items not listed on the agenda.
- We request that any person wishing to address the Board please complete a speaker card, and though it is not required, include their name and address.
- Board Members are not allowed to engage with the public or act on items not on the agenda due to limitations of the Brown Act.
- Individual speakers will be limited to 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.

### VI. OPEN COMMUNICATIONS/PRESENTATIONS

#### A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

- May include reports from employee associations, the Student Board Member, the Superintendent, and Board Members
- Special school or District reports will be calendared as needed

#### B. DISCUSSION/ACTION ITEMS/CONSENT ITEMS/PUBLIC HEARING

##### 1. CONSENT AGENDA

- All matters of the Consent Agenda are considered to be routine in nature and will be enacted by the Board in one motion without prior discussion.
- At the time the Board adopts the agenda, an item may be removed from the Consent Agenda by the Board or any member of the public for discussion.
- Examples of consent agenda items may include
  - Meeting Minutes
  - Routine Personnel Matters
  - Routine District Matters, Purchase Orders, Overnight Field Trips, Staff Out-of-State Travel, Renewal Agreements

- Public works contracts for ratification after authorization

#### DEPARTMENT REPORTS/ACTIONS

2. Educational Services
3. Business Services
4. Human Resources
5. Board
6. Board Policies

- The sequence of departmental reports will vary based upon the nature of the agenda items.
- Department reports include personnel, finance, facilities, curriculum and instruction, and others.
- Department reports normally will be agendized with discussion/action items first, followed by information items.

#### VII. INFORMATION ITEMS

- Monthly Cash Flow Report
- Monthly Measure S Status Report
- Monthly General Fund Budget Report
- Monthly Attendance Reports

#### VIII. OPEN DISCUSSION /FUTURE AGENDA ITEMS

#### IX. ADJOURNMENT:

### **OPUSD HISTORY - APPENDIX A**

The Oak Park Unified School District is located in the southeast corner of Ventura County, immediately adjacent to the Los Angeles County line. Prior to 1977, the area served by the District had been included in the Simi Valley Unified School District, which was formed in 1936.

Although the first school was built in Simi Valley in 1890, the Oak Park area experienced no growth until 1967 when 160 homes were built. Additional homes were constructed subsequent to 1967, and in 1968, Brookside Elementary School was completed to house the elementary students living in those homes.

Beginning in 1970, Oak Park residents made a formal request to the Las Virgenes Unified School District Governing Board for annexation to that District. Three denials of this request prompted District residents to begin the process of forming their own school district.

On January 13, 1977, the State Board of Education approved the proposed Oak Park Unified School District, and an election was held in Oak Park on May 31, 1977. Seventy-seven percent of the eligible Oak Park electorate voted in that election and unification was approved with a ninety-three percent affirmative vote. A five-member Board of Education was elected at the same time, and their first business meeting was held on June 14, 1977.

In the year of 1998, there were approximately 4,700 residential addresses in Oak Park based on Oak Park Water Service hook-ups. Based on housing units completed, as of 12/01/98, there were homes built for a population of 17,500.

**OAK PARK CENSUS DATA, APPENDIX B**

**According to the 2020 census the community of Oak Park:**

- has 13,853 residents living in 5,401 housing units.
- the median value of owner-occupied homes is \$760,200
- 64.6% of the population over 25 has a bachelors degree or higher
- The median household income is \$132,578
  - 17.4% - Under 50K
  - 21.6% - 50K - 100K
  - 33.9% - 100K - 200K
  - 27.1% - over 200K
- Race and Ethnicity:
  - 65.2% - White
  - 18.5% - Asian
  - 9.6% - Hispanic
  - 5.2% - Two or more races
  - 1.4% - Black

**According to the 2020 census the community of Oak Park school enrollment:**

School Enrollment	Total	Percent	Public School	Public School%	Private School	Private School %
K to 12th grade	2,663	71.1%	2,405	90.3%	258	9.7%
K	304	8.1%	272	89.5%	32	10.5%
Grades 1 to 4	647	17.3%	636	98.3%	11	1.7%
Grades 5 to 8	747	19.9%	643	86.1%	104	13.9%
Grade 9 to 12	965	25.7%	854	88.5%	111	11.5%

Oak Park, California - Overview	2020 Census		2010 Census		2000 Census	
	Counts	Percentages	Counts	Percentages	Counts	Percentages
<b>Total Population</b>	13,853	100.00%	13,811	100.00%	14,215	100.00%
<b>Population by Gender</b>						
Female	7,068	51.02%	7,170	51.92%	7,319	51.49%
Male	6,785	48.98%	6,641	48.08%	6,896	48.51%
<b>Population by Age</b>						
Persons 0 to 4 years	858	6.2%	604	4.37%	1,040	7.32%

Persons 5 to 17 years	2607	18.82%	3,018	21.85%	3,688	25.94%
Persons 18 to 64 years	8262	59.64%	9,016	65.28%	8,759	61.62%
Persons 65 years and over	2126	15.34%	1,173	8.49%	728	5.12%

In 1991, the Agoura Hills Postmaster gave the community of Oak Park permission to use Oak Park, CA 91301 instead of using the previously assigned Agoura zip code. And as of January 1, 1999, Oak Park now has its own Zip Code – 91377. Residents are happy with this, as it is one more step in identifying this unique community.

The book *Images of America – Oak Park* is a great resource for learning more about the history of Oak Park.

The source for data table above is: <https://censusreporter.org/profiles/16000US0653116-oak-park-ca/>

**OPUSD STUDENT DEMOGRAPHICS, APPENDIX C**

Students	2022	2021	2020	2019
Oak Park Neighborhood School	61	52		
Total students grade-wise at OPIS	DK-5 - 17 6-8 - 40 9-12 - 126	DK-5 - 36 6-8 - 46 9-12 - 120		
Total students grade-wise at ROES/OHES/BES, MCMS, OPHS, OVHS	DK-5 - 1621 6-8 - 1007 9-12 - 1426	DK-5 - 1651 6-8 - 1071 9-12 - 1499		
English Language Learners	4.6% (CALPADS October 2022)	4.8% (CALPADS October 2020)	4.8% (CALPADS October 2019)	5.39% (CALPADS - October 2018)
Eligible for Free and Reduced Lunch	6.7% (CALPADS October 2022)	7.1% (CALPADS October 2020)	6.9% (CALPADS October 2019)	7.64% (CALPADS - October 2018)

Primary Languages spoken at home other than English	Mandarin, Telugu, Tamil, Hebrew, Spanish, Farsi/Persian, Russian, Hindi, Korean, Kannada, Marathi, Japanese, Armenian as well as 29 other languages	Mandarin, Telugu, Tamil, Hebrew, Spanish, Farsi/Persian, Russian, Hindi, Korean, Kannada, Marathi, Japanese, Armenian as well as 25 other languages	Mandarin, Telugu, Tamil, Hebrew, Spanish, Farsi, Russian, Hindi, Korean, Kannada, Marathi, as well as 26 other languages	Hebrew, Mandarin, Spanish, Russian, Hindi, and Farsi, well as more than 29 other languages
Race & Ethnicity	55.3% White 28% Asian 10.9% Hispanic 2.3% Filipino 2.8 % Black/African American 0.4% Pacific Islander 0.3% American Indian /Alaskan Native	55.9% White 28% Asian 10.6% Hispanic 2.3% Filipino 2.7 % Black/African American 0.4% Pacific Islander 0.2% American Indian /Alaskan Native	56.6% White 27.5% Asian 10.4% Hispanic 2.1% Filipino 2.8 % Black/African American 0.3% Pacific Islander 0.3% American Indian /Alaskan Native	57.8% White 26.8% Asian 10.5% Hispanic 1.8% Filipino 2.5 % Black//African American 0.2% Pacific Islander 0.3% American Indian /Alaskan Native

**OPUSD DISTRICT STAFF, APPENDIX D**

<b>Staff</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Certificated Staff	244	254	252	256
Counselors	16	13	13	12
School Psychologists	6	6	6	6
Certificated Management	#19.5 1 Superintendent 2 Assistant Superintendents 5 Directors 6 Principals	#18 1 Superintendent 1 Assistant Superintendent 5 Directors 6 Principals	#16 1 Superintendent 1 Assistant Superintendent 4 Directors 6 Principals	#17 1 Superintendent 1 Assistant Superintendent 5 Directors 5 Principals

	3 Assistant Principals 1 Dean of Students 1.5 Program Specialists	3 Assistant Principals 1 Dean of Students 1 Program Specialist	3 Assistant Principals 1 Program Specialist	3 Assistant Principals 1 Dean of Students 1 Program Specialist
TOSA	2 Tech TOSA 1 Curriculum and Instruction TOSA 3 Learning Support Teachers	2 Tech TOSA 1 Curriculum and Instruction TOSA	2 Tech TOSA 1 COSA (Coordinator Safety and Equity)	2 Tech TOSA
Classified Staff	277	279	213	275
Classified Management	# 7 1 Assistant Superintendent 3 Directors 3 Confidential	# 8 1 Assistant Superintendent 4 Directors 3 Confidential	# 8 1 Assistant Superintendent 4 Directors 3 Confidential	# 8 1 Assistant Superintendent 4 Directors 3 Confidential

**OPUSD SCHOOL BOND PROGRAMS, APPENDIX E**

**Measure S**

Measure S was passed in November 2016 and is a \$60 million bond limited in scope to pay for facilities, technology, and equipment. The tax rate is projected as \$60 per \$100K of assessed valuation. As of August 13 of the \$32,310,000 fund issued so far \$28,373,944.91.

**Measure R**

Measure R was passed by Oak Park voters in 2008 and was a \$29.5 million facilities repair and modernization program. The proceeds from this bond have been used to replace roofs, paint, repair, and generally upgrade the existing facilities to ensure that they are safe and modern. The tax is \$52.90 per \$100K of assessed valuation. All Measure R funds have been exhausted.

**Measure C6**

Measure C6 was passed in 2006 and was a \$17.5 million bond limited in scope to pay for technology and equipment. It funded one of the most comprehensive programs in educational technology innovation in any California school system. The tax is \$20.30 per \$100K of assessed valuation. All Measure C6 funds have been exhausted.

**Bond Citizens Oversight Committee**

The Oak Park Unified School District Bond Program Citizens' Bond Oversight Committee (OPCOC) is enacted by a California law requiring oversight of public school bonds. The OPCOC is charged with

reviewing the spending of Bond funds and reporting its findings to the general public. Committee members who represent a variety of interests are appointed by the Board of Education to two-year terms. Meetings are open to the general public. Meeting agendas and minutes are posted on this website. The OPCOC is required to follow the [Brown Act](#). Agendas and Meeting materials are posted on the webpage at: <https://www.oakparkusd.org/Page/245>.

The agenda for the regular or committee meeting is posted 72 hours before the meeting is scheduled to occur. Agendas for special meetings are posted at least 24 hours in advance.

## **WHO'S WHO IN OPUSD, APPENDIX F**

Superintendent	Jeff Davis, Ed.D.
Communications Coordinator (PIO) and Executive Assistant	Ragini Aggarwal
Assistant Superintendent - Business Services	Adam Rauch
Assistant Superintendent - Human Resources	Stewart McGugan
Assistant Superintendent - Educational Services	Tammy Herzog
Director, Educational Technology	Enoch Kwok
Director, Pupil Services	Marcus Konantz
Director Student Support and School Safety	Brad Benioff
Director, Bond Programs Sustainability Maintenance & Operations	Brendan Callahan
Director, Fiscal Services	Byron Jones
Director, Child Nutrition	Katherine Adams
Director, Extended Care Programs	Sara Ahl
Director, Preschool Education	Jennifer Golden
Program Specialists	Kim Villalpando, Jennifer Golden
Lead Instructional Tech Specialist TOSA	Cori Orlando
Instructional Tech Specialist, TOSA	Shanna Sarris
Coordinator of Curriculum Programs TOSA	Ellen Chevalier
Senior Accountant	Julie Townsend
High School Counselors	Ranju Matson
	Janet Svoboda
	Caitlin Katz
	Jenny Charrett
	Andrea Lanter
College and Career Counselor	Amanda Fitts
Wellness Counselors	Fatima Hernandez (OPHS)
	Alexis Jordan (MCMS)
Middle School Counselors	Dianne Large
	Stephanie Perez
	Cyndi Smilor
Jeremy Rogers	OVHS, OPIS Counselor
Elementary Counselors	Valeria Fuentes
	Samantha King Eglit
	Alana Schulman

District Nurse  
Oak Park Teachers Association (OPTA), President  
Oak Park Classified Association (OPCA), President  
Legal Counsel

Auditor

Allie LeVine  
Russ Peters  
Virginia Standing  
Jay Fernow  
Fagen Friedman & Fulfrost  
Christy White, CPA  
Christy White Accountancy

## **OPUSD SCHOOLS**

### **Oak Park Neighborhood School**

Director: Jennifer Golden - [Jgolden@opusd.org](mailto:Jgolden@opusd.org)  
Office Manager: Jane Straughan - [JStraughan@opusd.org](mailto:JStraughan@opusd.org)  
1010 North Kanan Road, Oak Park, CA 91377  
(818) 707-7742  
Enrollment: 60

### **Brookside Elementary School**

Principal: Diane Diamond - [ddiamond@opusd.org](mailto:ddiamond@opusd.org)  
Office Manager: Virginia Standing - [vstanding@opusd.org](mailto:vstanding@opusd.org)  
165 North Satinwood Ave, Oak Park, CA 91377  
(818) 597-4200  
Enrollment: 560

### **Oak Hills Elementary School**

Principal: Erik Warren - [ewarren@opusd.org](mailto:ewarren@opusd.org)  
Office Manager: Maureen Frey - [MFrey@opusd.org](mailto:MFrey@opusd.org)  
1010 North Kanan Road, Oak Park, CA 91377  
(818) 707-4224  
Enrollment: 477

### **Red Oak Elementary School**

Principal: Stacy LaFrenz - [slafrenz@opusd.org](mailto:slafrenz@opusd.org)  
Office Manager: Susan Crumpley - [SCrumpley@opusd.org](mailto:SCrumpley@opusd.org)  
4857 Rockfield Street, Oak Park, CA 91377  
(818) 707-7972  
Enrollment: 584

### **Medea Creek Middle School**

Principal: Gia Jantz  
Office Manager: Debbie Church - [DChurch@opusd.org](mailto:DChurch@opusd.org)  
1002 Doubletree Road, Oak Park, CA 91377  
(818) 707-7922  
Enrollment: 1007

### **Oak Park High School**

Principal: Mat McClenahan - [mmcclenahan@opusd.org](mailto:mmcclenahan@opusd.org)  
Office Manager: Michelle DiCamillo - [MDicamillo@opusd.org](mailto:MDicamillo@opusd.org)  
899 North Kanan Road, Oak Park, CA 91377  
(818) 735-3300  
Enrollment: 1401

### **Oak View High School**

Principal: Kent Cromwell [kcromwell@opusd.org](mailto:kcromwell@opusd.org)  
Office Manager: Elinor Wight [Ewight@opusd.org](mailto:Ewight@opusd.org)  
5701 Conifer Street, Oak Park, CA 91377  
(818) 735-3217  
Enrollment: 25

### **Oak Park Independent School**

Principal: Kent Cromwell - [kcromwell@opusd.org](mailto:kcromwell@opusd.org)  
Office Manager: Jennifer Burstein - [jburstein@opusd.org](mailto:jburstein@opusd.org)  
5801 Conifer Street, Oak Park, CA 91377  
(818) 735-3200  
Enrollment: 183

### **Oak Park Extended Care - Club Oak Park**

Director: Sara Ahl - [sahl@opusd.org](mailto:sahl@opusd.org)  
Department Secretary: Soraya Farhadi - [sfarhadi@opusd.org](mailto:sfarhadi@opusd.org)  
[cluboakpark@opusd.org](mailto:cluboakpark@opusd.org)  
(818) 735-3280  
Enrollment: 685

Individual Oak Park Extended Care school site phone numbers:

Brookside Elementary School - 818-597-4219  
Oak Hills Elementary School - 818-707-4227  
Red Oak Elementary School - 818-707-7979  
Medea Creek Middle School - 818-707-7924

## **WHO'S WHO IN OAK PARK AND VENTURA COUNTY, APPENDIX G**

### **Supervisor Linda Parks**

Ventura County District 2  
625 W. Hillcrest Drive, Thousand Oaks, CA 91360,  
805-214-2510  
[linda.parks@ventura.org](mailto:linda.parks@ventura.org)

**Assemblywoman Jacqui Irwin**

44<sup>th</sup> Assembly District  
2301 E. Daily Drive, Suite 200, Camarillo, CA 93010  
805-482-1904  
assemblymember.irwin@assembly.ca.gov

**Senator Henry Stern**

27<sup>th</sup> Senate District  
5016 N. Parkway Calabasas, Suite 222, Calabasas, CA 91302  
818-876-3352

**U.S. Representative Julia Brownley**

26<sup>th</sup> Congressional District  
223 E. Thousand Oaks Boulevard, Suite 411, Thousand Oaks, CA 91360  
805-379-1799

**Rancho Simi Recreation and Park District**

1692 Sycamore Drive, Simi Valley, CA 93065  
818-865-9304  
Dan Paranick, District Manager, Oak Park

**Oak Park Municipal Advisory Council**

Chair, Jane Nye  
Contact Vanise Terry - Vanise.Terry@ventura.org

**Oak Park Education Foundation**

Scott Star, Chair  
info@oakparkeducationfoundation.org

**Community Foundation of Oak Park**

Alon Glickstein, Chair, Jerry Clebanoff, Vice-Chair  
info@OakParkFoundation.org

**CURRENT OPUSD BUDGET**

- [2022-2023 Adopted Budget](#)

**CURRENT OPUSD LCAP**

- [2022-2023 LCAP](#)

## **GOVERNANCE CALENDAR**

Items in **red** are legal timelines

### **Reports/Presentations for Board Meetings to be scheduled**

- Report from Technology (**Tech**)
- Report from Facilities - Summer Work Update (**M&O**)
- Receive CAASPP Testing Results and Dashboard Local Indicator Update (**ES**)
- Review Math Placement Data (**ES**)
- Facilities Status Report - to be provided in Friday Notes (**M&O**)
- Quarterly Report on number of students earning a D/F (**ES**)
- Physical Fitness Results and Proactive (**ES**)
- RWW Presentation (**ES**)
- Presentation on Healthy Kids Survey/SKTF Data/Counseling/Wellness Centers (**Student Support & School Safety**)
- Extended Care Presentation with Financials (**Business & ClubOP**) - **March/April**
- Food Service Report (**Child Nutrition/Business**) (**November**)
- Diversity and Equity Annual Update (**Student Support & School Safety**)

### **July**

- Board Retreat (Review District Priorities, Governance Handbook, Board Self Evaluation, Board Goals) (**Board and Cabinet**)

### **August**

- School Begins
- Ratification of Summer Contracts (**Business**)
- **Summer layoff deadline Aug 15 if needed (HR)**
- Declaration of Need for Qualified Educators (**HR**)
- Annual Teacher Assignment Report (**HR**)
- Approve Quarterly Williams Report (**ES**)
- Attend Back to School Nights (**Board and Cabinet**)
- Student Board Representative starts (**Board**)
- Approve Board Meeting Schedule for School Year (**Board**)
- Deadline to file for School Board candidacy (even years only) (**Board**)

### **September**

- Approve Board Governance Handbook, District and Board Goals/Action Plans (**Board**)
- Set/Review Superintendent goals (**Board & Superintendent**)
- **Approve Unaudited Actual Revenues and Expenditures (Business)**
- **Approve GANN limit Resolution (Business)**
- **Approve Resolution regarding the sufficiency of textbooks (ES)**
- Approve EPA Spending Plan (**Business**)
- **Approve Biannual Review of Conflict of Interest Code (Board & Superintendent)**

## October

- **Approve District of Choice Annual Report (Student Support & School Safety) (before October 15)**
- Approve Quarterly Williams Report (ES)

## November

- Approve DOC Resolution (Student Support & School Safety)
- Approve Instructional Minutes (Business)
- **Select Date of Annual Organization Meeting (at a regular meeting at least 15 days before) (Board)**
- Review annually policies Per Ed Code 35160 (Board & Cabinet)
  - BP 6145 - Extracurricular and Cocurricular Activities
  - BP 5116.1 - Intradistrict Open Enrollment

## December

- **Board Organizational Meeting (to be held within 15 days after the second Friday) (Board)**
- **Approve Board Meeting schedule for fiscal year (Board)**
- **Approve Certification of signatures (Board, Admin)**
- CSBA Annual Education Conference (Board & Superintendent)
- **First Interim Financial Report & Budget Update (Business)**
- District of Choice applications are due by December 31 (Student Support & School Safety)
- **Approve District of Choice Enrollment Capacity (Student Support & School Safety)**

## January

- **Approve External Auditors Reports of District's Finances (Business)**
- **P1 Attendance Report (Business)**
- Approve Quarterly Williams Report (ES)
- **2022-23 LCAP Annual Update and Budget Overview for Parents (before Feb 28) (ES)**
- **Approve District of Choice Resolution Space Availability Resolution (Student Support & School Safety)**
- Conduct District of Choice Lottery if needed (Student Support & School Safety)
- Staff Welcome Back (Board, Superintendent)

## February

- Mid-year review of District Goals & Superintendent goals (Board)
- Selection of Independent Auditors (Business)
- Approve SARCs (ES)
- **Reduction or Discontinuing Particular Kinds of Services (RIF) Notices due by March 15 (HR)**
- **Approve Safe School Plans due by March 1 (Student Support & School Safety)**
- Nominate CSBA Delegate Assembly candidates (Board)

## March

- **Second Interim Financial Report & Budget Update (Business)**
- Approve Single Plan for Student Achievement (ES)

- **Form 700-filing (Before April 1) (Board, Cabinet, Principals, Directors)**
- Attend Open House (**Board**)

## April

- Approve Quarterly Williams Report (**ES**)
- Present LCAP Community Stakeholder Engagement Data (**ES**)
- **Final layoff deadline May 15 (hold special meeting in May if needed to meet deadline)(HR)**
- Renew Superintendent's contract (if needed) (**Board**)
- Renew Assistant Superintendent's contract (if needed)(**Board**)
- Attend Open House (**Board**)

## May

- Receive OPCOC Report (**Business**)
- **P2 Attendance Report (Business)**
- Receive Annual District of Choice Report (**Student Support & School Safety**)
- Review and Discuss Draft LCAP for next school year (**ES**)
- Special Board Meeting - Student Awards/Retiree Recognition (**Board, HR, Communications**)
- Attend Open House (**Board**)
- Staff Appreciation (**Board & Superintendent**)
- Recognition of Outgoing Student Board Member (**Board**)
- School Ends/Attend Graduations (**Board & Cabinet**)
- Approve School Calendar (**Board, HR, Communications**)
- Approve Classified Holiday Calendar (**Board, HR, Communications**)

## June

- **Budget and LCAP Study Session and Hearings (Business/ES)**
- **Adopt the budget and LCAP (prior to June 30) (Business/ES)**
- **Adopted LCAP and Budget to be sent to COE (Business/ES)**
- **Resolutions for Year-end Transfers (Business)**
- **P-Annual Attendance Report (Business)**
- **Consolidated Application for Categorical Aid Programs (ES)**
- Rescind RIF (**HR**)
- **Approve Certification of Signatures (Board)**
- Approve CSBA Membership (**Board**)

**TO: BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.4.d. REVIEW AND APPROVE 2022-2023 BOARD GOALS**

ACTION

**ISSUE:** Shall the Board review and approve the 2022-2023 Board Goals?

**BACKGROUND:** The board and superintendent working together as a governance team serve to lead the district to achieve the desired goals. Their actions embody the basic characteristics and behaviors that enable each governance team member to work with the others to effectively create a climate for excellence in the school district and maintain a focus on student learning and achievement. Every year the Board meets and develops Goals for the upcoming year.

The Governing Board annually conducts a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

The Board held a Board Retreat on July 20, 2022 and reviewed the Board self-evaluation. At this retreat the Board along with the Superintendent identified strategic priorities for the District. On October 6, 2022 at a special meeting the Board of Education along with members of the Superintendent's Executive Cabinet reviewed and amended the 2022-2023 District Goals and Strategic Priorities. Also, at that meeting the Board identified Board Goals based on the District Strategic priorities and goals. A subcommittee of the Board worked to draft the goals and at this meeting the Board will review, amend, and approve the Board Goals for 2022-2023.

**FISCAL IMPACT:** None

**ALTERNATIVES:**

1. Approve the 2022-2023 Board Goals.
2. Do not approve the 2022-2023 Board Goals.

**RECOMMENDATION:** At Board's discretion.

Respectfully submitted,

---

Jeff Davis, Ed.D.  
Superintendent

**BOARD OF MEETING, OCTOBER 13, 2022**

Approve the 2022-2023 Board Goals

Page 2

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Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education:

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

## **2022-23 Goals**

### **OPUSD Board of Education**

We strive to provide exceptional leadership and to create a culture of innovation, collaboration, and accountability for the OPUSD Team, who share a commitment to providing students with best-in-class educational opportunities and services within a climate of care.

#### **1. Effective Leadership**

[BP 9230(a) Orientation] [BP 9240(a) Board Training]

The Board will outline a plan to ensure strong governance/leadership. Consider:

- Onboarding new trustees following the 2022 election;
- Participating in industry and networking events, including CSBA;
- Review and consider value in participating in organizations that support advocacy efforts at the state level;
- Studying best practices and emerging themes in education and sharing this information with fellow Board members and staff.

#### **2. Accountability**

[BP 0500(a) Accountability][BB 9100(a) Organization] [Governance Calendar]

Integrate into the Board's meeting calendar reports that will provide an opportunity for the Board to measure progress and effective use of resources toward district goals. Consider:

- Where items should fall on regular board meetings
- Need for special board meetings on key initiatives

#### **3. Meeting Coordination and Management**

[BB 9322(a) Agenda/Meeting Material] [Governance Handbook]

Implement an effective Board meeting coordination and management process whereby the Board President, together with the Superintendent, will set a regular schedule to meet and jointly set and review upcoming agenda items to help ensure efficient meetings and progress on District goals and initiatives. The Board members commit to observing this calendar and providing, in advance of these planning meetings, the themes and information that they will be looking for in upcoming reports. Consider:

- Biweekly planning meetings, in-person
- Include members of executive cabinet, as needed
- Outline the agenda items and key points to be covered in Board presentations in Friday Notes 10 days before the meeting

#### **4. Culture of Respect and Collaboration**

[BP/AR 1150 Commendations and Awards]

Working with the staff, the Board will outline the key events and activities that they should participate in to share praise for excellent work and to bring recognition to all staff members. Consider:

- Participating in districtwide events and functions
- Recognize staff at Board meetings and in District communication

#### **5. Access and Engagement**

[BB 9130(a) Board Committees]

The Board strives to be accessible to all voices in the District, from staff and students to families and community members. It is the Board's responsibility to listen to and consider the multiple stakeholder groups and diverse points of view across the full school community. Consider:

- Utilize existing committees
- Board Office Hours twice a year
- Visibility and attendance at school functions and meetings, such as parent nights/info sessions, staff meetings, PFA/PTA meetings

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.5.a. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION AND EXHIBIT 1312.4 – WILLIAMS UNIFORM COMPLAINT PROCEDURES ACTION**

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**ISSUE:** Should the Board of Education approve the amendment to Administrative Regulation and Exhibit - 1312.4 – Williams Uniform Complaint Procedures?

**BACKGROUND:** Regulation updated to reflect New State Regulations (Register 2020, No. 21) which amends the definition of "beginning of the year or semester" and New Law (AB 367, 2021) which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year. Regulation also updated to clarify that the principal or Superintendent's designee is required to send a written resolution of the complaint to the mailing address of the complainant when the complainant has indicated on the complaint form a desire to receive a response to the complaint. Exhibit updated to include that, for a school that serves any of grades 6-12, a complaint may be filed for failure to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms, as required by New Law (AB 367, 2021). Administrative Regulation and Exhibit 1312.4 are being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Administrative Regulation and Exhibit 1312.4 – Williams Uniform Complaint Procedures.
  2. Do not approve amendment to Administrative Regulation and Exhibit 1312.4 – Williams Uniform Complaint Procedures.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Jeff Davis, Ed.D.  
 Superintendent

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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 ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.4(a)

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## **Williams Uniform Complaint Procedures**

### Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

~~(cf. 6161.1 – Selection and Evaluation of Instructional Materials)~~

~~(cf. 4112.22 – Staff Teaching English Learners)~~

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

- d. *Beginning of the year or semester* means the time period from the first day ~~classes necessary to serve all the~~ students attend classes for a year-long course or semester-long course ~~enrolled are established with a single designated certificated employee assigned for the duration of the class, but not~~ later than 20 working business days afterwards ~~the first day students attend classes for that semester.~~ (5 CCR 4600)

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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AR 1312.4(b)

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

~~(cf. 4112.2—Certification)~~

~~(cf. 4113—Assignment)~~

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)
  - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

*Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

*Open restroom means* the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 ~~in which 40 percent or more of the students in the school or school attendance area are from low income families, as defined in 20 USC 6314,~~ a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to ~~stock,~~ at all times, ~~stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.~~ (Education Code 35292.6) ~~at least half of the restrooms in the school with feminine~~

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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~~hygiene products and to not charge students for the use of such products.~~

~~(cf. 3514--Environmental Safety)~~

~~(cf. 3517--Facilities Inspection)~~

## Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

## Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

## Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall ~~report~~ ~~send~~ ~~written~~ ~~the~~ resolution of the complaint to the ~~mailing address of the~~ complainant ~~as indicated in the complaint~~ within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 (when 15 percent or more of the students enrolled in a particular school speak a single primary language other than English, all notices, reports, statements, or records sent to the parents/guardians of such students be written in English and in the primary

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

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language)-is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in ~~Item~~ #3a in the section ~~entitled~~ “Types of Complaints” above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district’s response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

~~(cf. 1340—Access to District Records)~~

## Reports

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 by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

## Legal Reference:

### EDUCATION CODE

~~234.1 Prohibition of discrimination, harassment, intimidation, and bullying~~

~~1240 County superintendent of schools, duties~~

~~17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account~~

~~33126 School accountability report card~~

~~35186 Williams uniform complaint procedures~~

~~35292.5-35292.6 Restrooms, maintenance and cleanliness~~

~~48985 Notice to parents in language other than English~~

~~60119 Hearing on sufficiency of instructional materials~~

### CODE OF REGULATIONS, TITLE 5

~~4600-4670 Uniform complaint procedures~~

~~4680-4687 Williams uniform complaint procedures~~

### UNITED STATES CODE, TITLE 20

~~6314 Title I schoolwide program~~

## Management Resources:

### WEB SITES

~~CSBA: <http://www.esba.org>~~

~~California County Superintendents Educational Services Association: <http://www.cesesa.org>~~

~~California Department of Education, Williams case: <http://www.ede.ca.gov/eo/eehwe>~~

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 1000*

*Community Relations*

*AR 1312.4(e)*

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*State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>*

Adopted: 11-04

Amended: 1-08, 11-10, 8-14, 6-18-19, 8-18-20, [10-13-2022](#)

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**Williams Uniform Complaint Procedures**

*Series 1000*

*Community Relations*

*E 1312.4(a)*

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NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:  
COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

**OAK PARK UNIFIED SCHOOL DISTRICT**  
COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

Location of the problem that is subject of this complaint:

School name/address: \_\_\_\_\_

Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location of facility \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation):

1. Textbooks and instructional materials: (Education Code 35186; 5CCR 4681)

\_\_\_\_\_ A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

\_\_\_\_\_ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

\_\_\_\_\_ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

\_\_\_\_\_ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

\_\_\_\_\_ A semester begins and a teacher vacancy exists. *A teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

\_\_\_\_\_ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.

\_\_\_\_\_ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions: (Education Code 17592.72, 35186; 35292.5; 5 CCR 4683)

\_\_\_\_\_ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; ~~or~~ structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

\_\_\_\_\_ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

\_\_\_\_\_ For a school serving any of grades 6-12, the school has not, at all times, stocked and made available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom.

\_\_\_\_\_ ~~A~~ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff: \_\_\_\_\_

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Please file this complaint with the person specified below at the following location:

Superintendent  
Oak Park Unified School District

5801 Conifer Street  
Oak Park, CA 91377

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

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Signature

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Date

Amended: 1/08, 8-14, 6-18-19, [10-13-2022](#)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.5.b. APPROVE AMENDMENT TO ADMINISTRATIVE REGULATION AND ADOPT EXHIBIT 3517 – FACILITIES INSPECTION**

ACTION

**ISSUE:** Should the Board of Education approve the proposed amendment to Administrative Regulation and Adopt Exhibit 3517 – Facilities Inspection?

**BACKGROUND:** Regulation updated to reflect NEW LAW (AB 367, 2021) which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year, and to post a notice, as specified, regarding this requirement in a prominent and conspicuous location. New exhibit presents a sample of the required notification to be posted in a prominent and conspicuous location in each restroom where free menstrual products are required to be stocked, pursuant to NEW LAW (AB 367, 2021). Administrative Regulation and Exhibit 3517 are being submitted with recommended updates from CSBA.

- ALTERNATIVES:**
1. Approve the amendment to Administrative Regulation and Adopt Exhibit 3517 – Facilities Inspection.
  2. Do not amend Administrative Regulation and Adopt Exhibit 3517 – Facilities Inspection.

**RECOMMENDATION:** Approval of 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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

AR3517(a)

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## Facilities Inspection

The Superintendent or designee shall inspect school facilities to ensure that ~~they~~ ~~school facilities~~ are maintained in good repair. At a minimum, ~~he/she~~ ~~the Superintendent or designee~~ shall assess those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including, but not limited to, the following: (Education Code 17002, 35292.5)

OPUSD maintenance engineers shall annually inspect all areas - interior and exterior.

1. Gas leaks: Gas systems and pipes appear, ~~sound~~, and smell safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems, as applicable are functional and unobstructed; appear to supply an adequate amount of air to all classrooms, work spaces, and facilities; and maintain interior temperatures and CO<sup>2</sup> levels within normally acceptable ranges.
3. Windows and Doors: Windows and doors are intact, functional, and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
4. Fences and Gates: Fences and gates are intact, functional, and free of holes and other conditions that could present a safety hazard to students, staff, or others. Locks and other security hardware function as designed.
5. Interior Surfaces (walls, floors, ceilings, and window casings); Interior surfaces, are free of safety hazards from tears, holes, missing floor and ceiling tiles, torn carpet, water damage, or other cause. Ceiling tiles are intact. Surfaces display no evidence of mold or mildew.
6. Hazardous Materials Hazardous and flammable materials are stored properly. No evidence of peeling, chipping, or cracking paint is apparent. No indicators of mold, mildew, or asbestos exposure are evident. There does not appear to be evidence of hazardous materials that may pose a threat to the health and safety of students or staff.  
  
*(cf. ~~3514 Environmental Safety~~)*
7. Structures: Posts, beams, supports for portable classrooms and ramps, and other structures appear intact, secure, and functional as designed. Ceilings and floors are not sloping or sagging beyond their intended design. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines structural components.

## OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Business and Non-Instructional Operations

AR3517(b)

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8. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and placed in all required areas including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.

9. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be ~~are~~-working properly.

10. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction, and there is no unusual hum or noise from light fixtures.

11. Pest/Vermin Infestation: No visible or odorous indicators of pest or vermin infestation is evident.

12. Drinking Fountains and Bottle Filling Stations: Interior and exterior drinking fountains and bottle filling stations are functional, accessible, and free of leaks. Drinking water pressure is adequate. Fountain water is clear and without unusual taste or odor, and moss, mold, or excessive staining is not evident.

13. Restrooms: Restrooms are fully operational, maintained and cleaned regularly, and stocked at all times with supplies (including toilet paper, soap, and paper towels or functional hand dryers) in accordance with Education Code 35292.5. The school keeps all restrooms open during school hours when students are not in classes and keeps a sufficient number of restrooms open during school hours when students are in classes, except when necessary to temporarily close a restroom for student safety or to repair the facility.

In addition, in a school serving any of grades 6-12 shall, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. The district shall post in a prominent and conspicuous location a notice regarding this requirement that includes an email address and telephone number for a designated individual responsible for maintaining the requisite supply of menstrual products. ~~in which 40 percent or more of the students in the school or school attendance area are from low-income families, at least 50 percent of the school's restrooms are stocked with feminine hygiene products, for which students are not charged.~~ (Education Code 35292.6; ~~20 USC 6314~~)

14. Sewers: The sanitary sewer system controls odors as designed, displays no signs of stoppage, backup, or flooding in school facilities or on school grounds, and appears to be functioning properly.

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AR3517(c)

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15. Roofs: Roofs, gutters, roof drains, and downspouts appear to be ~~are~~ functioning properly and are free of visible damage and evidence of disrepair when observed from the ground from inside and outside the building.

16. Drainage: School grounds do not exhibit signs of drainage problems, such as visible evidence of flooded areas, eroded soil, water damage to asphalt playgrounds or parking areas, or clogged storm drain inlets.

17. Playground/School Grounds: Playground equipment (exterior fixtures, seating, tables, and equipment), school grounds, fields, walkways, and parking lot surfaces are functional and free of significant cracks, trip hazards, holes, deterioration that affects functionality or safety, and other health and safety hazards.

18. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

In addition, to ensure the health and safety of students, the Superintendent or designee shall provide for the testing of drinking water on campus and of the soil and painted surfaces of school facilities for the presence of lead and/or other harmful substances, in accordance with state and federal standards.

The Superintendent or designee shall ensure that any necessary repairs or removal of hazards identified during the inspection are made in a timely and expeditious manner.

An assessment of the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as defined in Education Code 17002, shall be reported on the school accountability report card. (Education Code 33126)

~~(cf. 0510—School Accountability Report Card)~~

Any complaint alleging a school facility condition that poses an emergency or urgent threat to the health or safety of students or staff, or alleging that a school restroom is not clean, maintained, stocked, or kept open, shall be addressed in accordance with AR 1312.4 - Williams Uniform Complaint Procedures.

~~(cf. 1312.4—Williams Uniform Complaint Procedures)~~

The Superintendent or designee shall provide the Governing Board with regular reports every November regarding the district's facility inspections ~~program~~ and updates of any visits to district schools by the County Superintendent of Schools.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

AR3517(d)

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*Legal Reference:*

EDUCATION CODE

*1240 County superintendent of schools, duties*

*17002 Definitions*

*17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998*

*17565-17591 Property maintenance and control, especially:*

*17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account*

*33126 School accountability report card*

*35186 Williams uniform complaint procedure*

*35292.5-35292.6 School maintenance*

HEALTH AND SAFETY CODE

*116277 Lead testing in drinking water*

CODE OF REGULATIONS, TITLE 2

*1859.300-1859.330 Emergency Repair Program*

UNITED STATES CODE, TITLE 20

*6314 Title I schoolwide program*

UNITED STATES CODE, TITLE 42

*300f-300j-27 Safe Drinking Water Act*

*Management Resources:*

COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS

*Facility Inspection Tool Guidebook, February 2008*

STATE ALLOCATION BOARD, OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

*Facility Inspection Tool: School Facility Conditions Evaluation*

WEB SITES

*CSBA: <http://www.esba.org>*

*California County Superintendents Educational Services Association: <http://www.ccsesa.org>*

*California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>*

*Coalition of Adequate School House: <http://www.cashnet.org>*

*State Allocation Board, Office of Public School Construction*

*<http://www.opse.dgs.ca.gov>*

*U.S. Environmental Protection Agency: <http://www.epa.gov>*

Adopted: 5-17-05

Amended: 10-21-08, 3-20-2018, 10-13-2022

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

*Series 3000*

*Business and Non-Instructional Operations*

*E 3517(a)*

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**NOTICE REGARDING MENSTRUAL PRODUCTS**

Education Code 35292.6 requires that:

- a. On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school’s restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom.
- b. A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- c. A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- d. For purposes of this section, “menstrual products” means menstrual pads and tampons for use in connection with the menstrual cycle.
- e. This section shall become operative on July 1, 2022.

The name and contact information for the individual responsible for maintaining the requisite supply of menstrual products is:

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Jim Craft, OPUSD Head Custodian

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818-735-3200

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[jcraft@opusd.org](mailto:jcraft@opusd.org)

Adopted: 10-13-2022

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.5.c. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE REGULATION 5121 – GRADES/EVALUATION OF STUDENT ACHIEVEMENT**

ACTION

**ISSUE:** Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5121 – Grades/Evaluation of Student Achievement?

**BACKGROUND:** Board Policy and Regulation updated with minor language updates. Regulation also updated to reflect inclusion of CIF sports on the high school transcript and the use of the weighted academic GPA for determining the Eligibility in the Local Context for University of California. Board Policy and Administrative Regulation 5121 are being submitted with recommended language from the Superintendent.

- ALTERNATIVES:**
1. Approve amendment to Board Policy and Administrative Regulation 5121 – Grades/Evaluation of Student Achievement.
  2. Do not approve 5121 – Grades/Evaluation of Student Achievement.52 – Suicide Prevention.

**RECOMMENDATION:** Approval of 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	_____	_____	_____	_____

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## Grades/Evaluation of Student Achievement

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate reflection of what the student has learned and an evaluation of the student's academic growth and performance.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)*

The student evaluation is based on state and district standards. The Superintendent or designee shall establish a uniform grading system that shall be applied to all students in that course and grade level. Principals shall ensure that student grades conform to this system and shall notify teachers at the outset of every school year of any changes made to this policy from the preceding school year. Teachers shall inform students and parents/guardians how academic performance will be evaluated in the classroom.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

A teacher shall base a student's grades solely on the quality of the student's academic work and the student's independent and consistent mastery of course content based on state and district standards. Students shall have multiple opportunities to demonstrate this mastery through a variety of methods including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately. Students shall not be given extra credit towards academic grades for attending school events, donating materials, or any other similar activities that could exclude a student because of where they live or their socioeconomic status. Rather, extra credit in the academic grades shall only be given to students when the points reflect mastery of course content.

*(cf. 6011 - Academic Standards)*  
*(cf. 6162.5 – Student Assessment)*

Whenever a student misses an assignment or assessment due to an excused absence, the student shall be given full credit for subsequent satisfactory completion of the assignment or assessment, according to a mutually agreed upon timeline for submission between the student and teacher.

*(cf. 6154 - Homework/Makeup Work)*

Students in grades K-5 shall receive report cards at the end of each trimester grading period. The reports for trimesters 1 and 2 will communicate what progress students have made toward specific learning goals. The final report card will communicate whether or not students have

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demonstrated mastery of specific academic skills with consistency and independence. The elementary report card may also contain social-emotional marks.

At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work ~~in order to~~ better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about the student's disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

*(cf. 5125 - Student Records)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

*(cf. 5125.3 - Challenging Student Records)*

The Superintendent or designee shall ~~determine~~ recommend to the Governing Board the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses.

*(cf. 6141.4 - International Baccalaureate Program)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

Under extraordinary circumstances, ~~such as~~ including, but not limited to, an emergency or disaster, the Superintendent may alter the grading criteria specified in "Grades for Academic Performance" in the accompanying administrative regulation for the semester when the extraordinary circumstances exist. The Superintendent shall present the alterations to the grading criteria to the Board for information and discussion at the next feasible, regularly scheduled Board meeting.

*(cf. 2210 – Administrative Discretion Regarding Board Policy)*

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## Legal Reference:

### EDUCATION CODE

41505-41508 Pupil Retention Block Grant

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

69432.9 Cal Grant program; notification of grade point average

76000-76002 Enrollment in community college

### CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

### UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

### COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179Cal. App.3d 593

## Management Resources:

### CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

### U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE

Report Cards and Transcripts for Students with Disabilities, October 17, 2008

What The Research Says About Standards Based Grading Matt Townsley & Tom Buckmiller, Ph.D. Jan 2016

### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Student Aid Commission: <http://www.csac.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Adopted: 5-24-78

Amended: 5-15-84, 8-5-92, 9-17-02, 11-17-09, 4-17-18, 4-21-20, 10-13-22

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## **Grades/Evaluation Of Student Achievement**

The Superintendent or designee shall annually inform and train principals and teachers on the district's board policy and administrative regulation regarding grading and evaluation of student achievement, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors. The Superintendent or designee shall ensure that grading policies and practices at district schools, including parent, student or teacher handbooks, are in compliance with the district's policy and administrative regulation, and shall implement a process for regularly reviewing and ensuring compliance.

Report cards displaying students' academic performance and progress in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

*(cf. 6020 – Parent Involvement)*

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

*(cf. 5123 – Promotion/Acceleration/Retention)*

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

*(cf. 5125 – Student Records)*

*(cf. 6146.1 – High School Graduation Requirements)*

## **Grades for Academic Performance**

For grades K-5, students' level of progress for the first two grading periods shall be reported as follows:

*Area of Strength (S), Making Progress (P), Not Yet (N)*

For the third and final grading period, students' level of progress shall be reported as follows:  
*Meets Grade Level Standard or Does Not Yet Meet Grade Level Standard*

“Area of strength” and “meets grade level standard” means the student consistently and independently demonstrates the skill at the time marks are reported.

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For grades 6-12, grades for academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete shall be given only when a student's work is not finished by the end of the grading period because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

The following applies only when a school reports weighted GPA to post-secondary institutions: Because of the more rigorous nature of Advanced Placement, International Baccalaureate, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

*(cf. 6141.4 - International Baccalaureate Program)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

## **Grades for Physical Education**

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond the student's control, does not wear standardized physical education apparel. (Education Code 49066)

*(cf. 6142.7 - Physical Education and Activity)*

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation and assigns the grade. [Students that fulfill the physical education graduation requirement and continue to be enrolled in a physical education/athletics course\(s\) in subsequent semesters will](#)

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have this reflected within the appropriate semester on their academic transcript and will earn general elective credit. Students that have fulfilled the physical education graduation requirement, are not enrolled in a physical education/athletics course and are participating on a CIF (California Interscholastic Federation) recognized interscholastic athletics team for Oak Park High School, will have this reflected in a separate section of the academic transcript and will not earn academic credits.

*(cf. 6145.2 - Athletic Competition)*

## **Grades for College Courses**

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, the student shall receive the same letter grade as is granted by the college.

## **Grades for Citizenship and Work Habits**

Any grades assigned for citizenship or work habits, such as effort or study skills shall be reported as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement

## **Pass/Fail Grading**

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of a letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

## **Peer Grading**

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

## **Repeating Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise the student's grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

## **Withdrawal from Classes**

A student who drops a course during the first six weeks of the grading period may do so without any entry on the student's permanent record card. A student who drops a course after the first six

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weeks of the grading period shall receive an F grade on the student's permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

## **Effect of Absences on Grades**

Teachers who chose to withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians of such a possibility at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

*(cf. 6173.1 - Education for Foster Youth)*

## **Grade Point Average**

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the section "Grades for Academic Performance" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

*(cf. 5126 - Awards for Achievement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

Each academic year, the Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9).

For purposes of the University of California Office of the President (UCOP), Eligibility in the Local Context (ELC) program, the overall weighted grade point average for the top 15% students

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in grades 10 and 11 at Oak Park High School will be utilized and submitted to the University of California.

Adopted: 9-17-02

Amended: 7-09, 7-15, 4-17-18, 4-21-20, 10-13-22

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.5.d. ADOPT EXHIBITS FOR 6152.1 – PLACEMENT IN MATHEMATICS COURSES**

ACTION

**ISSUE:** Shall the Board of Education approve the adoption of Exhibits for 6152.1 – Placement In Mathematics Courses?

**BACKGROUND:** Exhibits 6152.1 added to include communication letter regarding math scope and sequence to be sent to families in Grades 6-9 at MCMS and OPHS. Exhibit also added to include waivers for placement in mathematics courses in grades 7-9 at MCMS and OPHS. Exhibits are being submitted with the recommendation of staff and Board sub-committee on Math.

- ALTERNATIVES:**
1. Approve the adoption of Exhibits for 6152.1 – Placement In Mathematics Courses.
  2. Do not approve the adoption of Exhibits for 6152.1 – Placement In Mathematics Courses.

**RECOMMENDATION:** Approval of 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	_____	_____	_____	_____

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

Series 6000

Instruction

E 6152.1

**Important Information Regarding Placement in Mathematics for Grades 6-9**

OPUSD strives to provide the best possible educational experience for our students. Appropriate math placement is one of the most critical determinations in this process, and academic readiness is fundamental to our course placement philosophy. Consistent with OPUSD Board policies, our goal is to provide fair, objective, and transparent math placement protocols and equitable placement in the most rigorous math course for which a student has the potential for success. We aim to provide a rigorous mathematics program where all students experience a suitable instructional pace, build a strong math foundation so they will succeed in high school, college, and their careers, and enjoy mathematics to the greatest extent possible. This letter provides important information about OPUSD’s math pathways, placement policies, and criteria during secondary school to help you and your child make informed decisions about their math education at OPUSD.

**The following is an overview of OPUSD’s math pathways and sequence from grades 6-12:**

**Math Pathways at MCMS and OPHS (Grades 6-12)**

Pathway	6th grade	7th grade	8th grade	9th grade	10th grade	11th grade	12th grade
<b>Grade Level &amp; OPHS/OPIS Graduation Pathway</b>	Math 6	Pre-Algebra	Algebra Introductions	Algebra 1A* OR Algebra I	Algebra 1B* OR Geometry	Geometry OR Algebra II or Data Science	Algebra II or Data Science OR Finite Math Math Analysis AP/CP Statistics
<b>Accelerated Pathway 1</b>		Pre-Algebra	Algebra I	Geometry	Algebra II OR Algebra II Honors w/Trig	Math Analysis Math Analysis Honors Data Science	AP Calc AB AP Calc BC AP Statistics Finite Math
<b>Accelerated Pathway 2</b>		Algebra I	Geometry**	Algebra II Honors w/Trig (Alg. II in Sem 1)	Math Analysis Honors (Calc A in Sem 2)	AP Calc AB AP Calc BC AP/CP Stats	AP Calc AB or BC AP Stats  Advanced math courses taken at Community College

\* Not a grade level course, requires consultation with OPHS Administration and Math Teacher

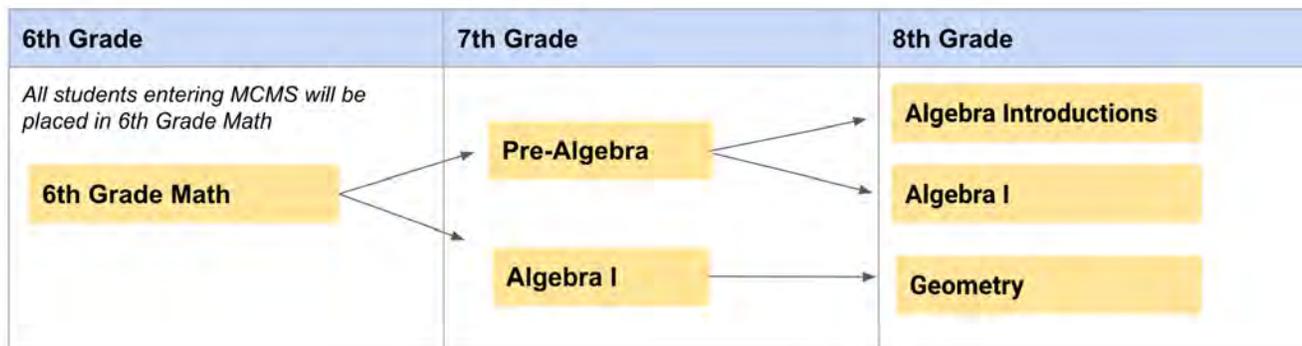
\*\*Students in Accelerated Pathway 2 may choose to take Algebra II or Algebra II (H) also known as Algebra II H w/Trig in 9th grade

■ Option: Summer School Acceleration in Geometry for Algebra I students only      ■ Additional Accelerated Pathway

OPUSD considers the following multiple, objective measures in determining math placement for students entering grades 7-9:

1. The student’s grades in their previous mathematics courses.
2. Interim and summative mathematics assessments from California Assessment of Student Performance and Progress (CAASPP).
3. Other assessments, such as the University of California’s Mathematics Diagnostic Testing Project (MDTP) and/or district benchmark assessments.
4. For students with disabilities, an alternate test or other measures when designated in a student’s individualized education program (IEP).

**The following describes the math pathways and placement protocols for MCMS:**



*\*For the middle school math scope and sequence at Oak Park Independent School, please contact the school.*

All 6th-grade students entering MCMS will be placed in 6th-Grade Math. In 7th grade, most students will be placed into the grade level course of Pre-Algebra. However, some students may qualify to take Algebra I in 7th grade. For 8th grade, some students will take Algebra Introductions (Grade Level Pathway), some will take Algebra I (Accelerated 1 Pathway), and a small cohort of students will take Geometry (Accelerated 2 Pathway). All students who accelerate must meet certain criteria, as detailed below.

**Criteria for Placement in Algebra I as a 7th Grader:**

- At least an A- on 3 of the 4 quarter report cards in 6th grade.
- At least an 85% on the Medea Creek Algebra Readiness test that covers pre-algebra concepts.
- At least an 85% on the MDTP, an Algebra Readiness diagnostic exam created by UCLA.

**Criteria for Placement in Algebra I as an 8th Grader:**

- At least an A- on 3 of the 4 quarter report cards in 7th grade.
- At least an 85% on the Medea Creek Algebra Readiness test that covers pre-algebra concepts.
- At least an 85% on the MDTP, an Algebra Readiness diagnostic exam created by UCLA.

**Criteria for Placement in Geometry as an 8th Grader:**

- At least an average of 80% or better in quarters 3 and 4 (separately) in Algebra in 7<sup>th</sup> grade.

A student must meet all criteria above to be placed in Algebra or Geometry in middle school. Nevertheless, when a student does not meet all the criteria but is on the cusp (e.g., meets 2 out of 3 and is close to meeting the third criteria), they may be admitted to the course based on the recommendation of a teacher who has personal knowledge of the student’s academic ability and in consultation with a student’s parent/guardian. Taking Algebra I in middle school is considered an accelerated pathway, as Algebra I is a 9<sup>th</sup>-grade level course according to the California Common Core Standards.

The math pathway that a student begins in middle school affects the math, science, and other higher-level courses a student can take at OPHS. It also impacts placement in Honors/AP courses. For example, students wanting to take AP Biology in 10<sup>th</sup> grade need to complete Algebra I by the end of 8<sup>th</sup> grade. As another example, students who take Algebra I in middle school are typically on track to take Calculus by 12<sup>th</sup> grade.

The following chart describes the protocol and placement criteria for transition to math placement in 9<sup>th</sup> grade/high school:

## Oak Park High School Math Placement Protocol

In 8 <sup>th</sup> Grade; I am taking: Course Title	My grades in Qs 3 and 4 (average)	In 9 <sup>th</sup> grade, I will take:
Algebra Introductions*	70% or higher	Algebra I CP
	Below 70%	Algebra IA CP**
Algebra I	80% or higher	Geometry CP: Must Meet or Exceed standards on CAASPP Math exam
	Below 80%	Algebra I CP unless I take summer school Algebra I and bring my grade up to 80%. If I earn 80% or better over the summer, I will be eligible for Geometry. Appeals may be requested based upon the placement protocols specified below
Geometry	90% or Higher (all quarters) with 90% or higher in Algebra I (all quarters)	Algebra II H w/Trig: Must Exceed standards on CAASPP Math exam
	80% or Higher	Algebra II CP: Must Meet or Exceed standards on CAASPP Math Exam
	Below 80%	Geometry CP unless I attend summer school Geometry CP and bring my grade up to 80%. If I earn 80% or better over the summer, I will be eligible for Algebra II CP. Appeals may be requested based upon the placement protocols specified below.

\*An Algebra I Introductions Co-Taught class placement will be determined on an individual basis. Students may need to meet different criteria for transition into 9th-grade math and must meet with an OPHS administrator and math teacher to discuss 9th-grade math placement.

\*\*Students must meet with an OPHS administrator and math teacher to discuss placement in Algebra IA in 9th grade.

†Completion of Algebra I is a State requirement. Completion of Geometry is an OPHS graduation requirement. Completion of Algebra II or Data Science is an UC/CSU requirement. Three years of math is required for OPHS graduation and UC/CSU admission (four years recommended).

††For the math scope and sequence at our alternative schools (Oak Park Independent School or Oak View High School), please contact the school.

In determining math placement for students entering 9th grade at OPHS, the school administration will assess whether each student has the prerequisite skills for success in the course and consider student and parent/guardian requests. Such determinations are based on multiple objective measures, including, but not limited to, the following:

1. The student's grades in their previous mathematics courses.
2. Interim and Summative grade 8 mathematics assessments from the California Assessment of Student Performance and Progress (CAASPP).
3. Other assessments, such as the University of California's Mathematics Diagnostic Testing Project (MDTP) and/or district benchmark assessments.
4. For students with disabilities, an alternate test or other measures when designated in a student's individualized education program (IEP).

## OPHS Math and Science Sequence Coordination

8 <sup>th</sup> Grade	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Algebra Introductions	Algebra IA	Algebra IB CP	Geometry CP	Algebra II CP and/or Data Science CP**
	<b>No Science</b> – Elective/Study Hall	Foundations of Science CP	CP or Biology H	CP or Chemistry H
	Algebra I CP	Geometry CP	Algebra II CP and/or Data Science CP**	Finite Math CP, Statistics CP/AP and/or Math Analysis CP/H
	Foundations of Science CP*	CP or Biology H	CP or Chemistry H	CP Physics, Anatomy & Physiology CP, and/or AP/CP Environmental
Algebra I	Geometry CP	Algebra II CP or Algebra II H w/Trig	Math Analysis CP/H Finite Math CP and/or Statistics CP/AP	Calculus AB/BC and/or Statistics CP/AP
	Foundations of Science CP*	Biology CP, H, AP	Chemistry CP, H, AP and may take in addition AP Physics 1 or 2 (depending on Math)	CP/AP Physics 1 or 2 (depending on Math), Anatomy & Physiology CP and/or AP/CP Environmental
Geometry	Algebra II CP or Algebra II H w/Trig	Math Analysis CP or Math Analysis H	Calculus AB/BC and/or Statistics CP/AP	Calculus AB/BC and/or Statistics CP/AP
	Foundations of Science CP*	Biology CP, H, AP	Chemistry CP, H, AP and may take CP/AP Physics 1 or 2 (depending on Math)	CP/AP Physics 1 or 2, Anatomy & Physiology CP and/or AP/CP Environmental

\*Foundations of Science CP is a 9th grade science course at OPHS. For more information, refer to Science Courses at OPHS <https://sites.google.com/opusd.org/ophsoursecatalog/science>.

\*\*Students deciding between Algebra II CP or Data Science CP in 11th or 12th grade should look at the math requirements for colleges they are interested in applying to.

### RE-EVALUATION

Within the first month of the school year, the school will re-evaluate mathematics course placements to ensure placement in the most rigorous mathematics course for which a student has the potential for success.

Criteria for re-evaluating each student's placement include, but are not limited to, course pre-assessment results, attendance, and student performance in the first month of the school year as determined by teacher observation and grades on assignments, tests, and other assessments. Student and parent/guardian requests for course placement may also be considered.

### APPEALS AND WAIVERS

OPUSD acknowledges the need to offer clear and timely recourse for each student and their parent/guardian who question their student's math placement. To that end, OPUSD has an appeal and waiver process for placement in grades 7th-9th at MCMS and OPHS that includes the following steps:

1. *Appeals:* Within 10 school days of an initial placement decision or a placement decision upon re-evaluation, a student and their parent/guardian who disagree with the placement may appeal the decision to the principal. A student or their parent/guardian may appeal their principal's decision to the Superintendent or designee. The Superintendent or designee shall decide whether to overrule the placement determination within 10 school days of receiving the appeal. As part of the appeal, the parent/guardian may request that the site administrator present the outcomes from the performance measures listed above in placement protocols.
2. *Waivers:* After meeting with both the principal and Superintendent (or designee) who have upheld that placement, the student's parent/guardian may nevertheless sign a waiver requesting that the student be placed in the next in-sequence course, against the professional recommendation of the student's teacher and site administrator, acknowledging and accepting the responsibility of this placement.

In accordance with BP/AR6152.1 Placement in Mathematics Courses, OPUSD is sending this written communication to help inform you about the secondary math placement options available to your student and will hold an informational presentation on math placement via webinar on \_\_\_\_\_. The information about the webinar including the link will be sent by the school.

If you have questions about OPUSD's math placement policies or course pathways, please contact your child's math teacher.

Adopted: 10-13-2022

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

Series 6000

Instruction

E 6152.1

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**MCMS Math Waiver (7th & 8th Grade)**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course **REQUESTED** by student/parent/guardian (circle one):    Algebra I CP    Geometry CP

Course **RECOMMENDED** by School: \_\_\_\_\_

Pursuant to AR 6152.1(c), after meeting with both site administration and the Superintendent/designee who have upheld the placement, the student's parent/guardian may sign a waiver requesting that the student be placed in the next in-sequence course against the professional recommendation of the student's teacher and site administrator, acknowledging and accepting responsibility of this placement.

**STUDENT (Please initial each statement)**

\_\_\_ I request that I be placed in the course listed above, even though I have not been recommended for that course because I have not met all of the placement criteria.

\_\_\_ I understand that the course I am requesting is more challenging than the course recommended by the professional staff.

\_\_\_ I am aware that I may have difficulty meeting the demands of the course based on my current level of academic preparation.

**PARENT/GUARDIAN (Please initial each statement)**

\_\_\_ I understand that the requested course will place more stringent demands on my student.

\_\_\_ I understand that this placement is against the recommendation of the school and/or guidelines established for math course placement.

\_\_\_ I understand that if my student later wants to transfer into the recommended course during the re-evaluation period, and if space is available, this may require a schedule change. My student's grade in the requested course will transfer with them into the recommended course.

*By signing below, I certify that I have met with Medea Creek Middle School staff and am requesting that \_\_\_\_\_ be placed in \_\_\_\_\_, against the professional recommendation of the school, acknowledging and accepting responsibility of this placement.*

\_\_\_\_\_  
Student Name (printed)                      Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Name (printed)                      Parent/Guardian Signature                      Date

**DEADLINE FOR THIS FORM IS: Two Weeks from Receipt**  
Please return this form to the Medea Creek Middle School Assistant Principal.

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

Series 6000

Instruction

E 6152.1

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**OPHS Math Waiver (9th Grade)**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course **REQUESTED** by student/parent/guardian (circle one):

Algebra I CP    Geometry CP    Algebra II CP    Honors Algebra II w/Trig

Course **RECOMMENDED** by School: \_\_\_\_\_

Pursuant to AR 6152.1(c), after meeting with both site administration and the Superintendent/designee who have upheld the placement, the student's parent/guardian may sign a waiver requesting that the student be placed in the next in-sequence course, against the professional recommendation of the student's teacher and site administrator, acknowledging and accepting responsibility of this placement.

**STUDENT (Please initial each statement)**

\_\_\_ I request that I be placed in the course listed above, even though I have not been recommended for that course because I have not met all of the placement criteria.

\_\_\_ I understand that the course I am requesting is more challenging than the course recommended by the professional staff.

\_\_\_ I am aware that I may have difficulty meeting the demands of the course based on my current level of academic preparation.

**PARENT/GUARDIAN (Please initial each statement)**

\_\_\_ I understand that the requested course will place more stringent demands on my student.

\_\_\_ I understand that this placement is against the recommendation of the school and/or guidelines established for math course placement.

\_\_\_ I understand that, if my student is waived, my student has up to, but no later than, the 11th week to transfer into the recommended course, if space is available. I understand that this may require a schedule change, and that my student's grade in the requested course will transfer with them into the recommended course. I will accept responsibility for any possible consequences regarding graduation and/or college admission.

*By signing below, I certify that I have met with Oak Park High School staff and am requesting that \_\_\_\_\_ be placed in \_\_\_\_\_, against the professional recommendation of the school, acknowledging and accepting responsibility of this placement.*

\_\_\_\_\_  
Student Name (printed)                      Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Name (printed)                      Parent/Guardian Signature                      Date

**DEADLINE FOR THIS FORM IS: Two Weeks from Receipt**

Please return this form to the Oak Park High School Assistant Principal of Instruction.

Adopted: 10-13-2022

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: B.5.e. APPROVE AMENDMENT TO BOARD BYLAW 9100 ORGANIZATION ACTION**

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**ISSUE:** Should the Board of Education approve the amendment to Board Bylaw 9100 Organization?

**BACKGROUND:** Board Bylaw updated to to reflect New Law (AB 486, 2021) which changes the date requirements for districts to hold their annual organizational meeting. Board Bylaw 9100 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Bylaw 9100 Organization.
  2. Do not approve amendment to Board Bylaw 9100 Organization.

**RECOMMENDATION:** Approval of Alternative #1.

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

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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 BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9100(a)

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## Organization

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within ~~a 15-days~~ following the second Friday in December after the regular election. ~~period beginning from the date upon which a Board member elected at that election takes office.~~ During all other years, the meeting may be held on any date in December, but no later than December 20th. ~~non-election years, the meeting shall be held within the same 15-day period on the calendar.~~ (Education Code 35143)

~~The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period.~~ During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the ~~clerk of the Board, with the assistance of the Superintendent;~~ shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates.

*(cf. 9140 - Board Representatives)*

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

# OAK PARK UNIFIED SCHOOL DISTRICT BYLAWS OF THE BOARD

Series 9000

Bylaws of the Board

BB 9100(b)

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(cf. 9000 – Role of the Board)  
(cf. 9005 – Governance Standards)  
(cf. 9230 – Orientation)  
(cf. 9240 – Board Development)  
(cf. 9320 – Meetings and Notices)  
(cf. 9323 – Meeting Conduct)

## Election of Officers

**OPTION 1:** The Board shall each year elect one of its members to be (clerk)/(vice president). This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.

**OPTION 2:** The Board shall each year elect its entire slate of officers.

**CSBA NOTE:** The following optional sentence may be used with Option 2.  
No Board member shall serve more than \_\_\_\_\_ consecutive year(s) in the same office.

(cf. 9224 - Oath or Affirmation)

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

### Legal Reference:

~~EDUCATION CODE~~

~~5017 Term of office~~

~~35143 Annual organizational meeting date, and notice~~

~~35145 Public meetings~~

~~GOVERNMENT CODE~~

~~54953 Meetings to be open and public; attendance~~

~~ATTORNEY GENERAL OPINIONS~~

~~68 Ops. Cal. Atty. Gen. 65 (1985)~~

~~59 Ops. Cal. Atty. Gen. 619, 621-622 (1976)~~

Adopted: 10-19-77

Amended: 11-6-84, 9-11-90, 3-12-02, 9-17-02, 9-15-15, 10-13-2022

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: OCTOBER 13, 2022**

**SUBJECT: VII.1. MONTHLY CASH FLOW REPORT**

INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow as of September 30th 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,

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Jeff Davis, Ed.D.  
Superintendent



Oak Park Unified  
56-73874-0000000

## Cashflow Report

### 2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of September

Fund 01

	Object Range	Budget/Beg. Balance	2023 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
<b>A. BEGINNING CASH</b>		<b>6,945,986</b>	<b>3,937,946</b>	<b>4,418,060</b>	<b>3,367,255</b>	<b>1,247,574</b>	—	—	—	—
<b>B. RECEIPTS</b>										
LCFF Sources										
Principal Apportionment	8010-8019	31,706,192	4,293,937	1,959,180	1,959,180	4,293,937	(1)	—	31,706,191	1
Property Taxes	8020-8079	12,705,452	—	6,352,726	—	—	—	(89,653)	12,742,067	(36,615)
Miscellaneous Funds & LCFF Transfers	8080-8099	0	—	—	—	—	—	—	—	—
Federal Revenue	8100-8299	1,376,153	141,633	—	—	1,014,531	—	(4,540)	1,376,153	—
Other State Revenue	8300-8599	1,529,760	239,355	26,309	—	279,340	243,721	(70,322)	1,962,136	(432,376)
Other Local Revenue	8600-8799	4,467,442	337,768	360,953	379,389	472,120	—	(147,652)	4,752,272	(284,830)
Interfund Transfers in	8910-8929	0	—	—	—	—	—	—	—	—
All Other Financing Sources	8930-8999	0	—	—	—	—	—	—	—	—
<b>TOTAL RECEIPTS</b>		<b>51,784,999</b>	<b>5,012,694</b>	<b>8,699,168</b>	<b>2,338,569</b>	<b>6,059,929</b>	<b>243,720</b>	<b>(312,168)</b>	<b>52,538,819</b>	<b>(753,820)</b>
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999	24,599,803	2,403,401	2,398,481	2,420,621	462,476	—	45,653	24,903,108	(303,305)
Classified Salaries	2000-2999	8,498,436	770,808	754,661	791,204	565,146	—	(261)	8,493,011	5,425
Employee Benefits	3000-3999	13,024,206	1,258,138	1,254,231	1,271,163	281,323	—	(14,561)	12,884,505	139,701
Books and Supplies	4000-4999	2,049,703	116,218	79,324	148,808	41,609	—	(38,735)	2,325,245	(275,542)
Services	5000-5999	4,623,087	219,134	410,530	204,340	610,710	—	7,569	4,814,207	(191,120)
Capital Outlay	6000-6999	0	—	—	—	—	—	(12,194)	—	—
Other Outgo	7000-7499	250,726	39,741	39,741	39,741	(154,972)	—	22,177	207,004	43,722
Interfund Transfers Out	7600-7629	0	—	—	—	—	—	—	—	—
All Other Financing Uses	7630-7699	0	—	—	—	—	—	—	—	—
<b>TOTAL DISBURSEMENTS</b>		<b>53,045,961</b>	<b>4,807,441</b>	<b>4,936,968</b>	<b>4,875,877</b>	<b>1,806,292</b>	—	<b>9,649</b>	<b>53,627,080</b>	<b>(581,119)</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>(2,982,210)</b>	<b>480,115</b>	<b>(1,050,805)</b>	<b>(2,119,681)</b>	<b>3,600,914</b>	<b>243,720</b>	<b>(321,816)</b>	<b>(2,175,595)</b>	
<b>F. ENDING CASH (A + E)</b>			<b>4,418,060</b>	<b>3,367,255</b>	<b>1,247,574</b>	<b>4,848,488</b>	—	—	—	
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									<b>4,770,392</b>	



Oak Park Unified  
56-73874-0000000

## Cashflow Report

### 2022-23 Adopted Budget

Base Year 2022-23; Actuals Through the Month of September

Fund 01

	Object Range	Budget/Beg. Balance	2023 March	April	May	June	Accruals	Adjustments	TOTAL	Variance
<b>D. BALANCE SHEET ITEMS</b>										
<b>Assets and Deferred Outflows</b>										
Cash Not in Treasury	9111-9199	2,000	—	—	—	—	—	—	—	—
Accounts Receivable	9200-9299	6,954,472	—	—	—	(1,116,619)	—	—	1,026,261	—
Due From Other Funds	9310	30,864	—	—	—	10,000	—	—	30,864	—
Stores	9320	0	—	—	—	—	—	—	—	—
Prepaid Expenditures	9330	188,598	—	—	—	(59,371)	—	—	(92,971)	—
Other Current Assets	9340	0	—	—	—	—	—	—	—	—
Deferred Outflows of Resources	9490	0	—	—	—	—	—	—	—	—
<b>SUBTOTAL</b>		<b>7,175,934</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(1,165,990)</b>	<b>—</b>	<b>—</b>	<b>964,155</b>	<b>—</b>
<b>Liabilities and Deferred Inflows</b>										
Accounts Payable	9500-9599	8,503,245	(274,862)	223,005	782,373	(1,713,266)	—	—	1,899,803	—
Due To Other Funds	9610	20,000	—	—	(1,200,000)	1,200,000	—	—	—	—
Current Loans	9640	0	—	4,590,000	—	—	—	—	—	—
Unearned Revenues	9650	373,938	—	—	—	—	—	—	151,686	—
Deferred Inflows of Resources	9690	0	—	—	—	—	—	—	—	—
<b>SUBTOTAL</b>		<b>8,897,183</b>	<b>(274,862)</b>	<b>4,813,005</b>	<b>(417,627)</b>	<b>(513,266)</b>	<b>—</b>	<b>—</b>	<b>2,051,488</b>	<b>—</b>
<b>Nonoperating</b>										
Suspense Clearing	9910	0	—	—	—	—	—	—	—	—
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>(1,721,248)</b>	<b>274,862</b>	<b>(4,813,005)</b>	<b>417,627</b>	<b>(652,723)</b>	<b>—</b>	<b>—</b>	<b>(1,087,333)</b>	<b>—</b>
<b>E. NET INCREASE/DECREASE (B - C + D)</b>		<b>(2,982,210)</b>	<b>480,115</b>	<b>(1,050,805)</b>	<b>(2,119,681)</b>	<b>3,600,914</b>	<b>243,720</b>	<b>(321,816)</b>	<b>(2,175,595)</b>	<b>—</b>
<b>F. ENDING CASH (A + E)</b>			<b>4,418,060</b>	<b>3,367,255</b>	<b>1,247,574</b>	<b>4,848,488</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									<b>4,770,392</b>	<b>—</b>

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: OCTOBER 13, 2022**

**SUBJECT: VII.2. MONTHLY MEASURE S BOND PROJECT STATUS REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on the progress of authorized Measure S bond projects through October 5, 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,

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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
<b>Measure S Management</b>			-
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	418,193	-
	<b>2,282,184</b>	<b>2,204,815</b>	<b>255,228</b>
<b>Brookside Elementary School</b>			-
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)	68,344	62,041	-
	<b>5,263,256</b>	<b>1,830,279</b>	-
<b>District Office</b>			-
19-17S District Office Emergency Generator (1) (3) (4)	245,011	50,237	144,709
19-21S Upper Field Chain Link Fencing and Gates	12,416	12,416	-
	<b>257,427</b>	<b>62,653</b>	<b>144,709</b>
<b>District Wide</b>			-
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	221,795	24,988
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)	316,349	225,854	21,014
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)	21,555	2,456	19,000
	<b>9,557,598</b>	<b>9,210,377</b>	<b>249,167</b>
<b>Medea Creek Middle School</b>			-
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	-
18-07S Sidewalk and Handrail Installation, Buildin	26,937	26,937	-



## 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	
18-21S Classroom Replacement (1) (2) (3)	5,483,710	5,006,737	210,344	
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	-	
	<b>7,999,044</b>	<b>7,597,029</b>	<b>231,578</b>	
<b>Oak Hills Elementary School</b>				<b>-</b>
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	66,881	-	
22-06S Upgrade Eating Area OHES (1)	114,588	114,588	-	
22-09S Security Fence Front OHES (1)	108,097	108,097	-	
	<b>1,169,416</b>	<b>895,709</b>	<b>174</b>	
<b>Oak Park High School</b>				<b>-</b>
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)	60,918	60,918	-	
	<b>2,543,757</b>	<b>2,512,214</b>	<b>1,592</b>	
<b>Oak View High School</b>				<b>-</b>
19-26S Reno Bldg Ext at OVHS	175,000	167,808	(880)	
	<b>175,000</b>	<b>167,808</b>	<b>(880)</b>	
<b>Red Oak Elementary School</b>				<b>-</b>



## 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	
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)	58,975	56,723	2,198	
20-18S Renovate Exteriors of Buildings B & C @ROES (1) (3)	2,500,621	2,543,484	20,145	
	<b>9,719,612</b>	<b>3,509,614</b>	<b>22,343</b>	
<b>TECH</b>				<b>-</b>
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)	33,030	33,030	-	
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	84,222	31,253	
	<b>4,203,873</b>	<b>3,700,478</b>	<b>258,593</b>	
<b>Totals</b>	<b>43,171,168</b>	<b>31,690,974</b>	<b>1,162,505</b>	

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. JEFF DAVIS, SUPERINTENDENT**

**DATE: OCTOBER 13, 2022**

**SUBJECT: VII.3. MONTHLY GENERAL FUND BUDGET REPORT**

INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District's General Fund operating budget through September 30th 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,

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Jeff Davis, Ed.D.  
Superintendent

Fiscal13a

Financial Statement

Fund 01		Fiscal Year 2022/23 Through September 2022				
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rec'd
<b>REVENUE DETAIL</b>						
<b>LCFF Revenue Sources</b>						
8011-8019	LCFF State Aid	31,706,192.00	31,706,192.00	7,114,037.00	24,592,155.00	22.44%
8020-8079	Property Taxes	12,705,452.00	12,705,452.00	126,268.50	12,579,183.50	0.99%
	<b>Total LCFF Revenue Sources</b>	<b>44,411,644.00</b>	<b>44,411,644.00</b>	<b>7,240,305.50</b>	<b>37,171,338.50</b>	<b>16.30%</b>
<b>Federal Revenues</b>						
8100-8299	Federal Revenues	1,376,153.00	1,376,153.00	279,230.00	1,096,923.00	20.29%
<b>Other State Revenues</b>						
8300-8599	Other State Revenues	1,529,760.00	1,529,760.00	919,437.06	610,322.94	60.10%
<b>Other Local Revenue</b>						
8600-8799	Other Local Revenues	4,467,442.00	4,467,442.00	1,319,287.35	3,148,154.65	29.53%
	<b>Total Year To Date Revenues</b>	<b>51,784,999.00</b>	<b>51,784,999.00</b>	<b>9,758,259.91</b>	<b>42,026,739.09</b>	<b>18.84%</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>EXPENDITURE DETAIL</b>							
<b>Certificated Salaries</b>							
1100-1199	Certificated Teacher Salaries	19,630,834.00	19,630,984.00	.00	3,977,987.12	15,652,996.88	20.26%
1160	<i>Certificated Salaries Stipends</i>	451,887.00	455,637.00	.00	36,940.68	418,696.32	8.11%
1200	Certificated Pupil Support Salaries	2,098,401.00	2,098,401.00	.00	460,592.30	1,637,808.70	21.95%
1260	<i>Counselor Stipend</i>	1,840.00	1,840.00	.00	40.00	1,800.00	2.17%
1300	Certificated Supervisors' & Administrators' Salaries	2,416,841.00	2,416,841.00	.00	657,772.61	1,759,068.39	27.22%
	<b>Total Certificated Salaries</b>	<b>24,599,803.00</b>	<b>24,603,703.00</b>	<b>.00</b>	<b>5,133,332.71</b>	<b>19,470,370.29</b>	<b>20.86%</b>
<b>Classified Salaries</b>							
2100	Classified Instructional Salaries	3,073,252.00	3,073,252.00	.00	541,880.63	2,531,371.37	17.63%
2200	Classified Support Salaries	2,049,791.00	2,050,424.00	.00	465,935.97	1,584,488.03	22.72%
2300	Classified Supervisors' & Administrators' Salaries	389,024.00	389,024.00	.00	97,256.10	291,767.90	25.00%
2400	Clerical, Technical, & Office Staff Salaries	2,151,449.00	2,153,087.00	.00	500,191.57	1,652,895.43	23.23%
2900	Other Classified Salaries	834,920.00	836,420.00	.00	156,397.07	680,022.93	18.70%
	<b>Total Classified Salaries</b>	<b>8,498,436.00</b>	<b>8,502,207.00</b>	<b>.00</b>	<b>1,761,661.34</b>	<b>6,740,545.66</b>	<b>20.72%</b>
<b>Employee Benefits</b>							
3100	State Teachers' Retirement System	4,639,401.00	4,640,023.00	.00	931,087.11	3,708,935.89	20.07%
3200	Public Employees' Retirement System	1,675,393.00	1,676,207.00	.00	325,762.66	1,350,444.34	19.43%
3400	Health & Welfare Benefits	5,126,164.00	5,126,164.00	.00	943,105.92	4,183,058.08	18.40%
3300-3900	All Other Statutory Costs	1,583,248.00	1,583,743.00	.00	324,027.84	1,259,715.16	20.46%
	<b>Total Employee Benefits</b>	<b>13,024,206.00</b>	<b>13,026,137.00</b>	<b>.00</b>	<b>2,523,983.53</b>	<b>10,502,153.47</b>	<b>19.38%</b>
<b>Books and Supplies</b>							
4100	Approved Textbooks and Core Curricula Materials	323,778.00	323,778.00	57,918.83	624,127.53	358,268.36-	192.76%
4200	Other Books and Reference Material	.00	3,000.00	4,642.60	9,451.03	11,093.63-	315.03%
4300	Materials & Supplies	978,227.00	946,552.00	309,091.22	226,219.88	411,240.90	23.90%
4400	Noncapitalized Equipment	747,698.00	746,233.00	11,632.90	432,187.06	302,413.04	57.92%
	<b>Total Books and Supplies</b>	<b>2,049,703.00</b>	<b>2,019,563.00</b>	<b>383,285.55</b>	<b>1,291,985.50</b>	<b>344,291.95</b>	<b>63.97%</b>
<b>Services and Other Operating Expenditures</b>							
5200	Travel and Conference	105,985.00	105,985.00	5,693.00	21,849.65	78,442.35	20.62%
5300	Dues and Memberships	47,780.00	47,815.00	27,316.27	5,035.00	15,463.73	10.53%
5400	Insurance	722,566.00	722,566.00	417,746.50	417,746.50	112,927.00-	57.81%



Object	Description	Budget		Actuals To Date			
		Adopted	Revised	Encumbrance	Actual	Budget Balance	% of Budget
<b>REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE</b>							
A.	Revenues	51,784,999.00	51,784,999.00		9,758,259.91	42,026,739.09	18.84%
B.	Expenditures	53,045,961.00	53,048,961.00	3,356,339.20	12,124,398.13	37,568,223.67	22.86%
C.	Subtotal (Revenues LESS Expense)	1,260,962.00-	1,263,962.00-		2,366,138.22-	4,458,515.42	
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-	1,263,962.00-		2,366,138.22-	4,458,515.42	
F.	Fund Balance						
	Beginning Balance (9791)	4,634,672.00	4,634,672.00		5,160,409.11		
	Audit Adjustments (9793)	.00	.00		.00		
	Audit Adjustments (9793)	.00	.00		.00		
	Adjusted Beginning Balance	4,634,672.00	4,634,672.00		5,160,409.11		
G.	Calculated Ending Balance	3,373,710.00	3,370,710.00		2,794,270.89		
	*Components of Ending Fund Balance						
	Legally Restricted (9740)						
	Other Designations (9780)						
	Undesig/Unapprop (9790)	3,373,710.00	3,370,710.00				
	Other				3,356,339.20		

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. JEFF DAVIS, SUPERINTENDENT**  
**DATE: OCTOBER 13, 2022**  
**SUBJECT: VII.4. MONTH 1 ENROLLMENT AND ATTENDANCE REPORT**  
**INFORMATION**

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 1 of the 2022-2023 school year?

**BACKGROUND:** As student enrollment and attendance plays a key role in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the following enrollment and attendance information through the end of the most recent reporting period to assist in this review.

**FISCAL IMPACT:** None. Information only.

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Jeff Davis, Ed.D.  
Superintendent

Month 1: August 9, 2022 - September 2, 2022				YTD: August 9, 2022 - September 2, 2022			
	Enrollment	ADA	ADA %		Enrollment	ADA	ADA %
	2022-23	2022-23	2022-23		2022-23	2022-23	2022-23
<b>BES</b>				<b>BES</b>			
K	83.00	78.11	94.11%	K	83.00	78.11	94.11%
1	82.00	79.00	96.34%	1	82.00	79.00	96.34%
2	105.00	101.11	96.30%	2	105.00	101.11	96.30%
3	80.00	77.32	96.65%	3	80.00	77.32	96.65%
4	85.00	81.05	95.35%	4	85.00	81.05	95.35%
5	118.00	114.32	96.88%	5	118.00	114.32	96.88%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>553.00</b>	<b>530.91</b>	<b>96.01%</b>	<b>Total</b>	<b>553.00</b>	<b>530.91</b>	<b>96.01%</b>
<b>OHES</b>				<b>OHES</b>			
K	95.00	88.58	93.24%	K	95.00	88.58	93.24%
1	78.00	74.47	95.47%	1	78.00	74.47	95.47%
2	74.00	71.16	96.16%	2	74.00	71.16	96.16%
3	65.00	63.16	97.17%	3	65.00	63.16	97.17%
4	79.00	77.58	98.20%	4	79.00	77.58	98.20%
5	81.00	78.68	97.14%	5	81.00	78.68	97.14%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>472.00</b>	<b>453.63</b>	<b>96.11%</b>	<b>Total</b>	<b>472.00</b>	<b>453.63</b>	<b>96.11%</b>
<b>ROES</b>				<b>ROES</b>			
K	111.00	107.84	97.15%	K	111.00	107.84	97.15%
1	84.00	80.11	95.37%	1	84.00	80.11	95.37%
2	84.00	79.89	95.11%	2	84.00	79.89	95.11%
3	97.00	92.74	95.61%	3	97.00	92.74	95.61%
4	112.00	108.79	97.13%	4	112.00	108.79	97.13%
5	88.00	85.68	97.36%	5	88.00	85.68	97.36%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>576.00</b>	<b>555.05</b>	<b>96.36%</b>	<b>Total</b>	<b>576.00</b>	<b>555.05</b>	<b>96.36%</b>
<b>MCMS</b>				<b>MCMS</b>			
6	327.00	315.32	96.43%	6	327.00	315.32	96.43%
7	364.00	351.63	96.60%	7	364.00	351.63	96.60%
8	319.00	310.79	97.43%	8	319.00	310.79	97.43%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>1,010.00</b>	<b>977.74</b>	<b>96.81%</b>	<b>Total</b>	<b>1010.00</b>	<b>977.74</b>	<b>96.81%</b>
<b>OPHS</b>				<b>OPHS</b>			
9	394.00	383.74	97.40%	9	394.00	383.74	97.40%
10	353.00	341.26	96.67%	10	353.00	341.26	96.67%
11	355.00	343.79	96.84%	11	355.00	343.79	96.84%
12	332.00	316.00	95.18%	12	332.00	316.00	95.18%
SDC	0.00	0.00	0.00%	SDC	0.00	0.00	0.00%
<b>Total</b>	<b>1,434.00</b>	<b>1384.79</b>	<b>96.57%</b>	<b>Total</b>	<b>1434.00</b>	<b>1384.79</b>	<b>96.57%</b>
<b>OVHS</b>				<b>OVHS</b>			
<b>Total</b>	<b>22.00</b>	<b>19.49</b>	<b>88.59%</b>	<b>Total</b>	<b>22.00</b>	<b>19.49</b>	<b>88.59%</b>
<b>OPIS</b>				<b>OPIS</b>			
<b>Total</b>	<b>172.00</b>	<b>168.80</b>	<b>98.14%</b>	<b>Total</b>	<b>172.00</b>	<b>168.80</b>	<b>98.14%</b>
<b>Other**</b>				<b>Other***</b>			
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total</b>	<b>4,239.00</b>	<b>4,090.41</b>	<b>96.49%</b>	<b>Total</b>	<b>4,239.00</b>	<b>4,090.41</b>	<b>96.49%</b>