



**Oak Park Unified School District Board of Education Meeting**  
**BOARD OF EDUCATION - February 28, 2023**  
**Agenda - 1077**

**Date:** Tuesday, February 28, 2023

**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:** **Closed Session: 5:00 pm**  
**Open Session: 6:00 pm**

*The Mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education that includes academic achievement, personal growth, and social responsibility.*

**BOARD OF EDUCATION**

Denise Helfstein, Board President  
Tina Wang, Vice President  
Soyon Hardy, Clerk of the Board  
Megan Lantsman, Member  
Jim Moynihan, Member  
Tess Leong, Student Board Member

**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, Direct, Educational Technology & Information Systems

Marcus Konantz, Director, Pupil Services

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

Sara Ahl, Director of Extended Care Programs

Brad Benioff, Director of Student Support and School Safety

**NEXT MEETING-Regular Meeting, Tuesday, March 21, 2023, 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.*

**1. CALL TO ORDER CLOSED SESSION: 5:00 pm**

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

**2.1 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:**

*Government Code Section 54957*

**2.2 PUBLIC EMPLOYEE EMPLOYMENT:** *Food Services Assistant*

*Sub, Department Clerk, College and Career Technician, Department Assistants I and II, Walk-on-Coaches, Instructional Assistants III Behavior, Guest Teachers, ELD Teacher*

**2.3 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*

## 2.4 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

*Title: Principals, Directors*

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

*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. 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. Please adhere to the stipulated three minutes for your comments. 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.*

### 4. CALL TO ORDER - RECONVENE IN OPEN SESSION AT:

#### 4.1 Roll Call

#### 4.2 Flag Salute

#### 4.3 Report of Closed Session Actions Taken

#### 4.4 Adoption of Agenda

*Action Required - Motion to adopt the Agenda and preferential vote of the student board member.*

#### 4.5 Public Comments: Speakers on Agenda and Non-Agenda Items

*Please adhere to the stipulated three minutes for your comments. 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.*

- 4.6. **Recognition of Oak Hills and Red Oak Elementary Schools on Being Named 2023 CA Distinguished Schools**
- 4.7. **Recognition of Rohan Philip, Oak Park High School Student, on Winning the 2022 Congressional App Challenge**
- 4.8. **Recognition of Oak Park High School Class of 2023 National Merit Finalists**
- 4.9. **Remarks from Board Members**
- 4.10. **Remarks from Student Board Member**
- 4.11. **Remarks from the Superintendent**
- 4.12. **Update on the Revised Oak Park High School Bell Schedule for 2023-2024**

*OPHS Principal Mat McClenahan will provide an update on the revised bell schedule for the 2023-2024 school year.*

[Link to the Presentation](#)

## **5. BUSINESS SESSION - 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.*

- 5.1. **Approve Minutes of the Regular Meeting held on January 24, 2023 and Special Board Meeting held on February 8, 2023**

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

[Minutes of Regular Meeting 1 24 2023.pdf](#) 

[Minutes of Special Board Meeting 2-8-2023.pdf](#) 

- 5.2. **Approve Public Employee Employment/Changes Classified Personnel**

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

[Classified Personnel Report 2022-23 - February 28, 2023.pdf](#) 

- 5.3 **Approve Public Employee Employment/Changes Certificated Personnel**  
*Pursuant to Board Policies 4112 and 4212, Board approval is required for public employee employment and changes.*  
[Certificated Personnel Report 2022-2023 - February 28, 2023.pdf](#) 
- 5.4. **Approve Purchase Orders Report from January 1 - January 31, 2023**  
*Board Policy 3300 requires Board approval of Purchase Orders.*  
[Ratify PO Report 2 28 2023.pdf](#)   
[PO Report 1-31-2023.pdf](#) 
- 5.5 **Approve Acceptance of Donation - Disney VoluntEARS Grant**  
*Board Policy 3290 requires Board approval for donations to the District.*  
[Approve Acceptance of Donation Disney VoluntEARS 2 28 2023.pdf](#)  

- 5.6. **Approve Overnight trip for Oak Park High School Varsity Baseball to Participate in the Lions Tournament, April 2-5, 2023, in San Diego, CA.**  
*Board Policy 6153 requires Board approval for student overnight trips.*  
[Approve Overnight Trip for OPHS Varsity Baseball to San Diego.pdf](#)  

- 5.7. **Approve Overnight trip for Oak Park High School Media/Journalism Convention, April 20-22, 2023, in San Francisco, CA.**  
*Board Policy 6153 requires Board approval for student overnight trips.*  
[Approve Overnight Trip Journalism April 20-22 San Francisco 2 28 2023.pdf](#) 
- 5.8. **Approve Overnight trip for Oak Park High School Speech and Debate to Participate in a Tournament, April 21-23, 2023, in Carlsbad, CA.**  
*Board Policy 6153 requires Board approval for student overnight trips.*  
[Approve Overnight Trip OPHS Speech and Debate Carlsbad CA 2 28 2023.pdf](#) 

- 5.9. **Approve Overnight trip for Medea Creek Middle School Students to Attend All it Takes Leadership Summit, April 28-May 1, 2023, Camp Campbell, Boulder Creek, CA.**  
*Board Policy 6153 requires Board approval for student overnight trips.*  
[Approve Overnight Trip for MCMS Students for All it Takes Leadership Summit to Boulder Creek 2 28 2023.pdf](#) 
- 5.10. **Approve Internet Service Provider Contract with Spectrum for District Office**  
*Board Policy 3312 requires Board approval for contracts for services.*  
[Approve contract with Spectrum for Internet Service for DO 2 28 2023.pdf](#)   
[Spectrum Proposal 403 23A5 - DO Fiber ISP 1Gbps 2 28 2023.pdf](#) 
- 5.11. **Approve District Wide Area Network Contract with Spectrum**  
*Board Policy 3312 requires Board approval for contracts for services.*  
[Approve contract with Spectrum for WAN data circuits 2 28 2023.pdf](#)   
[Spectrum Proposal 403 23A11 - District WAN 10Gbps 2 28 2023.pdf](#) 

## 6. EDUCATIONAL SERVICES

- 6.1. **Approve 2022-23 Safe School Plans**  
*Education Code Section 32280-89 requires all CA K-12 public schools to have school safety plans, and BP 0450 requires the Board's annual approval of the plans at a regular meeting to be held before March 1.*  
[Approve 2022-2023 Safe School Plans.pdf](#)   
[OHES Safe Schools Plan 2022-2023 2.24.2023.pdf](#)   
[ROES Safe Schools Plan 2022-2023 2.24.2023.pdf](#)   
[BES Safe Schools Plan 2022-2023 2.24.2023.pdf](#)   
[MCMS Safe Schools Plan 2022-2023 2.24.2023.pdf](#)   
[OPIS OVHS Safe Schools Plan 2022-2023 2.24.2023.pdf](#)   
[OPHS Safe Schools Plan 2022-2023 2.24.2023.pdf](#) 

## 7. BUSINESS SERVICES

7.1. **Award Installation Services Contract for Measure S Project 19-17S Emergency Generator for District Administrative Office**

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

[Award Installation Services Contract for Measure S Project 19-17S for Emergency Generator at DO 2 28 23.pdf](#) 

[Backup Generator Proposal - Ardalan 2-9-2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

7.2. **Authorize Measure S Project 22-20S Network Infrastructure Upgrades and Award Related Contract**

*Board approval is required to approve projects funded by Measure S Bond Fund, and policy 3312 requires Board approval of contracts for services.*

[Authorize Measure S Project 22-20S Network Infrastructure Refresh and award contract to All Connected 2 28 2023.pdf](#) 

[All Connected Bid Response for OPUSD Network Infrastructure 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

**8. HUMAN RESOURCES**

8.1. **Approve Resolution #2023-02 – Release Temporary Certificated Employees #1 Through #18**

*Education Code 44954 requires Board approval before a notice not to reelect is given to temporary certificated employees.*

[Coversheet Release of Temps 2023-02 2 28 2023.pdf](#) 

[Resolution 2023-02 Release of Temps 2 28 2023.pdf](#) 

[Exhibit A Temps No Names 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

8.2. **Approve Resolution #2023-03 - Reducing or Discontinuing Particular Kinds of Service for Certificated Employees**

*Board Policy 4117.3 requires Board approval to reduce or discontinue*

*particular kinds of service in the 2023-24 school year.*

[Approve Resolution Coversheet PKS 2023-03 2 28 2023.pdf](#) 

[Resolution 2023-03 PKS 2 28 2023.pdf](#) 

[Exhibit A PKS 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

8.3. **Approve Resolution #2023-04 – Determination of Seniority Among Employees with the Same Seniority Date (“Tie Breaker Resolution”)**

*Board Policy 4117.3 and Education Code 44955 require Board approval for a Tie Breaker Resolution.*

[Determining Seniority Tie Breaker Coversheet Resolution 2023-04 3 28 2023.pdf](#) 

[Resolution Tie breaker 2023-04 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

8.4. **Approve Addendum to the Annual Teacher Assignment Report for 2022-2023**

*Under provisions of SB 435, Board approval is required for the Annual Teacher Assignment Report and any revision to the report.*

[Approve Addendum to the Annual Teacher Assignment Report 2 28 2023.pdf](#) 

[Addendum to the Annual Teacher Assignment 2 28 2023.pdf](#) 

[Annual Teacher Assignment Report approved 8 30 2022 with addendum approved 11-15-2022.pdf](#) 

*Action Requested and preferential vote of the student board member.*

8.5. **Approve Revised Job Descriptions for Certificated Positions of CTE Theatre Teacher, School Psychologist, and Speech Pathologist**

*Board Policy 4111/4211/4311 requires staff to review job descriptions for positions to ensure that they accurately describe their major functions and duties.*

[Approve Revised Job Description for the Certificated Positions CTE](#)

[Theater Arts, School Psychologist Speech Pathologist 2 28 2023.pdf](#)



[CTE Theater Teacher Job Description 2 28 2023.pdf](#)

[School Psychologist Job Description 2 28 2023.pdf](#)

[Speech Pathologist Job Description 2 28 2023.pdf](#)

*Action Requested and preferential vote of the student board member.*

8.6. **Approve Revised Title for Classified Positions of Department Secretary to Department Assistant 1**

*Board approval is required to revise the title of existing classified positions and to ensure the revised title is reflected in the job descriptions and salary schedules.*

[Approve Revised Classified Positions of Department Secretary to Department Assistant I 2 28 2023.pdf](#)

[Department Assistant I Job Descriptions 2 28 2023.pdf](#)

*Action Requested and preferential vote of the student board member.*

8.7. **Approve Revised Title for Classified Position of Athletics Secretary to Athletics Assistant 1**

*Board approval is required to revise the title of existing classified position and to ensure the revised title is reflected in the job descriptions and salary schedules.*

[Approve Revised Classified Positions of Athletics Secretary to Athletics Assistant I 2 28 2023.pdf](#)

[Athletic Assistant I JD draft 10.5 mo 2.28.2023 .pdf](#)

8.8. **Establish a New Classified Position of Department Assistant II-Human Resources and Approve the Associated Job Description and Placement on the Salary Schedule**

*Board approval is required for establishing a new classified position.*

[Establish New Classified Position Dept Asst II approve Job description and placement on salary schedule 2 28 2023.pdf](#)

[Department Assistant II Job Description 2 28 2023.pdf](#)

[Updated Salary Schedule 2.28.2023.pdf](#)

*Action Requested and preferential vote of the student board member.*

8.9. **Establish New Certificated Position English Language Development Teacher and Approve Associated Job Description**

*Pursuant to Administrative Regulation 4112.22 Staff Teaching Students of Limited English Proficiency - The Superintendent or designee shall ensure that any teacher with one or more multilanguage learners in their class possesses an English learner authorization issued by Commission on Teacher Credentialing (CTC) authorizing ELD and/or SDAIE, as appropriate.*

[Establish New Certificated Position English Language Development Teacher and Approve Associated Job Description 2 28 2023.pdf](#) 

[ELD Teacher Job Description 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

**9. BOARD**

9.1. **Approve 2023 CSBA Delegate Assembly Election of Candidate**

*Board is asked to vote on a candidate running for the Delegate Assembly election in our region.*

[Select Candidate for CSBA Delegate Assembly Election 2 18 2023.pdf](#) 

[CSBA Delegate Assembly Nomination Paperwork 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

**10. BOARD POLICIES**

10.1. **Approve Amendment to Board Policy 1313 Civility**

*Policy updated to add language back regarding violation of policy by a member of the public. This language was removed from the policy when the policy was updated in October 2021 with the CSBA recommended language. The Policy is being submitted with the recommendations from the Superintendent.*

[Approve amendment to Board Policy 1313 – Civility 2 28 2023.pdf](#) 

[BP 1313 Civility Policy for review 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

10.2. **Approve Amendment to Board Bylaw 9323 - Meeting Conduct**

*Bylaw Updated to reflect NEW LAW (SB 1100, 2022), which authorizes the Board President to remove an individual for disrupting a Board meeting, establishes a procedure for warning the individual prior to their removal, and defines "disrupting" and "true threat of force."*

[Approve amendment to Board Bylaw – 9323 Meeting Conduct 2 28 2023.pdf](#) 

[BB 9323 Meeting Conduct for review 2 28 2023.pdf](#) 

*Action Requested and preferential vote of the student board member.*

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

11.1 **Discussion on OPUSD's Focus on Legislative Action Week**

11.2 **Special Meeting in March to Discuss Mid-Year Progress on District and Board Goals**

**12. INFORMATION ITEMS/REPORTS**

12.1. **Monthly Cash Flow Report**

[Coversheet Cash Flow Report 2 28 2023.pdf](#) 

[Cash Flow for Period Ending January 2023.pdf](#) 

12.2. **Monthly Measure S Status Report**

[Coversheet Measure S Bond Project Status Report 2 28 2023.pdf](#) 

[Accountability February Board Report 2-10-2023.pdf](#) 

12.3. **Monthly General Fund Budget Report**

[Coversheet Monthly General Fund Budget Report 2 28 2023.pdf](#) 

[Fiscal13a - Financial Statement - Through January 2023.pdf](#) 

**13. ADJOURNMENT:**

Motion to adjourn required.

**14. NOTICES:**

- 14.1 *In accordance with the Americans with Disabilities Act (ADA), if you require special accommodations to participate in a board meeting, including but not limited to an American sign language interpreter, documentation in accessible formats, or accommodations 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: [ragnarwal@opusd.org](mailto:ragnarwal@opusd.org)*
- 14.2 *Students and parents/guardians can request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. This request must be made in writing to the secretary or clerk of the Board. (Board Bylaw 9322)*

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