

**OAK PARK UNIFIED SCHOOL DISTRICT  
5801 E. CONIFER STREET  
OAK PARK, CALIFORNIA 91377  
(818) 735-3206**

**ADDENDUM BOARD MEETING – AGENDA #913**

DATE: Tuesday, August 18, 2015  
TIME: **4:30 p.m. Closed Session**  
**6:00 p.m. Open Session**  
PLACE: Oak Park High School  
Presentation Room-G9  
899 Kanan Road  
Oak Park, CA 91377

**CLOSED SESSION**

**G. CONFERENCE WITH LABOR NEGOTIATOR Government Code Section 54957.6:**  
**Agency designated representative: Barbara Laifman**  
**Unrepresented employee: Superintendent**

**CONSENT**

**B.1.g. Approve Notice of Completion, Project 13-12R, Building 100 Modernization at Brookside Elementary School**  
*Board approval required for Notice of Completion*

**ACTION**

**B.2.b. Approve Award of Contracts for Project 14-20F, Districtwide Exterior Lighting Upgrade**  
*Board Policy 3312 requires Board approval for contracts for services*

**B.2.c. Approve Award of Contract for Project 15-09R, Painting of Student Lockers at Oak Park High School**  
*Board Policy 3312 requires Board approval for contracts for services*

**B.2.d. Approve Agreements for Architectural and Engineering Services for Project 15-13F, Oak Park High School Language Lab at Oak Park Library**  
*Board Policy 3312 requires Board approval for contracts for services*

**B.2.e. Approve Measure C6 Bond Fund Equipment Purchase – Maintenance and Operations Vehicles**  
*Board approval required for Measure C6 purchases*

**B.2.f. Approve Purchase of Equipment from Measure C6 Bond Fund – Purchase of Photocopier**  
*Board approval required for Measure C6 purchases*

**B.2.g. Approve Purchase of Equipment from Measure C6 Bond Fund – School Furniture and Equipment**  
*Board approval required for Measure C6 purchases*

**B.4.c. Approve Authorization to Establish a New Classified Service Position – Head Custodian III**  
*Board approval required for new classified positions*

**B.5.d. Approve Board Goals for 2015-2016**  
*Board will approve their Goals for 2015-2016*

Date: August 14, 2015

Anthony W. Knight, Ed.D.  
Superintendent and Secretary to the  
Board of Education

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: AUGUST 18, 2015**

**SUBJECT: B.1.g. APPROVE NOTICE OF COMPLETION, PROJECT 13-12R,  
BUILDING 100 MODERNIZATION AT BROOKSIDE ELEMENTARY  
SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve a notice of completion for Project 13-12R, Building 100 Modernization at Brookside Elementary School, contracted with SBS Corporation?

**BACKGROUND:** On May 20, 2014, the District entered into contract with SBS Corporation of Thousand Oaks, California, for Project 13-12R, Building 100 Modernization at Brookside Elementary School.

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. It is recommended that the Board approve a Notice of Completion accepting the finished project.

**ALTERNATIVES:**

1. Approve the Notice of Completion for Project 13-12R, Building 100 Modernization at Brookside Elementary School, contracted with SBS Corporation.
2. Do not approve the Notice of Completion.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted:

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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: Brookside Elementary School, 165 N. Satinwood Avenue, Oak Park, CA 91377

That on or about May 20, 2014 the said Oak Park Unified School District of Ventura County entered into contracts with SBS Corporation, of Thousand Oaks, California, for Project 13-12R, Building 100 Modernization at Brookside Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on August 18, 2015: 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 Anthony W. Knight, Ed.D., Superintendent, Secretary to the  
Oak Park Unified School District Board of Trustees

Anthony W. Knight, 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.

\_\_\_\_\_  
Anthony W. Knight, 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, Shannan Kaesberg, Notary Public, personally appeared Anthony W. Knight, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), 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)



Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
Attn: Martin Klauss, Assistant Superintendent Business Services

August 11, 2015

Subject: Measure "R" Staff Support Services  
Oak Park Unified School District  
Oak Park, CA

Re: Project; 13-12R (REBID) Building 100/MPR Modernization at Brookside  
Elementary School - Recommendation to Request Board approval for issuance  
of Notice of Completion

Dear Mr. Klauss,

Please accept this letter as recommendation to request Board approval for issuance of the Notice of Completions for work related to OPUSD Project 13-12R (REBID) Building 100/MPR Modernization at Brookside Elementary School. All contract installation requirements have been satisfied by SBS Construction, Inc.. The final contract amount is as follows;

*Master Plan Estimate*

Construction Costs	\$ 850,000.00
Contingency on Master Plan Estimate (20%)	\$ 170,000.00
<b>Total Master Plan Estimate</b>	<b>\$ 1,020,000.00</b>

SBS Construction, Inc Base Agreement	\$ 1,225,755.00
Approved Change Order # 13-12R-1	\$ 83,669.00
<b>FINAL Cost</b>	<b>\$ 1,309,424.00</b>

Should you have any questions, please contact me at any time.  
Respectfully,

Dennis Kuykendall  
Senior Project Manager  
Balfour Beatty Construction, Inc

cc. Julie Suarez, OPUSD  
Keith Henderson, Balfour Beatty Construction  
File

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 18, 2015**  
**SUBJECT: B.2.b. APPROVE AWARD OF CONTRACTS FOR PROJECT 14-20F, DISTRICTWIDE EXTERIOR LIGHTING UPGRADE**

ACTION

**ISSUE:** Shall the Board approve the award of contracts for Project 14-20F, Districtwide Exterior Lighting Upgrade?

**BACKGROUND:** In its approval of the District's Facility Master Plan on January 20, 2015, the Board authorized the work of upgrading exterior lighting at all district schools, converting to LED fixtures and lamps. After extensive research, staff established Lithonia as the District standard for LED lighting fixtures. Authorized Lithonia dealer California Electric Supply has proposed to furnishing the required fixtures and lamps for a total cost of \$86,000.00, including sales tax (proposal attached). Utilizing the District's list of contractors approved under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), the District solicited proposals from three electrical companies for equipment installation. Only one contractor, Taft Electric Company responded, with a proposal for equipment installation of \$80,728.00 (proposals for each individual site attached). The combined cost for the proposed project is \$166,728.00. The budget established for this project is \$150,000 for direct construction, with a 20% contingency of \$30,000, for a total budget of \$180,000.

The supplier and contractor and their respective proposals for this work have been evaluated and analyzed by Balfour Beatty Construction and District staff, who recommend the award of contracts to California Electric Supply and Taft Electric Company for this project.

**ALTERNATIVES:**

1. Award contracts for Project 14-20F, Districtwide Exterior Lighting Upgrade, to California Electric Supply in the amount of \$86,000.00, and to Taft Electric Company, in the amount of \$80,728.00.
2. Do not award contracts for this project.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services


Respectfully submitted,

Anthony W. Knight, Ed.D.  
Superintendent Channel Islands Roofing, Inc.

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

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

# CALIFORNIA



# ELECTRIC SUPPLY

1201 Callens Road, Ventura, CA 93003  
 Phone (805) 642-2181 Fax (805) 642-8629

## PROPOSAL

To: Oak Park Unified Schools  
 Phone # (818) 735-3210  
 Attn: Julie Suarez

Proposal No.: MAX072815  
 Date: 7/28/2015  
 Project: OPUSD  
 Fixtures  
 Material Type: Lighting

Terms: Standard terms apply

Freight: Allowed

Stenographical and clerical errors in this proposal are subject to correction.  
 This proposal is valid for 30 days from proposal date.

ITEM	QTY	Brand	Description	Price Each	Extended Price
A	32	Lithonia	VRR LED 4L FHL 120 ALDF		
B	28	Lithonia	OLCFM 15 DDB M4		
C	16	Lithonia	WSTM LED 2A 40K 120 DDBXD		
D	17	Lithonia	OLWP 11 PE BZ M4		
E	2	Lithonia	DSXF1 LED 2 50K DDBXD		
F	2	Lithonia	OLCFM 15 DDB M4		
G	5	Lithonia	OLWP 11 PE BZ M4		
H	2	Lithonia	OFLR 6LC 120 MO BZ M2		
J	11	Lithonia	6BPMW L7XLED LED T24		
PL	6	Lithonia	DSX1 LED 30C 700 50K T3M MVOLT SPA DDBXD		
NEW	4	Lithonia	OLW 31 M2		
Medea Creek Middle Total					\$28,825.00
A	10	Lithonia	OLWP 11 PE BZ M4		
B	11	Lithonia	OLCFM 15 DDB M4		
C	68	Lithonia	VRC LED 1 50K MVOLT		
D	4	Lithonia	VRC LED 1 50K MVOLT		
E	37	Lithonia	WSTM LED 2A 40K 120 DDBXD		
F	11	Lithonia	6BPMW L7XLED LED T24		
G	2	Lithonia	WLTU LED		
H	14	Lithonia	OLW14 M2		
I	1	Lithonia	DSXF1 LED 2 50K DDBXD		
L	10	Lithonia	VRC LED 1 50K MVOLT		
Oak Park High Total					\$35,780.00

ITEM	QTY	Brand	Description	Price Each	Extended Price
B	22	Lithonia	6BPMW L7XLED LED T24		
C	4	Lithonia	WSTM LED 2A 40K 120 DDBXD		
D	4	Lithonia	DSXF1 LED 2 50K DDBXD		
E	2	Lithonia	RV8 30/20 RO8AR 120		
F	5	Lithonia	OLWP 11 PE BZ M4		
G	7	Lithonia	OLW14 M2		
H	2	Lithonia	OLWP 11 PE BZ M4		
PL	1	Lithonia	DSX1 LED 30C 700 50K T3M MVOLT SPA DDBXD		
Oak Hills Total					\$4,895.00
A	10	Lithonia	OLCFM 15 DDB M4		
B	27	Lithonia	OLWP 11 PE BZ M4		
C	3	Lithonia	OFLR 6LC 120 MO BZ M2		
D	4	Lithonia	OLW14 M2		
G	21	Lithonia	VRC LED 1 50K MVOLT		
PL		Lithonia	DSX1 LED 30C 700 50K T3M MVOLT SPA DDBXD		
Red Oak Total					\$10,500.00
<b>Net Total</b>					<b>\$80,000.00</b>
<b>Taxes</b>					<b>\$6,000.00</b>
<b>Grand Total</b>					<b>\$86,000.00</b>

Thank you for supporting CES - Ventura.

Max Gifford

# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

## ELECTRICAL PROPOSAL & SCOPE OF WORK

### **OAK HILLS LIGHTING RETROFIT**

01 JULY, 2015

We are pleased to present our scope of work and proposal for the above project. We are a union Contractor, California Contractor's License #772245/C-10. Taft Electric Company will furnish and install the electrical material required per Oscar. Our price for this work, including Taft Electric's qualifications and exclusions listed below is as follows:

**BASE BID ELECTRICAL..... \$9,174.00**

#### QUALIFICATIONS:

**TAFT will Install: fbo fixtures as below**

##### **OAK HILLS**

B 22 ABL-Lithonia Lighting 6BPMW L7XLED LED T24

C 4 ABL-Lithonia Lighting WSTM LED 2A 40K 120 DDBXD

D 4 ABL-Lithonia Lighting DSXF1 LED 2 50K DDBXD

E 2 ABL-Lithonia Lighting RV8 30/20 RO8AR 120

F 5 ABL-Lithonia Lighting OLWP 11 PE BZ M4

G 7 ABL-Lithonia Lighting OLW14 M2

H 2 ABL-Lithonia Lighting OLWP 11 PE BZ M4

PL 1 ABL-Lithonia Lighting DSX1 LED 30C 700 50K T3M MVOLT SPA DDBXD

#### EXCLUSIONS:

1. Temporary power and lighting.
2. All permit costs and fees.
3. Cost of a Bond. We are bondable at 1%.
4. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
5. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.

If you have any questions please do not hesitate to contact the undersigned.

Sincerely

TAFT ELECTRIC COMPANY

Dave Stevenson  
Special Projects Manager  
805.654.7925

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The awarding body must post or require the prime contractor to post job site notices prescribed by regulation. (See 8 Calif. Code Reg. §16451(d) for the notice that previously was required for projects monitored by the CMU.)

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PLEASE NOTE THESE PRICES WILL BE HELD VALID FOR (30) DAYS AFTER THE DATE OF BID



# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

## ELECTRICAL PROPOSAL & SCOPE OF WORK

### **RED OAK**

### **LIGHTING RETROFIT**

01 JULY, 2015

We are pleased to present our scope of work and proposal for the above project. We are a union Contractor, California Contractor's License #772245/C-10. Taft Electric Company will furnish and install the electrical material required per Oscar. Our price for this work, including Taft Electric's qualifications and exclusions listed below is as follows:

**BASE BID ELECTRICAL..... \$19,774.00**

### **QUALIFICATIONS:**

**TAFT will Install: fbo fixtures as below**

#### **RED OAK**

A 10 ABL-Lithonia Lighting OLCFM 15 DDB M4

B 27 ABL-Lithonia Lighting OLWP 11 PE BZ M4

C 3 ABL-Lithonia Lighting OFLR 6LC 120 MO BZ M2

D 4 ABL-Lithonia Lighting OLW14 M2

G 21 ABL-Lithonia Lighting VRC LED 1 50K MVOLT

PL 13 ABL-Lithonia Lighting DSX1 LED 30C 700 50K T3M MVOLT SPA DDBXD

### **EXCLUSIONS:**

1. Temporary power and lighting.
2. All permit costs and fees.
3. Cost of a Bond. We are bondable at 1%.
4. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
5. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.

If you have any questions please do not hesitate to contact the undersigned.

Sincerely

TAFT ELECTRIC COMPANY

Dave Stevenson  
Special Projects Manager  
805.654.7925

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The awarding body must post or require the prime contractor to post job site notices prescribed by regulation. (See 8 Calif. Code Reg. §16451(d) for the notice that previously was required for projects monitored by the CMU.)

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PLEASE NOTE THESE PRICES WILL BE HELD VALID FOR (30) DAYS AFTER THE DATE OF BID

# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

## ELECTRICAL PROPOSAL & SCOPE OF WORK

### **MEDEA CREEK MIDDLE SCHOOL**

### **LIGHTING RETROFIT**

01 JULY, 2015

We are pleased to present our scope of work and proposal for the above project. We are a union Contractor, California Contractor's License #772245/C-10. Taft Electric Company will furnish and install the electrical material required per Oscar. Our price for this work, including Taft Electric's qualifications and exclusions listed below is as follows:

**BASE BID ELECTRICAL..... \$17,388.00**

### **QUALIFICATIONS:**

**TAFT will Install: fbo fixtures as below**

#### **MADEA CREEK MIDDLE SCHOOL**

A 32 ABL-Lithonia Lighting VRR LED 4L FHL 120 ALDF  
B 28 ABL-Lithonia Lighting OLCFM 15 DDB M4  
C 16 ABL-Lithonia Lighting WSTM LED 2A 40K 120 DDBXD  
D 17 ABL-Lithonia Lighting OLWP 11 PE BZ M4  
E 2 ABL-Lithonia Lighting DSXF1 LED 2 50K DDBXD  
F 2 ABL-Lithonia Lighting OLCFM 15 DDB M4  
G 5 ABL-Lithonia Lighting OLWP 11 PE BZ M4  
H 2 ABL-Lithonia Lighting OFLR 6LC 120 MO BZ M2  
J 11 ABL-Lithonia Lighting 6BPMW L7XLED LED T24  
PL 6 ABL-Lithonia Lighting DSX1 LED 30C 700 50K T3M MVOLT SPA DDBXD  
NEW 4 ABL-Lithonia Lighting OLW 31 M2

### **EXCLUSIONS:**

1. Temporary power and lighting.
2. All permit costs and fees.
3. Cost of a Bond. We are bondable at 1%.
4. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
5. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.

If you have any questions please do not hesitate to contact the undersigned.

Sincerely

### **TAFT ELECTRIC COMPANY**

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

Dave Stevenson  
Special Projects Manager  
805.654.7925

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The awarding body must post or require the prime contractor to post job site notices prescribed by regulation. (See 8 Calif. Code Reg. §16451(d) for the notice that previously was required for projects monitored by the CMU.)

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PLEASE NOTE THESE PRICES WILL BE HELD VALID FOR (30) DAYS AFTER THE DATE OF BID

# TAFT ELECTRIC COMPANY

ELECTRICAL CONTRACTORS

STATE LICENSE NO. 772245

P. O. BOX 3416 - 1694 EASTMAN AVENUE - VENTURA, CALIFORNIA 93003 - (805) 642-0121 - FAX (805) 650-9015

## ELECTRICAL PROPOSAL & SCOPE OF WORK

### **OAKPARK HIGH SCHOOL**

### **LIGHTING RETROFIT**

01 JULY, 2015

We are pleased to present our scope of work and proposal for the above project. We are a union Contractor, California Contractor's License #772245/C-10. Taft Electric Company will furnish and install the electrical material required per Oscar. Our price for this work, including Taft Electric's qualifications and exclusions listed below is as follows:

**BASE BID ELECTRICAL..... \$31,992.00**

### QUALIFICATIONS:

**TAFT will Install: fbo fixtures as below**

#### **OAK PARK HIGH SCHOOL**

A 10 ABL-Lithonia Lighting OLWP 11 PE BZ M4  
B 11 ABL-Lithonia Lighting OLCFM 15 DDB M4  
B-ALT 11 ABL-Lithonia Lighting VRR LED 4L FHL 120 ALDF  
C 68 ABL-Lithonia Lighting VRC LED 1 50K MVOLT  
D 4 ABL-Lithonia Lighting VRC LED 1 50K MVOLT  
E 37 ABL-Lithonia Lighting WSTM LED 2A 40K 120 DDBXD  
F 11 ABL-Lithonia Lighting 6BPMW L7XLED LED T24  
G 2 ABL-Lithonia Lighting WLTU LED  
H 14 ABL-Lithonia Lighting OLV14 M2  
I 1 ABL-Lithonia Lighting DSXF1 LED 2 50K DDBXD  
L 10 ABL-Lithonia Lighting VRC LED 1 50K MVOLT  
PL 21 ABL-Lithonia Lighting DSX1 LED 30C 700 50K T3M MVOLT SPA DDBXD  
PL-ALT 21 ABL-Lithonia Lighting KADRD LED 60C 700 40K R3 MVOLT DDBXD

### EXCLUSIONS:

1. Temporary power and lighting.
2. All permit costs and fees.
3. Cost of a Bond. We are bondable at 1%.
4. Access panels, telephone plywood backboards and fire rated cabinet enclosures.
5. HVAC and EMS equipment, devices, low voltage conduit, wire and terminations.

If you have any questions please do not hesitate to contact the undersigned.

Sincerely

### TAFT ELECTRIC COMPANY

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The awarding body must post or require the prime contractor to post job site notices prescribed by regulation. (See 8 Calif. Code Reg. §16451(d) for the notice that previously was required for projects monitored by the CMU.)

Dave Stevenson  
Special Projects Manager  
805.654.7925

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PLEASE NOTE THESE PRICES WILL BE FIELD VALID FOR (30) DAYS AFTER THE DATE OF BID

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 18, 2015**  
**SUBJECT: B.2.c. APPROVE AWARD OF CONTRACT FOR PROJECT 15-09R, PAINTING OF STUDENT LOCKERS AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the award of a contract for Project 15-09R, Painting of Student Lockers at Oak Park High School?

**BACKGROUND:** In its approval of the 2015 Facility Master Plan, the Board authorized the work of painting of student lockers at Oak Park High School, subsequently identified as Project 15-09R. Utilizing the provisions of the California Uniform Public Construction Cost Accounting Act (Public Contract Code §22000 et seq.), adopted as policy by the Board in November 2013, staff requested proposals for this work from three contractors on the District's list of CUPCAA companies.

The budget established for this work is \$60,000 for direct construction and \$12,000 as contingency, for a total of \$72,000. On June 29, 2015, one bid was received in response to the District's request for proposals. The following is a recap of the bids; bid amounts are Base Bid only, no alternates were requested:

<u>Bidder</u>	<u>Bid Amount</u>
Omega Construction Company, Inc.	\$ 46,150.00
Olympos Painting, Inc.	No Response
McCarthy Construction, Inc.	No Response

Omega Construction has performed similar work for the District over the last 5 years, providing good quality and value. Based on the recommendation of District staff, Balfour Beatty Construction (BBC), and the Facility Planning Subcommittee, on July 1, 2015, a contract for Project 15-09R was awarded to Omega Construction Company, Inc., base bid only, in the amount of \$46,150.00, as the lowest responsive and responsible bidder.

**ALTERNATIVES:**

1. Ratify the award of a contract for Project 15-09R, Painting of Student Lockers at Oak Park High School, to Omega Construction Company, Inc. in the amount of \$46,150.00, as the lowest responsive and responsible bidder.
2. Do not award a contract for this project.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

\_\_\_\_\_  
 Anthony W. Knight, Ed.D.  
 Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____

Student Rep

_____	_____	_____	_____
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OMEGA CONSTRUCTION COMPANY INC.

# PROPOSAL

GENERAL BUILDING AND PAINTING CONTRACTORS  
P.O. BOX 7038 NORTHRIDGE CA 91327  
CSLB B C33 464910  
ph. (818) 364-9421 fax (818) 364-9422

Date : June 19, 2015

Proposal # 15-620

Julie Suarez  
Oak Park Unified School District  
5801 East Conifer Street  
Oak Park, CA 91377  
(818) 355-7167

**Project Location: Oak Park High School Locker Painting Option #2**

The undersigned agrees to furnish and provide necessary labor, materials, tools, implements, and appliances to do, perform and complete in a good workmanlike manner the following:

**Lockers:**

- Prepare all interior and exterior surfaces of 1411 metal lockers for application of new coatings per District supplied specifications.
- Remove all zip ties and pressure wash interior and exterior of lockers.
- Mask all numbers.
- Apply one (1) coat of Carboline metal primer.
- Apply two (2) coats of Carboline System Semi Gloss Finish to match new lockers.
- Exclude all newly installed lockers.
- Proposal includes prevailing wages, and Payment and Performance Bonds.

All the above work to be completed for the sum of Forty Seven Thousand One Hundred Fifty Dollars.

{S46,150.00}

The above Proposal is based on the following Terms and Conditions:

1. Architectural drawings of any kind are not included in this Proposal for the purpose of obtaining Building Permits or any reason. If Building and Safety requires drawings or building permits, a separate Proposal will be presented to the Owner for Acceptance.
2. If unforeseen conditions are discovered during the course of construction, These conditions will be presented to the Owner and any additional work required will be extra. A proposal will be provided by Omega Construction detailing extra work to be approved by the Owner. No extra work will be performed without written approval of Owner.
3. All work will be performed with one mobilization and during normal business hours. Monday - Friday 7am to 4pm.
4. If weekend of overtime work is required additional costs will be proposed to Owner for acceptance. Overtime work will not proceed until acceptance of additional costs is approved by Owner.

Respectfully Submitted,

Acceptance:

Parasko Saroukos,  
Vice President, Omega Construction Co Inc.

By: Martin Klauss, Asst. Supt.  
Date: July 1, 2015

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: AUGUST 18, 2015**

**SUBJECT: B.2.d. APPROVE AGREEMENTS FOR ARCHITECTURAL AND  
ENGINEERING SERVICES FOR PROJECT 15-13F, OAK PARK HIGH  
SCHOOL LANGUAGE LAB AT THE OAK PARK LIBRARY**

ACTION

**ISSUE:** Shall the Board approve agreements for architectural and engineering services for Project 15-13F, Oak Park High School Language Lab at Oak Park Library?

**BACKGROUND:** At its meeting on June 28, 2015, the Board approved Amendment No. 1 to the joint use library agreement with the Ventura County Library Services Agency. The amendment clarified the intent of the parties to permit the alteration of the library facility to construct a language lab to serve Oak Park High School, to be funded by OPUSD. To accomplish this modification, it is necessary to hire appropriate design professionals. To that end, staff has obtained and recommends the Board's acceptance of the following service proposals:

- Architectural Services: Mainstreet Architects + Planners, Inc., on a time-and-materials (T&M) basis, not to exceed \$3,500
- Structural Engineering Services: Welsh Structures, Inc., for a fixed fee sum of \$600.
- Electrical Engineering Services: Lucci & Associates, Inc., on a time-and-materials (T&M) basis, not to exceed \$6,700

Copies of the respective proposals are attached for the Board's review.

**ALTERNATIVES:**

1. Approve the proposed agreements for design services with Mainstreet Architects + Planners, Inc., Welsh Structures, Inc., and Lucci & Associates, Inc. as presented and recommended.
2. Do not approve the proposed agreements for design services.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

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

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

# MAINSTREET

ARCHITECTS + PLANNERS, INC.

June 22, 2015

Martin Klauss  
Assistant Superintendent  
Business & Administrative Services  
Oak Park Unified School District  
5901 E. Conifer Street  
Oak Park, CA 91377-1002

Re: Architectural Services for the preparation of Construction Documents for the removal of one non-load bearing wall in the Oak Park Library and coordination with Owner's consultants

Dear Martin,

At your request, Mainstreet Architects and Planners (MAP) is pleased to submit this proposal for the above mentioned project. The attached project scope, Exhibit B, outlines the task required to prepare the documents per DSA IR A-10, Alteration and reconstruction Projects – DSA Approval Exemption.

For the services noted above, we propose a not-to-exceed time and materials fee in the amount of \$3,500.00 (Three Thousand Five Hundred Dollars) plus reimbursables.

We will work diligently and expeditiously to meet the project goals within the project budget and will not exceed this not-to-exceed amount without prior notice and authorization from the Client. This proposal will remain in effect for 60 days from the date of this letter, after which we reserve the right to modify it accordingly. Also included is our Fee Schedule (Exhibit A).

I would appreciate the opportunity to discuss this proposal with you. We thank you for the opportunity to assist you with this project.

Regards,



Deborah Guthrie, RA  
Senior Principal, COO

Attachments:      Exhibit A, Fee Schedule  
                         Exhibit B, Project Scope of Services –May 8, 2015



**Mainstreet** Architects + Planners, Inc.**FEE SCHEDULE****2013**

*Mainstreet Architects & Planners, Inc. rates are as follows, and are used to determine compensation for work performed on an hourly "time and materials" basis:*

**SENIOR PRINCIPAL**

Hourly rate: \$225.00

**PRINCIPAL**

Hourly rate: \$200.00

**SENIOR PROJECT ARCHITECT**

Hourly rate: \$150.00

**PROJECT ARCHITECT**

Hourly rate: \$140.00

**SENIOR PROJECT MANAGER**

Hourly rate: \$130.00

**PROJECT MANAGER**

Hourly rate: \$125.00

**SENIOR JOB CAPTAIN**

Hourly rate: \$110.00

**JOB CAPTAIN**

Hourly rate: \$100.00

**SENIOR DRAFTER**

Hourly rate: \$95.00

**DRAFTER**

Hourly rate: \$85.00

**JUNIOR DRAFTER**

Hourly rate: \$75.00

**ADMINISTRATIVE**

Hourly rate: \$70.00

**CONSULTANT DESIGN AND ENGINEERING**

At above rates if by staff; if by consultants, 1.15 times invoiced amount.

**INTERIOR/COLOR DESIGN**

Mainstreet will provide interior design and develop project color palettes (exterior and interior) at above rates.

**REIMBURSABLE EXPENSES**

Reimbursable expenses, defined as money expended by Mainstreet Architects & Planners, Inc. in the interest of the project, shall be reimbursed at 1.15 times the amount expended. These expenses normally include, but are not limited to, costs for reproduction of drawings, photography, photo copying, permit fees (if directed by client) and other reasonable costs.

Owners Initials\_\_\_\_\_

**Mainstreet** Architects + Planners, Inc.

## PROJECT SCOPE OF SERVICES

7-10-2011

Oak Park Library T.I.

### 1. Architectural Working Drawings

This initial step requires the gathering of data pertaining to existing building conditions; State and city codes and related information that may impact the use of the tenant improvement space. Estimated square footage of the affected area is 315 sf, as provided by owner.

- A. Research applicable building code compliance
  - .1 2010 California Building Code (CBC).
  - .2 Title 24 ADA handicap accessibility requirements
- B. Preparation of Working Drawings
  - .1 Title Sheet (Building Code Data, Project information, Vicinity Map,
  - .2 Floor plan (dimensions, notes, and details)
- C. Meetings and Site Visits
  - .1 2 site visits, one during and one at completion of work
  - .2 Consultant and Owner coordination, as needed
- D. Items provided or completed by Client
  - .1 Access to existing building as required
  - .2 City, County, and State permit processing and fees
  - .3 Written statement by the Owners Structural Engineer certifying that the project does not contain any work of a structural nature, per DSA IR-10 1.2.1.
  - .4 Verified Report DSA-999 completed by a DSA-certified project inspector per DSA IR-10 1.2.3.
- E. Deliverables
  - .1 PDF's and CAD formatted drawings listed above (B.1 and B.2)
  - .2 Certification letter from Architect outlining the requirements per DSA IR-10 1.2.2.

### 2. Exclusions

The following services are not included in this proposal. This list is not deemed a complete list of exclusions.

- A. Structural, Mechanical/Plumbing, Electrical engineering, analysis, drawing and reports
- B. Civil engineering analysis, drawing and reports
- C. Interior Decoration/Furnishing and Fire Sprinkler Design/Engineering
- D. Title 24 Energy Efficiency requirements analysis and reports
- E. Hazardous materials testing and reports
- F. MS4 Compliance Design
- G. Acoustical Engineering
- H. Utility Coordination
- I. Any services related to the presence of any hazardous or toxic material
- J. Permit processing and Fees
- K. Construction cost estimating
- L. Reimbursable expenses, such as document printing and reproductions
- M. Services requested but not described to be part of this proposal shall be considered extra work, and shall be invoiced according to enclosed fee schedule, Exhibit A.

**End of scope**

**Date:** August 11, 2015

**To:** Martin Klauss  
Assistant Superintendent  
Business & Administrative Services  
Oak Park Unified School District  
5901 E. Conifer Street  
Oak Park, CA 91377-1002

**From:** Kenneth Lucci, P.E.

**Project:** Oak Park Library (Ventura County): Tenant Improvement for Computer Room

**Subject:** Building modification to provide new computer room in existing space

---

Our electrical engineering design effort will consist of the following items:

1. Provide electrical plans to modify two existing rooms into one room which will then be used as a new library computer room.
2. New electrical drawings to show demolition plans, new power, com and lighting plans.
3. County IT to provide specifications for all low voltage cabling per county of Ventura Standards
4. No fire alarm modifications will be required, existing units are sufficient for our room modifications.
5. Existing plans have been provided by the County as reference documentation
6. Meetings with the Library representative concerning electrical modifications
7. Plan check submittal not included
8. No VE effort in our proposal
9. No structural design included in our effort

Our Electrical Engineering fee for the above scope of work is \$4950 on a T & M not to exceed basis.

CA fee for the Electrical portion of the project is \$1750 on a T & M not to exceed basis.

Please let us know if you have any questions regarding this proposal.

Work, which has been substantially altered or deleted from the original scope of the project, shall be billed for at an hourly rate of \$175.00/hr Principal, \$135.00/hr Project Manager, \$120.00/hr Project Engineer, \$95.00/hr Design Engineer, \$85.00/hr Drafter, and \$55.00/hr Word/Data Processing.

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent of the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone.



June 19, 2015

RE: PROPOSAL TO PROVIDE STRUCTURAL ENGINEERING SERVICES FOR THE REVIEW OF OPHS LIBRARY REMODEL AND LETTER TO DSA

Welsh Structures, Inc. (WSI) is pleased to submit our proposal regarding the above-referenced project.

**I. PROJECT DESCRIPTION**

The structural scope of work for this project is to review the existing library as-built structural drawings and determine if the proposed wall removals will impact the structural capacity of the building for either lateral or vertical support. Assuming there are structural impacts, we shall write a letter of our finding for submittal to DSA in accordance with IR A10. You will be responsible for providing the estimate for the cost of construction and it must meet the requirements of IR A-10 item 1.2

**II. SCOPE OF SERVICES**

Our scope of services shall consist of the following:

- A. Review the original structural drawings and the proposed demolition and new work plans.
- B. Write a letter in accordance with IR A10.

**III. FEES**

- A. Our billing for the above mentioned scope of services shall be based on a fixed fee of \$600.00
- B. We shall invoice you monthly for fees and expenses and your payments shall be due within thirty (30) days of receipt of our invoice and or receipt of payment from your client.

C. Expenses

1. The following expenses are included in the basic fee:
  - a. Prints for WSI's internal office work.
  - b. Reproducible drawings and specifications of final Contract Documents prepared under this Agreement.
  - c. Computer cost and CAD utilization necessary for basic analysis and design.
  - d. Photographs, reproductions, courier service, and express mail.
  - e. Travel and related expenses.
2. The following expenses are excluded from, and in addition to, the basic fee and shall be billed at cost plus 5%:
  - a. Consultants for laboratory testing and evaluation of materials.
  - b. Plots & Copies for public bid purposes.
  - c. Fees and expenses for securing approvals of governing authorities, including expeditor fees.

IV. ADDITIONAL SERVICES

The following services are not included in the scope of services of this Agreement and are not included in the basic fee. If authorized by Client, WSI will perform the following additional services computed on the basis of the standard billing rates shown in the attached Schedule of Fees:

- A. Providing professional consulting services relative to work which is outside the scope of our work necessary for this project.
- B. Providing services necessary due to project changes, including, but not limited to, changes in scope, design, size, complexity, Owner's schedule, or the character of construction.
- C. Providing full-time observation or controlled inspection of the work.
- D. Serving as an expert witness or consultant or subpoenaed witness in connection with any public or private hearing, arbitration, or legal proceeding.
- E. As-built drawings.

V. STANDARD CONDITIONS

Welsh Structures, Inc. (WSI) Standard Conditions, which are attached hereto, are hereby made a part of this agreement.

We thank you for your consideration of our proposal and look forward to the opportunity to be of service to your office and staff.

RE: PROPOSAL TO PROVIDE STRUCTURAL ENGINEERING SERVICES FOR THE REVIEW OF OPHS  
LIBRARY REMODEL AND LETTER TO DSA  
June 19, 2015 Page 3 of 3

If the above is acceptable to you, please sign and return this Agreement.

Very truly yours,

**WELSH STRUCTURES, INC.**

A handwritten signature in blue ink, appearing to read 'Stephanie Welsh', is written over a light blue rectangular background.

Stephanie Welsh, S.E.  
President

**ACCEPTED BY:**

BY: \_\_\_\_\_

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

### **Welsh Structures, Inc. (WSI) Standard Conditions for Design Services**

1. WSI will perform its services in accordance with the standards of skill and care generally exercised by other design firms in the same locale acting under similar circumstances and conditions. Client acknowledges that WSI's services will be rendered without any warranty, express or implied. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or WSI.
2. To the fullest extent permitted by law, WSI shall hold harmless and indemnify the Client and its consultants, and each of their owners, directors, employees, heirs, successors and assigns from any and all claims, damages, losses, judgments, and expenses arising out of WSI's negligence on this project. WSI shall be liable for claims, damages, losses, judgments and expenses due solely to their own negligence, error or omission with regards to the structural work they designed on this project.
3. WSI shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB), bacteria, mold, fungi, or other toxic substances, infectious materials, or contaminants. To the fullest extent permitted by law, Client shall hold harmless, defend and indemnify WSI and its consultants, and each of their owners, directors, employees, heirs, successors and assigns from any and all claims, suits, demands, damages, losses, judgments, payments, awards, and expenses which directly or indirectly arise from or relate to any such hazardous materials.
4. If WSI is called upon by the Client, or subpoenaed by any other person, to testify or produce records in an action at law, equity, arbitration, or in a pre-trial hearing or conference, as to any work performed by anyone in connection with the project, WSI shall be paid by the Client for all time spent while testifying and preparing therefore and producing such records in accordance with the rates set forth in the attached agreement.
5. WSI shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with the work, for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.
6. All documents produced by WSI under this agreement shall remain to property of the District pursuant to section 17316 of the Education Code.
7. It is expressly understood and agreed that, to the fullest extent permitted by law, WSI's liability arising from any claims, suits, demands, damages, losses, judgments, payments, awards, and expenses relating to the project shall be limited to WSI's available insurance proceeds.
8. Review of Contractor submittals such as shop drawings, if included in WSI's Scope of Services, is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. WSI's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences, or procedures. WSI's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, WSI shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.
9. Periodic site visits, if included in WSI's Scope of Services, shall mean that WSI shall visit the site at intervals, appropriate to the stage of construction, or as otherwise agreed with Client in writing. The purpose of periodic site visits is to become generally familiar with the progress and quality of the work designed by WSI and to determine in general if such work is proceeding in accordance with the Contract Documents. WSI shall not be

required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. On the basis of such on-site observations as an engineer, WSI shall keep Client informed of the progress and quality of the work designed by WSI and shall endeavor to guard the Owner against defects and deficiencies in such work of the Contractor.

11. If the project is to be designed, bid and constructed according to a "fast track" schedule, in consideration of the benefits to the Client of employing the fast track process (in which design services overlap the construction work and are out of sequence with the traditional project delivery method), the receipt and sufficiency of which are hereby acknowledged, and in recognition of the inherent risks of fast tracking to WSI, the Client hereby agrees to waive all claims against WSI, its officers, directors, employees and sub consultants (collectively, Consultant) for design changes and for required modifications by contractor of portions of the Work already constructed due to the Client's decision to employ the fast track process. The Client hereby further agrees to compensate the Consultant for all Additional Services required to modify, correct or adjust the Construction Documents and coordinate them in order to meet the Client's program requirements because of the Client's decision to construct the Project in a fast track manner.
12. If the project is suspended or abandoned in whole or in part for more than six months, WSI shall be compensated for all services performed and expenses incurred prior to receipt of written notice from Client of such suspension or abandonment in an amount as determined in accordance with the provisions set forth in this Agreement.
13. The foregoing conditions are incorporated into any agreement under which services are to be performed by WSI for the Client. If any of WSI's Standard Conditions or portions thereof shall be adjudged null and void, it is agreed that the remaining Standard Conditions or portions thereof shall remain intact and be given full force and effect. These Standard Conditions shall not be construed to indemnify WSI for its own negligence if not permitted by law, or to provide for any indemnification which would, as a result thereof, make the provisions of these Standard Conditions void, or to eliminate or reduce any other indemnification or right which WSI has by law.



## **WELSH STRUCTURES, INC. SCHEDULE OF RATES**

<b>TITLE</b>	<b>BILLING RATE</b>
Principal Structural Engineer	\$150.00/Hour
Associate Structural Engineer	\$110.00/Hour
Engineer	\$95.00/Hour
Cad Technician	\$80.00/Hour
Clerical	\$40.00/Hour

**Notes:**

(1) Out-of-pocket expenses including, but not limited to, travel, computer, long-distance telephone calls, printing, courier service, mailings, and special consultants, will be billed at our cost plus 5%.

(2) Rates are effective through December 31, 2015.

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: AUGUST 18, 2015**

**SUBJECT: B.2.e. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE –  
MAINTENANCE AND OPERATIONS VEHICLES**

ACTION

**ISSUE:** Shall the Board approve a Measure C6 bond fund equipment purchase for the replacement of four aging maintenance vehicles?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides for “acquiring safe student transportation and maintenance vehicles”. For the 2015-16 school year, the District’s Maintenance and Operations (M&O) staff schools has identified the need to replace four aging maintenance and grounds vehicles. The proposed replacement equipment is identified on the attached list. As noted, the estimated costs to replace these vehicles ranges from \$32,000-\$38,000 each. A Request for Quotation (RFQ) has been sent to Ford and Chevrolet dealerships. Responses were incomplete as this document was going to press. A recommendation will be forwarded to the Board immediately upon receipt of the quotations prior to this evening's meeting.

**ALTERNATIVES:**

1. Approve the purchase of maintenance and grounds vehicles as recommended, to be funded from the Measure C6 bond fund.
2. Do not approve the purchase of maintenance and grounds vehicles.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

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

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

**APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE – MAINTENANCE AND OPERATIONS VEHICLES**

Board Meeting, August 18, 2015

**ATTACHMENT - ANALYSIS AND RECOMMENDATION FOR REPLACEMENT OF MAINTENANCE AND GROUNDS VEHICLES**

The following is the Staff analysis and recommended for replacement of Maintenance and Grounds vehicles, three of which should be immediately replaced:

1. The 1992 Ford truck is out of service due to transmission problems that would not be economically feasible to repair. It should be permanently taken out of service and sold.
2. The 2001 Dodge Ram currently used by Grounds is in fair condition but Grounds needs a dump truck. The old vehicle could continue in use by one of the new additional Grounds staff that is to be hired. It could continue in service until next school year when 2 new vehicles are requested on the Measure C6 Five Year plan for the additional staff yet to be hired.
3. The 2003 delivery van has 168,000 miles and is in need of multiple repairs including lower ball joints. It should be permanently taken out of service and sold.
4. The 2001 Dodge Ram currently used by Grounds is in fair condition. It is recommended that we wait to replace this vehicle until after the new additional Maintenance Engineer position is filled. This would give us the ability to equip the new vehicle to the specifics needs of the new staff member. The old vehicle could continue in use by one of the new additional Grounds staff that is to be hired. It could continue in service until next school year when 2 new vehicles are requested on the Five Year plan for the additional staff yet to be hired.

**RECOMMENDATION SUMMARY**

CURRENT VEHICLES TO REPLACE:					CURRENT CONDITION	REQUESTED REPLACEMENT Vehicle Type Specification (or Equivalent)	ESTIMATED COST	RECOMMENDATION FOR REPLACEMENT	RECOMMENDATION FINAL DISPENSATION
YEAR	MAKE	MODEL	ASSIGNED TO:	MILEAGE					
1992	FORD	F-250	M&O/Grounds	77,454	Transmission out	Ford F350 w/Stake Bed/Dump, Tool Boxes, Back up Camera/Beep, Ladder Rack	\$37,235.47	Immediately	Sell/Trade-In
2001	DODGE	RAM 2500	Grounds	52,141	OK	Ford F250 w/Back up Camera/Beep + Ladder Rack	\$32,566.04	Hold for new Maint. Eng.	Repurpose (New Staff)
2001	DODGE	RAM 3500	Grounds	45,531	OK	Ford F350 w/Stake Bed, Tool Boxes, Back up Camera/Beep, Ladder Rack	\$34,482.39	Immediately	Repurpose (New Staff)
2003	FORD	150 VAN	Food Svs/Delivery	168,634	Needs Ball Joints, etc.	Ford Transit 1/2 Ton Med Cargo Van w/ Tommy Lift	\$37,043.79	Immediately	Sell/Trade-In
							\$141,327.69		

As noted above, the estimated costs to replace these vehicles ranges from \$32,000-\$38,000. A Request for Quote (RFQ) has been sent to Ford and Chevrolet dealerships. Responses were incomplete as this document was going to press. A recommendation will be forwarded to the Board immediately upon receipt of the quotations prior to this evening's meeting.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 18, 2015**  
**SUBJECT: B.2.f. APPROVE PURCHASE OF EQUIPMENT FROM MEASURE C6  
BOND FUND – PURCHASE OF PHOTOCOPIER**

ACTION

**ISSUE:** Shall the Board approve the purchase of photocopier for the District's administrative services center utilizing Measure C6 bond funds?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides for replacement of "Educational Technology – including...copy machines for all schools and District program offices". At its meeting February 19, 2013, the Board approved the 2013 Measure C6 Technology and Equipment plan. Included within the plan was the purchase of site photocopiers over a three-year schedule beginning with the 2014-15 school year. The color photocopier in the Business Office, originally purchased in 2007, has been moved to the new Maintenance Office facility, creating a need to purchase new equipment for the Business Office. Accordingly, staff is requesting the Board authorize the purchase of replacement photocopiers as indicated on the attached proposal.

The total cost of the purchase is \$14,622.45. Assuming the Board's approval, the photocopier will be purchased from Ricoh Americas Corporation, through its local representative, Document Systems. In order to comply with Public Contract Code bidding requirements, the Board is asked to authorize the use of the piggyback provisions of the U.S. Communities Contract #4400003732.

**ALTERNATIVES:**

1. Approve the purchase of a replacement photocopier per the attached quotation, in the amount of \$14,622.45, utilizing the piggyback provisions of the U.S. Communities Contract #4400003732, and funded from Measure C6 bond funds.
2. Do not approve the purchase of a replacement photocopier.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

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

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

# Document Systems PURCHASE AGREEMENT

Document Systems  
300 N. Graves Suite E.  
Oxnard, CA 93030  
Phone: (805)650-6482 Fax: (805)983-0956

Sales Rep	Adam
Agreement Number	
Contract Date:	7/13/2015

CUSTOMER INFORMATION SHIP TO:		CUSTOMER INFORMATION BILL TO:	
COMPANY NAME		COMPANY NAME	
OPUSD District Office			
ADDRESS	Suite	ADDRESS	Suite
5801 E Conifer St			
Oak Park CA	Zip Code	CITY, STATE, ZIP	Zip Code
	91377		
PHONE #	FAX #	PHONE #	FAX #
805-981-0262			
CONTACT NAME		CONTACT NAME	
Julie Suarez			

## ORDERED ITEMS & RATES CUSTOMER WILL ACCEPT & PAY FOR THE FOLLOWING MERCHANDISE:

QTY	ITEM # / PRODUCT CODE	DESCRIPTION	SERIAL NUMBER	ID #	UNIT PRICE	TOTAL AMOUNT
0	416534	Ricoh MP C6003			\$13,686	\$ 13,686.00
0	416564	Fax			\$ -	\$ -
0	416539	Finisher			\$ -	\$ -
0	416591	Post Script			\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -
0					\$ -	\$ -

SPECIAL INSTRUCTIONS: Utilizing U.S. Communities Contract #4400003732

NO TERMS OR CONDITIONS, EXPRESS OR IMPLIED, ARE AUTHORIZED UNLESS THEY APPEAR ON "ORIGINAL" OF THIS ORDER.

\* TERMS: THE EQUIPMENT INDICATED ABOVE IS PURCHASED UNDER THE DOCUMENT SYSTEMS STANDARD TERMS AS FOLLOWS:

1. THE SELLER RETAINS A SECURITY INTEREST IN ALL EQUIPMENT AND SUPPLIES DESCRIBED IN THIS AGREEMENT UNTIL THE PURCHASE PRICE IS PAID IN FULL.
2. IN THE EVENT BUYER DEFAULTS IN PAYMENT THE BUYER WILL BE LIABLE FOR THE PAYMENT OF ANY LEGAL FEES OR COSTS INCURRED IN SUSTAINING OR PROTECTING THE SECURITY INTEREST OR IN ENFORCING THE TERMS OF THE SECURITY AGREEMENT & UPON DEMAND THE BUYER AGREES TO MAKE THE EQUIPMENT AVAILABLE TO THE SELLER AT A LOCATION TO BE DETERMINED BY THE SELLER.

3. Payment terms are Net 30.

SUBTOTAL	\$13,686.00
DELIVERY & INSTALL	
CA Tax 7.5%	\$936.45
TOTAL	\$14,622.45
LESS DEPOSIT	
TOTAL DUE	\$14,622.45

A PHOTOCOPY OF THIS AGREEMENT SHALL BE SUFFICIENT AND SERVES AS A FINANCIAL STATEMENT. THIS IS A BINDING ORDER, NOT SUBJECT TO CANCELLATION. NO TRIALS ACCEPTED. THIS ORDER CANNOT BE CHANGED EXCEPT IN WRITING BY A Document Systems OFFICER.

ACCEPTED BY DOCUMENT SYSTEMS

ACCEPTED BY CUSTOMER

AUTHORIZED SIGNATURE REQUIRED

AUTHORIZED SIGNATURE REQUIRED

PRINTED NAME

PRINTED NAME

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 18, 2015**  
**SUBJECT: B.2.g. APPROVE PURCHASE OF EQUIPMENT FROM MEASURE C6  
BOND FUND – SCHOOL FURNITURE AND EQUIPMENT**

ACTION

**ISSUE:** Shall the Board approve the purchase of school furniture and equipment for various school sites utilizing Measure C6 bond funds?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides for replacement of “aging school equipment and furnishings, and...replacing aging student desks and chairs”. For the 2015-16 school year, each of the District’s schools has identified aging student furniture and equipment in need of replacement. The proposed replacement equipment is identified on the attached list, accompanied by the estimated cost. The total cost of the proposed purchase is \$28,720.38. It is recommended that the Board approve the purchase, to be funded from the Measure C6 bond fund.

**ALTERNATIVES:**

1. Approve the purchase of school furniture and equipment for various school sites as recommended, in the amount of \$28,720.38, to be funded from the Measure C6 bond fund.
2. Do not approve the purchase of school furniture and equipment.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent

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

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

**APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASE – CLASSROOM FURNITURE**

Board Meeting, August 18, 2015

Site	Vendor	Req #	Comment		Total Amt
OVHS	Southwest School Supply	R16-00274	OVHS Furniture 2015-6	Replacement bookcases/cubbies, etc for OVHS Library Rm 101, Student Lunch Table	\$3,791.85
OVHS	Southwest School Supply	R16-00302	OVHS Furniture 2015-6	Replacment Teacher Desk 101, Bookcases, cubby, tables & student chairs for Lab Rm 102	\$2,706.64
OVHS	Southwest School Supply	R16-00369	Teacher Furniture at OVHS 2015-6	Replacement Teacher Desk w/Return, Pedestal & Locking Cabinet for 102	\$913.75
BES	Southwest School Supply	R16-00278	BES Furniture 2015-16	Student Chairs, 14" + 16" student chairs, Wardrobe, Teacher Chairs	\$2,533.78
OPHS	Southwest School Supply	R16-00280	OPHS Furniture 2015-16	C5 - KI Desks & Chairs to Match I Rms.	\$7,348.18
OPHS	Southwest School Supply	R16-00327	OPHS Furniture 2015-16	Teacher Desk in Rms. H-9 and H-15 at OPHS	\$741.75
ROES	Southwest School Supply	R16-00295	ROES Furniture 2015-16	16" Student Sled-base Chairs	\$1,272.80
MCMS	Southwest School Supply	R16-00297	MCMS Furniture 2015-16	20 Steel Mobile Book Carts for MCMS Library	\$7,649.70
MCMS	Southwest School Supply	R16-00367	Teacher Furniture at MCMS	Teacher Desk & Chairs	\$1,761.93
					\$28,720.38

School Site:

MCMS

# OPUSD Text Books for Grades 6 - 8

## 2015 - 2016

### Order Form

Class/Course	Book Title	ISBN #	Publisher	Edition	Grade
English/Language Arts	(Literature) <i>Timeless Voices, Timeless Themes Copper Level</i>	0-13-054802-2	Prentice Hall	CA Student Edition	6
English/Language Arts	Writing & Grammar Communication in Action Copper Level	0-13-037341-9	Prentice Hall	CA Student Edition	6
English/Language Arts	Grade 6 – <i>The Giver</i>	9780544336261	Houghton Mifflin	Core- Reader	6
English/Language Arts	Grade 6 – <i>Ulysses</i> - 9780590425995	0-590-42599-4	OUT OF PRINT!!	Core- Reader	6
English/Language Arts	<i>A Long Walk to Water</i> , by Linda Sue Park (preferably hardcover	9780547577319		Core- Reader	6
English/Language Arts	(Literature) <i>Timeless Voices, Timeless Themes Bronze Level</i>	0-13-054803-0	Prentice Hall	CA Student Edition	7
English/Language Arts	Writing & Grammar Communication in Action Bronze Level	0-13-037313-3	Prentice Hall	CA Student Edition	7
English/Language Arts	Grade 7 – <i>Shabanu</i>	9780307977885		Core- Reader	7
English/Language Arts	Grade 7 – <i>Anne Frank: The Diary of a Young Girl</i>	0-55329698-1		Core- Reader	7
English/Language Arts	(Literature) <i>Timeless Voices, Timeless Themes Silver Level</i>	0-13-054804-9	Prentice Hall	CA Student Edition	8
English/Language Arts	Writing & Grammar Communication in Action Silver Level	0-13-037343-5	Prentice Hall	CA Student Edition	8
English/Language Arts	Grade 8 – <i>Johnny Tremain</i>	9780547614328	ISBN 978-0-547-61432-8	Core- Reader	8
English/Language Arts	Grade 8 – <i>Tom Sawyer</i>	978-1-58049-596-7		Core- Reader	8
English/Language Arts	Read 180 Stage B	0-439-67078-0	Scholastic	Enterprise Ed	
English/Language Arts	Read 180 Stage C	: 9780439670791	Scholastic	Enterprise Ed	
English/Language Arts	Read 180 Stage rBookFlex	9780439902410	Scholastic	Enterprise Ed	
Health	Teen Health	0-02-651837-6	Glencoe	CA Student Edition	7
History/Social Science	World History Ancient Civilizations CA	0-618-53124-6	McDougal Littell	CA Student Edition	6
History/Social Science	World History Ancient Civilizations CA	DO NOT USE	McDougal Littell	Student Consumable	6
History/Social Science	World History Medieval & Early Modern Times	0-618-53294-3	McDougal Littell	CA Student Edition	7
History/Social Science	World History Medieval & Early Modern Times	DO NOT USE	McDougal Littell	Student Consumable	7
History/Social Science	Creating American: Beginnings through World War I CA	0-618-55949-3	McDougal Littell	CA Student Edition	8
History/Social Science	Creating American: Beginnings through World War I CA	DO NOT USE	McDougal Littell	Student Consumable	8
Mathematics	Mathematics Concepts, Skills, & Problem Solving Wk Book	9780078788734	Glencoe	Student Consumable	6
Mathematics	Mathematics Concepts, Skills, & Problem Solving Skill Wk Book	9780078788758	Glencoe	Student Consumable	6
Mathematics	Mathematics Concepts, Skills, & Problem Solving	0078778484	Glencoe	CA Student Edition	6
Mathematics	Mathematics Concepts, Skills, & Problem Solving Wk Book	9780078788864	Glencoe	Student Consumable	7
Mathematics	Mathematics Concepts, Skills, & Problem Solving Practice	9780078795336	Glencoe	Student Consumable	7
Mathematics	Mathematics Concepts, Skills, & Problem Solving	0078778506	Glencoe	CA Student Edition	7
Mathematics	Algebra 1-CPM Algebra Connections Practice Book	9781603280020	CPM	Student Consumable	8
Mathematics	Algebra 1-CPM Algebra Connections	9781603280006	CPM	CA Student Edition	8
Mathematics	Foundations for Algebra, Year 1, Hardcover Text - 1 Volume	978-1-931287-03-6	CPM	CA Student Edition	8
Mathematics	Geometry Concepts, Skills, & Problem Solving Skills Practice Book	9780078773464	Glencoe	Student Consumable	8
Mathematics	Geometry Concepts, Skills, & Problem Solving Practice Book	9780078773471	Glencoe	Student Consumable	8
Mathematics	Geometry Concepts, Skills, & Problem Solving	9780078778544	Glencoe	CA Student Edition	8
Science	Focus on Earth Science Work Book	0-13-203438-7	Prentice Hall	Student Consumable	6
Science	Focus on Earth Science	0-13-201274-X	Prentice Hall	CA Student Edition	6
Science	Focus on Life Science Work Book	0-13-203441-7	Prentice Hall	Student Consumable	7
Science	Focus on Life Science	0-13-201272-3	Prentice Hall	CA Student Edition	7
Science	Focus on Physical Science Work Book	0-13-203445-x	Prentice Hall	Student Consumable	8
Science	Focus on Physical Science	0-13-201270-7	Prentice Hall	CA Student Edition	8
Spanish	En Espanol!	978-0-618-30430-1	McDougal Littell	CA Student Edition	
Chinese	I Love Learning Chinese Volume 1	978-7-301-08002-3	PekingUviv Press	CA Student Edition	



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 18, 2015**  
**SUBJECT: B.4.c. APPROVE AUTHORIZATION TO ESTABLISH NEW CLASSIFIED SERVICE POSITION – HEAD CUSTODIAN III**

ACTION

**ISSUE:** Shall the Board authorize a new classified service position, Head Custodian III, and approve the associated job description and salary placement?

**BACKGROUND:** With the adoption of the District's 2015-16 operating budget, the Board authorized an increase in custodial staffing levels not seen since 2002-03. In the intervening years, the student enrollment and related staffing at Oak Park High School has increased by nearly 60%, as have the number and complexity of high school events and activities. In order to accommodate this increased demand, and to provide highly organized and qualified leadership for the high school's custodial staff, the Administration is recommending that the Board establish a new classified service position to be called Head Custodian III.

This new position will report to the high school principal and to the Director of Business Operations. The recommended salary placement of the proposed position is Range 18.5 of the classified salary schedule. A copy of the proposed job description and salary schedule placement is attached for the Board's review and approval.

**ALTERNATIVES:**

1. Approve the establishment of a new classified service position, Head Custodian III, and the associated job description and salary placement.
2. Do not approve the establishment of the new classified service position.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: HEAD CUSTODIAN III**

**DEFINITION**

This is a 12-month position, 8 hours per day

Salary: Range 18.5 on Classified Salary Schedule (CC/CH)

Under direction of the Principal and Director of Business Operations, plan, schedule, coordinate, participate in, and supervise custodial and maintenance duties at a secondary school plant; ensure that the total school campus including classrooms offices and other facilities are in a safe, orderly and secure condition; prepare school facilities for all approved school and community use; assist in the selection, employment, transfer, and promotion of custodial personnel; serve as first-line evaluator for assigned custodial staff; inspect work performed by assigned custodians; train, provide work direction and guidance to assigned custodial staff; maintain budgetary records and files related to purchases and work orders; provide input in policy formulation and decisions regarding implementation of policy; may make recommendations for the improvement of custodial and grounds staff efficiencies; and perform other work as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in the Head Custodial III classification will operate in a lead capacity over the Head Custodial II classification at the assigned work site. The incumbents in the Head Custodian III classification supervise, oversee and participate in custodial operations at a large secondary school plant where the school program, activities and facilities are more comprehensive. Incumbents in the Head Custodial II classification oversee and participate in custodial operations and minor maintenance duties at a large secondary school plant where the school program, activities and facilities are more comprehensive. Incumbents in the Head Custodian I classification oversee and participate in custodial and minor maintenance operations at an elementary school facility. Incumbents in Head Custodian classifications operate in a lead capacity, providing training, work direction and guidance to assigned custodial staff as assigned.

**EXAMPLES OF DUTIES**

Plan, schedule and participate in a variety of custodial duties at a comprehensive secondary school plant; supervise, coordinate and schedule assignments to accomplish effective cooperation with site staff so proper standards of cleanliness and efficiency are maintained; adjust schedules as necessary; inspect work performed by assigned Custodians and areas for safety and cleanliness; check on staff and activities at night; Assist Director of Business Operations in orientation training for all new employees; provide work direction and guidance and assist designated site administrator in the evaluation of performance of assigned custodial staff; maintain budgetary records for inventory of custodial supplies, tools and equipment for assigned site; order, receive and store cleaning supplies and equipment; communicate with Director of Business Operations, faculty, administrators, parents and others regarding special custodial needs, meetings and special events; assist in the development of health and safety programs; work with Director of Business Operations to assure staff receives safety training including personal protection equipment; report serious infractions and unsafe conditions; inspect buildings and report dangerous, unsightly or unsanitary conditions and assure that such conditions are corrected; supervise and participate in set up of activities, athletic events, meeting rooms, and scheduling; work with Director of Business Operations to define scope of work for contracted projects; may consult with vendors and monitor work to assure conformance with purchase agreements; assist District in maintaining energy and water conservation measures; plan, prepare and lead seasonal deep cleaning activities; perform non-technical repairs and adjustments to furniture, fixtures and equipment; assure proper use and care of equipment including vacuum cleaner, buffer, waxer, stripper and various hand and power tools; clean classrooms, offices, restrooms, cafeteria and other facilities; assure security of school plant by locking and unlocking gates, windows and doors; raise and lower flags, sweep, mop, strip and wax floors; vacuum and shampoo carpets; empty, wash and line trash receptacles; report safety hazards and prepare work orders for skilled maintenance personnel as needed; perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

Knowledge of: Energy conservation methods and procedures; safety requirements and personal protection equipment; modern cleaning methods, equipment and materials used in custodial work including high-reach equipment and building system operations; principles and practices of supervision, training and providing work direction; oral communication abilities; applicable laws including health and safety regulations; operation, use and care of custodial equipment; carpet, wood, tiles, floors and other surface care methods and procedures; general maintenance of school equipment, furniture and fixtures; custodial supplies, proper storage, inventory, and handling; recordkeeping and budgetary practices and procedures.

Ability to: Plan, coordinate, oversee and participate in the custodial and maintenance work of a large comprehensive secondary school; supervise, schedule and assign work to multiple custodial crews; train, provide work direction and guidance and assist in evaluating the performance of assigned personnel; analyze and apply standard rules and regulations to specific situations; devise and adopt work procedures and recordkeeping systems to meeting changing organizational or specialized needs; assure that classrooms, offices and other school facilities are maintained in a clean, orderly and secure condition; move furniture and equipment for meetings and special events; climb ladders and lift objects up to 50 pounds properly; communicate effectively and work cooperatively with others; establish and maintain good working relationships; order, store and inventory cleaning supplies and materials; be flexible to perform work within changing priorities; work with computers and maintain records.

Education and Experience: Any combination equivalent to graduation from high school supplemented by custodial training and three years of increasingly responsible custodial experience including at least one year in a lead capacity at a large facility; courses in supervision desirable; one year in a supervisory capacity preferred.

License and other Certification: Valid California driver's license.

## **WORKING CONDITIONS**

Indoor and outdoor environment; subject to lifting and moving heavy objects, climbing ladders and regular contact with cleaning agents, fumes, dust, and chemicals; work around foul odors and noises; work from heights including roofs; driving a vehicle to conduct work.

## **PHYSICAL ABILITIES**

- Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend, walk.
- Able to climb slopes, stairs, steps, and ladders.
- Able to push and/or pull a variety of tools and equipment weighing up to 80 pounds.
- Able to lift up to 80 pounds frequently.
- Able to carry up to 80 pounds frequently.
- Able to sustain strenuous manual labor for 8 hours with legal breaks.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motions for shoulder extension and flexion.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to work at various elevated heights in a safe and effective manner.
- Able to work in restricted spaces in a safe and effective manner.
- Able to work with chemical agents in a safe and effective manner without allergic reaction.
- Demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
- Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.
- Use of fine manipulative hand tools.
- Sitting at a computer terminal.

**OAK PARK UNIFIED SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULES CC & CH  
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK**

**2014-15 SCHOOL YEAR**

Board Approved: November 18, 2014

Effective: July 1, 2014

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b><u>CLERICAL SUPPORT</u></b>							
Health Services Technician	10	14.86	15.74	16.73	17.75	18.83	10 Month
Student Services Assistant I	10	2573.60	2728.31	2897.90	3073.46	3260.88	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	15.74	16.73	17.75	18.83	19.94	11 Month
Student Services Assistant II	12	2728.31	2897.90	3073.46	3260.88	3454.10	10.5 Month
Support Services Coordinator	12						12 Month
ASB Bookkeeper/Athletics Secretary	14	16.73	17.75	18.83	19.94	21.14	10.5 Month
Student Services Assistant III	14	2897.90	3073.46	3260.88	3454.10	3662.55	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Accounting Assistant I	14.5	17.12	18.11	19.17	20.28	21.46	12 Month
		2965.92	3136.94	3320.73	3512.19	3716.44	
Department Secretary	16	18.33	19.39	20.49	21.70	22.93	11 Month
School Office Manager I	16	3175.80	3359.62	3551.05	3757.82	3972.26	10.5 Month
Credentials Technician	16						12 Month
Accounting Assistant II	16.5	19.03	20.12	21.29	22.50	23.80	12 Month
		3297.54	3486.46	3688.13	3897.45	4124.66	
School Office Manager II	17.5	19.20	20.34	21.56	22.84	24.21	11 Month
		3324.62	3524.58	3735.67	3957.85	4193.95	
School Office Manager III	18.5	19.65	20.84	22.10	23.42	24.83	11.5 Month
		3405.18	3610.66	3827.32	4057.86	4302.29	
Business Department Assistant	20	20.57	21.80	23.12	24.49	25.96	12 Month
		3563.79	3777.61	4004.25	4244.52	4499.20	
Senior Accountant	28	28.77	30.51	32.36	34.32	36.40	12 Month
		4987.54	5289.27	5609.29	5948.72	6308.75	
<b><u>CUSTODIAL/MAINTENANCE/GROUNDS</u></b>							
Custodian	14	16.73	17.75	18.83	19.94	21.14	12 Month
		2897.90	3073.46	3260.88	3454.10	3662.55	
Grounds Maintenance Worker	15	17.20	18.27	19.37	20.57	21.81	12 Month
		2981.22	3165.69	3356.10	3564.35	3778.59	
Head Custodian I	15.5	17.75	18.83	19.94	21.14	22.41	12 Month
		3073.46	3260.88	3454.10	3662.55	3882.30	
Head Custodian II	17	19.01	20.14	21.36	22.63	24.00	12 Month
		3294.05	3491.24	3699.54	3921.77	4157.84	
General Maintenance Worker	18	19.30	20.46	21.68	22.97	24.35	12 Month
		3344.04	3544.02	3755.12	3980.09	4218.94	
<b>HEAD CUSTODIAN III (PROPOSED)</b>	<b>18.5</b>	<b>19.65</b>	<b>20.84</b>	<b>22.10</b>	<b>23.42</b>	<b>24.83</b>	<b>12 Month</b>
		<b>3405.18</b>	<b>3610.66</b>	<b>3827.32</b>	<b>4057.86</b>	<b>4302.29</b>	
Maintenance Engineer	20	20.57	21.80	23.12	24.49	25.96	12 Month
		3563.79	3777.61	4004.25	4244.52	4499.20	
Grounds Maintenance Supervisor	21	21.80	23.12	24.49	25.96	27.58	12 Month
		3777.61	4004.25	4244.52	4499.20	4778.26	
<b><u>CHILD NUTRITION SERVICES</u></b>							
Child Nutrition Services Assistant I	5	12.88	13.62	14.45	15.33	16.26	180 Days
Child Nutrition Services Assistant II	7	13.62	14.45	15.33	16.26	17.22	180 Days
Child Nutrition Services Manager	10	14.86	15.74	16.73	17.75	18.83	10 Month
		2573.60	2728.31	2897.90	3073.46	3260.88	
Child Nutrition Services Assistant/Delivery	12	15.74	16.73	17.75	18.83	19.94	180 Days
		2728.31	2897.90	3073.46	3260.88	3454.10	

**OAK PARK UNIFIED SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULES CC & CH  
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK**

**2014-15 SCHOOL YEAR**

Board Approved: November 18, 2014

Effective: July 1, 2014

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
<b>OTHER CLASSIFIED SUPPORT</b>							
Instructional Assistant I	7.5	13.74 2378.15	14.56 2521.39	15.44 2674.29	16.36 2834.93	17.34 3003.32	180 Days
Instructional Assistant II	10	14.86 2573.60	15.74 2728.31	16.73 2897.90	17.75 3073.46	18.83 3260.88	180 Days
Library/Media Technician	13	16.37 2836.98	17.36 3007.18	18.42 3191.00	19.52 3382.45	20.72 3589.25	10 Month
College/Career Center Technician	13.5	16.48 2855.72	17.47 3025.93	18.53 3209.74	19.63 3401.19	20.83 3607.99	10.5 Month
Instructional Assistant III	14	16.73 2897.90	17.75 3073.46	18.83 3260.88	19.94 3454.10	21.14 3662.55	180 Days
Computer Technician	18	19.30 3344.04	20.46 3544.02	21.68 3755.12	22.97 3980.09	24.35 4218.94	12 Month
Certified Sign Language Interpreter	20	20.57	21.80	23.12	24.49	25.96	180 Days
Technology Department Assistant	20	3563.79	3777.61	4004.25	4244.52	4499.20	12 Month
Technology Assistant Lead	23	23.82	25.24	26.76	28.35	30.06	12 Month
Certified Repair Technician	23	4125.47	4373.00	4635.39	4913.51	5208.32	12 Month
Network Administrator	26	26.72 4632.39	28.34 4912.41	30.05 5209.35	31.87 5524.22	33.80 5858.14	12 Month
Occupational Therapist	30	32.10 5561.83	34.02 5895.53	36.07 6249.24	38.24 6624.21	40.52 7021.65	10 Month
Behavior Specialist*	G*	422.73 80318.70	435.80 82802.00	449.28 85363.20	463.17 88002.30	477.49 90723.10	190 Days

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week). Employees who work a minimum of 20 hours, but less than 40 hours per week should refer to the hourly rates on the schedule above. Full-time employees may refer to either the hourly or the monthly rates. The hourly rate is determined by dividing the monthly gross by the average full-time hours per month (173.333).

\* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

**TO: MEMBERS OF BOARD OF EDUCATION**

**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: AUGUST 18, 2015**

**SUBJECT: B.5.d. APPROVE BOARD GOALS FOR 2015-16**

**ACTION**

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**ISSUE:** Shall the Board of Education approve the Board Goals for 2015-16?

**BACKGROUND:** The Board will develop their goals for 2015-16 for approval.

**ALTERNATIVES:** 1. Review and approve Board Goals for 2015-16.  
2. Do not approve Board Goals for 2015-16.

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

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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