

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #920**

DATE: January 19, 2016

PLACE: **Oak Park High School Presentation Room – G-9**  
899 N. Kanan Road, Oak Park, CA 91377

TIME: **5:00 p.m. Closed Session**  
**5:45 p.m. Open Session – G9**

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

**BOARD OF EDUCATION**

**Allen Rosen, President**  
**Drew Hazelton, Vice President**  
**Derek Ross, Clerk**  
**Denise Helfstein, Member**  
**Barbara Laifman, Member**  
**Josh Weisberg, Student Board Representative**

**EDUCATING TOMORROW'S LEADERS**

**ADMINISTRATION**

**Dr. Anthony W. Knight, Superintendent**  
**Linda Sheridan, Executive Assistant**  
**Martin Klauss, Assistant Superintendent, Business & Administrative Services**  
**Dr. Leslie Heilbron, Assistant Superintendent, Human Resources**  
**Cliff Moore, Consultant**  
**Enoch Kwok, Director, Educational Technology**  
**Susan Roberts, Director, Pupil Services**

**COPY OF ENTIRE AGENDA ON WEB SITE**  
**[WWW.OAKPARKUSD.ORG](http://WWW.OAKPARKUSD.ORG)**

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [lsheridan@oakparkusd.org](mailto:lsheridan@oakparkusd.org).

Welcome to a meeting of the Oak Park Unified School District Board of Education. Routine items are placed under the Consent Calendar and are approved by a single vote of the Board. When the agenda is adopted, a member of the Board may pull an item from the Consent Calendar and transfer the item to an appropriate place on the agenda for discussion.

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the closed session agenda, regular session agenda, or on any issue within the subject matter jurisdiction of the Governing Board. The speaker cards are available in the Board Room and must be completed and handed to Linda Sheridan, Executive Assistant, prior to the beginning of the meeting. All comments for either agenda items or non-agenda items must be limited to three minutes or less.

Your comments are greatly appreciated. However, the Board cannot enter into a formal discussion at this time, nor can a decision be made. Matters warranting discussion will be placed on a future agenda. The information on the speaker card is voluntary but will assist the Board President in conducting the meeting. Thank you for your cooperation and compliance with these guidelines

***All Board Actions and Discussion are electronically recorded and maintained for thirty days.***

***Interested parties may review the recording upon request.***

***Agenda and supporting documents are available for review prior to the meeting at the District Office located at 5801 E. Conifer Street, Oak Park, CA 91377***

### **NEXT REGULAR MEETING**

**Tuesday, February 16, 2016**

**Closed Session at 5:00 p.m.      Open Session at 6:00 p.m.**

**Oak Park High School, Presentation Room, G9**

#### **AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:**

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: [www.oakparkusd.org](http://www.oakparkusd.org)

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **AGENDA – REGULAR BOARD MEETING #920**

**January 19, 2016**

**CALL TO ORDER - Followed by Public Comments/ 5:00 p.m.**

**CLOSED SESSION: 5:00 p.m.**

**OPEN SESSION: 5:45 p.m.**

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – G-9**, Oak Park, California.

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

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

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

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

**B. PUBLIC EMPLOYEE EMPLOYMENT:**

**C. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION, Student v. Oak Park Unified School District, Student No. 7; Government Code Section 549.56.9(a) and (d)(1)**

**D. EXPULSION – STUDENT #02/15-16**

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

**V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**ACTION**

**2. BUSINESS SERVICES**

**a. [Approve the Lottery Process for District of Choice Admission into Oak Park Unified for 2016-2017 – Conduct Lottery](#)**

*According to Education Code, the Board must approve the lottery process used for the District of Choice program each year.*

**b. [Conduct District of Choice Lottery](#)**

*Random.org program will create a random number list of District of Choice applicants*

## VI. OPEN COMMUNICATIONS/PRESENTATIONS

### A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation of Certificate of Recognition to OPHS Student Ashwarya Srinivas for receiving 2016 National NCWIT Award for Aspirations, one of 35 winners!
2. Presentation of Partners in Education Award to Melissa Stone
3. Discussion of Governor's 2016-17 Budget Proposal for K-12 Education
4. Discussion of Development of 2016-2017 Local Control Accountability Plan  
Remarks from Board Members
5. Remarks from Student Board Member
6. Remarks from Superintendent
7. Report from School Site Councils
8. Report from Facilities Planning Committee
9. Report from Technology

### B. BUSINESS SESSION:

#### 1. CONSENT AGENDA

*Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.*

*At the request of any member of the Board, any item on the Consent Agenda shall be removed and given individual consideration for action as a regular agenda item.*

- a. [Approve Minutes of Organizational Board Meeting December 8, 2015](#)
- b. [Public Employee/Employment Changes 01CL22969-01CL229 & 01CE07547-01CE07649](#)
- c. [Approve Purchase Orders – November 21-December 31, 2015](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve 2015-2016 First Period Attendance Report](#)  
*Board Policy requires Board approval for enrollment and attendance reports*
- e. [Accept and Approve Report of Final Bond Sale](#)  
*Board approval required for final bond sale report*
- f. [Ratify Purchase of Security Camera Equipment, per the Piggyback Provisions of PCC Section 20118](#)  
*Board Policy requires Board approval for purchase of equipment*
- g. [Approve Quarterly Report on Williams Uniform Complaints – January 2016](#)  
*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions*

### ACTION

#### 2. BUSINESS SERVICES

- c. [Discuss and Approve Enrollment Projections for School Year 2016-2017](#)  
*According to provisions of DOC program, the Board is required to approve enrollment projection and district capacity annually*
- d. [Approve Annual Audit Reports for Fiscal Year 2014-2015, Including Bond Measures R and C6](#)  
*Education Code 41020 and Board Policy 3460 requires the Board to approve the annual audit report of the district's financial records*
- e. [Discuss and Approve Oak Park Needs Assessment Committee \(OPNAC\) Update Regarding Needs Assessment and Implementation Plan](#)  
*Board approval for Needs Assessment and Implementation Plan*
- f. [Approve Bond Advisory Consultant Agreement](#)  
*Board Policy 3312 requires Board approval for contracts for services*

- g. [Ratify Agreements for Construction Services for Project 15-15F, Relocatable Classroom at Oak Hills Elementary School](#)

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

- h. [Approve and Certify 2015-2016 School Bell Schedules and Minimum Instructional Minutes for Oak Park High School](#)

*Board approval required for school bell schedules and instructional minutes*

- i. [Approve Purchase of Equipment from Measure C6 Bond Fund – Purchase of Replacement Photocopiers](#)

*Board approval required for Measure C6 Bond purchases*

- j. [Approve Donations](#)

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

### **3. CURRICULUM**

- a. [Approve Program for Relational Aggression at Elementary Sites](#)

*Board approval for new programs*

### **4. PUPIL SERVICES**

- a. [Approve Contract for Non-Public Agency for Special Education Student #07-15/16 - \\$33,826.30](#)

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

### **5. BOARD POLICIES**

- a. [Review and Approve Amendment to Board Policy 4112.8, 4212.8, 4312.8 – Employment of Relatives - First Reading](#)

*Board would like to review this policy.*

## **VII. INFORMATION ITEMS**

1. Monthly Enrollment and Attendance Report
2. Monthly Cash Flow Report

## **VII. OPEN DISCUSSION**

## **IX. ADJOURNMENT:**

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

## **X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

1. [Brookside Elementary School Report](#)
2. [Oak Hills Elementary School Report](#)
3. [Red Oak Elementary School Report](#)
4. [Medea Creek Middle School Report](#)
5. [Oak Park High School Report](#)
6. [Oak View High School/Oak Park Independent School](#)
7. [Oak Park Neighborhood School](#)

**MINUTES OF ORGANIZATIONAL BOARD MEETING 12-8-15 #917**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 6:05 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

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

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Enoch Kwok, Director, Educational Technology and Information Systems, and Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Mike Paule led the Pledge of Allegiance to the Flag

**ADOPTION OF AGENDA**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education adopted the agenda including removing item B.1.e. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No - 0.

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board presented a Certificate of Recognition to Ruito Zhang for his participation in the All-National Honor Concert Band in Nashville, Tennessee.

The Board presented a Partners in Education Award to Mike Paule.

The Board presented a Partners in Education Award to Lori Getz.

The Board presented a Retirement award to Pat Ramirez on her retirement from the District.

**REPORT FROM BOARD MEMBERS**

Board Member Derek Ross stated he was grateful that Martin and Julie attended the meeting to discuss the Mae Boyer Park building project. Board Member Drew Hazelton reported he attended the Technology Committee meeting and found an article in the American School Board Magazine he copied for all Board members. Board Member Denise Helfstein noted that this meeting is one year since she was appointed to the Board and she has enjoyed her experience and it has been a privilege to service. She reported she attended the third Common Core session, the MCMS Teacher appreciation luncheon, where the PTA did a great job, the ROES holiday boutique and the Math Night at BES. Board Member Allen Rosen reported he also attended the third Common Core session, the Life Skills Retreat appreciation dinner, *Romeo & Juliet* production at OPHS, and will host another exchange student for the next semester. He also thanked the Board and District for sending him to the CSBA conference. Board Member Barbara Laifman reported the Community Outreach Committee meets tomorrow.

## **REPORT FROM STUDENT BOARD REPRESENTATIVE**

Josh Weisberg reported final are coming up. ASB is planning an auto show in April that will be “Autos for Autism” and holding a door decoration for the holidays.

## **REPORT FROM SUPERINTENDENT**

Dr. Knight reported the DOC program is accepting applications until December 31. There will an ad in all the *Acorns* and the *Ventura County Stars*. The Needs Assessment Committee is refining their master plan in order to bring it to the Board for approval in the new year.

## **Report from School Site Councils**

The Board received a School Site Council report from Oak Park High School.

## **Report from Facilities Planning Committee**

Martin Klauss presented an overview of the projects going on throughout the District.

## **Report from Technology Department**

Enock Kwok presented an overview of the activities of the Technology Department and Committee regarding technology.

## **C.1. CONSENT AGENDA**

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

- a. [Approve Minutes of Regular Board Meeting November 17, 2015](#)
- b. [Public Employee/Employment Changes 01CL22956-01CL22968 & 01CE07528-01CE07546](#)
- c. [Approve Purchase Orders – November 1-20, 2015](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America \(FBLA\) – April 14-17, 2016](#)
- f. [Deny Claim Nos. 15-04 and 15-05 for Alleged Damages Pursuant to Government Code Sections 910-913.3](#)

## **ACTION**

### **2. BOARD**

#### **a. [Election of Officers of the Board of Education](#)**

On nomination of Barbara Laifman, seconded by Denise Helfstein, the Board of Education appointed Allen Rosen, President of the Board for 2016. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Allen Rosen, seconded by Barbara Laifman, the Board of Education appointed Drew Hazelton, Vice President of the Board for 2016. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

On nomination of Barbara Laifman, seconded by Drew Hazelton, the Board of Education appointed Derek Ross, Clerk of the Board for 2016. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

#### **b. [Confirmation and Designation of Board Representatives to District Committees](#)**

On motion of Barbara Laifman, seconded by Derek Ross, the Board of Education approved the choices of District Committees to serve on during 2016. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**c. Approve Proposed Board Meeting Schedule for Calendar Year 2016**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Board Meeting Schedule for Calendar Year 2016 changing Board Study Session to May 31, 2016 and Regular June Meeting to June 14, 2016. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**d. Approve Certification of Signatures**

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Certification of Signatures. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**e. Select and Approve School Board Representative to the County Committee on School District Organization**

On nomination of Barbara Laifman, seconded by Drew Hazelton, the Board of Education appointed Denise Helfstein, School Board Representative to the County Committee on School District Organization. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**f. Approve Designation of Secretary/Authorized Agent of the Board of Education**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the appointment of Dr. Anthony W. Knight as the Secretary/Authorized Agent of the Board of Education. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**3. BUSINESS SERVICES**

**a. Approve Fiscal Year 2015-16 First Interim Financial Report, Certification and Budget Revision**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Fiscal Year 2015-16 First Interim Financial Report, Certification and Budget Revision. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**b. Public Hearing and Approval of Certification of Compliance with Children’s Internet Protection Act**

Public Hearing Opened at 7:34 p.m. No Comments Public Hearing Closed at 7:34 p.m.  
On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Certification of Compliance with Children’s Internet Protection Act. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**c. Approve Amendment #6 to Agreement for Measure R Program/Construction Management Services**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Amendment #6 to Agreement for Measure R Program/Construction Management Services with Balfour Beatty. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**d. Approve Measure C6 Bond Fund Equipment Purchases – Instructional Equipment at Oak Park High School**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved Measure C6 Bond Fund Equipment Purchases – Instructional Equipment at Oak Park High School. Motion carried Aye –Helfstein, Laifman, Rosen, Ross, No – 0, Absent - Hazelton.



**e. Approve Contract for Non-Public School for Special Education Student - #6-15/16 - \$33,694.58**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Contract for Non-Public School for Special Education Student - #6-15/16 - \$33,694.58. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**4. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation 3270 – Sale and Disposal of Books, Equipment and Supplies – Second Reading**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the Amendment to Board Policy and Administrative Regulation 3270 – Sale and Disposal of Books, Equipment and Supplies. Motion carried Aye –Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**b. Approve Amendment to Board Policy 6190 – Evaluation of Instructional Program – Second Reading**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Amendment to Board Policy 6190 – Evaluation of Instructional Program. Motion carried Aye – Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**V. OPEN DISCUSSION**

There being no further business before this Board, the Organizational Regular meeting is declared adjourned at 7:55 p.m.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS – NOVEMBER 21-DECEMBER 31, 2015**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period November 21-December 31, 2015?

**BACKGROUND:** Attached is the Purchase Order Report listing all purchase orders issued during the reporting period. All purchase orders have been approved by an administrator as a necessary expense and are budgeted for and within the budget authorization of the account.

**ALTERNATIVES:**

1. Approve the attached Purchase Order Report as submitted.
2. Do not approve the Purchase Order Report.

**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	_____	_____	_____	_____

## Includes Purchase Orders dated 11/21/2015 - 12/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00006	Acorn Press	Ads for 2015-16	Human Resources	010	4,150.00
B16-00139	Intrepid Glass & Mirror, Inc	Open PO for Glass for 2015-2016	Business Administration	010	1,250.00
B16-00158	Southwest School Supply	Open PO for Custodial & Office Supplies	Business Administration	010	9,000.00
B16-00203	Pacific Artglass Corp	Art/Donation/Mat & supp	Oak Park High School	010	2,000.00
B16-00204	Douglas and Sturgess, Inc.	Art Don/mat & supp	Oak Park High School	010	2,000.00
B16-00255	SiteOne Landscape Supply, LLC	2015/16 PO for Landscaping Supplies	Business Administration	010	3,000.00
B16-00256	ARC Document Solutions, LLC	2015/16 CAD Plotting/Printing of Project Plans	Business Administration	010	500.00
B16-00257	Cintas Fire Protection, Corp	Annual Fire Sprinkler Inspection - OPHS	Business Administration	010	1,195.00
B16-00258	Geary Pacific Supply	2014-15 BARD HVAC District Wide	Business Administration	010	1,000.00
B16-00259	The Help Group	NPS School - 2015/2016	District-wide	010	33,694.58
B16-00260	B4 A Disaster	2015/16 Open PO Disaster Kits/Supplies	Business Administration	010	860.00
B16-00261	Balfour Beatty Construction	District Wide Needs Assessment Study and Report	Business Administration	010	27,000.00
FS16-00063	Advanced Sanitation	Pumping Grease Traps	Food Services	130	700.00
P16-00338	Guided Discoveries Inc.	DON: Astro Camp 2014-15	Medea Creek Middle School	010	33,670.00
P16-00410	AM/PM DOOR, Inc	Pro 13-15R Install Door Sweeps at OPHS Gym	Business Administration	213	2,000.00
P16-00438	Omega Construction Company	Pro 15-08F - Remodel Tech Office	Business Administration	010	67,028.00
P16-00440	Downtown Ford Sales	Replacement Ford Vehicles	Business Administration	212	39,604.35
P16-00441	Downtown Ford Sales	Replacement Ford F350 w/Dump Body	Business Administration	212	43,333.53
P16-00442	Scholastic, Inc.	donation - 5th grade	Brookside School	010	785.52
P16-00443	CENTER GLASS CO	Vandalism - OPHS- Window Replacement	Business Administration	010	690.00
P16-00444	Wayne Watson DBA Buena Concrete	Grind Concrete Around Campus at BES	Business Administration	010	2,050.00
P16-00445	CTE CAL, Inc.	Proj 14-28F DSA Inspections OPIS	Business Administration	010	6,380.00
P16-00446	Herff Jones	Diplomas for certificate of completion students	Oak View High School	010	12.90
P16-00447	M/M Mechanical, Inc	Proj 15-02R ADA Restrooms BES	Business Administration	213	1,315.69
P16-00448	RDO Equipment Co. DBA Vermeer	New Vermeer Wood Chipper	Business Administration	010	14,984.70
P16-00449	Wenger Corporation	Proj 15-07C Choral Risers at OPHS	Business Administration	212	10,025.35
P16-00450	School's In, LLC DBA SchoolsIn	PFA: Approved Wish List Item - Standing Desks	Medea Creek Middle School	010	575.14
P16-00451	Worthington Direct	PFA: Approved Wish List Items-Tables & Chairs	Medea Creek Middle School	010	4,665.96

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

## Includes Purchase Orders dated 11/21/2015 - 12/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00452	Division of State Architect	Proj 10-14R DSA Fees Modernization OPHS	Business Administration	213	10,776.49
P16-00453	The Prophet Corp. Db Gopher	PFA: Approved Wish List Item for PE	Medea Creek Middle School	010	532.45
P16-00454	Flinn Scientific, Inc	Science/PFA Don/mat & supp	Oak Park High School	010	1,078.18
P16-00455	REDWOOD BIOTECH	DON: Drug testing kits	Medea Creek Middle School	010	76.63
P16-00456	Textbook Warehouse Inc.	BES State Studies Grade 4 Nonfiction Resources	Curriculum	010	1,047.80
P16-00457	Hanna Instruments US, Inc.	Science/PFA Don/mat & supp	Oak Park High School	010	304.92
P16-00458	Main Street Tours	Parent funded field trip--2nd grade zoo	Red Oak Elementary School	010	2,845.00
P16-00459	Main Street Architects, Inc.	Proj 15-15F Relo Classroom at OHES	Business Administration	010	17,300.00
P16-00460	Signature Signs	Proj 15-15F ADA Signage for OHES Portable	Business Administration	010	239.60
P16-00461	BizClicks Office	Proj 15-08F Tech Facility Workstations	Business Administration	010	6,335.13
P16-00462	Delta Education, LLC c/o Amer ican Express	OHES FOSS Science Grd 5 2015-2016	Curriculum	010	3,122.09
P16-00463	Hughes General Engineering	Install Bollards at BES for Safety	Business Administration	010	905.00
P16-00464	Personnel Concepts Limited	Labor Law Compliance Posters & Notices	Accounting & Payroll	010	3,435.82
P16-00465	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2008 Series 2013B	Business Administration	010	800.00
P16-00466	Us Bank Trust Nat'l Assn.	Admin Fees GOB Election of 2006 Series 2013A	Business Administration	212	800.00
P16-00467	Compuwave Inc.	Master Drum & Toner	Oak View High School	010	469.78
P16-00468	Boomerang Project (The)	PFA: Counselor Training	Medea Creek Middle School	010	875.00
P16-00469	Pacificom	Proj 15-15F Data Installation OHES New Portable	Business Administration	010	2,087.50
P16-00470	Law Offices Henry Tovmassian	Attorney Fees - Settlement 2015/16	District-wide	010	19,000.00
P16-00471	Pacific Building Maintenance	Additional Summer Deep Cleaning Svs. Districtwide	Business Administration	010	24,170.00
P16-00472	Big Joe Lift Trucks, Inc.	Big Joe PDS 30-104 Power Drive Straddle Stacker	Business Administration	212	11,888.30
P16-00473	Fence Factory	New Stairway Hand Rails at OHES Field Access	Business Administration	010	2,664.00
P16-00474	Prestwick House, Inc.	English/instructional/mat & supp	Oak Park High School	010	217.52
P16-00475	UCLA EXTENSION ATTN DEPT K	Tuition for Enviro X400 for J. Suarez	Business Administration	010	3,480.00
P16-00476	Jason Schreiber	Band/Coach MCMS	Medea Creek Middle School	010	3,000.00
P16-00477	Fence Factory	New Stairway Hand Rails at BES Field Access	Business Administration	010	5,332.00
P16-00478	Mission Santa Barbara	Parent funded field trip--4th gr.	Red Oak Elementary School	010	580.00
P16-00479	Thousand Oaks Electric	Pro 15-08F Electrical for Tech Office	Business Administration	010	13,985.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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## Includes Purchase Orders dated 11/21/2015 - 12/31/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00480	The Reading Warehouse	MCMS The Giver 2015-2016	Curriculum	010	1,209.38
P16-00481	Evergreen Environment Inc,	Clean Contaminated Sand at BES	Business Administration	213	999.00
P16-00482	Southwinds Transportation	Donation	Brookside School	010	781.20
P16-00483	CITY OF VENTURA COMM SVCS DEPT INTERPRETIVE OUTREACH PROGRA	donation - 4th grade field trip	Brookside School	010	1,160.00
P16-00484	Las Virgenes School Dist	SpEd Workshop - Las Virgenes	District-wide	010	75.00
T16-00042	Apple Computer, Inc. Ms:198-3E D	Replacement iMacs for OPHS (qty 17 - media arts)	Technology Coordinator	010	39,170.98
T16-00043	Compuwave Inc.	Printer for library--cost reimbursed by our PFA	Red Oak Elementary School	010	253.70
T16-00044	Robomatter, Inc.	PFA: Approved Wish List Item	Medea Creek Middle School	010	405.20
T16-00045	Explore Learning, LLC	ROES SpEd OnLine Reflex Math	Curriculum	010	105.00
T16-00046	Pacificom	Installation of Smartboard in Rm. 25 at OHES	Technology Coordinator	212	400.00
T16-00047	Apple Computer, Inc. Ms:198-3E D	iPad Order Fall 2015 per Apple Quote #2202799793	Technology Coordinator	212	229,644.50
T16-00048	Uzibull	Uzibull iPad Air2 Folio Covers 340	Technology Coordinator	212	12,061.50
Total Number of POs			68	Total	737,084.39

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	55	373,535.68
130	Cafeteria Fund	1	700.00
212	Measure C6 Technology Bond Fun	8	347,757.53
213	Measure R FACILITIES Bond Fund	4	15,091.18
Total			737,084.39

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 3

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.1.d. ACCEPT AND APPROVE 2015-16 FIRST PERIOD ATTENDANCE REPORT**

CONSENT

**ISSUE:** Shall the Board receive, review, and accept the 2015-16 First Period (P-1) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the fourth school month?

**BACKGROUND:** The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which is reported to the State three times annually. The First Period Attendance Report, commonly referred to as P-1, is filed with the State at the end of the fourth school month. The Second Period Attendance Report, typically called P-2, reports the average of month one through the last school month that ends on or before April 15th of the current school year (usually Month 7). The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is filed at the conclusion of the fiscal year. The first reporting period has concluded and the District's P-1 Report is attached for the Board's review and information.

**RECOMMENDATION:** None - information only.

Prepared by: Barbara Dickerson, Director of Fiscal Services  
Shannan Kaesberg, Senior Accountant

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	_____	_____	_____	_____

# Attendance School District

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 9FCBBB48

Prior Year P-2 ADA attributable to district  
resident pupils attending a non-charter school  
[EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-7	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-8	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-7 + C-8)	C-9	0.00	0.00	0.00	0.00	0.00
Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00

# Attendance School District

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 9FCBBB48

Prior Year ADA Adjustment (P-1 and P-2 only)		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
<p>Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-2	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-1 + C-2)	C-3	0.00	0.00	0.00	0.00	0.00
<p>Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].</p>						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-4 + C-5)	C-6	0.00	0.00	0.00	0.00	0.00



Attendance School District

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 9FCBBB48

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	65.55				65.55
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				34.95	34.95
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00

**Attendance School District**

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 9FCBBB48

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,042.99	1,003.88	782.41	1,655.62	4,484.90
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	0.53	0.00	0.18	0.35	1.06
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.93	1.00	0.95	0.00	2.88
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.03	0.02	0.01	0.00	0.06
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (Sum of A-1 through A-5)</b>	<b>A-6</b>	<b>1,044.48</b>	<b>1,004.90</b>	<b>783.55</b>	<b>1,655.97</b>	<b>4,488.90</b>
<b>Other</b>						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	6.55	16.84	57.57	133.12	214.08
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

California Department of Education

Principal Apportionment Data Collection Software

2015-15.00

# Certification

County: Ventura

Fiscal Year: 2015-16

District: Oak Park Unified

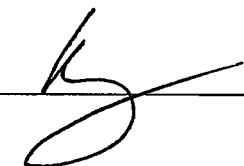
P-1

CDS CODE 56 73874

## County Served District Funded ADA Transfer Selection

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent:



Date:

1/5/16 <sup>cm</sup>

County Superintendent of Schools:

Date:

All inquiries concerning this report should be directed to:

CONTACT NAME Shannan Kaesberg

PHONE (818)-735-3244 \*

FAX (818)-865-8467

E-Mail skaesberg@opusd.org

The California Department of Education will administer the transfer of funds to the following County Offices of Education:

56-73874 56-10561 Ventura Co. Office of Education

D9575A39

## Certification

County: Ventura

Fiscal Year: FY 2015-16

District: Oak Park Unified

P-1

CDS CODE 56 73874

9FCBBB48

### Attendance School District

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent: \_\_\_\_\_

Date: 1/5/16

County Superintendent of Schools: \_\_\_\_\_

Date: \_\_\_\_\_

Any inquiries concerning this report should be directed to:

CONTACT NAME Shannan Kaesberg

PHONE (818) 735-3244 \*

FAX (818) 865-8467

E-Mail skaesberg@opusd.org

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: B.1.e ACCEPT AND APPROVE REPORT OF FINAL BOND SALE –  
MEASURE C6 GENERAL OBLIGATION BONDS, SERIES  
2015A**

INFORMATION/CONSENT

**ISSUE:** Shall the Board receive and review the Report of Final Sale for Measure C6 General Obligation Bonds, Series 2015A, as required by Proposition 39?

**BACKGROUND:** In June 2006, the voters of the Oak Park Unified School District approved Measure C6, a \$17.5 million general obligation bond to support school safety, equipment and technology improvements. At its meeting on September 15, 2015, the Board of Education authorized the final issuance of Measure C6 bonds, and the District successfully sold \$3,830,000 in Measure C6 Series 2015A general obligation bonds on November 5, 2015.

Proposition 39, which amended the State constitution to authorize the issuance of this particular type of general obligation bond, requires that a Report of Final Sale must be provided to the Board of Education, and must include information on the structure of the sale, the maturities and final interest rates of the bond, and the costs of issuance. The District's bond financial advisor, Piper Jaffray, has prepared the required Report of Final Sale, which is attached for the Board's information and review

**RECOMMENDATION:** None; information only.

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	_____	_____	_____	_____



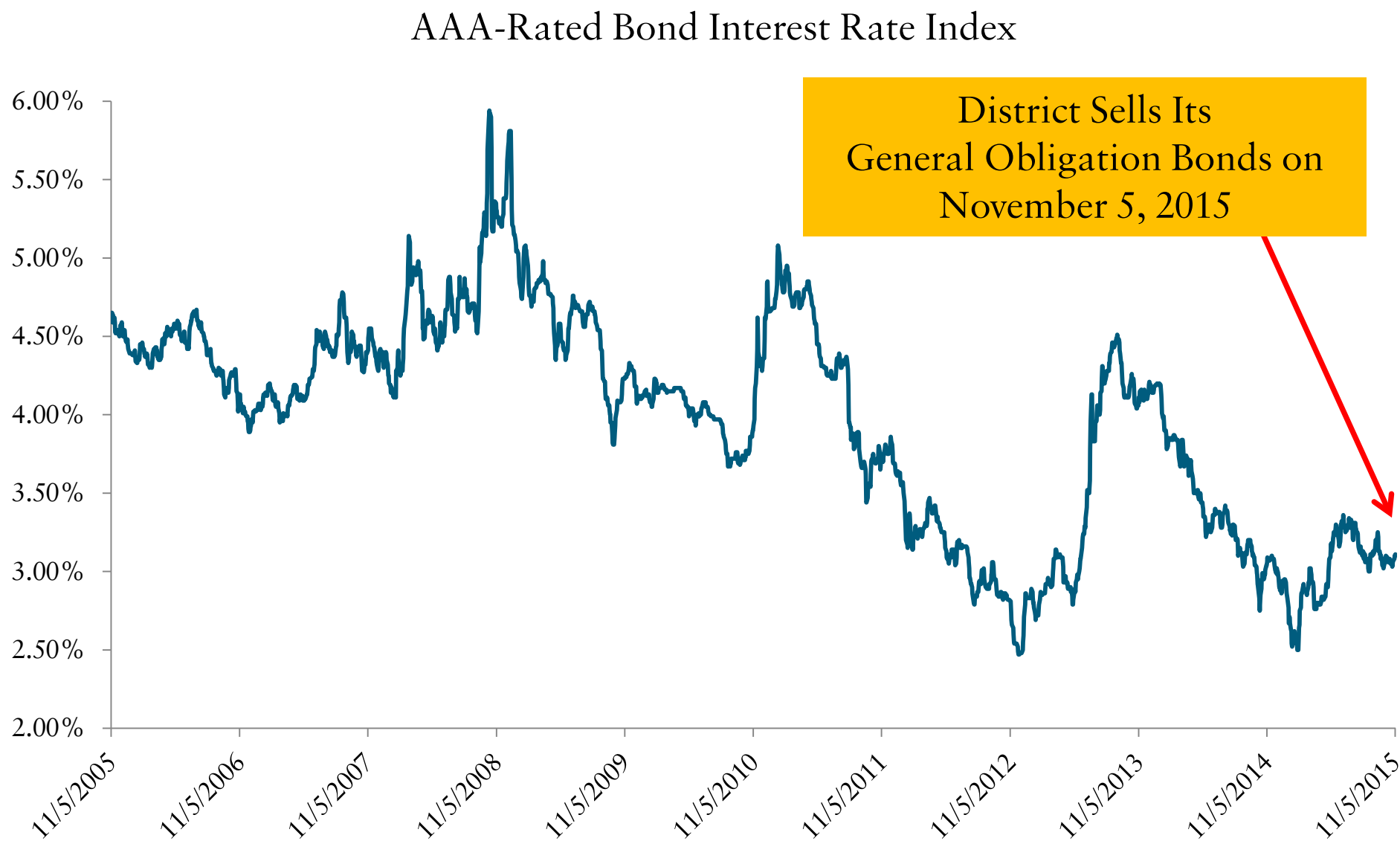
## **Report of Final Sale**

---

**\$3,830,000**

**Election of 2006 General Obligation Bonds, Series 2015A  
(Bank Qualified)  
(Measure C-6)**

# The District Sold Its Bonds During a Historically Low Interest Rate Environment



# The District Received a “AA-” Credit Rating From Standard & Poor’s

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## The Rating Process

1. District’s Team Decides to Obtain a Credit Rating from Standard & Poor’s
2. District’s Team Submits a Set of Legal and Financial Documents to Standard & Poor’s
3. District’s Team Hosts a Conference Call with Analysts from Standard & Poor’s
4. District is Assigned a “AA-” Rating from Standard & Poor’s

## Highlights from the Standard & Poor’s Report

- ✓ Extremely Strong Income Indicators and Location Near the Diverse Los Angeles County and Ventura County Economies
- ✓ District of Choice Status with Robust Annual Transfer Applications
- ✓ Projected Positive Operations in Fiscal Year 2015-16
- ✓ Parcel Tax Effective Through Fiscal Year 2016-17
- ✓ These Strengths Are Partly Offset by the District Dropping Below the State Recommended 3% Reserve for Contingencies in Fiscal Year 2011-12 and Fiscal Year 2012-13



# Election of 2006 General Obligation Bonds, Series 2015A Structure

## Overview of the Bonds

1. Goal was to Issue the Balance of Measure C-6 General Obligation Bond Authorization While Maintaining a Level \$44.00 Per \$100,000 of Assessed Valuation Projected Tax Rate Over the Course of the Bond Program
  - \$3,830,000 Series A Bonds were Issued as 16-Year Final Maturity Bonds
  - The Weighted Average Maturity of the Series A Bonds is 11.3 Years
2. The Series A Bond Issue Repayment Ratio is 1.41 to 1
3. The True Interest Cost is 3.06%
4. **NO Capital Appreciation Bonds were Issued**

## Bond Repayment Schedule

Period Ending	Total
8/1/2016	\$94,605
8/1/2017	\$233,100
8/1/2018	\$239,500
8/1/2019	\$240,500
8/1/2020	\$236,300
8/1/2021	\$251,050
8/1/2022	\$264,800
8/1/2023	\$277,550
8/1/2024	\$294,300
8/1/2025	\$304,800
8/1/2026	\$319,300
8/1/2027	\$357,550
8/1/2028	\$114,000
8/1/2029	\$687,500
8/1/2030	\$713,750
8/1/2031	\$752,813
Total	\$5,381,418

# Election of 2006 General Obligation Bonds, Series 2015A

## Sources and Uses of Funds

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### Election of 2006 General Obligation Bonds, Series 2015A

#### Sources

Par Amount	\$3,830,000.00
Original Issue Premium	\$220,698.25
<hr/>	
Total	\$4,050,698.25
<hr/>	

#### Uses

Project Fund	\$3,702,000.00
Debt Service Fund	\$173,503.40
Bond Insurance	\$8,933.15
Costs of Bond Sale*	\$166,261.70
<hr/>	
Total	\$4,050,698.25
<hr/>	

\*Itemized Summary of the Costs of Issuance is on the Following Page

## Election of 2006 General Obligation Bonds, Series 2015A

### Issuance Costs and Fees

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	Issuance Costs and Fees
1) Bond Underwriter	\$38,261.70
2) Bond and Disclosure Counsel	\$42,000.00
3) Financial Advisor	\$65,500.00
4) Rating Agency – S&P	\$10,400.00
5) Demographics Data – Cal Muni	\$900.00
6) POS/OS Printer	\$2,000.00
7) Paying/COI Agent	\$1,500.00
8) Contingency	\$5,700.00
<b>Total Costs and Fees</b>	<b>\$166,261.70</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: B.1.f. AUTHORIZATION/RATIFICATION TO PURCHASE SECURITY CAMERA EQUIPMENT, PER THE PIGGYBACK PROVISIONS OF PCC SECTION 20118**

CONSENT

**ISSUE:** Shall the Board authorize the purchase of security camera equipment from Blue Violet Networks, under the cooperative purchasing (piggyback) provision of California Master Award Schedule (CMAS) Contract GS-07F-0481X, and as permitted by Public Contract Code (PCC) 20118?

**BACKGROUND:** At its meeting on November 17, 2015, the Board approved the award of a contract to Blue Violet Networks for Project 15-05C, Districtwide Security Cameras, Phase 2. The Board's approval inadvertently omitted language stating that the purchase of the equipment would be made utilizing the piggyback provision of CMAS Contract GS-07F-0481X. As specific Board approval is required in order to use the piggyback provision, and in order to conform to the bidding requirements of PCC 20111-20118, staff is recommending the Board's authorization to utilize CMAS Contract GS-07F-0481X for the previously authorized purchase and installation of Phase 2 security cameras from Blue Violet Networks.

**ALTERNATIVES:**

1. Approve the purchase of security cameras for Project 15-05C, Districtwide Security Cameras, Phase 2, from Blue Violet Networks, using the cooperative purchase provision of CMAS Contract GS-07F-0481X.
2. Do not approve the use of CMAS Contract GS-07F-0481X.

**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	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.1.g. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JANUARY 2016**

Consent

**ISSUE:** Shall the Board of Education-January 2016?

**BACKGROUND:** As a result of a lawsuit filed against the State of California, the State Legislature passed several bills that codified the negotiated settlement to the suit. One of the many requirements of this legislation is for school districts to establish a uniform complaint process to allow parents or member of the public to register written complaints regarding textbook/instructional materials sufficiency, teacher vacancy or missassignment, and hazardous conditions of school facilities.

Education Code 35186 requires the Superintendent or designee report summarized data on the nature and resolution of all Williams Uniform Complaints on a quarterly basis to the Board of Education and the County Office of Education. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting.

**ALTERNATIVES:** 1. Approve the Quarterly Report on Williams Uniform Complaints – January 2016  
2. Do not approve the Quarterly Report on Williams Uniform Complaints – January 2016

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** It is the policy of the district to comply with federal and state laws and regulations governing education programs or activities which receive state or federal funding.

Respectfully submitted,

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

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

**VOTE: AYES NOES ABSTAIN ABSENT**

<b>Hazelton</b>	_____	_____	_____	_____
<b>Helfstein</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Ross</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

Quarterly Report on Williams and Valenzuela Uniform Complaints  
For Districts With Grades 10-12 Offering CAHSEE Intensive Instruction and Services  
[Education Code Section 35186]  
Fiscal year 2015-2016

District: Oak Park Unified School District

Person completing this form: Dr. Leslie Heilbron

Title: Assistant Superintendent, Human Resources

Quarterly Report Submission Date: ☐ October 2015 (7/1/15 to 9/30/15)  
(check one) ☒ January 2016 (10/1/15 to 12/31/15)  
☐ April 2016 (1/1/16 to 3/31/16)  
☐ July 2016 (4/1/16 to 6/30/16)

Date for information to be reported publicly at governing board meeting: January 19, 2016  
Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
Totals	0		

Anthony W. Knight, Ed.D.  
Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.2.a. APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE ADMISSION INTO OAK PARK UNIFIED FOR 2016-2017**

**ACTION**

**ISSUE:** Shall the Board of Education approve the random lottery process by which District of Choice applicants will be accepted for enrollment into the Oak Park Unified School District for school year 2016-17?

**BACKGROUND:** The California State Legislature passed, and the Governor approved, Senate Bill 680 in October, 2009 extending the Education Code provisions authorizing a school district to designate itself as a District of Choice. The provisions of SB 680 are reflected in the revisions to Education Code 48300 *et seq* and are authorized through the year 2017. Oak Park Unified has participated in the District of Choice Program since 2004 and, by law, must hold a random lottery process to admit new District of Choice applicants if the number of children requesting to enroll exceeds the number of vacancies at a grade level. The application period for school year 2016-17 ended on December 31, 2015 and the total applications number more than 500. This number exceeds the projected vacancies for next year in all grade levels except for grades DK, 4 and 5. As a result, a lottery for all other grades will be required. The attached documentation outlines the DOC lottery procedures for admitting new students into Oak Park Unified for school year 2016-17.

**ALTERNATIVES:** 1. Approve the District of Choice Lottery Process  
2. Do not approve the District of Choice Lottery Process.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

\_\_\_\_\_  
Anthony W. Knight, Ed.D.  
Superintendent4

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

### **District of Choice Lottery Procedures**

**Attendance at the lottery is not required as the *family lottery number* will be posted on the OPUSD website the day following the lottery.**

If the number of students requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces, students will be selected through a random lottery process at a regularly scheduled board meeting. The lottery will be conducted on **Tuesday, January 19, 2016 at 5:45 p.m.** on the campus of Oak Park High School, Room G-9 located at 899 Kanan Road in Oak Park.

#### **What will happen prior to the Board Meeting/Lottery on January 19, 2016?**

Parents/Guardians will have the opportunity to fill out a District of Choice (DOC) application online from November 1 until December 31. **Each student must have their own individual application.** After the December 31 deadline passes, two lists will be created.

The first list is for new applicants that have siblings currently enrolled in our district. (The Sibling List Has Priority). By law, these students have preference for placement in our district as long as there is availability in the grade that is requested. The second list is for applicants who do not have a sibling currently enrolled. The two lists will then be alphabetized prior to running the lottery. By alphabetizing both lists we facilitate the process of confirming that all applications are included. **Applications received after December 31 are not eligible to be included in the lottery.**

#### **What will happen at the Board Meeting?**

The lottery will be conducted by the Oak Park Unified School District administrative staff using a number generator program through [random.org](http://random.org). The process of running the generator program will be displayed live on a large screen visible to the public. The program will assign a number to each family on the two alphabetized lists (sibling list and non-sibling list).

During the public meeting each of the two lists will be completed to finalize the relative standing of each applicant. Applicants will not be informed of whether or not a student has been accepted into the district at this board meeting. **Attendance at the lottery is not required as the results will be posted on the OPUSD website on the day following the lottery.**

Notification to applicants regarding acceptance for enrollment will take place by Friday, February 19, 2016. Lists of admitted students will be posted on our website at that time.

### **What happens after the lottery has been completed?**

The two lottery lists will be used to place applicants into the grade level openings identified by district staff and approved by the governing Board of Education. Families who have siblings currently enrolled in OPUSD will have priority and will be placed first. If no space is available at a grade level for one or more family members, these students will be placed on a Sibling Wait List based on their family lottery number.

For students who do not have siblings currently attending the Oak Park Unified School District the procedure will be similar to that described in the above paragraph. After the Sibling list applicants are placed, the Non-Sibling list applicants will be placed where there are grade level vacancies. If there are remaining applicants who were not placed due to all grades being filled, then they will be placed on a Non-Sibling Wait List based on their lottery number. Once all vacancies have been filled, the two wait lists will be finalized based on lottery number order and will be monitored throughout the spring to fill any vacancies that may occur.

Applicants will be notified by email no later than **February 22, 2016** as to acceptance into OPUSD and will have a defined period of time to accept the admission and complete all paperwork and pre-enrollment forms.

**Families of newly admitted students who do not follow through with enrollment or other mandatory appointments on the designated dates will forfeit their space.**

Since the district is required to notify applicants as to their final acceptance/denial prior to May 15 each year, the pre-enrollment process in late February and early March will be strictly followed to ensure opportunities for all applicants on the wait lists.

### **How many spaces are there at each grade level for new DOC students?**

The Oak Park Unified School District Board of Education has established a district capacity and an approved projected enrollment that will be followed. In addition, depending upon new resident enrollment there could be fewer vacancies in any given year. These constraints must be considered as we accept new students for the following school year. We always accept a percentage above our projections to account for attrition and change of plans on the part of students and parents.

**For 2016-17 there will be limited space in certain grade levels. At the elementary level grades K, 4 and 5 will have the most openings. All other elementary grades will have limited space. For middle school Grade 6 applications are limited to siblings of current OPUSD students only and Grades 7 and 8 are closed to new applications. Grade 9 will have the most openings at the high school while grades 10-12 will have limited space for new students.**

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.2.c. APPROVE ENROLLMENT PROJECTIONS FOR SCHOOL YEAR 2016-17**

**ACTION/DISCUSSION**

**ISSUE:** The board will receive a report from staff related to program capacity and student enrollment projections for next school year. In addition, preliminary information regarding the number of inter-district students that may be enrolled into Oak Park Unified for the 2016-17 School Year will be presented for discussion.

**BACKGROUND:** Each year the board is presented with enrollment projections for the upcoming school year to facilitate decision making related to the capacity of the school district and the number of inter-district students that can be accepted into OPUSD. Current enrollment and the initial enrollment projections for the 2016-17 School Year will be presented to the governing board for discussion and action. New resident enrollment will be taking place at the school sites during the month of January and early February. These numbers will need to be considered before new inter-district students are accepted for next year.

Many of the new inter-district students who will be attending next year will be enrolled as a result of our District of Choice program. The regulations governing this program require the board to establish the number of projected vacancies and the number of District of Choice students that can be enrolled at each grade level for school year 2016-17. Preliminary information on projected vacancies will be presented for discussion with the final information to be considered for action at the February 16, 2016 board meeting. The window for new DOC applications for next year closed on December 31, 2015 and approximately 500 new applications were received.

The staff will provide a number of capacity and enrollment scenarios for the board to consider in discussing this issue.

**ALTERNATIVES:** 1. Approve the 2016-17 capacities and enrollment projections outlined in Tables 1-2.  
2. Do not approve the 2016-17 capacities and enrollment projections outlined in Tables 1-2.  
3. Revise the 2016-17 capacities and enrollment projections outlined in Tables 1-2.

**RECOMMENDATION:** The staff recommends Alternative 1.

Respectfully submitted,

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

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

**VOTE:**                      **AYES**                      **NOES**                      **ABSTAIN**                      **ABSENT**

Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Hazelton	_____	_____	_____	_____

**BOARD MEETING, JANUARY 19, 2016**  
Enrollment Projections

Student Rep. \_\_\_\_\_

**Oak Park Unified School District**  
**Table 1 – Projected Enrollment by Site - 2016-2017 School Year**

SCHOOL SITE		Return + New Residents	Program Rooms	Class Loading	Program Capacity	Available Space	Projected Enrollment
BROOKSIDE	DK	12	1	22	22	10	
	K	45	3	24	72	27	
	1	70	3	24	72	2	
	2	89	4	24	96	7	
	3	85	3	28	84	-1	
	4	86	3	32	96	10	
	5	117	4	32	128	11	
	TOTALS	504	21		570	67	564
OAK HILLS	DK	10	1	22	22	12	
	K	40	3	24	72	32	
	1	75	3	24	72	-3	
	2	70	3	24	72	2	
	3	83	3	28	84	1	
	4	85	3	32	96	11	
	5	92	3	32	96	4	
	TOTALS	455	19		514	62	509
RED OAK	DK	12	1	22	22	10	
	K	50	3	24	72	22	
	1	70	3	24	72	2	
	2	94	4	24	96	2	
	3	112	4	28	112	0	
	4	84	3	32	96	12	
	5	116	4	32	128	12	
	TOTALS	538	22		598	60	592
MEDEA CREEK <i>PE: @45</i> <i>Grades 6-8 Rooms@32</i>	6	345	11	32	360	15	
	7	355	11	32	360	5	
	8	381	12	32	385	4	
	TOTALS	1081	34*		1105	24	1101
OAK PARK <i>PE: @45</i> <i>Grade 9-12@33</i>	9	350	12	33	400	50	
	10	401	12	33	400	-1	
	11	395	12	33	400	5	
	12	350	11	33	360	10	
TOTALS		1496	47*		1560	65	1536
OAK VIEW	9-12	30	3	17	51	10	40
	TOTALS	30	3	17	51	10	
OAK PARK INDEPENDENT	K-12	185	8.5	28	238	50	235
	TOTALS	185	8.5	28	238	50	
DISTRICT TOTALS		4289	154.5		4636	338	4577

## **Oak Park Unified School District**

### **Assumptions for Table 1:**

"Program Rooms" and "Program Capacity" refer to rooms available for use as a conventional classroom, and do not include rooms dedicated to other programmatic uses as described below.

1. Total Rooms does not include those allocated for RSP or other special education specialists
2. Program Capacity loading: K-2=24-1; 3=28-1; 4-5=32-1; 6-8=32-1; 9-12=33-1; OVHS 17-1; OPIS 28-1
3. Program Capacity at elementary allows for dedicated computer and music rooms
4. Program Capacity at middle school allows for Tech Lab, computer and music rooms
5. Program Capacity at high school allows for 2 dedicated computer labs, presentation classroom, college/career center, music rooms and student store.
6. Program capacities at secondary level are approximate and dependent upon curriculum offerings, master scheduling and number of students taking classes outside of the periods 1-6 schedule.
7. Capacities for physical education classes at Medea Creek and Oak Park High = 45
8. Oak View High capacity is based on 17 students per teacher/room.
9. Available Space = Program Capacity less projected returning and new resident enrollment
10. Libraries and multipurpose rooms are not included in room counts.
11. At MCMS Tech Lab and computer room (D1 & D1A) are counted as 1 room
12. \*At OPHS "Program Rooms" total 53 general education instructional spaces (includes 2 for PE classes)
13. \*At MCMS "Program Rooms" total 37 general education instructional spaces (includes 3 for PE classes)
14. 3 rooms at OHES allocated for OPNS (deducted from Program Rooms total)

### **Notes to Assist in Reading of Table 1:**

1. The recommended target enrollment for next year is 4577 with the option to add an additional K, 1<sup>st</sup> or 3<sup>rd</sup> grade class at either Brookside and/or Red Oak depending upon the numbers for new resident registration. Both sites have available rooms to house an additional class.
2. As of January 1, 2016 the number of projected new residents and returning students for next year is 4289 as shown in the first column of Table 1. Historically our new resident enrollment continues to grow throughout the spring so this number may likely increase.
3. The initial recommendation for acceptance of new inter-districts is reflected in Table 3. These numbers are preliminary projections and will be adjusted as we get a better idea of our new resident enrollment in January and February. The board will make a final decision on the number of new inter-districts at the February board meeting.
4. The tentative target for acceptance of new inter-districts (240) is for grades K-12 and excludes the 10 continuation school students and 50 independent study program students projected for these programs. Oak View and OPIS will enroll inter-districts as required to achieve their projected enrollment. While OPIS should reach the anticipated enrollment, Oak View will likely come in at about 40 students, 11 below capacity.
5. The number of new inter-districts to accept at the middle school in grades 6, 7 and 8 is largely dependent on attrition. All of the students projected to be accepted are either students of staff members in the district or have siblings currently attending one of our schools.

### **Summary of 2016-17 Projected Compared to 2015-16 Enrolled:**

- Elementary projection at the sites for next year is 1665 (compared to 1735 for 2015-16)
- Middle School projection for next year is 1101 (compared to 1101 for 2015-16)
- High School projection for next year is 1536 (compared to 1520 for 2015-16)
- OPIS projection is 235 (compared to 224 for 2015-16) and 40 OVHS (compared to 44 for 2015-16)

## Oak Park Unified School District

**Table 2– District Enrollment Since 2011 and Projected for 2016-2018**

School	2011-12 Enrolled	2012-13 Enrolled	2013-14 Enrolled	2014-15 Enrolled	2015-16 Enrolled*	2016-17 Projected	2017-18 Projected
Brookside	590	599	625	619	603	564	525
Oak Hills	464	539	529	521	531	509	500
Red Oak	525	563	616	639	601	592	545
Medea Creek	1071	1132	1127	1130	1101	1100	1085
Oak Park HS	1398	1463	1519	1525	1520	1535	1530
Oak View HS	39	47	40	29	44	40	40
OPIS	114	168	215	221	224	235	235
NPS	5	4	1	1	2	2	2
District Totals	4206	4515	4672	4685	4626	4577	4462
Growth	4.9%	7.3%	3.5%	0.3%	-1.3%	-1.1%	-2.5%

\*Enrollment for 2015-16 as of 12/18/2015 (OPHS number does not include 13 high school Educatius students)

### Projections for New Inter-district Enrollment in 2016-17

Table 1 identifies the projected vacancies (see column titled “Available Space”) for each grade level after taking into consideration students moving forward and new resident students registering. Historically, the attrition of inter-district and resident students from year to year and the enrollment of new resident students have been fairly consistent. The projected vacancies shown in Table 1 will be filled first by resident students and then by inter-district students. However, the difficulty is in predicting exactly how many new resident students there will be at each grade level. As resident registration progresses throughout the spring numbers will need to be adjusted to account for an increase or decrease in the number of inter-district students accepted into the district. At this time we anticipate very limited room for new inter-district enrollment at grades 1, 3, 7, 8, 10 and 11. Any new inter-districts accepted into these grade levels will be on a space available basis and limited to siblings of current students attending the Oak Park Unified School District.

**Table 3 – Initial Projections for Acceptance of Inter-district Students by Grade Level\***

Grade	Initial Number to Accept	Number of Applications	Final Number to Accept
DK	30	28	TBD
K	75	99	TBD
1 <sup>st</sup>	0	30	TBD
2 <sup>nd</sup>	15	17	TBD
3 <sup>rd</sup>	0	19	TBD
4 <sup>th</sup>	30	29	TBD
5 <sup>th</sup>	25	10	TBD
6 <sup>th</sup>	15	46	TBD
9 <sup>th</sup>	50	139	TBD
10 <sup>th</sup> -11 <sup>th</sup>	Based on Attrition	44	TBD
Totals	240	461	TBD

\*The Board will make a final decision on the number of inter-districts to accept at the February board meeting.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: B.2.d. RECEIVE AND APPROVE ANNUAL AUDIT REPORTS FOR FISCAL YEAR 2014-15, INCLUDING BOND MEASURES R AND C6**

ACTION

**ISSUE:** Shall the Board receive and accept the annual audit reports for fiscal year 2014-15, including the audits for Bond Measures R and C6?

**BACKGROUND:** As required by Education Code Section 41020 and Article XIII.B of the State Constitution, the Board of Education has employed an independent accounting firm to audit all District financial records and procedures for the fiscal year ending June 30, 2015. Included is the District's general financial audit, as well as the financial and performance audits of the District's two bond funds, Fund 212 (Measure C6) and Fund 213 (Measure R). The audit reports prepared by the accounting firm of Christy White Accountancy Corp. (CWA) have been distributed to members of the Board of Education and to the Oak Park Citizens' Oversight Committee under separate cover, and posted on the District's website. The audit reports are also available for public inspection with the Board's meeting agenda on the District's website. It is anticipated that CWA principal Christy White will be in attendance at this evening's meeting to present each of the audits and respond to Board questions.

**ALTERNATIVES:** 1. Accept as record the 2014-15 annual audit reports.  
2. Do not accept the 2014-15 annual audit reports.

**RECOMMENDATION:** Alternative No. 1

**RATIONALE:** Acceptance of the annual audits fulfills the Board's obligation as required by EC 41020 and Article XIII.B of the State Constitution.

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

\_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: B.2.e. DISCUSS AND APPROVE OAK PARK NEEDS ASSESSMENT COMMITTEE (OPNAC) UPDATE REGARDING NEEDS ASSESSMENT AND IMPLEMENTATION PLAN**

DISCUSSION/ACTION

**ISSUE:** Shall the Board receive an update from the Oak Park Needs Assessment Committee (OPNAC) regarding the development of the District's needs assessment and implementation plan?

**BACKGROUND:** In January 2015, the Board authorized the Superintendent to form a broad-based district committee for the purpose of generating a comprehensive needs assessment and recommendation in the areas of facilities, technology, student safety, and energy conservation and environmental concerns. The Committee has met monthly throughout the past year developing the plan and it is anticipated that the Committee will present an update and possible recommendation for approval of the needs assessment plan at this evening's meeting. Details of the plan were being finalized as this agenda was going to press, and will be provided to the Board and posted on the website with this agenda in advance of this evening's meeting.

**ALTERNATIVES:**

1. Receive the update from the Oak Park Needs Assessment Committee (OPNAC) regarding the District's needs assessment and implementation plan and provide the Committee with further Board input and direction.
2. Approve the OPNAC needs assessment plan as submitted.
3. After discussion, approve the OPNAC needs assessment plan as modified by Board input and direction.

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

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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.2.f. APPROVE BOND ADVISORY CONSULTANT AGREEMENT**

DISCUSSION/ACTION

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**ISSUE:** Shall the Board consider and approve a consultant agreement for bond advisory services in connection with the Oak Park Needs Assessment Plan?

**BACKGROUND:** In the development of the District's needs assessment plan, the Oak Park Needs Assessment Committee (OPNAC) has considered multiple funding resources to implement the plan, including a potential general obligation bond. To that end, a number of consultants specializing in bond advisory services have been investigated that might assist the Board in exploring the potential of a new bond to assist in implementing the District's needs assessment plan. Review of potential consultants and their qualifications was still under way as this agenda was going to press. It is anticipated that staff will share its findings and make a recommendation to the Board at this evening's meeting.

**ALTERNATIVES:**

1. Receive the update from staff regarding its findings pertaining to bond advisory consultants relative to the Oak Park Needs Assessment Plan.
2. After discussion, authorize a consultant agreement for bond advisory services.
3. After discussion, direct staff to obtain further information pertaining to bond advisory consultants.

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

Prepared by: 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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.2.g. RATIFY AGREEMENTS FOR PROFESSIONAL AND CONSTRUCTION SERVICES FOR PROJECT 15-15F, RELOCATABLE CLASSROOM AT OAK HILLS ELEMENTARY SCHOOL**

ACTION

**ISSUE:** Shall the Board ratify agreements for professional and construction services for Project 15-15F, Relocatable Classroom at Oak Hills Elementary School?

**BACKGROUND:** In order to expedite the installation of a DSA approved classroom to comply with Education Code 17292 and Senate Bill 324, it has been necessary to engage professional services and construction companies. At this evening's meeting the Board is asked to ratify the various contracts, including general, plumbing, and site work contractors and DSA inspection services. These agreements were under final review and organization as this agenda was going to press and will be sent to the Board prior to this evening's meeting and posted simultaneously with the Board's agenda on the District website.

**ALTERNATIVES:**

1. Ratify agreements for professional and construction services for Project 15-15F, Relocatable Classroom at Oak Hills Elementary School as recommended.
2. Do not ratify the agreements.

**RECOMMENDATION:** Alternative No. 1

Prepared by: 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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: B.2.h. APPROVE AND CERTIFY 2015-16 SCHOOL BELL SCHEDULES AND MINIMUM INSTRUCTIONAL MINUTES FOR OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education approve the 2015-16 school bell schedule for Oak Park High School and certify compliance with the minimum number of instructional minutes as required by Education Code (EC) Section 46201?

**BACKGROUND:** Education Code (EC) Section 46201 requires the governing board of every school district to certify that each school and each grade level has met the minimum number of instructional minutes as described in EC 46201 and meets the intent of the longer school day provisions of SB 813. As described in EC 46201.5, school bell schedules must provide for the minimum number of instructional minutes as follows:

Kindergarten = 36,000 minutes/year      Grades 1–3 = 50,400 minutes/year  
 Grades 4–8 = 54,000 minutes/year      Grades 9–12 = 64,800 minutes/year

The District's audit firm, as a part of the District's financial audit, reviews compliance with the instructional time requirement annually. There are severe financial penalties for programs with less than the required minimum number of instructional minutes. The 2015-16 bell schedules and instructional minutes for each District school site was approved at the Board's November meeting, save for Oak Park High School. The high school's schedules and minutes were being finalized as this agenda was going to press. Upon the completion of the school's schedule, it will be provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

**ALTERNATIVES:**

1. Approve the Oak Park High School 2015-16 school bell schedule and certify compliance with the minimum number of instructional minutes as required by EC 46201.
2. Do not approve the Oak Park High School 2015-16 school bell schedule.

**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	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: B.2.i. APPROVE PURCHASE OF EQUIPMENT FROM MEASURE C6 BOND FUND – PURCHASE OF REPLACEMENT PHOTOCOPIERS**

ACTION

**ISSUE:** Shall the Board approve the purchase of replacement photocopiers for Brookside Elementary Scholl and Oak Park High School 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. Four copiers originally purchased in 2007, two at Oak Park High School and two at Brookside Elementary School, have experienced extensive failure. This has resulted in substantial down time, and the equipment can no longer be maintained. This has had a significant and adverse impact on the affected sites and on classroom instruction. Accordingly, staff is requesting the Board’s authorize to purchase a replacement copier for each location. Quotes for the four copiers were being finalized as this agenda was going to press. The staff recommendation and cost of the final purchase will be provided to the Board and posted on the website with this agenda in advance of this evening’s meeting. 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 replacement photocopiers as recommended, utilizing the piggyback provisions of the U.S. Communities Contract #4400003732, funded from Measure C6 bond funds.
2. Do not approve the purchase of replacement photocopiers.

**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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**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.2.j. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

**ISSUE:** Shall the Board acknowledge and accept donations made to the Oak Park Unified School District?

**BACKGROUND:** The following donations have been made to the District:

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
MCMS	\$10,000 to Special Education Program/Donor requested no public disclosure	\$ 10,000.00
OPHS	\$10,0000 to Boys Basketball/Anonymous	\$ 10,000.00
OPIS	\$10,0000/Anonymous	\$ 10,000.00

**RECOMMENDATION:** Accept the donations with thanks.

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	_____	_____	_____	_____



**TO: BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.3.a. APPROVE PROGRAM FOR RELATIONAL AGGRESSION AT  
ELEMENTARY SITES**

---

**ISSUE:** The three elementary schools would like to adopt a new program dealing with relational aggression.

**STATEMENT:** The number of issues around relational aggression has risen recently. Our elementary counselor and site administrators reviewed the program in place, Too Good for Drugs, and found it inadequate in meeting the needs of elementary aged students. The Ophelia Project has a curriculum that addresses relational aggression. It was noted that this is not a move away from exposure to drug education, but instead a move to address the most pressing needs of this age group.

**ALTERNATIVES:** 1. Approve the use of the Ophelia Project curriculum at the elementary sites.  
2. Do not approve the use of the Ophelia Project curriculum at the elementary sites.

**RECOMMENDATION:** Alternative No. 1.

Prepared by Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources and Curriculum and Instruction

Respectfully submitted,

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

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

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

**TO: BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.4.a. APPROVE CONTRACT FOR NON-PUBLIC AGENCY FOR  
SPECIAL EDUCATION STUDENT #07-15/16 - \$35,826.20  
ACTION**

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**ISSUE:** Should the Board of Education approve this contract for non-public agency services for this student?

**BACKGROUND:** This sixteen-year-old, 9<sup>th</sup> grade special education student was placed at Summit View School/The Help Group. Summit View Non-Public School is a certified non-public school and has a Master contract with Ventura County SELPA. The cost of this placement is \$35,826.20; this includes tuition, speech & language therapy and transportation. The District will receive an estimated \$8,204.00 in revenue limit funds for students in grades 9-12 to reduce the actual cost to \$27,622.20.

**ALTERNATIVES:** 1) Fund this non-public agency.  
2) Do not fund this non-public agency.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** The District is required by law to provide the services stated on a student's IEP. The H.E.L.P. Group – Summit View School is a certified non-public school.

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 Member	_____	_____	_____	_____

# INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2015, or the date student begins attending a nonpublic school or begins receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2016, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA)		Oak Park Unified School District	
Address		5801 Conifer Street	
City, State Zip		Oak Park, CA 91377	
LEA Case Manager		Susan Roberts	
Phone and E-Mail		sroberts@oakparkusd.org	
Student Last Name		Student First Name	
Grade		D.O.B.	
		Sex	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	
		Cell	
Parent/Guardian Last Name		Parent/Guardian First Name	
Address			
City, State, Zip			
Home Phone		Work	
		Cell	

Nonpublic School/Agency		The HELP Group (Contract #7-15-16)	
Address		13130 Burbank Blvd	
City, State, Zip		Sherman Oaks, CA 91340	
IEP Coordinator Name		Carol Coelho, Contract Administrator	
Phone	818 779 5105	Fax	
E-Mail		ccoelho@thehelpgroup.org	
Program Administrator Name			
Phone		Fax	
E-Mail			
Education Schedule - Regular School Year			
Number of Days	180	Number of Weeks	
Education Schedule - Extended School Year			
Number of Days	20 days	Number of Weeks	
Contract Begins	July 1, 2015	Ends	June 30, 2016

## DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

SERVICES	PROVIDER			Cost and Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Days or Sessions		Estimated Maximum Total Cost for Contracted Period
	NPS	NPA	OTHER Specify			Reg School Year	ESY	
A. BASIC EDUCATION <i>Positive attendance only</i>	Summit View			140.23		180	20	\$28,046.00
B. RELATED SERVICES								
1. Transportation a. Paid to NPS/A								
2. Group Counseling								
3. Speech/Language a. Group b. Individual c. Consultation	Summit View(a)			\$46.6 per 60 minute session		20	4	\$1118.40



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 19, 2016**

**SUBJECT: B.5.a. REVIEW AND APPROVE AMENDMENT TO BOARD POLICY 4112.8, 4212.8, 4312.8 – EMPLOYMENT OF RELATIVES– First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4112.8, 4212.8, 4312.8 – Employment of Relatives?

**BACKGROUND:** Board Policy 4112.8, 4212.8, 4312.8 is being reviewed by the Board to update if necessary.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 4112.8, 4212.8, 4312.8 – Employment of Relatives.
2. Do not amend Board Policy 4112.8, 4212.8, 4312.8 – Employment of Relatives.

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

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	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.8, 4212.8, 4312.8(a)

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## Employment of Relatives

The Governing Board desires to maximize staff and community confidence in district hiring, promotion, and other employment decisions by promoting practices that are free of conflicts of interest or the appearance of impropriety.

*(cf. 4030 – Nondiscrimination in Employment)*

*(cf. 9270 – Conflict of Interest)*

The Board prohibits the appointment of any person to a position for which his/her relative maintains management, supervisory, evaluation, or promotion responsibilities and prohibits an employee from participating in any decision that singularly applies to any of his/her relatives.

*(cf. 4111/4211/4311 – Recruitment and Selection)*

*(cf. 4115/4215/4315 – Evaluation/Supervision)*

For purposes of this policy, relative includes the individual's spouse, domestic partner, parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse or domestic partner.

In addition, the Superintendent or designee may determine, on a case-by-case basis, whether to appoint a person to a position in the same department or facility as an employee with whom he/she maintains a personal relationship when that relationship has the potential to create (1) an adverse impact on supervision, safety, security, or morale of other district employees or (2) a conflict of interest for the individuals involved which is greater because of their relationship than it would be for another person.

*(cf. 4031 – Complaints Concerning Discrimination in Employment)*

An employee shall notify his/her supervisor within 30 day of any change in his/her circumstances that may constitute a violation of this policy.

Legal Reference:

*EDUCATION CODE*

*35107 School district employees*

*FAMILY CODE*

*297-297.5 Rights, protections, benefits under the law; registered domestic partners*

*GOVERNMENT CODE*

*1090-1098 Prohibitions applicable to specified officers*

*12940 Unlawful employment practices, exceptions*

*CODE OF REGULATIONS, TITLE 2*

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 4000*

*Personnel*

*BP 4112.8, 4212.8, 4312.8(b)*

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7292.0-7292.6 Marital status discrimination, especially:  
7292.5 Employee selection

Management Resources:

*WEB SITES*

California Department of Fair Employment and Housing: <http://www.defeh.ca.gov>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

Adopted: 3-6-84

Amended: 7-23-85, 1-21-92, 9-17-02, 6-10-08

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: IV.1. MONTHLY ENROLLMENT AND ATTENDANCE REPORT**  
**INFORMATION**

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 5 of the 2015-16 school year?

**BACKGROUND:** As student enrollment and attendance plays a key roll in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared the attached enrollment and attendance information through the end of the most recent reporting period to assist in this review.

**RECOMMENDATION:** None. Information only.

Prepared by: Shannan Kaesberg, Senior Accountant, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent



# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting January 12, 2016

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	92	88.86	92	90.84	93	89.24	93	89.01	93	89.17
1	89	85.02	86	84.32	88	83.65	88	85.53	88	85.56
2	86	83.04	85	83.21	85	83.06	85	83.13	85	82.67
3	85	82.62	85	83.26	84	82.00	85	83.40	86	82.50
4	118	114.57	118	116.11	117	114.94	117	114.07	117	114.56
5	132	128.19	131	128.32	132	127.82	132	128.00	132	129.44
SDC	1	1.49	2	2.00	2	2.00	1	1.33	1	1.00
Total	603	583.79	599	588.06	601	582.71	601	584.47	602	584.90
ADA % **		96.81%		98.17%		96.96%		97.25%		97.16%
<b>OHES</b>										
K	99	94.99	99	94.42	99	95.65	99	96.40	98	95.11
1	70	68.93	71	69.37	71	69.41	71	70.27	70	67.78
2	83	81.65	84	82.05	84	82.47	84	82.47	84	81.72
3	85	81.21	84	82.42	83	81.76	82	81.13	83	80.33
4	92	90.29	93	90.89	93	90.82	92	91.13	92	89.56
5	101	98.19	101	97.53	101	99.00	101	99.20	101	98.83
SDC	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Total	531	516.26	533	517.68	532	520.11	530	521.60	529	514.33
ADA % **		97.22%		97.13%		97.77%		98.42%		97.23%
<b>ROES</b>										
K	93	90.14	95	89.16	94	91.00	95	91.40	94	90.33
1	94	88.39	92	87.63	92	88.88	92	89.40	92	89.11
2	112	109.25	112	108.95	112	109.88	113	109.40	113	109.56
3	84	81.45	85	83.58	83	82.47	83	81.40	83	80.66
4	116	109.96	116	110.95	113	111.13	113	108.60	116	110.06
5	102	97.80	100	97.78	100	99.35	101	97.60	101	97.61
SDC	0	-	0	-	0	-			0	-
Total	601	576.99	600	578.05	594	582.71	597	577.80	599	577.33
ADA % **		96.00%		96.34%		98.10%		96.78%		96.38%
<b>MCMS</b>										
6	356	345.93	355	349.00	355	347.53	355	346.53	355	343.95
7	383	372.69	384	374.32	386	374.76	386	375.07	386	372.95
8	359	349.20	361	351.95	360	350.18	359	350.47	359	348.47
SDC	3	2.96	3	2.79	3	3.00	3	3.00	3	3.00
Total	1101	1,070.78	1103	1,078.06	1104	1,075.47	1103	1,075.07	1103	1,068.37
ADA % **		97.26%		97.74%		97.42%		97.47%		96.86%
<b>OPHS</b>										
9	404	394.98	409	399.11	408	396.00	407	394.20	404	393.58
10	399	388.86	402	393.37	402	390.88	400	388.87	400	385.00
11	359	343.79	361	348.58	361	342.94	360	340.80	360	341.42
12	369	357.75	373	361.57	373	357.71	372	358.33	371	356.21
SDC	1	1.92	2	2.11	2	1.88	2	2.00	2	1.95
Total	1532	1,487.30	1547	1,504.74	1546	1,489.41	1541	1,484.20	1537	1,478.16
ADA % **		97.08%		97.27%		96.34%		96.31%		96.17%
<b>OVHS</b>										
10-12	44	34.95	35	33.27	38	34.75	37	34.44	39	35.12
ADA % **		79.43%		95.06%		91.45%		93.08%		90.05%
<b>OPIS</b>										
K-12	224	214.08	215	203.79	221	217.29	220	216.33	223	218.42
ADA % **		95.57%		94.79%		98.32%		98.33%		97.95%
Other ***	3	4.75	2	1.06	2	1.06	2	1.30	2	1.48
<b>TOTALS</b>										
K-12	4639	4,488.90	4634	4,504.71	4638	4,503.51	4631	4,495.21	4634	4,478.11
ADA % **		96.76%		97.21%		97.10%		97.07%		96.64%

\* Enrollment is as of last day of school month.

\*\* % of Attendance is ratio of ADA generated during the period divided by last day enrollment.

\*\*\* Other is Home Hospital, Non Public Schools, and Extended Year

Updated January 4 2016 sk

15 16 Board Attenda

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting January 12, 2016

Page 2

Site/ Grade	Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>												
K	92	85.20										
1	89	85.67										
2	86	83.13										
3	85	81.87										
4	118	112.73										
5	132	127.00										
SDC	1	1.00										
Total	603	576.60										
ADA % **		95.62%										
<b>OHES</b>												
K	99	93.06										
1	70	67.40										
2	83	79.33										
3	85	79.87										
4	92	88.33										
5	101	96.01										
SDC	1	1.00										
Total	531	505.00										
ADA % **		95.10%										
<b>ROES</b>												
K	93	88.00										
1	94	86.93										
2	112	108.40										
3	84	78.67										
4	116	108.67										
5	102	96.40										
SDC	0	-										
Total	601	567.07										
ADA % **		94.35%										
<b>MCMS</b>												
6	356	341.53										
7	383	365.47										
8	359	343.93										
SDC	3	3.00										
Total	1101	1,053.93										
ADA % **		95.72%										
<b>OPHS</b>												
9	404	390.67										
10	399	385.80										
11	359	344.53										
12	369	353.93										
SDC	1	1.60										
Total	1532	1,476.53										
ADA % **		96.38%										
<b>OVHS</b>												
10-12	44	35.33										
ADA % **		80.30%										
<b>OPIS</b>												
K-12	224	219.53										
ADA % **		98.00%										
Other ***	3	4.75										
<b>TOTALS</b>												
K-12	4639	4,438.74										
ADA % **		95.68%										

\* Enrollment is as of last day of school month.

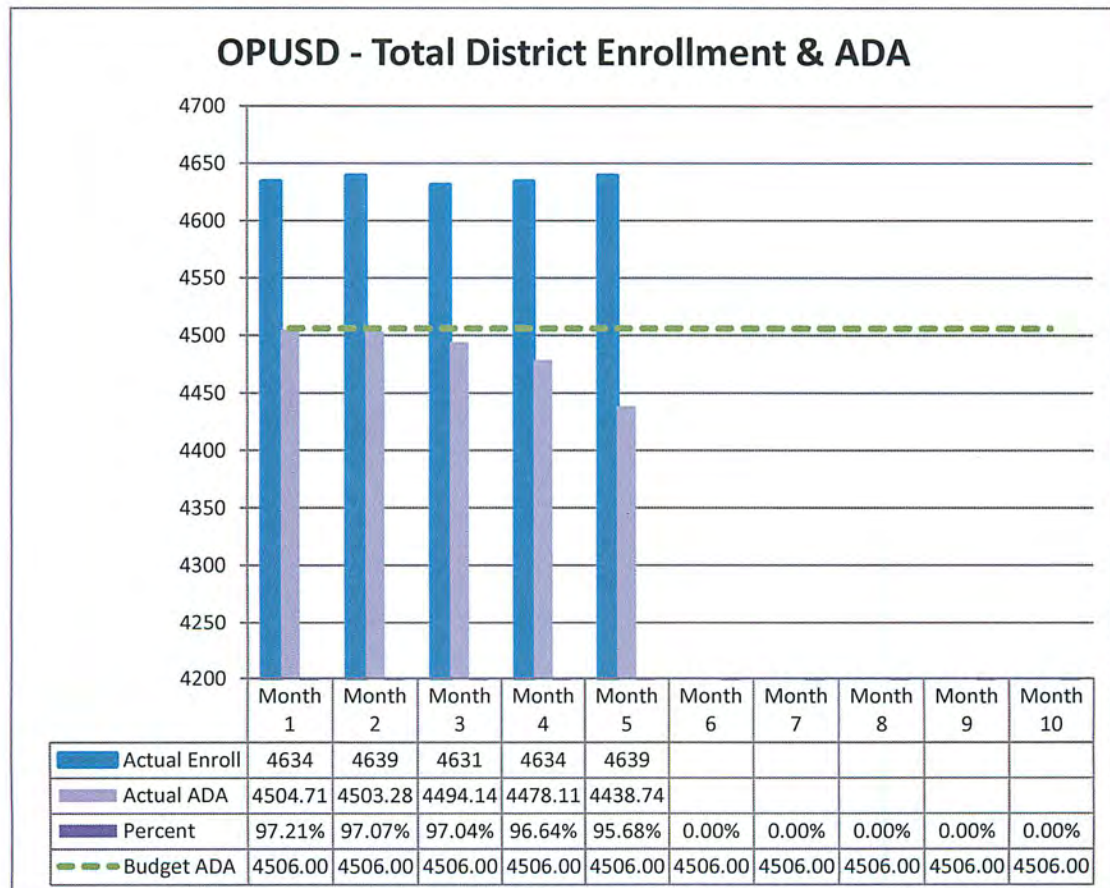
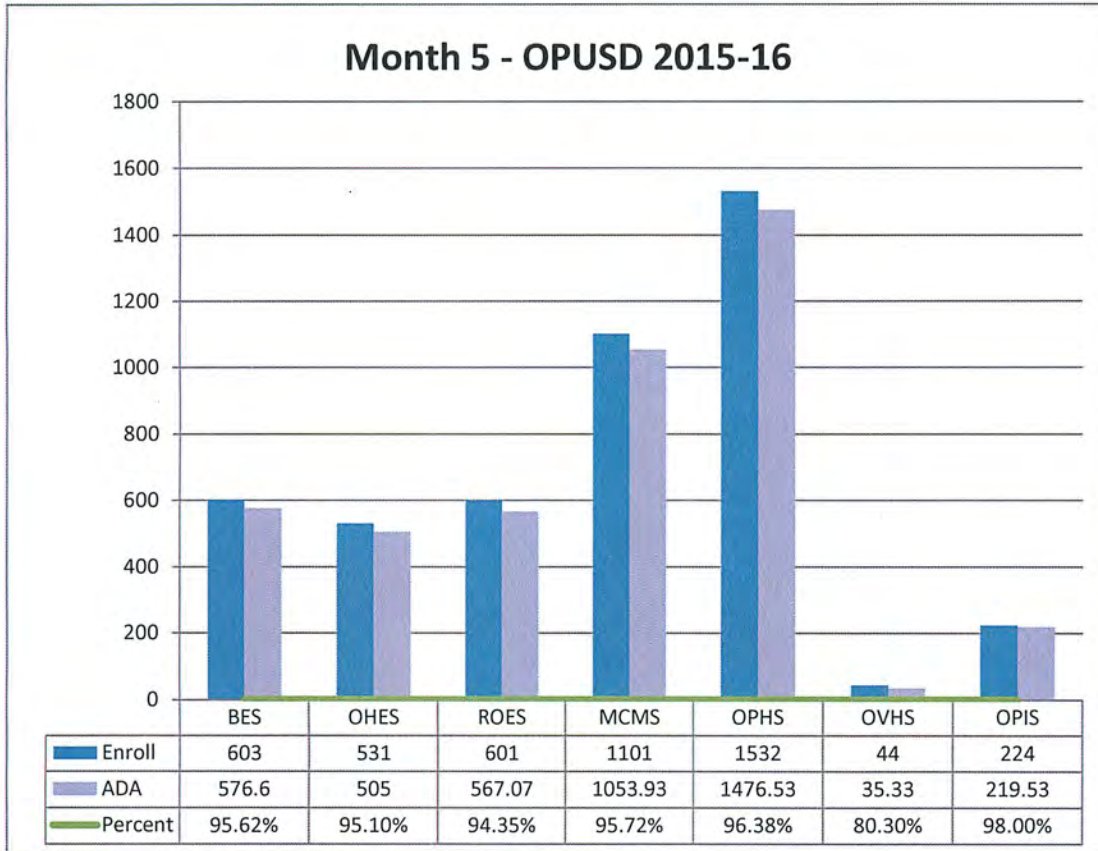
\*\* % of Attendance is ratio of ADA generated during the period divided by last day enrollment.

\*\*\* Other is Home Hospital, Non Public Schools, and Extended Year

Updated January 4 2016 sk

15 16 Board Attenda

## OAK PARK USD - ATTENDANCE



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: Sara Ahl, Principal, Brookside Elementary School**  
**DATE: January 19, 2016**  
**SUBJECT: Monthly Board Report for Brookside Elementary School**

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**SCHOOL EVENTS:**

- Last month we bid farewell to our beloved Rudy Munoz (head custodian) and sent him off with a smile. Rudy had a long career with OPUSD and cared for the Brookside campus for over 14 years. During a school assembly, the students celebrated Rudy by giving him thank-you cards and gifts and did a cheer to show their appreciation. Our PTA recognized him and thanked him at the school assembly as well. The staff coordinated a luncheon celebration, during which Rudy was able to hear many sentiments of appreciation and love from our staff. We will miss Rudy and we wish him well!
- We recently welcomed Antonio Salas as our new head custodian, who comes to us from having worked most recently in the Las Virgenes Unified School District. Antonio has been a great addition to our staff thus far and we are very happy to have him on board.
- I had the pleasure of presenting character awards to select students in the months of November and December during school-wide assemblies. In November I recognized students who stand out in the area of Kindness. In December I presented awards to students who excel in the area of Responsibility. This is part of our newly expanded Character Recognition program, in which two to four students are selected monthly from each classroom for exhibiting the trait highlighted in our Kids with Character program. Each student receives an award in addition to a spirit stick, and is recognized in front of the student body. Each parent receives a note, along with a picture, from the principal congratulating each child for his/her display of positive character. See photos below!



- Our first Family Math Night was held on December 7, 2015. Coordinated by our PTA, the event was co-sponsored by Mathnasium in Oak Park. The students and their families had a great time solving math puzzles, playing games, and interacting with math in a collaborative fashion... all the while having a lot of fun! Middle school students from MCMS helped alongside parent volunteers in guiding BES students through the activities.



- Thank you to the School Board Members for the delicious bagels! It was a real treat and we are very grateful to you for thinking of our staff in this New Year! Our staff is very appreciative.
- Each third through fifth grade class held its classroom spelling bee during the month of November. The winners from each class will be competing in our school-wide spelling bee January 8<sup>th</sup>. The school winner will move on to compete in the regional competition and we look forward to seeing whether we might even have a Brookside student advance to the state or national level!

- On December 16, 2015 all fifth grade students traveled back in time to the 1600's and participated in the first-ever 5<sup>th</sup> Grade Colonial Day. Teachers planned rotations, in which students participated in a variety of activities and tasks representative of Colonial America. Among other things, students made butter, whittled soap, and



played games that children of their age would have played during the 1600's.

Thanks to parent volunteers, the teachers were able to keep the day a secret and surprise the students with the fun,



interactive activities that served as a culminating, hands-on learning opportunity for their curricular unit of study. This was a direct result of the work done by our teachers as part of the CTI (Critical Thinking Institute) training in which they have participated over the last two years.

- Our dedicated parents are busily preparing for Brookside's "Give to Grow" Gala, which will take place at the Four Seasons Hotel on February 20, 2016. They held a promotion event during morning drop-off on December 10, 2015. BES parents care so deeply about the well-being of our school programs and are incredibly committed individuals! We are very grateful for all that they do.



### **FIELD TRIPS:**

- First grade classes will be attending the Chinese Acrobats performance at the Thousand Oaks Performing Arts Center on January 25, 2016.

### **SCHOOL SITE COUNCIL:**

Brookside School Site Council last met on November 10, 2016. Agenda items included the Gold Ribbon Schools application, Needs Assessment Committee update, and a School Newspaper. The committee will meet again on January 12, 2016 and a representative will report out at the upcoming Board Meeting.



## **CALENDAR HIGHLIGHTS:**

Jan 8	Spelling Bee! 1:30pm
Jan 13	Pajama Day
Jan 14	Chorus Performance – 6:30pm
Jan 25-26	Music Van comes to Brookside
Jan 28-29	5 <sup>th</sup> Grade Drama Performance – 6:30pm



**TO: Members of the Oak Park Unified School District Board of Education**

**FROM: Erik Warren, Principal, Oak Hills Elementary School**

**DATE: January 19, 2015**

**SUBJECT: Monthly Board Report**

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### **Service Learning**

Oak Hills students are involved in a continuum of Service Learning projects throughout the school year. Service Learning projects are different from other forms of community service in that they are connected to the grade-level curriculum. Service Learning is an effective instructional strategy in helping further student mastery of the standards while also fostering compassionate global citizenship. Several projects were undertaken during the first half to the school year and came to fruition just before the winter break. Below are a few examples:

Fifth grade has been discussing service learning as part of our morning meetings this year. We approach service learning in terms of giving back to our community. Fifth graders are encouraged to donate 10 hours of community service toward a class gift to Oak Hills at culmination. On December 17 each class participated in activities at the My Stuff Bags Volunteer Center in Westlake Village. Students donated a small stuffed toy, as well as filling bags, boxes, making blankets, and hair bands for children without necessary items.

In first grade we supported Casa Pacifica. It is a home for abused, abandoned, and neglected children. We collected gifts for the children of Casa Pacifica and told our first graders a little bit about what Casa Pacifica does for children who cannot be with their parents. Each first grade class collected many gifts in the spirit of the season. We feel that this was a great effort on the part of our Oak Hills families!

### **Holiday Performances**

Our talented students performed in a wide variety of shows as we reached the end of 2015. Our Band and Choir groups demonstrated their musical talents at two concerts for their peers at school, and at an evening performance for parents and guests. We are again grateful for our friends at Red Oak who allowed us the use of their larger MPR so we could accommodate a much larger audience.

### **Spelling Bee**

Our upper grade students have been working on their spelling skills in preparation for our traditional spelling bee. The event was held Thursday, January 7<sup>th</sup>. Students cheered each other on in this friendly competition of academic skill. It is always very impressive to see so many students advance to high-levels of performance. We will send our top speller to compete in the regional competition.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Jon A. Duim, Principal, Red Oak Elementary School**

**DATE: January 19, 2016**

**SUBJECT: Monthly Board Report**

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**Holiday Boutique**

Our Parent Teacher Association hosted a holiday boutique in our Multi-Purpose Room on Thursday, December 3. Approximately 25 vendors set up shop to sell their wares. Parents and staff were invited to share in the fun of shopping and students were welcomed in at recesses and after school. 20% of the funds raised will be donated back to Red Oak.

**Band and Chorus Concert**

On Tuesday, December 15, our band and chorus presented a concert of holiday music. The concert was held in our MPR at night for parents and families and during the school day for students. The concert featured numerous instrumental and voice solos.

**Spelling Bee**

Our annual Spelling Bee involving 21 student finalists occurred on Friday, December 17th in the Multipurpose Room. Fourth and fifth grade students competed in classroom spelling bees for the chance to be a finalist in the school spelling bee. Our winner this year is a fifth grader. He will compete in the Ventura County Spelling Bee in the spring.

Respectfully Submitted:

---

Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**  
**DATE: JANUARY 19, 2016**  
**SUBJECT: MONTHLY SCHOOL REPORT**

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**ASB Sponsored Dance on January 8th** from 6:00-8:00 p.m. in the gym.

**Spelling Bee on January 13th** at 3:00 p.m. in the Library.

**Lock Down Drill January 15<sup>th</sup>**: MCMS will review the difference between a Lock Down and Sheltering In Place. A Lock Down Drill, with students and staff hunkering down within classes and offices at the sound of a specific bell, will be rehearsed; attendance gathering and accountability will be conducted according to protocols.

**National Geographic Geobee January 20th** at 3:00 p.m. in the Library.

**“Someone Like Me” January 21st at 6:00 MCMS Gym**: Kaiser Permanente Educational Theater presents pressing adolescent issues (bullying, self-harm health/wellness peer pressure with behavior, drugs, alcohol and sex) through an excellent series of skits. Our 8<sup>th</sup> grade students and their parents are invited to attend. Afterward, our MCMS counselors will be available for small group debriefing. We are grateful to the Kaiser Family Foundation for this free, outstanding event.

**Music Workshop at Disneyland January 21st** : Band Director Elana Levine will take her Beginning Band students to an outstanding music workshop at the *Happiest Place on Earth* (next to MCMS, of course!)

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

**TO: Members of the Oak Park Unified Board of Education**

**FROM: Kevin Buchanan, Principal, Oak Park High School**

**DATE: January 19, 2016**

**SUBJECT: Monthly Board Report**

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### **Holiday Luncheon**

The PFC graciously hosted a wonderful Holiday Luncheon for the OPHS staff on December 14<sup>th</sup>. The food was delicious and the decorations were festive and beautiful. All the staff were very appreciative and in good spirits. OPHS Staff would like to give their heartfelt thanks to the parents on the PFC Hospitality Committee who worked so hard to make it possible.

### **PSAT Scores back**

On December 17<sup>th</sup>, the "Revised PSAT" scores were made available online to students through the College Board's website. This is a very different process from how scores were made available to students. Previously students had to get their paper copies of their score reports from the school. In the past we have required students to attend a presentation on SAT Preparation before we distributed their reports before the Winter break. This presentation was cancelled this year because we felt that it would have very limited interest to students given that they could access their scores without having to attend the presentation.

### **Mary Poppins – The Musical**

We are in production of *Mary Poppins –The Musical* and it will feature live music provided by the Oak Park High instrumental music program directed by Zachary Borquez, choreography by OPHS alum Casey Denning, songs arranged and directed by Choral Director Heidi Cissel, and will also include costumes, sets and special effects to create Mary Poppins' magic. Allan Hunt directs the production in collaboration with the Oak Park Performing Arts Alliance (OPPAA).

### **Financial Aid Workshop**

Jean Hawkins will host a College Financial Aid Workshop in G-9 on January 6 at 6:30 to coincide with the FAFSA application window. The College and Career center is at its busiest as College Application season is in full swing as students and families work with Mrs. Hawkins to prepare their post-secondary plans.

### **Athletics**

Winter sports season is well underway and girls and boys basketball and soccer teams are currently entering league competition in the Coastal Canyon League. All winter teams had strong pre-seasons. Preliminary Spring athletic clearances begin January 23<sup>th</sup>.

### **WASC**

The WASC report is complete and is in the final proofreading stage before being sent to the visiting team in preparation for the visit at the end of February. Our findings and Action Plan will be presented to the Governing Board at the February meeting prior to the team's arrival on campus.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**Tall O:**        **Members of the Oak Park Unified Board of Education**

**FROM:**        **Stewart McGugan, Director of Alternative Education**

**DATE:**        **January 19, 2016**

**SUBJECT:**     **Monthly Board Report**

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District Safety Handbook – Julie and I were able to review the new District Safety Handbook with a majority of the Safety Coordinators for each site, prior to the Holiday Break. These handbooks will be used at every site to ensure conformity and similarity in all procedures. The site coordinators who were present felt that the new book was very user friendly and were much better than what they have been using. Each site will submit their handbook to the board for approval.



#### **TURKEY WALK**

Our ASB hosted our Turkey Walk BBQ. We started off the day by walking to the duck pond at the Oak Park Community Center. We served salads and turkey or veggie burgers.

#### **LOKRANTZ FIELD TRIP**

One trip that was incredibly touching and moving for myself as well as the students was the LoKrantz field trip. The entire school went together and gave holiday gifts to children with special needs. What a special and emotional day for us all! It felt AMAZING, and I felt myself holding back tears several times from watching our students connecting with these children. I think it was an eye-opening, wonderful experience for all. This annual field trip has been going on for sometime and is organized by our ASB class. Thanks to all who donated gifts!!!

#### **HOW HIGH ASSEMBLY**

How High is provided to us through the Ventura County Behavior Health. They sent a speaker to show the new data on the affects of marijuana. He was very hip and I think that the students really appreciated that. I hope that translated into the students listening to the material he presented. He spoke about the incline in marijuana use when Dr. Dre put out his album in the late 1990's.

#### **WASC**

We continue to work on our WASC report on a weekly basis in preparation for our visit in March. Our WASC Chair, Alex Contreras, asked to have another pre-visit to review our Internship programs on Friday, January 15<sup>th</sup>. The WASC team will not be able to see these classes because they will only be there from Sunday to Wednesday. Therefore, Alex would like to have some knowledge of the program, so he can communicate it to his team.



**OAK PARK INDEPENDENT SCHOOL**



#### **NEW TEACHERS/OFFICE MANAGER**

It has been a very busy time at OPIS. We have several new teachers and a new office manager. With the passing of Kate Edwards, we had to move several students to different teachers and now that we have hired new teachers we had to do the same. Every student that was moved received a personal phone call from the principal first, and then the new teacher, stating why they were being moved and who the new teacher would be. The parents were very understanding and very much appreciated the phone calls from the school. Our office mangers for both OVHS

and OPIS have been very busy with helping with the schedule changes and prospective new students. Below I have provided quick bios of our new teachers, office manger and departing teacher.

**Samantha Lyons:**

Graduated from Newbury Park High School (Great people come of NPHS, McGugan '94) and attended UC Berkley where she graduated with honors in Sociology. She went on to earn her Master's and teaching credential from UC Santa Barbara. She has worked overseas on several different occasions as a teacher or teacher's assistant. So she will bring a lot to the table...She has lived in Hawaii, California, Hungary, Japan, the Netherlands and South Africa. Samantha has also worked as an Independent School teacher for the Academy of Arts and Sciences, Opportunities for Learning and in Oakland, CA at an elementary school. Samantha will be teaching some of our 10th, 11th and 12th graders and oversee MS OSB with Amy.

**Alyssa Del Sesto:**

Graduated from Oak Park High School. She graduated from Cal State Northridge with a Liberal Studies degree and received her teaching credential from California Lutheran University. She most recently was working as a long-term substitute teacher at MCMS in 7th grade Humanities. She has also worked in the Independent Study program at Opportunities for Learning and worked for several years at OPHS as an Instructional Aide in Special Education. Alyssa will be working with some of our 7th, 8th and 9th graders and will oversee the MS Math Lab.

**Amy Kobayashi:**

Graduated from Pepperdine University with a Liberal Arts degree with a concentration in Japanese. She also earned her teaching credential from Pepperdine. She has worked in the Conejo Valley Unified School District at Sycamore Canyon Middle School and Westlake Elementary. Most recently, Amy has been teaching for a family, in a homeschool setting. She has been teaching/mentoring the family's children from grades 6th-12<sup>th</sup>. Amy will be working with our on set students and some of our 10<sup>th</sup>, 11<sup>th</sup> graders and will help with MS OSB.

**DJ Cook** will unfortunately be going to OPHS to teach AP Economics in place of Coach Kevin Smith. DJ is one of only a handful of teachers in our district who could step in immediately for Coach Smith. We wish him well and he will be missed for sure. Samantha and Amy will replace him as the OPIS ASB (OSB) Middle School Teacher for 2nd semester.

**Sue Meskis (Office Manager):**

Sue has been with us for a couple of weeks now as she replaced Cristina Sanchez, who was able to obtain a job working from home. We will miss Cristina, but we are extremely lucky to have Sue with us. Sue has worked as an Office Manager for several years in the Business sector and most recently was a teacher's aide at Brookside Elementary School.

**BIG IDEAS MATH CURRICULUM/OAK MEADOWS CURRICULUM**

We had a representative from the Big Ideas Math Curriculum present to our staff. We will be piloting this curriculum to several of our MS and HS students to see if this curriculum can be used to replace our Math Teaching Texts, which we feel are not very effective. We also feel that the Big Ideas Curriculum is geared more towards Common Core and UC/CSU appropriate. It has an online component from which we think our students could benefit. We currently use CD's to help with the math and they often do not work because they are easily damaged or lost.

For History, Science and English, we have been looking at different curriculum for the past six months, but we feel that the Oak Meadows curriculum, which we currently use, is the best for us. There have been several new versions out that are updated with Common Core Curriculum, which we will be purchasing next year.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent