

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #886**

DATE: January 21, 2014

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

TIME: **5:00 p.m. Closed Session – G9**  
**6:00 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**

**Mary Pallant, President**  
**Sepideh Yeoh, Vice President**  
**Jennifer von Schneidau, Clerk**  
**Barbara Laifman, Member**  
**Allen Rosen, Member**  
**Brooke Pestano, 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 18, 2014**

**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 #886**

**January 21, 2014**

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

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

**OPEN SESSION: 6:00 p.m.**

The Oak Park Unified School District Board of Education will meet in Regular Session at the **Oak Park High School Presentation Room – 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: Temp Teacher, Long Term Temp Teacher, Food Service Worker Sub, Sub Custodians, and Instructional Assistants II**

**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**

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

**A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS**

1. Remarks from Board Members
2. Remarks from Student Board Member
3. Remarks from Superintendent
4. Report from School Site Councils
5. Report from Facilities Planning Committee
6. Report from Technology

**B. DISCUSSION ITEMS** (No Action required. If Action required, item will be brought to a future meeting as an Action Item)

- 1. Update on School Safety**

## **C. 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 10, 2013](#)
- b. [Public Employee/Employment Changes 01CL22326-01CL22337 & 01CE06515-01CE06528](#)
- c. [Approve Purchase Orders –November 26 – December 31, 2013](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreat – February 4-8, 2014](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Quarterly Report on Williams Uniform Complaints – January 2014](#)  
*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*
- f. [Approve Disposal of Obsolete Personal Property – Computer Equipment](#)  
*Per provisions of Education Code 17546, the Board must approve disposal of obsolete and surplus equipment*
- g. [Approve First Period Attendance Report](#)  
*Board Policy requires Board approval for enrollment and attendance reports*

## **ACTION**

### **2. BUSINESS**

- a. [Approve Proposed Plan for Reduction of Plastic Water Bottles](#)  
*Board will discuss proposed plan for reduction of plastic water bottles*
- b. [Approve the Lottery Process for District of Choice Admission into Oak Park Unified School District for 2014-15](#)  
*According to Education Code, the Board must approve the lottery process used for the District of Choice program each year.*
- c. [Approve Measure R Facility Master Plan 2014 Update](#)  
*Board required to approve changes to the Master Plan*
- d. [Approve Resolution #14-01 Authorizing Emergency Repairs at Oak Park High School](#)  
*Board approval required that will allow the District to make repairs without bids from vendors because of an emergency situation*
- e. [Approve Annual Audit Reports for Fiscal Year 2012-2013, 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*
- f. [Approve Common Core Standards General Spending Plan for Fiscal Years 2013-2014 and 2014-2015](#)  
*Board approval required by law to approve Common Core Spending Plan for two years*
- g. [Approve Acceptance of Donations](#)  
*Board Policy 3290 requires Board approval for donations to the District*

### **3. CURRICULUM**

- a. [Approve Oak Park High School Revised Cum Laude Honors at Graduation Program](#)  
*Board approval required for changes to the Honors program at the High School*

- b. [Approve New Course for Oak Park High School – On-Line Course for Remediation and Credit Recovery](#)

*Board approval required for new course at the High School*

- c. [Approve New Course for Oak Park High School – Foundations of Science \(Life/Physical\)](#)

*Board approval required for new course at the High School*

#### **4. BOARD POLICIES**

- a. [Approve Amendment to Board Policy 6144– Controversial Issues– Second Reading](#)

*Policy updated to incorporate material formerly in AR, reference policy that addresses appropriateness of supplementary instructional materials, add consultation with Superintendent or designee as needed to determine appropriateness of the subject matter or resource, add prior parental notification when required or deemed advisable, and add reference to appropriate complaint procedures.*

- b. [Approve Amendment to Board Policy 6162.6 – Use of Copyrighted Materials – Second Reading](#)

*Policy updated to reflect new court decision (Cambridge University Press v. Becker) reaffirming that federal criteria for determining “fair use” of copyrighted material must be weighed together on a case-by-case basis and do not exclude consideration of other factors.*

- c. [Adopt Board Policy 0460 – Local Control and Accountability Plan – First Reading](#)

*New policy reflects the requirements of new law (AB 97 and SB 97, 2013) related to the development of a three-year local control and accountability plan (LCAP) by July 1, 2014, and an update of the LCAP on or before July 1 of each subsequent year.*

- d. [Approve Amendment to Board Policy 0500 – Accountability – First Reading](#)

*Policy updated to reflect new law (AB 97, 2013) which changes the definition of “numerically significant student subgroups” for purposes of the state accountability system, establishes a new system of technical assistance and intervention for districts that meet certain criteria, and repeals law that required an annual discussion of each school’s Academic Performance Index (API) as a board meeting.*

- e. [Approve Amendment to Board Policy 3100 – Budget – First Reading](#)

*Policy updated to reflect new law (AB 97, 2013) which requires that (1) the board must adopt the LCAP prior to adopting the district budget; (2) the budget must include the expenditures necessary to implement the LCAP or the annual update to the LCAP, (3) supplemental and concentration grant funds under the local control funding formula must be used to increase or improve services for students who are eligible for free or reduced-price meals, English learners, and/or foster youth; and (4) state standards and criteria for district budgets must be adopted by the SBE by January 1, 2014, to reflect the requirements of the LCAP.*

- f. [Approve Amendment to Board Policy 3311 Bidding – First Reading](#)

*Policy updated to reflect the addition of the provisions of the California Uniform Public Construction Cost Accounting Act (PCC §22000 et seq.), which was adopted by Board Resolution #13-19 on November 19, 2013. The California Legislature passed the California Uniform Public Construction Cost Accounting Act to promote uniformity of bidding procedures and cost accounting standards for construction projects performed and/or contracted for by public entities. The Act establishes higher bidding thresholds, simplifies the bidding process, and increases the likelihood of receiving bids from responsible bidders.*

#### **VII. INFORMATION ITEMS**

1. [Monthly Cash Flow Report](#)
2. [Monthly Enrollment and Attendance Report](#)

#### **VIII. 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 12-10-13  
BOARD OF EDUCATION**

**#885**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mr. Allen Rosen, called the regular meeting to order at 6:08 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Mr. Allen Rosen, President, Ms. Mary Pallant, Vice President, Ms. Sepideh Yeoh, Clerk, Ms. Barbara Laifman, Member, Jennifer von Schneider, Member, and Brooke Pestano, Student Board Rep

**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, Mr. Cliff Moore, Consultant, and Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Vanessa Heller led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

No Closed Session held this evening.

**ADOPTION OF AGENDA**

On motion of Sepideh Yeoh, seconded by Mary Pallant, the Board of Education adopted the agenda as presented. Motion carried Aye: Laifman, Pallant, Rosen, von Schneidau, Yeoh No - 0.

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board presented a Certificate of Recognition to Oak Park High School students Ashwarya Sinivas who earned a Microsoft Office 2010 Master and Expert Certificate.

The Medea Creek Middle School Hydration Heroes addressed the Board regarding banning all plastic bottles including those in vending machines. Dr. Knight will look into whether this is possible and invited the students back to the January meeting to discuss this further.

**REPORT FROM BOARD MEMBERS**

Board Member Sepideh Yeoh remarked that she looks forward to the concerts and performances at this time of year at the schools. She reported that the EEAC meeting will be later this week. The 5<sup>th</sup> Annual International Gala will be on April 4 in the Pavilion. Ms. Yeoh wish everyone happy holidays and thanked everyone for all their hard work during the year. Board Member Mary Pallant reported that due to lack of a quorum the MAC meeting was cancelled. She received a call from Supervisor Parks but was unable to connect with her. Board Member Barbara Laifman wished everyone happy holidays. Board Member Jennifer von Schneidau reported the Wellness Council will be reviewing policies and are recommending the testing of a new product. She attended the Facilities Planning Meeting, the Curriculum Council and the Technology Committee meetings. Ms. von Schneidau wished everyone happy holidays. Board Member Allen Rosen thanks everyone for allowing him to be president this year.

**REPORT FROM STUDENT BOARD MEMBER**

Brooke Pestano reported on ASB activities at OPHS.

## **REPORT FROM SUPERINTENDENT**

Dr. Knight reported that seniors at OPHS are busy applying to colleges and getting letters of recommendation. The school concerts start tomorrow night. The new electronic and batteries waste program was rolled out this week and the functional skills class at OPHS will be packaging the waste up to send to the company who will pay us for the product we send. The community newsletters arrived in mailboxes this week. The charity drive for children's relief in the Philippines raised \$5200 which was more than we hoped to raise. We are going to begin a zero waste recycling program at lunch at MCMS after the winter break that if it run successfully can be rolled out to the other schools thereafter.

## **Report from School Site Councils**

The Board received a School Site Council report from Medea Creek Middle School.

## **Report from Facilities Planning Committee**

Peter Kristensen reported on the continuing activities of the Facilities Planning Committee.

## **Report from Technology**

Enoch Kwok reported on the continuing activities of the Technology Committee.

## **DISCUSSION ITEMS**

Update on School Safety – Dr. Knight gave an update on School Safety projects throughout the District

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

On motion of, seconded by, the Board of Education approved the Consent Agenda. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

- a. [Approve Minutes of Regular Board Meeting November 19, 2013](#)
- b. [Public Employee/Employment Changes 01CL22310-01CL22325 & 01CE06469-01CE06384](#)
- c. [Approve Purchase Orders –November 1 – November 30, 2013](#)
- d. [Approve Overnight Trip for Medea Creek Middle School 6<sup>th</sup> Grade to Pali Institute– December 3-6, 2013](#)
- e. [Approve Notice of Completion, Project 13-03R, Building C Modernization at Oak Park High School](#)
- f. [Approve Notice of Completion, Projection 13-05R, ADA Field Improvements at Oak Park High School](#)
- g. [Approve Authorization to Purchase Apple Computer Products and Services Pursuant to PCC Section 20118](#)
- h. [Approve Disposal of Obsolete Personal Property – Grounds Equipment](#)

## **ACTION**

### **2. BOARD**

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

On nomination of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education appointed Mary Pallant, President of the Board for 2014. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

On nomination of Barbara Laifman, seconded by Jennifer van Schneidau, the Board of Education appointed Sepideh Yeoh, Vice President of the Board for 2014. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.



On nomination of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education appointed Jennifer von Schneidau, Clerk of the Board for 2014. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

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

On nomination of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education appointed Mary Pallant, School Board Representative to the County Committee on School District Organization. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**c. Approve Proposed Board Meeting Schedule for Calendar Year 2014**

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the Board Meeting Schedule for Calendar Year 2014. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

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

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, 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 – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**e. Approve Certification of Signatures**

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the Certification of Signatures. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**f. Confirmation and Designation of Board Representatives to District Committees**

On motion of Barbara Laifman, seconded by Jennifer von Schneidau, the Board of Education approved the choices of District Committees to serve on during 2014. Motion carried Aye: Laifman, Pallant, Rosen, von Schneidau, Yeoh No - 0

**g. Approve Board Goals for 2013-2014**

On motion of Allen Rosen, seconded by Jennifer von Schneidau, the Board of Education approved the Board Goals for 2013-2014 as amended. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**3. BUSINESS SERVICES**

**a. Approve Purchase of Network Switching Gear from Measure C6 and Measure R Bond Funds**

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the purchase of Network Switching Gear from Measure C6 and Measure R Bond Funds. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**b. Approve Amendment #4 to Agreement with Balfour Beatty Construction, Inc. for Program/Construction Management Services**

On motion of Allen Rosen, seconded by Jennifer von Schneidau, the Board of Education approved Amendment #4 to Agreement with Balfour Beatty Construction, Inc. for

Program/Construction Management Services. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**c. Approve Fiscal Year 2013-2014 First Interim Financial Report, Certification and Budget Revisions**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the Fiscal year 2013-2014 First Interim Financial Report, Certification and Budget Revisions. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**d. Approve Resolution #13-21, Authorizing the Issuance and Sale of Oak Park Unified School District Cross-Year Tax Revenue Anticipatory Note**

On motion of Allen Rosen, seconded by Jennifer von Schneidau, the Board of Education approved Resolution #13-21, Authorizing the Issuance and Sale of Oak Park Unified School District Cross-Year Tax Revenue Anticipatory Note. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**e. Approve Agreement for Hosted Automated Substitute Calling System**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Agreement for Hosted Automated Substitute Calling System. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**f. Approve Site Capacities and Enrollment for 2014-2015**

There were two comment cards presented that requested the Board consider lowering class size in primary grades next year.

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved site capacities and enrollment for 2014-2015 with flexibility to expand 3<sup>rd</sup> grade if necessary. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**g. Approve Additional Architectural Services – Gymnasium Boiler System Design Revisions at Oak Park High School**

On motion of Allen Rosen, seconded by Jennifer von Schneidau, the Board of Education approved additional architectural services – gymnasium boiler system design revisions at Oak Park High School that are most efficient. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh No – 0.

**4. CURRICULUM**

**a. Approve New Course for Oak Park High School - Advanced Band**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved a new course for Oak Park High School – Advanced Band. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy 6112 – School Day – First Reading**

On motion of Jennifer von Schneidau, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 6112 – School Day on first reading. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**b. Approve Amendment to Board Policy 6144– Controversial Issues– First Reading**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 6144 – Controversial Issues with change. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**c. Approve Amendment to Board Policy 6162.6 – Use of Copyrighted Materials – First Reading**

On motion of Jennifer von Schneidau, seconded by Sepideh Yeoh, the Board of Education approved the amendment of Board Policy 6162.6 – Use of Copyrighted Materials. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**d. Approve Amendment to Board Bylaw 9010 – Public Statements - First Reading**

On motion of Jennifer von Schneidau, seconded by Allen Rosen, the Board of Education approved the amendment to Board Bylaw 9010 – Public Statements on First Reading. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**e. Approve Amendment to Board Bylaw 9250 – Remuneration, Reimbursement and Other Benefits – First Reading**

On motion of Sepideh Yeoh, seconded by Jennifer von Schneidau, the Board of Education approved the amendment to Board Bylaw 9250 – Remuneration, Reimbursement and Other Benefits on first reading. Motion carried Aye – Laifman, Pallant, Rosen, von Schneidau, Yeoh, No – 0.

**IV. INFORMATION ITEMS**

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

**V. OPEN DISCUSSION**

There being no further business before this Board, the Regular meeting is declared adjourned at 9:15 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 21, 2014**  
**SUBJECT: C.1.c. APPROVE OF PURCHASE ORDERS - NOVEMBER 26, 2013 -  
DECEMBER 31, 2013**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued November 26, 2013 through December 31, 2013?

**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,

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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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

Includes 11/26/2013 - 12/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B14-00215	Galapagos Studios	DON:Band & Choir Spiritwear	Medea Creek Middle School	010	4,744.26
B14-00231	GE Infrastructure Sensing Inc.	Proj 13-22R CO2 Sensors Districtwide	Business Administration	213	27,090.00
B14-00232	Personnel Concepts Limited	Labor Law Compliance Posters & Notices	Accounting & Payroll	010	2,504.06
B14-00233	Staples Inc	Supplies for HR 2013-14	Human Resources	010	1,075.00
B14-00234	Lego Education	Open PO for Tech Supplies	Medea Creek Middle School	010	400.00
B14-00235	Waste Management	Trash/Custodial/rnt lse rpr	Oak Park High School	010	1,000.00
P14-00057	Educational Data Systems	PFT Testing 2013-2014 School yr	Curriculum	010	1,183.64
P14-00214	Virco Inc., c/o American Express	Display Case- Quote #8020232	Superintendent	010	2,861.87
P14-00223	Virco Inc., c/o American Express	Display Case Quote #8021134	Superintendent	010	1,581.00
P14-00395	Hitting Zone	Proj 13-05R Baseball Plates OPHS	Business Administration	213	590.46
P14-00396	Construction Testing & Enginee	Proj 13-01R DSA Inspection Bldg 200 Mod BES	Business Administration	213	11,622.00
P14-00397	Construction Testing & Enginee	Proj 13-03R DSA Inspection Bldg C Mod OPHS	Business Administration	213	14,877.50
P14-00398	Community Educational Ent Ramo na Brandes	Parent funded field trip--DK--Civic Arts	Red Oak Elementary School	010	400.00
P14-00399	Construction Testing & Enginee	Proj 13-05R DSA Inspection Field Improvement OPHS	Business Administration	213	2,310.00
P14-00400	Educational Data Systems	CELDT overage charge 2012-2013	Curriculum	010	110.09
P14-00401	Regency Enterprises, Inc	Proj 13-15R Lighting Bldg A Modernization OPHS	Business Administration	213	4,365.00
P14-00402	CPR-Savers.com	Safety Credits - CPR Training Supplies	Business Administration	010	1,224.96
P14-00403	BGI Environmental Management	Hazardous Waste Removal	Business Administration	010	7,447.00
P14-00404	Guided Discoveries Inc.	DON: Astro Camp deposit for 2014-15	Medea Creek Middle School	010	5,000.00
P14-00405	Pali Institute	DON: Pali Outdoor Ed - Balance due	Medea Creek Middle School	010	99,440.00
P14-00406	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Kindergarten Field Trip to Tree People	Oak Hills Elementary School	010	800.00
P14-00407	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	3rd Grade Field Trip S.B.Museum of Natural History	Oak Hills Elementary School	010	550.00
P14-00408	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	3rd Grade Field Trip S.B.Museum of Natural History	Oak Hills Elementary School	010	1,100.00
P14-00409	Tree People	Kindergarten Field Trip to Tree People	Oak Hills Elementary School	010	390.00
P14-00410	Santa Barbara Museum Of Natural History	3rd Grade Field Trip S.B.Museum of Natural History	Oak Hills Elementary School	010	100.00
P14-00411	Santa Barbara Museum Of Natural History	3rd Grade Field Trip S.B.Museum of Natural History	Oak Hills Elementary School	010	200.00

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

ESCAPE

ONLINE

Page 1

Includes 11/26/2013 - 12/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00412	Diamond A Equipment, LLC	C-6 Tractor Grounds Maintenance Districtwide	Business Administration	212	41,311.00
P14-00413	VCSCA	Jeremy Rogers - Counselor conference	Curriculum	010	49.00
P14-00414	CARNEGIE ART MUSEUM CORNERSTON ES ED. PROGRAM	1st Grade - Carnegie Art Museum Field Trip	Oak Hills Elementary School	010	170.00
P14-00415	CARNEGIE ART MUSEUM CORNERSTON ES ED. PROGRAM	1st Grade - Carnegie Art Museum Field Trip	Oak Hills Elementary School	010	85.00
P14-00416	Nasco	Science/Donation/mat & supp	Oak Park High School	010	309.82
P14-00417	Science Kit & Boreal Lab.	Science/Donation/mat & supp	Oak Park High School	010	113.44
P14-00418	National Science Teachers Assoc	Science/Donation/mat & supp	Oak Park High School	010	89.37
P14-00419	Las Virgenes School Dist	Autism Trainings	Pupil Services/Special Ed.	010	825.00
P14-00420	McGraw-Hill Education c/o American Express	OPHS TE Geometry	Curriculum	010	139.14
P14-00421	A&M Church & School Furniture	Purchase of picnic tables - Donation	Brookside School	010	1,973.70
P14-00422	John & Amanda McComb	Pupil Services - Settlement Agreement 2013-2014	Pupil Services/Special Ed.	010	24,480.00
P14-00423	Performances To Grow On	Donation 2nd grade field trip	Brookside School	010	927.00
P14-00424	Demco	Donation -- Library Materials	Brookside School	010	140.28
P14-00425	Mike Stephenson	Sweatshirts	Superintendent	010	1,111.55
P14-00426	CCEA State Treasurer	Common Core Conference Registraton	Oak View High School	010	1,050.00
P14-00427	Melanie Katzner	Art Instructor Melanie Katzner	Oak Hills Elementary School	010	5,000.00
P14-00428	Southwinds Transportation	Field Trip Transportation	Oak View High School	010	365.60
P14-00429	Classroom Products Warehouse	DON: Supplies for Tech Lab	Medea Creek Middle School	010	31.15
P14-00430	FACEing Math	DON: Sp. Ed - Math Books	Medea Creek Middle School	010	70.50
P14-00431	Mission Santa Barbara	Parent funded field trip	Red Oak Elementary School	010	480.00
P14-00432	Hughes General Engineering	Proj 13-10 Guard Rails for Hydration Stations	Business Administration	213	5,166.95
P14-00433	Johnstone Supply	Proj 13-22 R Supplies HVAC Replacement	Business Administration	213	34.93
P14-00434	Thousand Oaks Electric	Power Source ROES copier	Business Administration	010	650.00
P14-00435	Taft Electric Company	Proj 13-01R Repair Bell System Bldg 200 Mod BES	Business Administration	213	3,433.37
P14-00436	U.S. Sports Netting	Proj 14-21R Foul Ball Netting OPHS	Business Administration	213	11,050.00
P14-00437	Fence Factory	Proj 14-21R Foul Ball Pole Installation OPHS	Business Administration	213	14,900.00
P14-00438	Follett c/o American Express	OPIS Physical Science, Prentice Hall	Curriculum	010	452.45
P14-00439	Nasco	DON: Science Lab Supplies	Medea Creek Middle School	010	91.57
P14-00440	Southwinds Transportation	Parent funded field trip--Arroyo Verde--4th gr.	Red Oak Elementary School	010	1,562.40
P14-00441	Leader Carpet	Proj 14-14R Carpet Replacement Bldg G OPHS	Business Administration	213	4,456.00

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 11/26/2013 - 12/31/2013

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00442	Leader Carpet	Proj 14-15R Carpet Replacement Admin Office OVHS	Business Administration	213	5,260.00
P14-00443	Advantra Graphics	Display Posters for Recycle Program	District-wide	010	350.73
P14-00444	Advantra Graphics	School Watch Newsletter	District-wide	010	2,639.14
P14-00445	CSF/CJSF Central Office	DON: CJSF Annual Dues	Medea Creek Middle School	010	35.00
P14-00446	IDS Mechanical Engineers	Proj 14-22R Engineering Service HVAC Upgrade DO	Business Administration	213	12,000.00
P14-00447	Advantage	Blank ID Badges	Home Independent Study Program	010	44.53
P14-00448	Magnum Fence and Security Inc	Proj 13-23R Handrail ADA Concrete Work MCMS	Business Administration	213	3,590.00
P14-00449	Pacificom	Proj 14-17R Security Camera Cabling DO	Business Administration	213	3,775.00
P14-00450	Follett c/o American Express	OPIS World History	Curriculum	010	202.37
P14-00451	Follett c/o American Express	OPHS Textbooks Street Car Named Desire	Curriculum	010	632.64
P14-00452	Benner & Carpenter, Inc	Proj 14-01R Surveying & Engineering OPHS	Business Administration	213	2,400.00
P14-00453	M/M Mechanical, Inc	Proj 13-03R Rerout Sprinkler Line Bldg C OPHS	Business Administration	213	415.66
P14-00454	Enhanced Landscape Mgmt, Inc	Proj 13-23R Irrigation Repair for ADA Access MCMS	Business Administration	213	650.00
P14-00455	Southwinds Transportation	Donation field trip buses -- 2nd and K	Brookside School	010	1,762.40
T14-00023	CA Interactive Technologies	2013-14 21st CC-Installations Part 2	Technology Coordinator	212	611.25
T14-00024	CA Interactive Technologies	2013-14 21st CC-Installs Part 3	Technology Coordinator	212	4,034.11
T14-00025	Apple Computer MS 198-3ED c/o American Express	iPads for Teachers & Learning Centers 1	Technology Coordinator	212	303,952.47
T14-00026	All Connected Inc	Blanket PO for tech consulting services	Technology Coordinator	010	7,000.00
T14-00027	School Tech Supply	Blanket PO for Computer/iPad Repair Services	Technology Coordinator	010	750.00
T14-00028	All Connected Inc	Proj 14-01C Network Install, Mgmt, Mtce District	Technology Coordinator	212	95,736.06
T14-00029	AllConnected C/o Ingram Micro	Proj 14-01C Network Switches Districtwide	Technology Coordinator	212	355,861.66
T14-00030	Sunburst Digital, Inc.	Common Core - Type to Learn	Curriculum	010	4,374.75
TB14-00011	Compuwave Inc.	printer supplies 2013-2014	Business Administration	010	500.00
Total Number of POs			79	Total	1,120,063.83

## Fund Summary

Fund	Description	PO Count	Amount
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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 11/26/2013 - 12/31/2013

**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	54	190,570.41
212	Measure C6 Technology Bond Fun	6	801,506.55
213	Measure R FACILITIES Bond Fund	19	127,986.87
		<b>Total</b>	<b>1,120,063.83</b>

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

ESCAPE ONLINE

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 21, 2014**  
**SUBJECT: C.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL SENIOR LIFE SKILLS RETREAT – FEBRUARY 5-8, 2014**

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CONSENT

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**ISSUE:** Shall the Board approve an overnight trip for Oak Park High School Senior Life Skills Retreat?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this overnight retreat scheduled for February 5-8, 2014 in Malibu, CA. Approximately 50-150 male and female students, 5-10 OPHS teacher chaperones and 9-19 college students will stay in cabin facilities at Camp Hilltop in Malibu. Students will pay \$300 to cover cost of buses, food and lodging. They will depart at 3:30 on Wednesday, February 5 and return 5:00 on Saturday, February 8. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

**ALTERNATIVES:** 1. Approve overnight field trip as presented.  
2. Do not approve overnight field trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.  
Superintendent

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.1.e. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JANUARY 2014**

Consent

**ISSUE:** Shall the Board of Education approve the Quarterly Report on Williams Uniform Complaints – January 2014?

**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 2014  
2. Do not approve the Quarterly Report on Williams Uniform Complaints January 2014

**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

<b>Board Action:</b>	<b>On motion of _____,</b>	<b>seconded by _____,</b>	<b>the Board of Education:</b>	
<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>von Schneidau</b>	_____	_____	_____	_____
<b>Yeoh</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(d)]  
Fiscal year 2013-2014

District: Oak Park Unified School District

Person completing this form: Dr. Leslie Heilbron

Title: Assistant Superintendent, Human Resources

Quarterly Report Submission Date: ☐ October 2013 (7/1/13 to 9/30/13)  
(check one) ☒ January 2014 (10/1/13 to 12/31/13)  
☐ April 2014 (1/1/14 to 3/31/14)  
☐ July 2014 (4/1/14 to 6/30/14)

Date for information to be reported publicly at governing board meeting: January 21, 2014  
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 14, 2014**

**SUBJECT: C.1.f. APPROVE DISPOSAL OF OBSOLETE PERSONAL PROPERTY**

CONSENT

**ISSUE:** Shall the Board approve the disposal of obsolete computers and related peripherals per the provisions of Education Code Section 17546?

**BACKGROUND:** As this agenda was going to press, the Educational Technology Department was gathering and indentifying school district technology equipment that is obsolete, beyond repair, and no longer needed by the schools or district. The list of obsolete equipment will be provided to the Board under separate cover, and Staff is recommending that the Board declares these items as surplus and authorizes staff to sell or otherwise dispose of the equipment as provided for in Education Code Section 17546.

**ALTERNATIVES:**

1. Declare the list of obsolete equipment as surplus, and authorize its disposal per the provisions of Education Code Section 17546.
2. Do not declare the list of obsolete equipment as surplus.

**RECOMMENDATION:** Alternative No. 1

**RATIONALE:** This equipment is obsolete and no longer repairable, and arrangements have made for its sale pending the approval of the Board.

Prepared by: Enoch Kwok, Director, Educational Technology and Information Services  
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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.1.g. APPROVE FIRST PERIOD ATTENDANCE REPORT**

CONSENT

**ISSUE:** Shall the Board receive and review the 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

Respectfully submitted,

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# Report of School District Attendance

County: Ventura

Fiscal Year: 2013-14

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 8863AF12

## Regular Elementary and High School ADA

		Elementary	High School
Kindergarten	A-1	296.96	
Grades 1 - 3	A-2	778.35	
Grades 4 - 6	A-3	1,010.97	
Grades 7 - 8	A-4	790.86	
Grades 9 - 12	A-5		1,608.44
Continuation Education	A-6		38.53
Opportunity Schools and Full-Day Opportunity Classes	A-7	0.00	0.00
Home and Hospital	A-8	0.00	0.20
Special Education - Special Day Class	A-9	5.92	1.78
Special Ed - Nonpublic, Nonsectarian Schools [E.C. 56366(a) (7)]	A-10	0.85	1.00
Special Ed - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-11	0.00	0.00
<b>Community Day School (Divisor 70/135/180)</b>			
Mandatory Expelled Pupils ADA	A-12	0.00	0.00
All Other Pupils ADA	A-13	0.00	0.00
<b>Extended Year ADA (Divisor 175)</b>			
Extended Year Special Education [E.C. 56345(b) (3)]	A-14	1.32	1.23
Extended Year Special Ed - Nonpublic, Nonsectarian Schools [E.C. 56366(a) (7)]	A-15	0.14	0.18
Extended Year Special Ed - Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-16	0.00	0.00
<b>Classes for Adults ADA (Divisor 85/135/175)</b>			
Adults in Correctional Facilities	B-1		0.00
ADA Totals (Sum of A-1 through B-1)	B-2	2,885.37	1,651.36
ADA for Students in Full-Time Independent Study included in Section A (Lines A-1 through A-7, and A-9)	C-1	74.83	133.04

# Report of School District Attendance

County: Ventura

Fiscal Year: 2013-14

District: Oak Park Unified

P-1

CDS CODE 56 73874

Certificate Number: 8863AF12

ADA Not Eligible for Funding Generated through Independent Study not included in Section A (Lines A-1 through A-7, and A-9)	C-2	0.00	0.00
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ADA for Students in Transitional Kindergarten Pursuant to E.C. 46300 included in Section A (Lines A-1 and A-8 through A-16, First Year ADA Only)	C-3	26.36	
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# Certification

County: Ventura

Fiscal Year: FY 2013-14

District: Oak Park Unified


P-1

CDS CODE 56 73874

8863AF12

## Report of Attendance for Pupils Residing in the District

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and all data have been compiled and reported in accordance with state and federal laws and regulations and the instructions for this report.

School District Superintendent: 

Date: 01.06.14

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

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

Any inquiries concerning this report should be directed to:

CONTACT NAME Barbara Dickerson

PHONE (818) 735-3215 \*

FAX (818) 865-8467

E-Mail bdickerson@oakparkusd.org



**TO: BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.2.a. APPROVE PROPOSED PLAN FOR REDUCTION OF PLASTIC WATER BOTTLES**

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**ACTION**

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**ISSUE:** Shall the Board approve the proposed plan for the reduction of plastic water bottles at Medea Creek Middle School?

**BACKGROUND:** A group of MCMS students known as the ‘Hydration Heroes’ under the supervision of teacher, Vanessa Heller, made a presentation to the Board at the December meeting requesting the Board consider a full ban on the sale of all plastic beverage containers on campus. The superintendent has provided the teacher and students with information about the sale of these items and asked for their input regarding alternatives. The Child Nutrition Department has also been consulted on the matter.

**ALTERNATIVES:**

1. Ban the sale of all plastic beverage containers at MCMS.
2. Ban the sale of all plastic water bottles at MCMS.
3. Allow the sale of both products but suggest a more aggressive campaign to encourage the use of reusable water bottles and hydration stations.
4. Encourage the Wellness Council and Child Nutrition to develop alternatives such as healthier fountain drinks.

**RECOMMENDATION:** No recommendation ready at time of agenda development

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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau _	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**RE: C.2.b. APPROVE THE LOTTERY PROCESS FOR DISTRICT OF CHOICE ADMISSION INTO OAK PARK UNIFIED FOR 2014-15**

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**ACTION**

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**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 2014-15?

**BACKGROUND:** The 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 available places. The application period for school year 2014-15 ended on December 31, 2013 and the total applications number more than 850. This number exceeds the approximately 275 new interdistrict students that the board has authorized for next school year. The attached documentation outlines the DOC lottery procedures for admitting new students into Oak Park Unified for School Year 2014-15.

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

**RECOMMENDATION:** 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
Rosen	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Von Schneidau	_____	_____	_____	_____

Student Rep

\_\_\_\_\_

**Oak Park Unified School District  
District of Choice Lottery Procedures for 2014-15**

**Attendance at the lottery is not required. The assigned lottery number for all applicants will be posted on the OPUSD website by January 22, 2014.**

If the number of children requesting to enroll in the Oak Park Unified School District exceeds the number of available spaces, students will be selected for admission by a random lottery process at a regularly scheduled board meeting as provided by law. The lottery will be conducted on Tuesday, January 21, 2014 at 5:30 p.m. at Oak Park High School, Room G-9, located at 899 Kanan Road, Oak Park, California. The process is described below.

**What will happen prior to the Board Meeting on January 21, 2014?**

Parents/Guardians will be able to submit an on-line District of Choice Application prior to January 1, 2014 **for each child** they wish to be considered for the lottery. Each family unit will receive only one lottery number regardless of the number of students that have applied for admission. Once the December 31, 2013 deadline has passed two lists will be created by district staff to be used in the lottery. The first list will record the family name of those student(s) who currently have a sibling attending school in the Oak Park Unified School District. By law these students have preference for placement in a grade level within the district. The second list will record the family name of student(s) who currently do not have a sibling attending the Oak Park Unified School District. The two lists will be alphabetized prior to the random lottery to facilitate the process for checking that all applicants have been included in the lottery. Applications received after December 31, 2013 will not be 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 random number generator program through *random.org*. The program that runs the number generator will be displayed on an overhead screen so that the public will be able to see the process as the numbers are randomly generated.

The program will assign a number to each family name on the alphabetized list and generate a new list beginning with number 1. This procedure will first be done for the list of names who have siblings currently attending Oak Park Unified and then for the list of names who do not have siblings attending the Oak Park Unified School District.

During the public meeting each of the two lists will be completed with the random numbers assigned to the names to finalize the relative standing of each family. Due to a number of variables (enrollment of new district resident students, current District of Choice students not returning, enrollment of siblings of current District of Choice, etc), parents will not be informed of whether or not a student has been accepted into the district at this board meeting. However, parents will know their lottery number and relative standing within the lottery. **Parents do not need to attend the board meeting**

**to learn their lottery number as it will be posted on the district website no later than the day following the lottery.** Notification to parents regarding acceptance for enrollment will take place no later than Friday, February 7, 2014. Information related to any wait lists that will be established will also be communicated by February 7, 2014.

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

The lists with the random numbers assigned will be used to place applicants into the grade level openings identified by district staff and approved by the governing board of education. Starting with family number 1, spaces will be offered to student(s) who currently have siblings attending Oak Park Schools if there is space available in the grade levels for that/those child(ren). If there are no available spaces at a grade level for one or more family members, these students will be placed on a **Sibling Wait List** based on their 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. Starting with family number 1 spaces will be offered to those students in the family where there are grade level vacancies. If there is space for one child, but not the others, the remaining child(ren) will be placed on the Sibling Wait List **after** the students who have been placed there from the Sibling lottery described in the section “What Will Happen at the Board Meeting”.

Once all vacancies have been filled, a **Non-Sibling Wait List** will be developed at each grade level. Parents will be notified by February 7, 2014 as to acceptance into OPUSD and will have a defined period of time to accept the admission and to complete the paperwork and pre-enrollment forms. **If all paperwork is not completed within the defined period of time the spot will be relinquished and offered to the next student on the waiting lists.** Since the district is required to notify parents/students as to their final acceptance/denial prior to May 15 each year, the enrollment process in late February and early March will be strictly followed to ensure opportunities for those students on the wait lists.

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

This is difficult to answer in that there are a number of variables that come into play. As a general rule there will be more openings at grade levels K, 6 and 9. This is due to the fact that it is much easier to plan programs, staffing and scheduling around these transition grade levels. All other grade levels are filled in as needed to fully maximize our space and staffing. In addition, the Oak Park Unified School District board of education has established a district capacity and an approved projected enrollment that will be followed. These constraints have to be considered as we accept new students for the next school year. The Board of Education has approved an approximate number of 275 new out of district students to enroll for next 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.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 21, 2014**  
**SUBJECT: C.2.c. APPROVE MEASURE R FACILITY MASTER PLAN 2014 UPDATE**

ACTION

**ISSUE:** Shall the Board of Education review and approve revisions to the Measure R Facility Master Plan?

**BACKGROUND:** In January 2010, the Board of Education approved the first Facility Master Plan to incorporate projects funded by the Measure R bond fund. Recognizing that the Plan would need to continually evolve to reflect completed projects and new and revised priorities, the Board has requested that the Master Plan be updated annually. Over the last few months, the Facility Planning Committee (FPC), its subcommittee, and PM/CM firm, Balfour Beatty Corporation, Inc. (BBC) have worked on the proposed revision and update to the Master Plan for 2014 to recognize revised priorities and project scopes, and updated budget estimates. BBC and FPC co-chairs Peter Kristensen and Tom Wulf have done an enormous amount of work to update the plan, focusing on revised priorities, and refined projected and actual costs.

The draft plan was provided to the full FPC at its meetings on December 4, 2013, and January 8, 2014 for its review and input. As this agenda was going to press, the editing of the final document was in progress. The completed plan will be sent to the Board prior to this evening's meeting, and BBC, Mr. Kristensen, Mr. Wulf, and District staff will be present to lead the presentation and discussion of the plan.

**ALTERNATIVES:** 1). Approve the Measure R Facility Master Plan 2014 Update as presented.  
2). Approve the Plan with modifications as directed by the Board.  
3). Do not approve the Plan.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 21, 2014**  
**SUBJECT: C.2.d. APPROVE RESOLUTION #14-01 AUTHORIZING EMERGENCY REPAIRS AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Resolution #14-01 authorizing emergency repairs to the main gas line at Oak Park High School?

**BACKGROUND:** On Monday, January 6, 2014, responding to a report of a strong odor of natural gas at Oak Park High School, the Gas Company was called to assess the situation and confirmed a 25% leak at the main gas line. The gas supply for the site was immediately shut down at the main valve for safety reasons. Demolition to affect repairs has exposed extensive deterioration of the 40 year-old main line. After review of the situation by construction manager Balfour Beatty, District maintenance staff, and the school principal, and in consultation with a qualified and licensed plumbing firm, it has been determined that the entire main line must be replaced to eliminate any potential hazard and protect students, staff, and District property. As school is in session, MM Mechanical was immediately engaged to perform the necessary repairs, which will be completed on January 13, 2014. MM Mechanical quickly and cost effectively made similar repairs at Brookside Elementary School in September 2012. Although the cost of repairs has not been determined, the repair is expected to range between \$50,000-\$100,000, exceeding the statutory \$15,000 bid limit specified by Public Contracts Code (PCC). PCC 20113 provides that upon unanimous consent of the Board, and subject to the approval of the County Superintendent of Schools, emergency contracts may be awarded without bids when any improvement or repair is necessary to permit the continuance of existing school classes. As this agenda was going to press, details of the emergency repairs and related costs were being gathered and incorporated into Emergency Resolution 14-01. Resolution 14-01 will be forwarded to the Board during the week of January 13-17, 2014. At this evening's meeting the Board is asked to approve Emergency Resolution 14-01, declaring that the deterioration and failure of the main gas line at Oak Park High School represents an emergency condition, and authorize the award of contracts for appropriate plumbing repairs, subject to approval by the County Superintendent of Schools. It is anticipated that all costs will be covered by State Modernization funding for Oak Park High School.

**ALTERNATIVES:** 1. Approve Emergency Resolution #14-01.  
2. Do not approve Emergency Resolution #14-01.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 21, 2014**  
**SUBJECT: C.2.e. APPROVE ANNUAL AUDIT REPORTS FOR FISCAL YEAR 2012-13, INCLUDING BOND MEASURES R AND C6**

ACTION

**ISSUE:** Shall the Board receive and accept the annual audit reports for fiscal year 2012-13, 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, 2013. 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. The audit reports are also available for public inspection in the business office of the District, located at the Support Services Center. A representative of CWA will present the audit report to the Board at this evening's meeting.

**ALTERNATIVES:**

1. Accept as record the 2012-13 annual audit reports.
2. Do not accept the 2012-13 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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.2.f. APPROVE COMMON CORE STATE STANDARDS GENERAL  
SPENDING PLAN FOR FISCAL YEARS 2013-14 AND 2014-15**

REPORT/INFORMATION

**ISSUE:** Shall the Board of Education discuss the District's proposed Common Core State Standards general spending plan for fiscal years 2013-14 and 2014-15?

**BACKGROUND:** The enacted 2013-14 State Budget provides one-time funds to Local Educational Agencies to support the activities required to implement the federal Common Core State Standards (CCSS) adopted by California. These new standards are required to be in place for the 2014-15 academic year. This new funding is provided specifically to support the following activities:

- Professional development for certificated and classified employees involved in the direct instruction of pupils using CCSS.
- Instructional materials and supplemental instructional materials aligned to CCSS.
- Technology equipment and infrastructure to provide technology-based instruction using CCSS and to implement computer-based student assessments.

The amount of one-time estimated funds to be received by the District for this purpose is \$902,000, and the funds must be spent by July 1, 2015. As a condition of receiving the funds, a spending plan for the funds must be presented at a public meeting of the governing board and then approved at a subsequent public meeting of the governing board.

The District's general proposed spending plan for the one-time CCSS funds during the 2013-14 and 2014-15 years is as follows:

- Staff Professional Development for implementing CCSS.
- Workshop for teachers and administrators through multiple resources and services from Ventura County Office of Education and other qualified consultants.
- Substitute pay to release teachers for collaboration and training.
- Adopt and purchase current standards-aligned instructional materials.
- Upgrade the technology infrastructure to provide Internet access, and greater network capacity to meet the Smarter Balanced Assessment requirements and system administration.
- Upgrade servers, switches, and network infrastructures systems as needed.
- Purchase mobile devices, software, learning management systems, instructional and assessment based technology systems/software.
- Provide supplemental instructional CCSS material either in textbook or electronic format.
- Personnel to assist in the implementation for CCSS.
- All and any support needed by staff and the District to help implement the CCSS as outlined above, and the one-time CCSS funding provisions stated in the law.

BOARD MEETING, JANUARY 21, 2014  
Common Core State Standards General Spending Plan  
For Fiscal Years 2013-14 And 2014-15  
Page 2

**RECOMMENDATION:** Information only; no action required at this time. In conformance with State requirements, this item will be placed on the February 18, 2014 agenda for the Board's consideration and action.

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources  
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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: ANTHONY W. KNIGHT, SUPERINTENDENT**

**DATE: JANUARY 21, 2014**

**SUBJECT: C.2.g. 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>
OPHS	Office Supplies & Furniture/Minda Wilson	\$ 1,950.00
OPHS	Rocket Team Sponsorship/The Boeing Company	\$ 5,000.00
ROES	Grant for Garden/Oak Park Community Garden	\$ 100.00
District	Office Furniture/Errol Stillman	\$ 1,500.00

**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
Laifman	_____	_____	_____	_____
Palent	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.3.a APPROVE OAK PARK HIGH SCHOOL REVISED CUM LAUDE HONORS AT GRADUATION PROGRAM**

**ACTION**

**ISSUE:** Should the Board of Education approve Oak Park High School's Revised Cum Laude Honors at Graduation Program?

**BACKGROUND:** This is a part two of that revision that would change the way the GPA is calculated to determine the cut-offs for the various levels of Honors recognition at graduation.

Last year, OPHS administration proposed part one of a revision to the Cum Laude Honors at Graduation program that was approved by the OPUSD Governing Board that allows students who met the GPA requirements after final grades were posted to retroactively receive the recognition. Part two of the proposal addresses a related issue.

**RATIONALE:** Currently, the third quarter grade counts for 1/8<sup>th</sup> of the total cumulative GPA, meaning that it is double weighted. Because the recognitions have to be determined in time to print the students' names in the Commencement program we don't have the final grades in hand when calculating who earns the honors. When the program was initially implemented, it was decided that the third quarter grades should count as the full second semester of the student's senior year. Upon analysis, it turns out that the third quarter grades are not as a reliable predictor of a student's final grade as one would think, thereby excluding students from the recognition by unequally weighting the 3<sup>rd</sup> quarter. This proposed revision would correct this by calculating the third quarter as 1/16<sup>th</sup> of the total cumulative GPA to determine Cum Laude Honors. We ran a test on last year's seniors and it raised six students recognition status and recognized two additional students who would not have made it under the current calculation method. There is also the risk that it could exclude a student who had an uncharacteristically good third quarter but our assessment of the risks of that happening is very small. OPHS Site Leadership has approved this proposal, as well as OPHS Site Council, Associated Student Body (ASB), and the Faculty at Large by unanimous vote at a staff meeting.

**ALTERNATIVES:** 1. Approve Oak Park High School's Revised Cum Laude Honors at Graduation Program  
2. Do not approve Oak Park High School's Revised Cum Laude Honors at Graduation Program

**RECOMMENDATION:** Alternate #1.

Respectfully submitted:

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



**TO: MEMBERS OF THE BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.3.b. APPROVE NEW COURSE FOR OAK PARK HIGH SCHOOL – ON-LINE COURSE FOR REMEDIATION AND CREDIT RECOVERY**

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**ACTION**

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**ISSUE:** Shall the Board of Education approve a new course for Oak Park High School – On-Line Course for Remediation and Credit Recovery?

**BACKGROUND:** This proposal would allow course credit toward graduation be granted for courses taken online for only remediation and credit recovery, and only if enrollment in those courses is pre-approved by OPHS administration and that the courses meet certain requirements in terms of content standards, rigor, assessment integrity, and WASC/a-g or other comparable certification.

**Rationale:** OPHS requires 240 credits to graduate and students who earn less than a C- in courses are encouraged to repeat those classes to retain university admission eligibility as well as students who fail need to repeat classes to earn a High School Diploma. Oftentimes, students find themselves in a situation where they cannot fit all the required courses to maintain progress and remediate into a school day schedule. Additionally, the availability of quality online providers of high school courses has increased significantly in recent years while local remediation programs such as Conejo Adult School and other neighboring school district options including Friends of Oak Park Summer School are very limited. Also, the UC/CSU system has made significant strides in certifying several online providers and the courses they offer that meet admissions eligibility. Exceptions would include Physical Education, Visual and Performing Arts and Laboratory Sciences. This proposal has been discussed by OPHS staff in department meetings and approved by vote of OPHS Leadership.

**ALTERNATIVES:** 1. Approve the new course for Oak Park High School.  
2. Do not approve the course for Oak Park High School.

**RECOMMENDATION:** 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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS OF THE BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 21, 2014**  
**SUBJECT: C.3.c. APPROVE NEW COURSE FOR OAK PARK HIGH SCHOOL – FOUNDATIONS OF SCIENCE (LIFE/PHYSICAL)**

**ACTION**

**ISSUE:** Shall the Board of Education approve a new course for Oak Park High School – Foundations of Science (Life/Physical)?

**BACKGROUND:** **New Integrated Science Course Proposal - Foundations of Science (Life/Physical)**  
Prerequisites: Completion of Algebra 1A  
“**Foundations of Science**” is a one-year course with an emphasis on laboratory practices taught over two semesters. The focus will be on implementing the “Next Generation Science Standards”, specifically the Science Practices, while supporting “Common Core”. One semester will concentrate on the Life Sciences (Foundations of Science-L) while the other semester will concentrate on the Physical Sciences (Foundations of Science-P). The program is constructed to be flexible so that either concentration can be taken in any order. A common introductory unit will focus data: acquisition, analysis and presentation. This will include a review of metrics, conversions, scientific notation, and graphing. Students will have the opportunity to participate in “extension activities/labs” that if completed at an advanced level, along with their math course, could make them eligible for future AP Science Courses.

Physical Science: Students will study the structure and interactions of matter with a focus on: atomic structure, chemical reactions and quantitative relationships.

Life Science: Students will study the biological molecules of life specifically the four important organic molecules and enzymes.

Summary Activity: Students will implement the skills and practices they have assimilated throughout the year in a culminating project by undertaking a piece of research, or an in depth lab investigation which requires a presentation component of their findings. Students may choose to use this activity to fulfill the Summer Work Lab assignment for AP Biology.

**ALTERNATIVES:** 1. Approve the new course for Oak Park High School.  
2. Do not approve the course for Oak Park High School.

**RECOMMENDATION:** Alternative #1

Respectfully Submitted:

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

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

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~DECEMBER 10, 2013~~ JANUARY 21, 2014**

**SUBJECT: C.4.a APPROVE AMENDMENT TO BOARD POLICY 6144 –  
CONTROVERSIAL ISSUES - ~~First~~ Second Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6144 – Controversial Issues?

**BACKGROUND:** Board Policy 6144 is being updated to incorporate material formerly in AR, reference policy that addresses appropriateness of supplementary instructional materials, adds consultation with Superintendent or designee as needed to determine appropriateness of the subject matter or resources, add prior parental notification when required or deemed advisable, and add reference to appropriate complaint procedures. Board Policy 6144 is being submitted as with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6144 – Controversial Issues.
2. Do not amend Board Policy 6144 – Controversial Issues.
3. Adopt a modified version of the amendment to Board Policy 6144 – Controversial Issues.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6144(a)

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## Controversial Issues

The Governing Board *recognizes that the district's educational program may sometimes include instruction related to* ~~believes that students should have opportunities to discuss controversial issues~~ *that may arouse strong reactions based on personal values and beliefs, which have political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop student's critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.* ~~social or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others.~~

The Board expects *administrators and* teachers to exercise *professional judgment* ~~caution and discretion~~ when deciding whether or not a particular issue is suitable for study or discussion in any particular class. *They should consult with the Superintendent or designee to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.* ~~Teachers should not spend class time on any topic which they feel is not suitable for the class or related to the established course of study.~~

(cf. 6141 – Curriculum Development and Evaluation)

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

(cf. 6161.11 – Supplementary Instructional Materials)

*When providing instruction related to a controversial issue, the following guidelines shall apply:*

- 1. The topic shall be suitable to the age and maturity of the students.*
- 2. Instruction, including student participation, shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.*
- 3. The teacher may express a personal opinion provided he/she identifies it as a personal opinion and clarifies that he/she is not speaking on behalf of the school or district. The teacher shall not express an opinion for the purpose of persuading students to his/her point of view.*
- 4. No student's viewpoint shall be suppressed, provided such expression is not malicious or abusive toward others. Students shall be assured of their rights to form and express, or not*

*express, an opinion without jeopardizing their relationship with the teacher or school.*

**OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

Series 6000

Instruction

BP 6144(b)

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*(cf. 5022 – Student and Family Privacy Rights)  
(cf. 5145.2 – Freedom of Speech/Expression)  
(cf. 6145.5 – Student Organizations and Equal Access)*

**5. *Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.***

*(cf. 5131 – Conduct)  
(cf. 5131.2 – Bullying)  
(cf. 5137 – Positive School Climate)*

**6. *Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.***

**7. *The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other bias prohibited by law.***

*(cf. 0410 – Nondiscrimination in District Programs and Activities)  
(cf. 5145.3 – Nondiscrimination/Harassment)  
(cf. 5145.9 – Hate-Motivated Behavior)*

**8. *The subject matter of the instruction shall not otherwise be prohibited by state or federal law.***

~~The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.~~

***When a guest speaker is invited to make a presentation related to a controversial issue, the Board requires that he/she be notified of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on the opposing viewpoints. Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.***

*(cf. 6145.8 – Assemblies and Special Events)  
~~(cf. 5145.2 – Freedom of Speech/Expression)~~*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6144(c)

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***When required by law or otherwise deemed appropriate by the teacher or administrator, parents/guardians shall be notified prior to instruction related to any controversial issue and parent/guardian consent shall be obtained for student participation. Students whose parents/guardians decline such instruction may be offered the option to participate in an alternative activity of similar value.***

***A student or parent/guardian with concerns regarding instruction about controversial issues shall be directed to appropriate district complaint procedures.***

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

Legal Reference:

**EDUCATION CODE**

**220 Prohibition of discrimination**

51550 Prohibited instruction or activity

51510 Prohibited study or supplemental materials

51511 Religious matters properly included in courses of study

51530 Prohibition and definition re advocating or teaching communism with intent to indoctrinate

51933 Sex education courses

**51938 Right of parent/guardian to excuse child from sexual health instruction**

60040 Portrayal of cultural and racial diversity

60044 Prohibited instructional materials

60045 Criteria for instructional materials

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~DECEMBER 10, 2013~~ JANUARY 21, 2014**

**SUBJECT: C.4.b. APPROVE AMENDMENT TO BOARD POLICY 6162.6 – USE OF COPYRIGHTED MATERIALS – ~~First~~ Second Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6162.6 – Use of Copyrighted Materials?

**BACKGROUND:** Board Policy 6162.6 is being revised to reflect new court decision reaffirming that federal criteria for determining “fair use” of copyrighted material must be weighted together on a case-by-case basis and do not exclude consideration of other factors. Board Policy 6162.6 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6162.6 – Use of Copyrighted Materials.
2. Do not amend Board Policy 6162.6 – Use of Copyrighted Materials.
2. Adopt a modified version of the amendment to Board Policy 6162.6 – Use of Copyrighted Materials.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6162.6(a)

## Use of Copyrighted Materials

The Governing Board recognizes *that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. When such materials have not been purchased by the district for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.* ~~the importance of ensuring that the district complies with federal law regarding copyrights. District staff and students are expected to maintain the highest ethical standards in using copyrighted materials.~~

*(cf. 1113 – District and School Web Sites)  
(cf. 1114 – District-Sponsored Social Media)  
(cf. 4040 – Employee Use of Technology)  
(cf. 4119.21/4219.21/4319.21 – Professional Standards)  
(cf. 4132/4232/4342 – Publication or Creation of Materials)  
(cf. 5131.9 – Academic Honesty)  
(cf. 6141 – Curriculum Development and Evaluation)  
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 – Supplementary Instructional Materials)  
(cf. 6163.1 – Library Media Centers)*

*Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.*

*Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.*

*The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted material does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.*

*If a staff member is uncertain as to whether the intended use of the materials meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6162.6(b)

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***Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.***

*(cf. 3300 – Expenditures and Purchases)*

*(cf. 3312 – Contracts)*

*(cf. 6163.4 – Student Use of Technology)*

~~When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The district shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted materials complies with the law, he/she shall contact the Superintendent or designee for clarification and assistance. At no time shall it be necessary for a district employee to violate copyright laws in order to perform his/her duties.~~

~~*(cf. 4040 – Employee Use of Technology)*~~

~~*(cf. 4119.1/4219.1/4319.1 – Civil and Legal Rights)*~~

~~*(cf. 6161 – Equipment, Books and Materials)*~~

~~*(cf. 6161.11 – Supplementary Instructional Materials)*~~

~~The Superintendent or designee shall ensure that the district observe all publisher licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users for a single program, the district shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.~~

~~*(cf. 0400 – District Technology Plan)*~~

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.

*(cf. 4131/4231/4331 – Staff Development)*

Legal Reference:

EDUCATION CODE

35182 Computer Software

UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright, especially:

102 Definitions

**106 Copyright protection**

107 Fair use

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6162.6(c)

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110 Limitations on exclusive rights: Exemption of certain performances and displays

**504 Penalties for copyright infringement**

**COURT DECISIONS**

**Cambridge University Press et al. v. Becker et al. (N.D.Ga. 2012) 863 F.Supp.2d 1190)**

**Campbell v. Acuff-Rose Music, Inc., (1994) 510 U.S. 569**

Marcus v. Rowley (9<sup>th</sup> Cir., 1982) 695 F.2d1171

Management Resources:

**NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS**

**Copyright Law: Do Schools Need a License to Show a Movie?, School Law Review, July 2010**

**U.S. COPYRIGHT OFFICE PUBLICATIONS**

**Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, 1995**

**Circular 22: How to Investigate the Copyright Status of a Work., rev. 2013**

**Circular 23: The Copyright Card Catalog and the Online Files of the Copyright Office, rev. 2012**

**WEB SITES**

**Copyright Clearance Center: <http://www.copyright.com>**

**Copyright Society of the USA: <http://www.csusa.org>**

**National School Boards Association: <http://www.nsba.org>**

**University of California, Copyright Education:**

**<http://copyright.universityofcalifornia.edu/usingcopyrightedworks.html>**

**U.S. Copyright Office: <http://www.copyright.gov>**

Adopted: 7-21-87

Amended: 9-17-02, 11-18-08

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*AR 6162.6(a)*

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## Use of Copyrighted Materials

Prior to reproducing, distributing, displaying, posting, performing, or otherwise using a copyrighted material for an instructional purpose or in the course of other district business, district staff shall determine whether it is necessary to request permission of the copyright holder. Unless the staff member is reasonable certain that the materials is in the public domain or the intended use meets the criteria for an exception specified in 17 USC 107-122 and this administrative regulation, he/she shall either obtain permission from the copyright holder or avoid use of the material. In addition permission of the copyright holder shall be requested whenever district staff intend to publicly disseminate a copyrighted work, such as by posting on the district or school web site or using another method of communication accessible to the public.

*(cf. 1113 – District and School Web Sites)*  
*(cf. 1114 – District-Sponsored Social Media)*  
*(cf. 4040 – Employee Use of Technology)*  
*(cf. 4119.21/4219.21/4319.21 – Professional Standards)*  
*(cf. 4132/4232/4332 – Publication or Creation of Materials)*  
*(cf. 5131.9 – Academic Honesty)*  
*(cf. 6141 – Curriculum Development and Evaluation)*  
*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 – Supplementary Instructional Materials)*  
*(cf. 6163.1 – Library Media Centers)*

Any reproduction or other use of a copyrighted work shall include the copyright notice.

District staff shall not reproduce and distribute copyrighted works of any type in any of the following circumstances:

1. When the copyrighted work is a “consumable” work such as a workbook, standardized test, answer sheet, or similar material
2. To substitute for the purchase of the work
3. To create, replace, or substitute for anthologies or collective works

## Request for Permission to Use Copyrighted Material

As necessary, district staff desiring to use a copyrighted material shall identify and contact the copyright holder to request permission to use the material. The request shall include the following information:



# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6162.6(b)*

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1. Title, author(s), editor(s) or publisher, producer(s) or distributor
2. Edition, copyright and/or production year
3. Exact amount of material to be used, such as the number of lines, pages, or chapters, or percentage of the work
4. Nature of the use, such as the course in which it will be used, the grade level of the students, the number of students, and the frequency of use
5. How the material will be reproduced and distributed.

## Criteria for Fair Use

In considering whether a copyrighted work may be used without the copyright holder's permission on the grounds that the intended use is "fair use" pursuant to 17 USC 107, including reproduction in copies, phonorecords, or any other reproductive form for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, research, district staff shall consider all of the following factors: (17 USC 107)

1. The purpose and character of the use, including whether the use is of a commercial nature or the nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount of substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work

Any determination of fair use shall weight together all the factors specified in Items #1-4 in addition to any applicable guidelines presented in this administrative regulation for specific types of copyrighted works.

## Guidelines for Copying Text

Staff may reproduce text from a copyrighted work from a printed resource, the Internet, or other source, without permission from the copyright holder, under the following conditions:

1. A single copy of a chapter of a book, article from a periodical or newspaper, short story, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture may be made by or for a

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6162.6(c)*

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teacher for his/her scholarly research or use in teaching or preparation to teach a class.

2. Multiple copies, not to exceed one copy per student in a course, may be made by or for a teacher for classroom use or discussion, provided that:

a. The amount to be copied does not exceed:

1) 250 words for a complete poem or excerpt from a poem.

2) 2,500 words for a complete article, story, or essay

3) 1,000 words or 10 percent of the whole (with a minimum of 500 words), whichever is less, for an excerpt from a larger prose work

4) One illustration (e.g., chart, graph, diagram, cartoon, or picture) per book or periodical issue

b. The copying is for one course in the school

c. With the exception of newspapers and other news periodicals, not more than one work is copied from the same author per term, not more than three works are copied from the same collective work or periodical volume per term, and there are no more than nine instances of multiple copying per source per term

d. A delay to request permission from the copyright holder would preclude the most effective use of the material.

## Guidelines for Reproducing Sheet and Recording Music

District staff may reproduce sheet music and recorded music without permission from the copyright holder under the following conditions:

1. Emergency copies may be made when purchased copies needed for an imminent performance are not available, provided that replacement copies shall be purchased in due course.

2. Single or multiple copies of excerpts or works may be made for academic purposes other than performances, provided that the excerpt does not constitute an entire performance unit (e.g., a section, movement, or aria) no more than 10 percent of the total work is used, and the number of copies made does not exceed one per student.

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6162.6(d)*

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3. Printed copies that have been purchased may be edited or simplified provided that the character of the work is not distorted and lyrics are not added or altered.
4. A single copy of a recorded performance by students may be made for evaluation or rehearsal purposes.
5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made for the purpose of constructing exercises or examinations.

## Guidelines for Performing or Displaying Copyrighted Works

In the course of face-to-face instruction in a classroom or similar place devoted to instruction, teacher s or students may recite, render, play, dance, act, or show a copyrighted work either directly or by means of any device or process or, in the case of a motion picture or other audiovisual work, show its images in any sequence or to make the sounds accompanying it audible, provided that: (17 USC 101, 110)

1. The performance or display is given by means of a lawfully obtained of the work.
2. The performance or display is made by, at the direction of, or under the actual supervision of a teacher as an integral part of a class session.
3. The performance or display is directly related and of material assistance to the teaching content of transmission.
4. The transmission is limited to students enrolled in the course or to Governing Board members or employees are part of their official duties or employment.
5. If the work is to be digitally transmitted, the district has applied technological protection that reasonably prevent retention of the work in accessible form for longer than the class session and the unauthorized further dissemination of the work.

Any use of a motion picture of other audiovisual work outside the curriculum, such as for entertainment, a school or class reward, or a fundraiser, shall require permission from the copyright holder or a special viewing license.

## Guidelines for Recording Broadcast Programming

Teachers may make recordings of television programs for use in a classroom for educational purposes under the following conditions:

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6162.6(e)*

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1. Only programs provided to the public free of charge may be recorded and shown. Any use of programming from paid television services shall require permission of the copyright holder.
2. The recording may be shown only during the first 10 consecutive school days after it is made. It may be used once by an individual teacher in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary.
3. A limited number of copies may be reproduced from each recording to meet the legitimate needs of the teacher. Each copy shall be subject to all the provisions governing the original recording.
4. The recording may be retained for 45 calendar days after it is made and then shall be erased or destroyed. However, after the first 10 consecutive school days, the recording may only be used for purposes of determining whether or not to include the broadcast program in the teaching curriculum. If the teacher decides to keep the program for use in the curriculum, he/she shall request permission from the copyright owner.
5. Off-air recordings need not be used in their entirety, but the content is recorded programs may not be altered.

## Guidelines for Copying Computer Programs or Software

District Staff shall observe all licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single computer program or software, the district shall not make multiple copies.

Copies of district-owned software may be made under either of the following conditions: (17 USC 117)

1. The copy is needed as an essential step in using the computer program with a particular machine.
2. The copy is used for archival or “backup” purposes only. This copy may be held only as a file copy and must be destroyed in the event that continued possession of the program ceases to be rightful, unless the copyright owner authorized its sale, lease, or transfer as part of the sale, lease, or transfer of the original program.

Adopted: 11-19-80

Amended: 7-21-87, 9-17-02, 8-13

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.4.c. APPROVE ADOPTION OF BOARD POLICY 0460 – LOCAL CONTROL AND ACCOUNTABILITY PLAN – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0460 – Local Control and Accountability Plan?

**BACKGROUND:** Board Policy 0460 is being adopted to reflect the requirements of new law (AB 97 and SB 97, 2013) related to the developed of a three-year local control and accountability plan (LCAP) by July 1, 2014, and an updated of the LCP on or before July 1 of each subsequent year. Board Policy 0450 is being submitted with recommended language from CSBA.

**ALTERNATIVES:**

1. Approve adoption of Board Policy 0460 – Local Control and Accountability Plan.
2. Do not adopt Board Policy 0460 – Local Control and Accountability Plan.
3. Adopt a modified version of the amendment to Board Policy 0460 – Local Control and Accountability Plan.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

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

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0460(a)*

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## Local Control and Accountability Plan

The Governing Board desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with state and local priorities and to facilitate continuous improvement of district practices.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

The Board shall adopt a districtwide local control and accountability plan (LCAP), using the template provided by the State Board of Education, which addresses the state priorities specified in Education Code 52060. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060)

In addition, the LCAP shall address any local priorities adopted by the Board.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6174 - Education for English Language Learners)*

To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5030 - Student Wellness)*

*(cf. 6171 - Title I Programs)*

*(cf. 7110 - Facilities Master Plan)*

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

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*(cf. 0420 - School Plans/Site Councils)*

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. (Education Code 52060)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 4140/4240/4340 - Bargaining Units)*

*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 6020 - Parent Involvement)*

## **Public Review and Input**

The Board shall establish the following committee(s) to review and comment on the LCAP: (Education Code 52063)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above

The Superintendent or designee shall present the LCAP or the annual update to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update to the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP or the annual

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*BP 0460(c)*

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update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 3100 - Budget)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 9320 - Meetings and Notices)*

## Adoption of the Plan

Prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP or the annual update. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

## Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP or the annual update to the LCAP, the Board shall file the LCAP or the annual update with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

## Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress



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toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

## Technical Assistance/Intervention

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

*EDUCATION CODE*

17002 State School Building Lease-Purchase Law, including definition of good repair

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*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0460(e)*

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41020 Audits  
42127 Public hearing on budget adoption  
42238.01-42238.07 Local control funding formula  
44258.9 County superintendent review of teacher assignment  
48985 Parental notices in languages other than English  
51210 Course of study for grades 1-6  
51220 Course of study for grades 7-12  
52052 Academic Performance Index; numerically significant student subgroups  
52060-52077 Local control and accountability plan  
52302 Regional occupational centers and programs  
52372.5 Linked learning pilot program  
54692 Partnership academies  
60119 Sufficiency of textbooks and instructional materials; hearing and resolution  
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission  
60811.3 Assessment of language development  
64001 Single plan for student achievement  
99300-99301 Early Assessment Program  
*UNITED STATES CODE, TITLE 20*  
6312 Local educational agency plan  
6826 Title III funds, local plans  
Management Resources:  
*CSBA PUBLICATIONS*  
Impact of Local Control Funding Formula on Board Policies, November 2013  
Local Control Funding Formula 2013, Governance Brief, August 2013  
State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013  
*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*  
California School Accounting Manual  
*WEB SITES*  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>

Adopted:

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.4.d. APPROVE AMENDMENT TO BOARD POLICY 0500 –  
ACCOUNTABILITY – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0500 - Accountability?

**BACKGROUND:** Board Policy 0500 is being updated to reflect new law (AB 94, 2013) which changes the definition of “numerically significant student subgroups” for purposes of the state accountability system, establishes a new system of technical assistance and intervention for districts that meet certain criteria and repeals law that required an annual discussion of each school’s Academic performance Index (API) at a board meeting. Board Policy 0500 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0500 - Accountability.
2. Do not amend Board Policy 0500 - Accountability.
3. Adopt a modified version of the amendment to Board Policy 0500 - Accountability.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0500(a)

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## Accountability

The Governing Board recognizes the responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations with a focus on the district's effectiveness in improving student achievement. The Board shall establish ~~systems and~~ processes **and measures** to monitor results and to evaluate ~~the district's~~ progress toward accomplishing the district's vision and goals.

~~(cf. 0000 - Vision)~~

~~(cf. 0200 - Goals for the School District)~~

~~(cf. 0400 - Comprehensive Plans)~~

~~(cf. 2140 - Evaluation of the Superintendent)~~

~~(cf. 3460 - Financial Accountability and Reports)~~

~~(cf. 4115 - Evaluation/Supervision)~~

~~(cf. 4215 - Evaluation/Supervision)~~

~~(cf. 4315 - Evaluation/Supervision)~~

~~(cf. 6011 - Academic Standards)~~

~~(cf. 6141 - Curriculum Development and Evaluation)~~

~~(cf. 6190 - Evaluation of the Instructional Program)~~

~~(cf. 9000 - Role of the Board)~~

~~(cf. 9005 - Governance Standards)~~

~~(cf. 9400 - Board Self-Evaluation)~~

~~The Board and the Superintendent shall agree upon measures of district, school, and student performance and shall establish a schedule for providing regular reports to the Board and the public regarding district progress.~~

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

~~(cf. 1100 - Communication with the Public)~~

~~(cf. 1112 - Media Relations)~~

~~Opportunities for feedback from students, parents/guardians, staff and community members shall be made available as part of the review and evaluation of district programs and operations.~~

~~(cf. 6020 - Parent Involvement)~~

Indicators of district progress in improving student achievement shall include, but **are** not be limited to, the **state** Academic Performance Index (API) ~~established by the state's accountability system~~ and **the** measures of "adequate yearly progress" (AYP) required under the federal accountability system.

~~(cf. 0520.1 - High Priority Schools Grant Program)~~

~~(cf. 0520.2 - Title I Program Improvement Schools)~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 0500(b)

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*(cf. 0520.3 – Title I Program Improvement Districts)*  
*(cf. 6162.5 – Student Assessment)*  
*(cf. 6162.51 – Standardized Testing and Reporting Program)*  
*(cf. 6162.52 – High School Exit Examination)*

~~Following the annual publication of the API and school rankings by the Superintendent of Public Instruction, the Board shall, at a regularly scheduled meeting, discuss the results of each school's annual ranking. (Education Code 52056)~~

***Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)***

***The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth. (Education Code 52052)***

***The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).***

*(cf. 0460 – Local Control and Accountability Plan)*  
*(cf. 0510 – School Accountability Report Card)*  
*(cf. 1100 – Communication with the Public)*  
*(cf. 1112 – Media Relations)*  
*(cf. 1220 – Citizen Advisory Committees)*  
*(cf. 6020 – Parent Involvement)*

Evaluation results may be used as a basis for ***revising district or school goals, updating the LCAP or other comprehensive plans***, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support or assistance, awarding incentives or rewards, and establishing other performance-based consequences.

*(cf. 0400 – Comprehensive Plans)*  
*(cf. 0420 – School Plans/Site Councils)*  
*(cf. 4141/4241 – Collective Bargaining Agreement)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0500(c)

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Legal Reference:

*EDUCATION CODE*

33127-33129 Standards and criteria for fiscal accountability

33400-33407 CDE evaluation of district programs

44660-44665 Evaluation of certificated employees

51041 Evaluation of the educational program

~~52050-52058 Public Schools Accountability Act~~

**52052-52052.1 Academic Performance Index**

**52055.57-52055.59 Districts identified or at risk of identification for program improvement**

**52060-52077 Local control and accountability plan**

~~60640-60649 Standardized Testing and Report Program~~

*CODE OF REGULATIONS, TITLE 5*

**1068-1074 Alternative schools accountability model, assessments**

15440-15463 Standards and criteria for fiscal accountability

*UNITED STATES CODE, TITLE 20*

6311 Accountability, adequate yearly progress

6312 Local education agency plan

6316 School and district improvement

*CODE OF FEDERAL REGULATIONS, TITLE 34*

200.13-200.20 Adequate yearly progress

200.30-200.35 **53 Program Improvement** Identification of program improvement schools

~~200.36-200.38 Notification requirements~~

~~200.52-200.53 District improvement~~

Management Resources:

*CSBA PUBLICATIONS*

Maximizing School Board Governance

*WEB SITES*

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

CDE, **Accountability**: <http://www.cde.ca.gov/ta/ac>

U.S. Department of Education, ~~No Child Left Behind~~: <http://www.nclb.ed.gov>

Adopted: 12-4-01

Amended: 9-17-02, 5-16-06

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.4.e. APPROVE AMENDMENT TO BOARD POLICY 3100 –  
BUDGET –First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3100 – Budget?

**BACKGROUND:** Board Policy 3100 is be updated to reflect new law (AB 97, 2013) which requires that (1) that board must adopt the LCAP prior to adopting the district budget; (2) the budget must include the expenditures necessary to implement the LCAP or the annual update to the LCAP, (3) supplemental and concentration gran funds under the local control funding formula must be used to increase or improve services for student who are eligible for free or reduced-price meals, English learners, and/or foster youth; and (4) state standards and criteria for district budgets must be adopted by the SBE by January 1, 2014, to reflect the requirements of the LCAP.. Board 3100 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 3100 – Budget.
2. Do not amend Board Policy 3100 – Budget.
3. Adopt a modified version of the amendment to Board Policy 3100 – Budget.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
von Schneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(a)

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## Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, ~~and~~ priorities **and comprehensive plans**. The district budget shall guide administrative decisions and actions throughout the year and **shall** serve as a tool for monitoring the fiscal health of the district.

*(cf. 0000 - Vision)*

*(cf. 0200 – Goals for the School District)*

*(cf. 0400 – Comprehensive Plans)*

*(cf. 3000 - Concepts and Roles)*

*(cf. 3300 – Expenditures and Purchases)*

*(cf. 3460 - Financial Reports and Accountability)*

*(cf. 9000 - Role of the Board)*

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the **following fiscal year, together with** ~~current year and two subsequent years, and include~~ a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

***The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the public year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)***

*(cf. 0460 – Local Control and Accountability Plan)*

## Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.



# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3100(b)

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The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold *a* public hearings ***on the proposed budget*** ~~and meetings~~ in accordance with Education Code 42103 and 42127.

*(cf. 9320 – Meetings and Notices)*  
*(cf. 9322 – Agenda/Meeting Materials)*  
*(cf. 9323 – Meeting Conduct)*

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

### Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 2230 – Representative and Deliberative Groups)*  
*(cf. 3350 – Travel Expenses)*  
*(cf. 9130 – Board Committees)*  
*(cf. 9140 – Board Representatives)*

### Budget Criteria and Standards

***The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)***

***The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with***

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

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3100(c)*

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***regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such funds. (Education Code 42238.07)***

*(cf. 3553 – Free and Reduced Price Meals)*

*(cf. 6173.1 – Education for Foster Youth)*

*(cf. 6174 – Education for English Language Learners)*

~~In developing the district budget, the Board shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the state of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)~~

~~The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15440)~~

The Board may establish other budget assumptions or parameters, which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

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

*(cf. 3110 – Transfer of Funds)*

## **Fund Balance**

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54 as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Business and Non-Instructional Operations

BP 3100(d)

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2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.

3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least ***two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.*** ~~3 percent (3%) of general fund expenditures and other financing uses.~~

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

## Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 3100(e)

(cf. 4141/4241 – Collective Bargaining Agreement)  
(cf. 4143/4243 – Negotiations/Consultation)  
(cf. 4154/4254/4354 – Health and Welfare Benefits)  
(cf. 7210 – Facilities Financing)  
(cf. 9250 – Remuneration, Reimbursement and Other Benefits)

## Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the previous year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval *as necessary* when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

### Legal Reference:

#### *EDUCATION CODE*

1240 Duties of county superintendent of schools  
33127-33131 Standards and criteria for local budgets and expenditures  
35035 Powers and duties of superintendent  
35161 Powers and duties, generally, of governing boards  
42103 Public hearing on proposed budget; requirements for content of proposed budget  
42122-42129 Budget requirements  
42130-42134 Financial certifications  
42140-42141 Disclosure of fiscal obligations  
**42238-42251 Apportionments to districts, especially:**  
**42238.01-42238.07 Local control funding formula**  
42602 Use of unbudgeted funds  
42605 Tier 3 categorical flexibility  
42610 Appropriation of excess funds and limitation thereon  
44518-44519.2 Chief business officer training program  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission  
**52060-52077 Local control and accountability plan**

#### *GOVERNMENT CODE*

7900-7914 Expenditure limitations

#### *CODE OF REGULATIONS, TITLE 5*

15060 Standardized account code structure  
15440-15452 Criteria and standards for school district budgets

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

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3100(f)*

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Management Resources:

*CSBA PUBLICATIONS*

***Local Control Funding Formula 2013, Governance Brief, August 2013***

***State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013***

~~Maximizing School Board Governance: Budget Planning and Adoption, 2006~~

~~Maximizing School Board Governance: Understanding District Budgets, 2006~~

School Finance CD-ROM 2005

*CDE PUBLICATIONS*

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

*FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS*

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

*GOVERNMENT FINANCE OFFICERS ASSOCIATION*

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

*GOVERNMENTAL ACCOUNTING STANDARDS BOARD*

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis – For State and Local Governments, June 1999

*WEB SITES*

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.dec.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analysts' Office: <http://www.lao.ca.gov>

School Services of California: <http://www.sscal.com>

Adopted: 7-23-80

Amended: 5-1-89, 10-19-83, 6-4-02, 9-17-02, 12-16-03, 3-22-05, 3-17-09, 4-20-10, 4-17-12

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: C.4.f. APPROVE AMENDMENT TO BOARD POLICY AND  
ADMINISTRATIVE REGULATION 3311 – BIDS – First  
Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy and Administrative Regulation 3311 - Bids?

**BACKGROUND:** Board Policy and Administrative Regulation 3311 are being updated to reflect the addition of the provisions of the California Uniform Public Construction Cost Accounting Act (PCC §22000 et seq.), which was adopted by Board Resolution #13-19 on November 19, 2013. The California Legislature passed the California Uniform Public Construction Cost Accounting Act to promote uniformity of bidding procedures and cost accounting standards for construction projects performed and/or contracted for by public entities. The Act establishes higher bidding thresholds, simplifies the bidding process, and increases the likelihood of receiving bids from responsible bidders.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy and Administrative Regulation 3311 - Bids.
2. Do not amend Board Policy and Administrative Regulation 3311 - Bids.
3. Adopt a modified version of the amendment to Board Policy and Administrative Regulation 3311 - Bids.

**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
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
vonSchneidau	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-instructional Operations

BP 3311(a)

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## Bids

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditures of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

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

*(cf. 3000 – Concepts and Roles)*

*(cf. 3300 – Expenditures and Purchases)*

***Pursuant to Public Contract Code Sections 22010-22020 and 22030-22045, the District has notified the Office of the State Controller of its intention to utilize the California Uniform Public Construction Cost Accounting Act. The District has, by resolution, elected to become subject to the procedures in the Act as allowed by law and specified in Administrative Regulation.***

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitted and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders to projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

*(cf. 9270 – Conflict of Interest)*

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

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(b)*

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Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

## **Legal Reference:**

### ***EDUCATION CODE***

17070.10-17079.30 Leroy F. Greene School Facilities Act

17406 Lease-leaseback contract

17595 Purchases through Department of General Services

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 Purchase of supplies through county superintendent

39802 Transportation services

### ***GOVERNMENT CODE***

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference of California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

### ***PUBLIC CONTRACT CODE***

1102 Emergencies

2000-2001 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20107 Bidder's security

20111-20118.4 School districts

20189 Bidder's security, earthquake relief

22002 Definition of public project

22030-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

22152 Recycled product procurement

### ***COURT DECISIONS***

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4<sup>th</sup> 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4<sup>th</sup> 1425

Marshall v. Pasadena USD, (2004) 119 Cal.App.4<sup>th</sup> 1241

Konica Business Machines v. Regents of the University of California, (1988) 206

Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court,

(1972) 7 Cal.3d 861



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

*Series 3000*

*Business and Non-instructional Operations*

*BP 3311(c)*

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*ATTORNEY GENERAL OPINIONS*

89 Ops.Cal.Atty.Gen.1 (2006)

Management Resources:

*WEB SITES*

CSBA: [www.csba.org](http://www.csba.org)

California Association of School Business Officials: [www.casbo.org](http://www.casbo.org)

Adopted: 7-23-80

Amended: 6-23-82, 2-7-84, 3-18-86, 6-6-89, 9-17-02, 12-16-03, 10-21-08, 11-19-13

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

Series 3000

Business and Non-instructional Operations

AR 3311(a)

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## **Bids**

### **Informal Bid Procedures**

*Public projects as defined by the California Uniform Public Construction Cost Accounting Act, of one hundred seventy-five thousand dollars or less may be let to contract by informal procedures as set forth in Section 22032, et seq. of the Public Contract Code.*

*(a) Public projects of \$45,000 or less may be done by district employees by force account, by negotiated contract, or by purchase order.*

*(b) Public projects of \$175,000 or less may be let to contract by informal procedures in accordance with Public Contract Code section 22034.*

*(c) Public projects of more than \$175,000 shall be let by formal bidding procedure.*

### **Contractors List**

*A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Public Construction Cost Accounting Commission.*

### **Notice Inviting Bids**

*Where a public project is to be performed which is subject to the provisions of the procedures of the California Uniform Public Construction Cost Accounting Act, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid as shown on the list developed in accordance with Section 22036 of the Public Contract Code, or to all construction trade journals as specified by the California Uniform Public Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code or to both the contractors on the list and to the specified construction trade journals. Additional contractors and/or construction trade journals may be notified at the discretion of the Superintendent; provided however:*

*(1) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice of inviting bids shall be sent only to the construction trade journals specified by the Commission.*

*(2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.*

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3311(b)

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## Award of Contracts

***The Governing Board may authorize the Superintendent or designee to award informal contracts defined in the California Uniform Public Construction Cost Accounting Act, pursuant to these Administrative Procedures.***

## Advertised/**Formal** Competitive Bids

The district shall advertise for **formal** competitive bids to ~~let~~ **let** any public project contract involving an expenditure of ~~\$15,000~~ **\$175,000** or more. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased or operated facility. (Public Contract Code 20111, 22002)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, materials or supplies to be furnished, sold or leased to the district
2. Services, not including construction services, or special services and advice in accounting, financial, legal or administrative matters
3. Repairs that is not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting and keeping a district facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility, as well as repairs, cleaning and other operations on machinery and other permanently attached equipment, but does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

## Instruction and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation circulated in the county. The Superintendent or designee also may post the notice on the district's web site or through an

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 3000*

*Business and Non-instructional Operations*

*AR 3311(c)*

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electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

*(cf. 1113 – District and School Web Sites)*

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall specify the minimum, if not exact, percentage of post-consumer materials in the products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

*(cf. 3510 – Green School Operations)*

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

- a. Cash
- b. A cashier's check made payable to the district
- c. A certified check made payable to the district
- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, in no event any later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or

## **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 3000*

*Business and Non-instructional Operations*

*AR 3311(d)*

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deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a, below, will be used: (Public Contract Code 20103.8)

- a. The lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

*(cf. 1340 - Access to District Records)*

9. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

### Prequalification Procedure

When required by law or the Board, each prospective bidder shall complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall provide a standardized proposal form which requires a complete statement of the bidder's financial ability and experience in performing public works. The bidder's information

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shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5, 20111.6)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

## Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. For any transportation service contract involving an expenditure of more than \$10,000, which the Board contemplates may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of minority, women, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who compiles or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

## Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest

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documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest. The Board's decision shall be final.

## Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.

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6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.

8. The Board, at its discretion, may reject all proposals and request new RFPs.

9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

### Sole Sourcing

In any contract for the construction, alteration or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that:

1. Directly or indirectly, limits bidding to any one specific concern
2. Calls for a designated material, product, thing, or service by a specific brand or trade name, under the specification is followed by the words “or equal” so that bidders may furnish any equal material, product, thing, or service.

In such cases, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered “equal” to the one designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use.
2. To match others in use on a particular public improvement that has been completed or is in the course of completion.



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3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board that issued the invitation for bid or RFP

*(cf. 9323.2 – Actions)*

## **Bids Not Required**

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

*(cf. 3300 – Expenditures and Purchases)*

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

*(cf. 3280 – Sale of Lease of District-Owned Real Property)*

Without advertising for bids, the Board may entered into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice if given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

*(cf. 3510 – Green School Operations)*

*(cf. 3511 – Energy and Water Management)*

*(cf. 9320 – Meetings and Notices)*

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Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

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

*(cf. 6161.11 – Supplementary Instructional Materials)*

*(cf. 6163.1 – Library Media Centers)*

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

*(cf. 3517 – Facilities Inspection)*

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

Adopted: 7-23-80

Amended: 3-18-86, 6-6-89, 9-17-02, 3-06, 7-08, 11-10, 8-13

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: JANUARY 21, 2014**  
**SUBJECT: VII.1. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow through December of the 2013-14 school year?

**BACKGROUND:** The State's funding appropriation schedule for school districts is always challenging. The transition from traditional Revenue Limits to the new Local Control Funding Formula, and an attendant shift in appropriation funding schedules that still defers current year cash to the subsequent fiscal year, continues to present significant issues in the management of the District's cash flow. Given this critical period in school district finance, budget, and cash management, the Business Office regularly generates cash flow reports as an ongoing tool to assist the Administration and Board in analyzing and managing the District's cash and maintaining fiscal solvency. This report is updated monthly to reflect actual receipts and disbursements and to update projections based on the latest information.

**RECOMMENDATION:** None. Information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

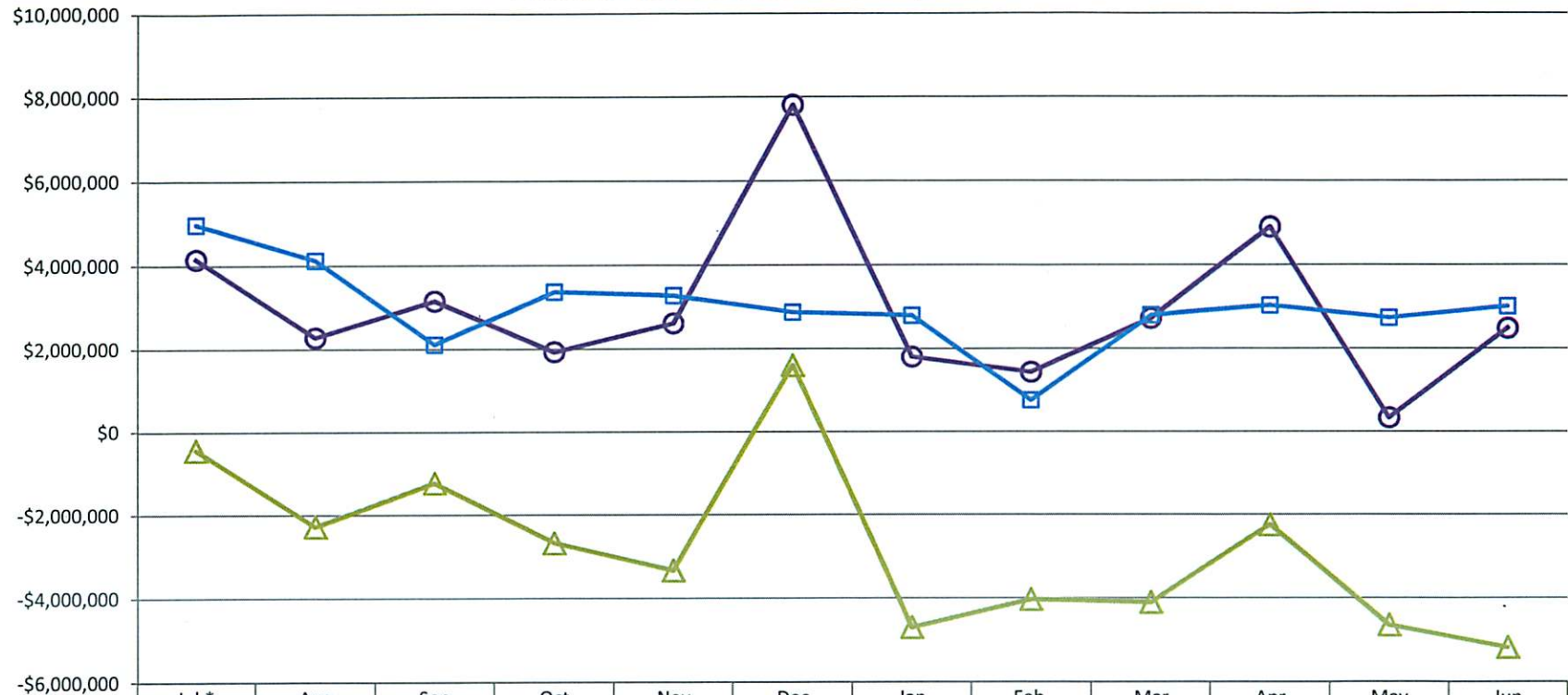
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Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2013-14 Budget										
Budget Used: 1st Interim Budget Revision										
ACTUAL POSTINGS THROUGH DECEMBER 31, 2013										
	Object	July	August	September	October	November	December	January	February	March
<b>A. BEGINNING CASH</b>	9110	\$399,715	\$4,886,685	\$3,042,965	\$4,088,568	\$2,647,718	\$1,985,119	\$6,920,820	\$619,518	\$1,289,914
<b>B. RECEIPTS</b>										
Revenue Limit Sources										
Principal Apportionment	8010-8019	665,880	665,880	2,232,090	1,198,583	1,198,583	2,232,090	1,198,584	1,198,584	2,274,989
Property Taxes	8020-8079	23,744	16,080	0	13,425	393,525	4,565,124	121,983	64	51,315
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	11,930	934	-11,748	11,274	46,583	3,098	0	274,165
Other State Revenue	8300-8599	412,913	0	452,628	-471,437	622,056	131,823	180,531	0	0
Other Local Revenue	8600-8799	93,824	149,445	442,532	419,803	372,882	863,325	182,822	114,259	6,598
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
<b>TOTAL RECEIPTS</b>		<b>1,196,362</b>	<b>843,335</b>	<b>3,128,184</b>	<b>1,148,626</b>	<b>2,598,320</b>	<b>7,838,945</b>	<b>1,687,018</b>	<b>1,312,907</b>	<b>2,607,067</b>
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999	133,644	1,479,500	1,506,195	1,502,400	1,690,267	1,555,470	1,553,708	1,553,708	1,553,708
Classified Salaries	2000-2999	139,401	245,463	401,598	415,051	481,022	422,950	411,291	411,291	411,291
Employee Benefits	3000-3999	45,334	225,304	605,639	604,246	638,172	613,262	619,085	619,085	619,085
Books, Supplies	4000-4999	13,552	42,488	28,474	137,854	182,490	175,705	53,370	32,965	21,395
Services	5000-5999	112,535	594,343	99,864	429,226	415,180	166,255	248,318	159,440	203,050
Other Outgo - Excess Costs	7000-7499	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
<b>TOTAL DISBURSEMENTS</b>		<b>444,465</b>	<b>2,587,098</b>	<b>2,641,769</b>	<b>3,088,776</b>	<b>3,407,132</b>	<b>2,933,642</b>	<b>2,885,772</b>	<b>2,776,489</b>	<b>2,808,529</b>
<b>D. BALANCE SHEET TRANSACTIONS</b>										
Accounts Receivable	9200	2,964,725	1,445,071	31,401	786,998	23,419	-18,922	127,300	127,300	127,300
Accounts Payable	9500	-1,931,653	-439,028	527,787	-287,697	122,793	49,320	80,152	6,678	
Current Loans (Cross Yr TRAN)	9640	-2,608,000	-1,106,000	0	0	0	0	0	2,000,000	
Current Loans (Current Yr TRANS)	9640	5,310,000	0	0	0	0	0	-5,310,000	0	
<b>TOTAL PRIOR YEAR TRANSACTIONS</b>		<b>3,735,073</b>	<b>-99,957</b>	<b>559,188</b>	<b>499,300</b>	<b>146,212</b>	<b>30,398</b>	<b>-5,102,548</b>	<b>2,133,978</b>	<b>127,300</b>
<b>E. NET INCREASE/DECREASE (B-C+D)</b>		<b>4,486,969</b>	<b>-1,843,720</b>	<b>1,045,603</b>	<b>-1,440,850</b>	<b>-662,600</b>	<b>4,935,701</b>	<b>-6,301,302</b>	<b>670,396</b>	<b>-74,162</b>
<b>F. ENDING CASH (A+E)</b>		<b>4,886,685</b>	<b>3,042,965</b>	<b>4,088,568</b>	<b>2,647,718</b>	<b>1,985,119</b>	<b>6,920,820</b>	<b>619,518</b>	<b>1,289,914</b>	<b>1,215,752</b>
<b>G. ENDING CASH, PLUS ACCRUALS</b>										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2013-14 Budget						
Budget Used: 1st Interim Budget Revision						
	Object	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$1,215,752	\$3,079,728	\$675,978		
B. RECEIPTS						
Revenue Limit Sources						
Principal Apportionment	8010-8019	818,981	225,015	1,273,278	2,969,781	18,152,318
Property Taxes	8020-8079	3,355,118	69,288	384,994	0	8,994,662
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	11,024	331,746	206,757	885,763
Other State Revenue	8300-8599	145,184	0	0	487,143	1,960,842
Other Local Revenue	8600-8799	468,727	39,550	503,144	840,421	4,497,332
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0
TOTAL RECEIPTS		4,788,010	344,877	2,493,162	4,504,102	34,490,917
C. DISBURSEMENTS						
Certificated Salaries	1000-1999	1,553,708	1,553,708	1,553,708	240,024	17,429,748
Classified Salaries	2000-2999	411,291	411,291	411,291	82,203	4,655,434
Employee Benefits	3000-3999	619,085	619,085	619,085	80,928	6,527,395
Books, Supplies	4000-4999	40,185	19,737	159,922	38,930	947,066
Services	5000-5999	252,283	144,806	280,170	129,859	3,235,328
Other Outgo - Excess Costs	7000-7499	170,286	0	0	172,714	343,000
Interfund Transfers Out	7600-7629	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
TOTAL DISBURSEMENTS		3,046,838	2,748,627	3,024,176	744,658	33,137,971
D. BALANCE SHEET TRANSACTIONS						
Accounts Receivable	9200	122,803			0	5,737,395
Accounts Payable	9500				0	(1,871,648)
Current Loans (Cross Yr TRAN)	9640				-2,000,000	(3,714,000)
Current Loans (Current Yr TRANS)	9640				0	0
TOTAL PRIOR YEAR TRANSACTIONS		122,803	0	0	-2,000,000	151,747
E. NET INCREASE/DECREASE (B-C+D)		1,863,975	-2,403,750	-531,014	1,759,444	1,504,693
F. ENDING CASH (A+E)		3,079,728	675,978	144,964	1,759,444	\$1,504,693
G. ENDING CASH, PLUS ACCRUALS					1,904,408	

# **OPUSD - Cashflow without TRAN** **Actuals thru December 31, 2013**

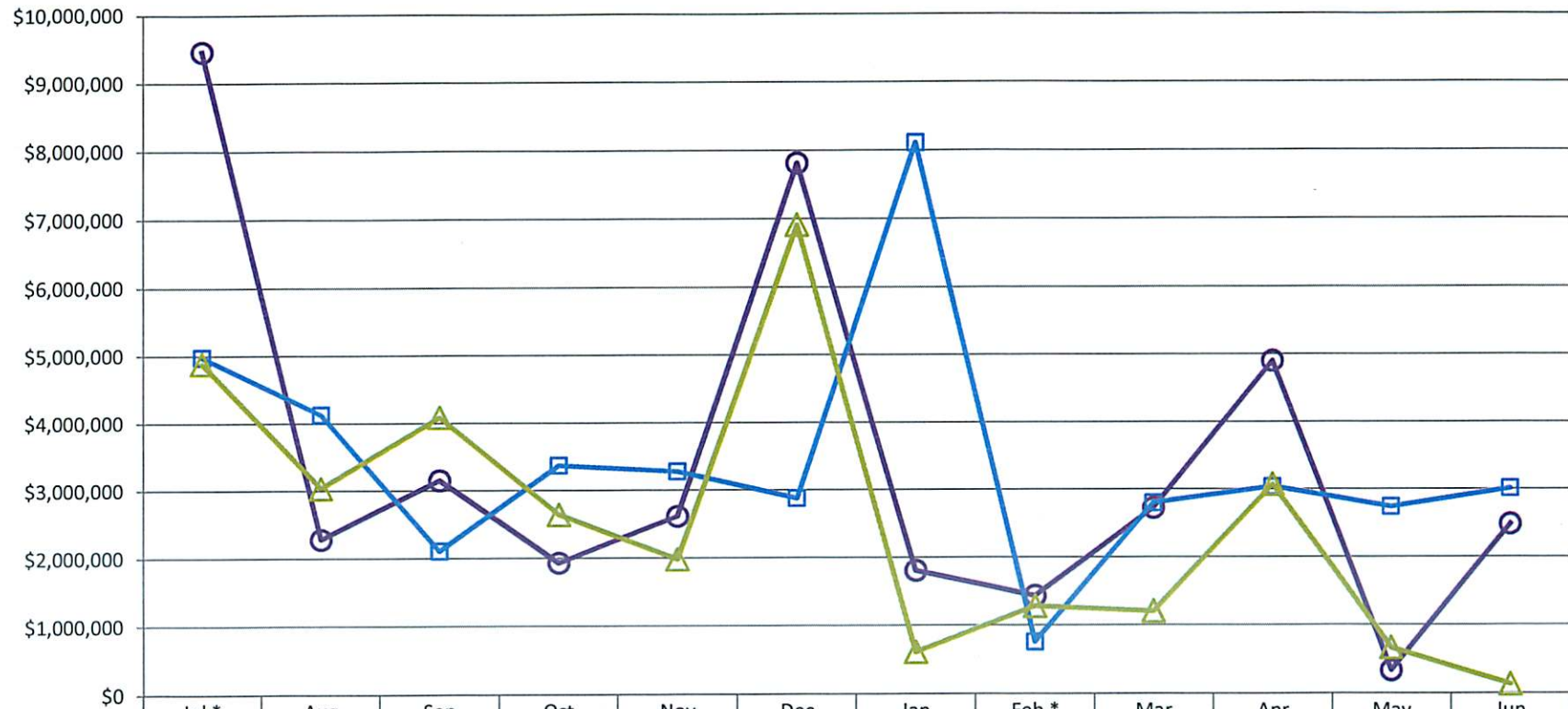


	Jul *	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Revenue + AR	4,161,087	2,288,406	3,159,586	1,935,624	2,621,739	7,820,023	1,814,318	1,440,207	2,734,367	4,910,813	344,877	2,493,162
Expense + AP	4,984,118	4,132,125	2,113,982	3,376,473	3,284,339	2,884,322	2,805,620	769,811	2,808,529	3,046,838	2,748,627	3,024,176
Cash Balance	-423,315	-2,267,035	-1,221,432	-2,662,282	-3,324,881	1,610,820	-4,690,482	-4,020,086	-4,094,248	-2,230,272	-4,634,022	-5,165,036

**\* NOTE:** TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$5,310,000.  
Cross Year TRAN repayment included in Expense and Cash Balance lines: July \$2,608,000; August \$1,106,000; Current Year TRAN repayment not included (January \$5,310,000).



# **OPUSD - Cashflow** **Actuals thru December 31, 2013**



	Jul *	Aug	Sep	Oct	Nov	Dec	Jan	Feb *	Mar	Apr	May	Jun
Revenue + AR	9,471,087	2,288,406	3,159,586	1,935,624	2,621,739	7,820,023	1,814,318	1,440,207	2,734,367	4,910,813	344,877	2,493,162
Expense + AP	4,984,118	4,132,125	2,113,982	3,376,473	3,284,339	2,884,322	8,115,620	769,811	2,808,529	3,046,838	2,748,627	3,024,176
Cash Balance	4,886,685	3,042,965	4,088,568	2,647,718	1,985,119	6,920,820	619,518	1,289,914	1,215,752	3,079,728	675,978	144,964

\* NOTE: TRAN loan proceeds included in Revenue and Cash Balance lines: July \$5,310,000.  
TRAN repayment included in Expense and Cash Balance lines: July \$2,608,000; August \$1,106,000; January \$5,310,000.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: JANUARY 21, 2014**

**SUBJECT: VII.2. ENROLLMENT AND ATTENDANCE REPORT – 2013-14 MONTH 4**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 4 of the 2013-14 school year?

**BACKGROUND:** As student enrollment and attendance plays a key factor in 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 current enrollment and attendance information through the end of the most recent reporting period to assist in this review. This report will be updated and reported to the Board each month at its regular meetings,

**RECOMMENDATION:** None. Information only.

Prepared by: Barbara Dickerson, Director, 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 21, 2014

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	103	98.07	101	98.56	101	96.95	102	97.94	103	99.00
1	84	81.11	83	81.19	84	81.50	84	82.11	84	79.50
2	83	79.49	82	78.38	82	80.35	82	79.28	83	79.72
3	110	107.50	111	109.00	111	108.00	110	107.56	110	105.56
4	117	112.96	116	113.19	116	114.00	116	112.67	117	111.83
5	131	126.28	129	125.75	131	126.70	130	126.78	131	125.78
SDC	0	-	0	-	0	-	0	-	0	-
Total	628	605.41	622	606.07	625	607.50	624	606.34	628	601.39
ADA % **		96.86%		97.61%		97.29%		97.02%		95.54%
<b>OHES</b>										
K	77	74.99	78	77.00	77	76.05	77	74.72	77	72.28
1	80	78.38	81	79.50	81	79.35	80	77.44	80	76.61
2	85	83.69	87	85.19	86	84.45	86	84.22	85	80.33
3	85	83.00	85	83.69	85	83.45	85	83.33	85	81.56
4	94	92.96	95	92.75	95	93.15	95	93.89	94	92.00
5	100	96.78	99	96.19	100	96.65	100	97.44	100	96.78
SDC	2	1.96	2	2.00	2	1.95	2	2.00	2	1.89
Total	523	511.76	527	516.32	526	515.05	525	513.04	523	501.45
ADA % **		97.18%		97.97%		97.39%		97.57%		95.59%
<b>ROES</b>										
K	127	123.90	128	125.63	128	126.00	127	123.61	127	120.33
1	71	67.97	69	68.19	70	68.25	70	67.78	71	67.67
2	114	111.82	115	112.69	115	111.40	115	113.33	114	110.00
3	82	80.19	82	80.81	82	80.80	82	80.39	82	78.78
4	119	116.18	120	117.13	120	115.85	119	117.83	119	114.06
5	102	96.94	100	98.06	101	96.50	101	98.17	102	95.22
SDC	0	-	0	-	0	-	0	-	0	-
Total	615	597.00	614	602.51	616	598.80	614	601.11	615	586.06
ADA % **		97.11%		98.19%		97.19%		97.72%		95.43%
<b>MCMS</b>										
6	355	344.17	353	345.94	353	345.40	354	344.94	355	340.11
7	383	372.46	384	376.25	385	374.30	386	372.61	383	366.72
8	387	373.47	385	376.00	385	371.75	386	375.50	387	370.89
SDC	4	3.96	4	3.94	4	3.95	4	4.00	4	3.94
Total	1129	1,094.06	1126	1,102.13	1127	1,095.40	1130	1,097.05	1129	1,081.66
ADA % **		97.08%		97.93%		97.22%		97.21%		95.96%
<b>OPHS</b>										
9	391	384.71	397	388.88	397	388.88	392	385.22	391	379.72
10	392	385.13	393	387.88	393	387.88	393	385.83	392	381.78
11	378	368.64	380	372.94	379	372.94	379	367.94	378	364.67
12	342	336.92	347	340.50	347	340.50	344	336.44	342	334.11
SDC	2	1.78	2	1.56	2	1.56	2	1.94	2	1.72
Total	1505	1,477.18	1519	1,491.76	1518	1,491.76	1510	1,477.37	1505	1,462.00
ADA % **		97.53%		98.27%		98.32%		97.52%		96.90%
<b>OVHS</b>										
10-12	42	38.53	42	40.71	39	37.59	39	37.48	42	37.84
ADA % **		91.74%		96.93%		96.38%		96.10%		90.10%
<b>OPIS</b>										
K-12	210	207.87	214	207.06	216	211.90	211	208.67	210	204.39
ADA % **		98.67%		98.42%		98.10%		98.90%		97.33%
Other ***	2	4.92	0	2.55	1	3.76	1	4.01	2	4.92
<b>TOTALS</b>										
K-12	4654	4,536.73	4664	4,569.11	4668	4,561.76	4654	4,545.07	4654	4,479.71
ADA % **		97.48%		97.97%		97.72%		97.66%		96.26%

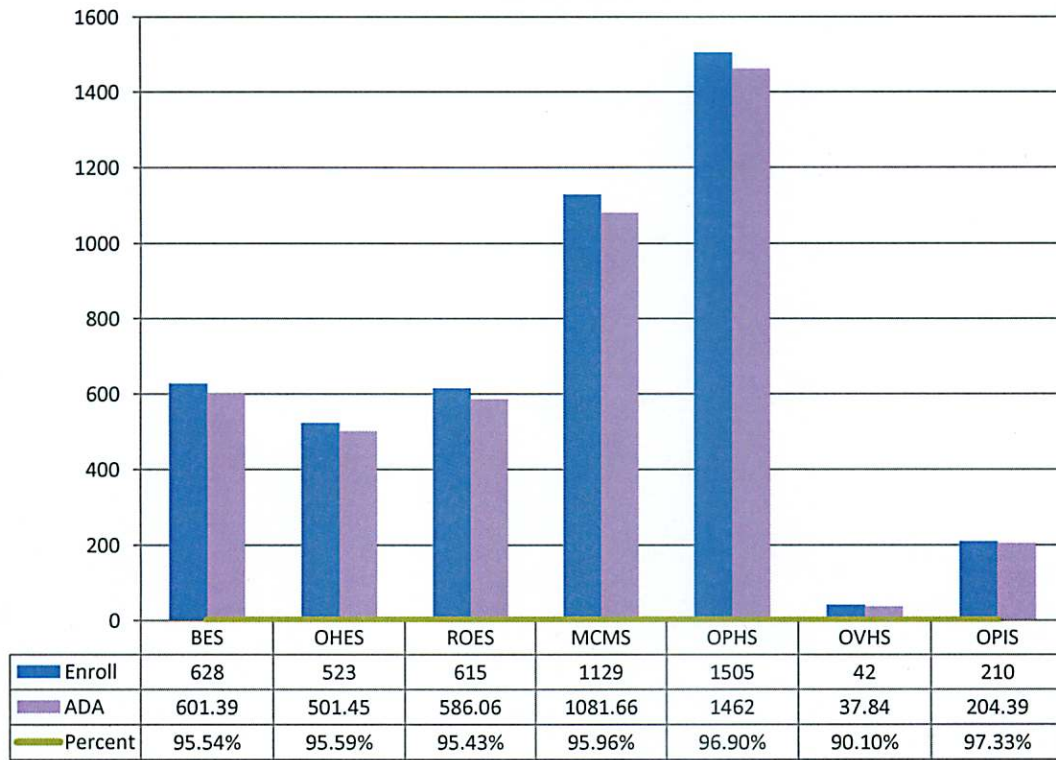
\* Enrollment is as of last day of school month.

\*\* % of Attendance by Site is from Zangle Attendance Month calculation.

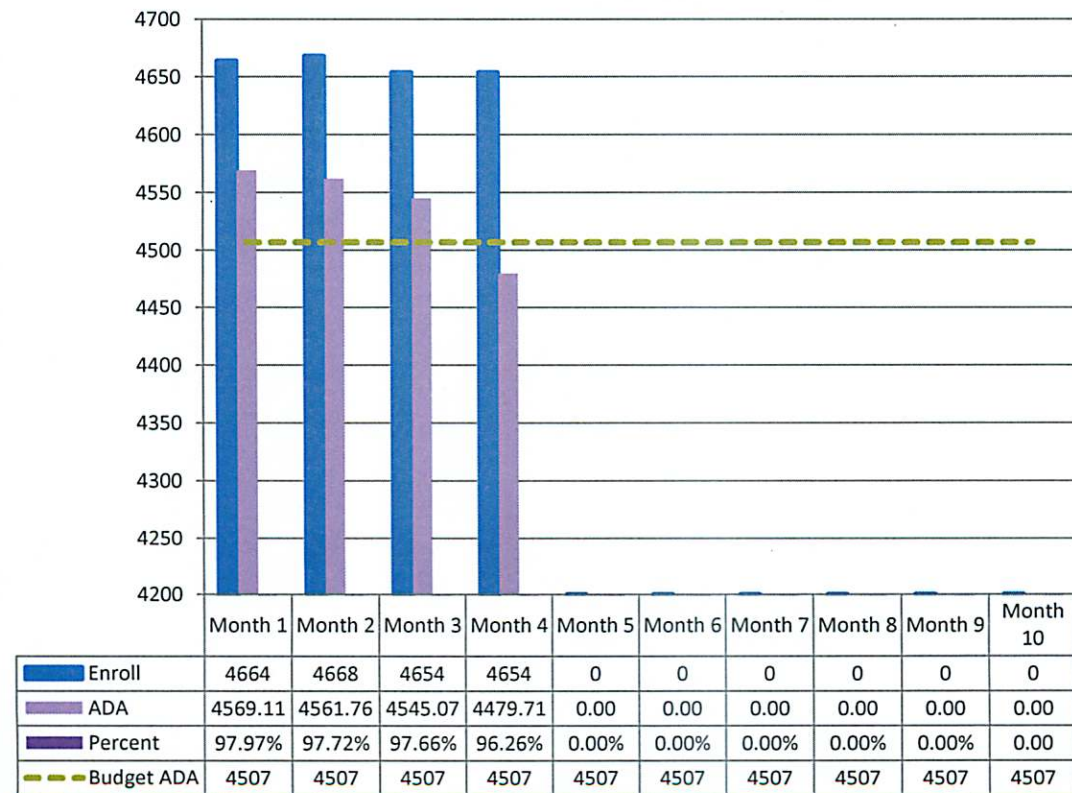
\*\*\* Other is HH, NPS, Ext Yr

## OAK PARK USD - ATTENDANCE

### Month 4 - OPUSD 2013-14



### OPUSD - Total District Enrollment & ADA



**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Debra A. Burgher, Principal. Brookside Elementary School**

**DATE: January 21, 2014**

**SUBJECT: Brookside Elementary School, Monthly Board Report**

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**SCHOOL SITE COUNCIL:** The January SSC meeting was held on January 14. The Single Plan for Improving Student Achievement (SPSA) was discussed and reviewed. Likewise, the School Safety Plan was updated and amended.

**FIFTH GRADE HIGHLIGHTS:** Students are starting a pre-Revolutionary War study on day-to-day life in the colonies. They will study the events leading up to the American Revolution and experience history at Riley's Farm in March. In science, 5<sup>th</sup> graders are learning about atmospheric pressure and the different variables that create Earth's weather patterns.

**NEW 4<sup>TH</sup> GRADE TEACHER:** Mrs. Diane Farlow has joined the fourth grade teaching team at Brookside. Mrs. Farlow earned a masters degree in education from Pepperdine University. She has eight years of teaching experience, five years at Point Dume Marine Science and three years at Juan Cabrillo Elementary, both schools are in Malibu, California. She has also served as a Pepperdine University Field Supervisor of student teachers in the field of education. Mrs. Farlow lives in Newbury Park with her husband and two young children. Please welcome Diane Farlow!

**MUSIC:** Students in grades 4 & 5 will start lessons on the recorder. Learning to play the recorder is a good place to start, especially for students interested in learning to play other instruments. A chorus performance is scheduled for January 30<sup>th</sup> at 6:30 pm in the MPR.

**COMPUTER LAB:** Typing Boot Camp: All three sessions at Brookside are full. Classes are in the morning before school during the months of January – March. Mrs. Jan Rosen is the instructor. She has motivated the students to step up their game with keyboarding by becoming better typists. 4<sup>th</sup> graders will be using Keynote and Pages in January and learn to make slide shows and presentations with Desktop Publishing. 5<sup>th</sup> graders will begin to build a webpage, using character and plot development from the books they are reading in class.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**DATE: January 21, 2014**

**SUBJECT: Monthly Board Report**

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### **Holiday Performances**

Our talented students performed in a wide variety of shows as we reached the end of 2013 and a well deserved Winter Break. Our Band and Choir groups demonstrated their musical talents before a packed house. The lower grades and upper grades after-school drama program performed *Cinderella* and *Beauty and the Beast*. Our second graders delighted their parents and guests with songs and poems that celebrated their diverse cultural backgrounds. These performances provide an important way for students to demonstrate their learning and hone their skills.

### **Winter Carnival**

Our student leaders in Student Council organized their annual Winter Carnival. Each class hosted a game or activity with a winter theme. The entire student body gathered on the playground to play together and celebrate the season. This was a great leadership experience for our students and a wonderful opportunity to build community as students work together across all grade levels.

### **Keyboarding Boot Camp**

Oak Hills is excited to launch three sessions of Keyboarding Boot Camp for our 3rd, 4<sup>th</sup> and 5<sup>th</sup> graders. The response has been outstanding with 105 students enrolled and a handful on our waitlist. We will be looking into the possibility of adding an additional session.

### **Spelling Bee**

Our upper grade students are working on their spelling skills in preparation for our traditional spelling bee. The event will be held Thursday, January 8<sup>th</sup>. Students cheer 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.

### **School Garden**

Our Oak Hills Botanical Society has begun to harvest their crops ahead of schedule. The students returned from Winter Break to find their cauliflower, broccoli, and some of the cabbage ready to eat! The students carefully selected the mature crops and divided them up to share with their families. It is amazing to see how excited the students are to enjoy their completely organic and incredibly fresh vegetables!

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 21, 2014**

**SUBJECT: X3 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 5. Approximately 20 vendors set up shop to sell their wares. Parents and staff were invited to share in the fun of shopping. 20% of the funds raised were donated back to Red Oak.

**Band and Chorus Concert**

On December 11, our band and chorus presented a concert of holiday music. The concert was held in our MPR at night for parents and families. The concert featured numerous instrumental and voice solos.

**Spelling Bee**

Our annual Spelling Bee involving 21 student finalists occurred on Friday, December 19th 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 fourth grader. He will compete in the Ventura County Spelling Bee in the spring.

**Drama Club Musical Production**

Our Red Oak Drama Club, run by the private enrichment company, Kids Acting Up, recently presented two winter musical performances. The group produced a kid's version of the hit musical, *Cinderella*, performed by lower grade students and *Beauty and the Beast* by upper grade students. The performances played to packed houses of parents on December 17 and 20<sup>th</sup> at 6:30. Earlier in the week, the casts presented shorter sing-through versions for classes during the school day.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL**

**DATE: JANUARY 21, 2014**

**SUBJECT: MONTHLY SCHOOL REPORT**

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**There Is No 'Away' Assemblies January 10<sup>th</sup>:** In the MCMS Gym, grade level assemblies to kick-off the revamped recycling program at MCMS aiming for zero waste and featuring new waste sorting containers, student participation and Dr.Knight!

**ASB Sponsored "Hollywood Dance", on January 10<sup>th</sup>** from 6:00-8:00 p.m. in the gym

**National Geographic Geobee January 8<sup>th</sup>** at 3:00 p.m. in the Library.

**Chinese Culture Field Trip to Alhambra, CA. January 14<sup>th</sup>:** Ms. Yap will lead her 6<sup>th</sup> grade Exploring Your World, China students on an exploration of Chinese culture through the food, and interesting shops and signs of a thriving local Chinese community.

**"Someone Like Me" January 16th at 6:30 MCMS Gym:** Kaiser Permanente Educational Theater presents pressing adolescent issues (bullying, 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. We are grateful to the Kaiser Family Foundation for this free, outstanding event.

**MCMS Talent Show January 23rd 6:30-8:30 p.m.:** ASB sponsors this event to showcase MCMS students and raise money for a selected charity.

**Spelling Bee on January 29th** at 3:00 p.m. in the Library.

**Music Workshop at Disneyland January 30<sup>th</sup>:** 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!)

And, speaking of music, we share the following great news:

***The California Band Directors Association has announced that Ruitao Zhang from Medea Creek Middle School has been selected through audition to be a participant in the 2014 CALIFORNIA ALL-STATE HONOR BANDS. The All-State Honor Bands are held in conjunction with the California Band Directors Association annual convention in Fresno, California on February 20-23, 2014. There were approximately 1,500 students from schools throughout the state that auditioned for the 2014 All-State Bands and the best students were selected. Conductors for the 2014 All-State Honor Ensembles will be Allan McMurray, University of Colorado; Dr. Tony Mazzaferro, Fullerton College; Dr. Frank Tracz, Kansas State University; Cheryl Floyd, Hill County Middle School; Angela Woo, John Adams Middle School; Paul Lucckesi, Buchanan High School; Joey Sellers, Saddleback College; Richard Meyer, Pasadena Youth Symphony; and Kenneth Kiesler, University of Michigan.***

***This student is a member of the Medea Creek Panthers Concert Band under the direction of Elana Levine. California Band Directors Association congratulates this individual for their successful effort in becoming a part of the All-State Honor Bands.***

Respectfully submitted,

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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 21, 2014**  
**SUBJECT: Monthly Board Report**

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### **Holiday Luncheon**

The PFC graciously hosted a wonderful Holiday Luncheon for the OPHS staff on December 18<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 Scoreback Session**

On December 19<sup>th</sup>, PSAT scores were given to students along with a presentation on how to interpret the College Board PSAT/NMSQT score report to determine individual strengths and growth areas. This presentation discussed each element of the PSAT, Critical Reading, Math, and Writing and what steps students can take to focus their preparation for the SAT Reasoning Test. Next steps for juniors were discussed as well as the Naviance Succeed college preparation system.

### **Shakespeare Production**

William Shakespeare's *Midsummer Night's Dream* is set to hit the stage on January 17-19. Directed by Don Enoch this will be a classical rendition of this story of love and magic featuring musical direction by Ann Reinking and set construction by Russ Peterson and our Stagecraft crew. Tickets are on sale now.

### **Financial Aid Workshop**

Jean Hawkins hosted a College Financial Aid Workshop in G-9 on January 7 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.

### **Challenge Success**

As a result of our school's participation in Stanford University's Challenge Success program, OPHS will be giving all students the Stanford Survey of Adolescent School Experiences, a comprehensive online survey instrument that examines student outcomes related to health, school engagement, and academic integrity. The survey will be conducted using iPads during a two-week Window February 10<sup>th</sup> -21<sup>st</sup> and takes approximately 30-40 minutes. The survey is anonymous and Stanford's Challenge Success staff will analyze the data for our school and prepare a comprehensive, user-friendly report that summarizes the findings. Our team can use the data to benchmark progress toward creating a healthier school culture.

### **Gas Main Repair**

A gas leak was detected on campus on the first day of school after the Winter break and the determination was made to replace a long section of gas main along the front of campus. This resulted in most of the school being without heat for the first week back. We managed to get the cafeteria back online by Wednesday morning so that our nutrition program was only interrupted on one day when we brought in Pick-up Stix, Subway, and pizza. We also had sandwiches and salads available on that day. The repairs were conducted to minimize disruptions to the instructional program and parking/drop off.

### **Football Coach**

We are currently screening candidates for our Head Football coaching position. Coach Terry Shorten resigned after a very successful season where our Varsity team went 12-2 losing in the CIF semi-finals. Our thanks go out to him and the whole coaching staff and parents who helped make this one of our most memorable seasons.



## **SBAC Testing Calendar**

OPHS has finalized the schedule for the Smarter Balance Field Test, which requires juniors to take the SBAC and sophomores to take the STAR Life Science test. This is also the time when our senior activities are scheduled so we've managed to accommodate all the usual activities along with the required testing. The seniors have an added day of instruction during the minimum day testing period, so we have moved senior finals earlier and have the Magic Mountain trip & beach day after senior finals and before rehearsals and graduation.

### **Friday May 16**

Grade 9-11 - Periods 0-1-3-5 - *25% of Gr. 11 SBAC Field Test*

Grade 12 - Senior Must Do Day - *Caps and Gowns, Panoramic Photo, Senior Survey. Early release for Prom Prep*

### **Monday May 19**

Grade 9-11 - Periods 2-4-6 - *25% of Gr. 11 SBAC Field Test*

Grade 12 - Senior Picnic

### **Tuesday May 20**

Grade 9 - Periods 0-1-3-5 - *Instructional Time*

Grade 10 - Periods 0-1-3-5 - *STAR Life Sci. Test in Biology Classes*

Grade 11 - Periods 0-1-3-5 - *25% of Gr. 11 in SBAC Field Test*

Grade 12 - Periods 0-1-3-5 - *Instructional Time*

### **Wednesday May 21**

Grade 9 - Periods 0-2-4-6 - *Instructional Time*

Grade 10 - Periods 0-2-4-6 - *STAR Life Sci. Test in Biology Classes*

Grade 11 - Periods 0-2-4-6 - *25% of Gr. 11 in SBAC Field Test*

Grade 12 - Periods 0-2-4-6 - *Instructional Time*

Testing Bell Schedule May 16 – 21, 2014		
PERIOD	TIME	MINUTES
Zero	7:20 – 8:20	60
1/2	8:30 – 9:45	75
Nutrition	9:45 – 9:55	10
Passing	9:55 – 10:05	10
3/4	10:05 – 11:20	75
Nutrition	11:20 – 11:30	10
Passing	11:30 – 11:40	10
5/6	11:40 – 12:55	75

## **Athletics**

All fall sports teams made the playoffs. Winter sports season is well underway and girls and boys basketball and soccer teams are currently entering league competition. All winter teams had strong pre-seasons. Preliminary Spring athletic clearances begin January 22<sup>th</sup>.

Fall Summary for 2013				
		Overall	League	
Football	Varsity	12-2	4-0	1st place, went to CIF semi-finals
	JV	5-5	2-2	
	Frosh	1-7	n/a	
Girls VB	Varsity	9-15	6-6	Made 2 <sup>nd</sup> round of playoffs
	JV	4-19	3-9	
	Frosh	5-15	4-8	
Girls Tennis	Varsity	8-6	2-4	Made 2 <sup>nd</sup> round of CIF Playoffs
Boys X Country	Varsity	1st place – League Champions 9 <sup>rd</sup> in CIF		
	JV	1st place		
Girls X Country	Varsity	1st place - League Champions 4 <sup>rd</sup> in CIF and Qualified for State		
	JV	1st place		

Prepared by:  
Kevin Buchanan, Principal  
Oak Park High School

Respectfully Submitted by:  

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Anthony W. Knight, Ed.D., Superintendent

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

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

**DATE: January 21, 2014**

**SUBJECT: Monthly Board Report**

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## **OAK VIEW HIGH SCHOOL**

### **FIELD TRIPS**

Mr. McManus's Biology class visited the Santa Barbara Zoo. A total of 16 students went on this very successful trip. Remarkably, one of the lions came right up to the glass and terrified several of our students. They said it was amazing to see the animal up close. We also got very lucky because a gorilla also came right up to the glass when we first came up to the exhibit. Prior to this zoo trip, I watched the documentary, Blackfish. This film investigates issues with keeping killer whales captive. Since I had just seen this film, I was slightly conflicted about seeing all of the animals in the zoo. I used this as a topic of discussion with the students, and we had an in depth and thoughtful group discussion about our feelings on this topic as well as the benefits of having zoos and other wildlife exhibits.

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. Some of our toughest and most intimidating students would get down on one knee to hand the child a gift and speak with them for a bit. I came home and told my wife that I would like to have our three daughters do something like this next year. I think it was an eye-opening, wonderful experience for all.

Similarly, I was accompanied by eight students to the Ventura County Mission. Here, we fed the homeless and then cleaned up their plates. Again, this was a humbling and effective experience for us all. I think it was important for our students to see a different side of life and to be exposed to other human struggles. I hope it can give them some perspective and insight to their lives and what they need to do to become contributing members of society. I am truly grateful that our students are able to do these types of field trips, and I plan to continue this theme of trips every year and one more this year in the Spring.

### **JIVE NEW PHONE SYSTEM GIVING THANKS BBQ**

With the new phone system that we are working on with the district, the technology here is amazing, because we get to listen to our voice mails through our emails. Overall, we really like it, but as with all new systems, we are working out some small kinks.

### **STUDENT AWARDS**

We had our second "Check Out Assembly" of the year. In these assemblies, we try to pull forward students who we feel are making progress toward their goals. There are many different reasons we bring these students to the spotlight, but we hope that by doing so, we inspire other students to work harder. We want their peers to see their achievement and respect it. We call some of the awards the "AAA" (Attendance, Attitude, Achievement) Awards, and approximately 15 students received it in this assembly. In this assembly, we also give birthday shout-outs to the students who have had birthdays this month. In the past we have had students come up to us after and share with us that our birthday recognition was the only one that they received; even saying they did not get a card from someone at home. It is important we continue to make these small gestures for our kids.



## **OAK PARK INDEPENDENT SCHOOL**

### **NEW TUTORING LAB FOR MIDDLE SCHOOL STUDENTS**

Starting next semester, we will be implementing our 7<sup>th</sup> lab in OPIS. This will be a general tutoring lab for middle school students. Parents have been asking for extra time for their students to be with teachers so they can get the extra help. We currently have three labs for high school (Math, English, and Tutoring), two labs for middle school (Math and English) and one for elementary students. Lori Glazer will teach this new lab. She will have study skills sessions and a time for general questions in all middle school subjects.

### **CHRISTMAS HOLIDAY PARTY**

This was such an amazing experience. We held our holiday Christmas party at the Canyon Club, where we ate dinner and listened to one of our students, Alexi Blue! She rocks!!! At dinner, we had a white elephant style gift exchange. The highlight of the gift exchange was that one gift was a set of coasters with an OPIS staff picture on all of them. All of our teachers were able to attend and we had a great night.

### **FIELD TRIPS**

December 5<sup>th</sup> was our Nethercutt Museum field trip, which showcases more than 130 of the world's greatest antique, vintage, classic and special interest automobiles. An amazing collection of automobile mascots, antique furniture, clocks and watches, and one of the world's finest collections of mechanical musical instruments were displayed in the music room. The tour culminates with a 5,000 pipe Wurlitzer Theatre organ.

Prepared by:  
Stewart McGugan, Director of Alternative Education  
Oak Park Independent School  
Oak View High School

Respectfully Submitted:  

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Anthony W. Knight, Ed.D.  
Superintendent