

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #917**

DATE: October 20, 2015

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

TIME: **5:15 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**  
**Barbara Laifman, President**  
**Allen Rosen, Vice President**  
**Drew Hazelton, Clerk**  
**Denise Helfstein, Member**  
**Derek Ross, Member**  
**Josh Weisberg, Student Board Representative**



*Educating Compassionate and Creative Global Citizens*

**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 & Information Systems**  
**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, November 17, 2015**

**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 #917**

**October 20, 2015**

**CALL TO ORDER - Followed by Public Comments/ 5:15 p.m.**

**CLOSED SESSION: 5:15 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:**

**C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
PURSUANT SUBDIVISION (A) OF GOVERNMENT SECTION 549569.9**

**Case No. 56-2015-00467904-CU-CR-VTA**

**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. Presentation to OPHS Student Sumedha Attanti for achieving Microsoft Master Certification
2. Presentation of Partners in Education Award to Tracie Horstman
3. Remarks from Board Members
4. Remarks from Student Board Member
5. Remarks from Superintendent
6. Report from School Site Councils
7. Report from Technology
8. Presentation on 2015 Assessment Results

## **B. BUSINESS SESSION:**

### **1. CONSENT AGENDA**

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

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

- a. [Approve Minutes of Regular Board Meeting September 15, 2015](#)
- b. [Public Employee/Employment Changes 01CL22881-01CL22933 & 01CE07488-01CE0724](#)
- c. [Approve Purchase Requisitions - September 1 through September 30, 2015](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team – December 26-30, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina – November 2-4, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)  
*Board approval is required to dispose of obsolete or surplus materials*
- g. [Approve 2015-16 Transportation Agreement with Tumbleweed Transportation](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- h. [Approve Overnight Trip for Oak Park High School Future Business Leaders of America – November 14-15, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- i. [Approve Student Teaching Agreement with Loma Linda University – December 1, 2015 –July 31, 2020](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- j. [Approve Student Teaching Agreement with Valdosta State University, Dewar College of Education and Human Services – January 1, 2016-July 31, 2010](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- k. [Approve Annual Teacher Assignment Report](#)  
*Under provisions of SB 435, Board approval required for Annual Teacher Assignment Report*
- l. [Approve Overnight Trip for Medea Creek Middle School Future Business Leaders of America Club – November 14-15, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- m. [Approve Quarterly Report on Williams Uniform Complaints – October 2015](#)  
*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions*

## **ACTION**

### **2. BUSINESS**

- a. [Approve Measure C6 Bond Fund Equipment Purchases](#)  
*Board approval required for C6 purchases*
- b. [Approve Resolution #15-19, Authorizing Project 15-15F, Acquisition of Relocatable Classroom and Lease with Option to Purchase Agreement for Oak Hills Elementary School](#)  
*Board approval required for this resolution*
- c. [Ratify Agreements for Professional Services and Construction Services for Project 15-15F, Relocatable Classroom at Oak Hills Elementary School](#)

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

**d. Approve Resolution #15-20, Certifying That HCD Relocatable Buildings Are No Longer Used For School Purposes**

*Board approval required for this resolution*

**e. Approve Amendment #1 to Agreement for Architect of Record Services, Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School**

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

**f. Ratify Agreement for DSA Inspection Service for Various District Construction Projects**

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

**g. Approve Updated Acceptable Use Policies for Students and Staff**

*Board approval required for Acceptable Use Policies*

**3. CURRICULUM**

**a. Approve Additional Textbooks for Oak Park Independent School**

*Board approval required for new textbooks*

**b. Approve Additional Textbooks for Oak Park High School**

*Board approval required for new textbooks*

**c. Approve Additional Textbook for Oak View High School**

*Board approval required for new textbooks*

**d. Approve District Instructional Calendars for 2016-2017 and 2017-2018**

*Board Policy 6111 requires Board approval for school year calendars*

**4. HUMAN RESOURCES**

**a. Approve 2016-2017 and 2017-2018 Classified Employees Holiday Calendars**

*Board approval required for Classified Employees Holiday calendars*

**b. Authorization to Establish a New Classified Job Classification of Food Service Cook**

*Board approval required for new classified positions*

**c. Authorization to Establish a New Classified Job Classification of Assistant Computer Support Technician**

*Board approval required for new classified positions*

**5. BOARD**

**a. Review, Amend and Approve 2015-2016 Moral Imperatives, Goals and Action Plans'**

*Board will review the recommendations of staff and approve the 15-16 Moral Imperatives*

**6. BOARD POLICIES**

**a. Approve Amendment to Board Policy 4040 – Employee Use of Technology - First Reading**

*Policy updated to delete outdated section on use of cell phone or mobile communications device, clarify that use of a password does not give an employee a reasonable expectation of privacy, and add material formerly in AR re: accessing/posting harmful matter and employee's responsibility to report security problems or misuse of district technology. Regulation deleted.*

**b. Approve Amendment to Board Policy 4131 – Staff Development – First Reading**

*Policy updated to reflect new law (SB 1060, 2014) which requires any district that offers a program of professional growth for certificated employees to evaluate professional learning opportunities offered by the district based on specified criteria.*

**c. Review, Amend and Approve Amendment to Board Policy and Administrative Regulation to Board Policy 0000 – Vision – First Reading**

*At the Board's request, they will be reviewing this Board Policy and Administrative Regulation for any necessary changes*

**d. Review, Amend and Approve Amendment to Board Policy 0100 – Philosophy – First Reading**

*At the Board's request, they will be reviewing this Board Policy and Administrative Regulation for any necessary changes*

**e. Review, Amend and Approve Amendment to Board Policy and Administrative Regulation 0200 – Goals for the School District – First Reading**

*At the Board's request, they will be reviewing this Board Policy and Administrative Regulation for any necessary changes*

**VII. INFORMATION ITEMS**

- 1. Monthly Enrollment and Attendance Report**
- 2. Monthly Cash Flow 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 REGULAR BOARD MEETING      9-15-15      #915**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 4:31 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Barbara Laifman, President, Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Ms. Denise Helfstein, Member and Mr. Derek Ross, Member.

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 4:31 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, reconvened the regular meeting to order at 6:06 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Barbara Laifman, President, Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Ms. Denise Helfstein, Member, and Mr. Derek Ross, Member

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Mr. Cliff Moore, Consultant, and Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Robin Midiri led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

Dr. Knight reported the Board of Education took action in Closed Session this evening.

**ADOPTION OF AGENDA**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education adopted the agenda as presented except to remove item B2a and move item B1d off Consent Agenda to an Action item, mover B4a-f after Consent, then B1d and move Item B3e before B3d. Motion carried Aye: Helfstein, Hazelton, Laifman, Rosen, Ross, No – 0.

**PUBLIC SPEAKERS**

Mike Winkler addressed the Board about Future Business Leaders of America Club and the need for the student President of the group to travel to Sacramento as a State representative.

Board Member Drew Hazelton left the meeting to attend to personal business.

**REPORT FROM BOARD MEMBERS**

Board Member Derek Ross reported he read to a 1<sup>st</sup> grade class at ROES and attended the Back to School Night which was great. Board Member Denise Helfstein reported she attended the Back to School Night at BES, OHES, MCMS and OVHS, attended a BES PTA welcome meeting, and a WASC meeting at

OPHS. Board Member Allen Rosen reported he also read to a 1<sup>st</sup> grade class at ROES and attended a number of Back to School Nights. Board Member Barbara Laifman reported she attended the Community Outreach Committee and the OPHS Safe School Ambassadors kick-off.

#### **REPORT FROM STUDENT REPRESENTATION**

Josh Weisberg reported the ASB is considering a marquis fundraiser where people would pay to announce things on the marquis, the Homecoming plans, creating tailgating for home football games and a possible parade later in the year.

#### **REPORT FROM SUPERINTENDENT**

Dr. Knight thanked the schools for the great Back to School Nights. He reported the SBAC results are in and he will be sending out information to parents about how the district students performed on this new test. He reported that he and Leslie have been meeting with schools at their staff meetings. Dr. Knight also reported he has been watching pedestrian traffic and in fact has added one guard already near MCMS with the possibility of another needed near MCMS/OPHS. He reported he and Martin would be visiting Redondo Beach Unified to observe their solar project.

#### **REPORT FROM SCHOOL SITE COUNCILS**

The Board received reports from BES, ROES and OPHS regarding discussions at School Site Council meetings.

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

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

- a. [Approve Minutes of Regular Board Meeting August 18, 2015 and Special Board Meeting September 1, 2015](#)
- b. [Public Employee/Employment Changes 01CL22825-01CL22880 & 01CE07445-01CE072487](#)
- c. [Approve Purchase Requisitions - July 1 through August 31, 2015](#)
- e. [Approve Overnight Trip for Oak Park High School Cross Country Team – October 9-10, 2015](#)
- f. [Approve Out-of-State Trip for Oak Park High School Journalism Members – November 11-14 2015](#)
- g. [Approve 2015-16 Transportation Agreement with Tumbleweed Transportation](#)
- h. [Approve Notice of Completion, Project 15-03, Roof Repairs and Replacement, Building C, Medea Creek Middle School](#)
- i. [Approve Notice of Completion, Project 15-12, HVAC Replacement, Library Building Medea Creek Middle School – Equipment Installation](#)
- j. [Approve Resolution #15-16, Establishing the GANN Appropriation Limit for Fiscal Year 2015-2016](#)
- k. [Approve Renewal Agreement with Ventura County Office of Education for 2015-2016 Escape Financial and Payroll/Personnel System Services](#)
- l. [Approve Overnight Trip for Medea Creek Middle School 8<sup>th</sup> Grade Astrocamp – October 28-30, 2015](#)



## **ACTION**

### **B.1.d. Approve Overnight Trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the overnight trip for Oak Park High School Fall Athletic Teams Who Qualify for CIF Play-offs. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent - Hazelton,

## **2. BUSINESS**

### **a. Approve Board Response to the Oak Park Citizens' Oversight Committee 2014-2015 Annual Report**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Board Response to the Oak Park Citizens Oversight Committee 2014-15 Annual Report. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

### **c. Approve Resolution #15-17, Authorizing Issuance of Measure C6 General Obligation Bonds**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved Resolution #15-17, Authorizing Issuance of Measure C6 General Obligation Bonds. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

### **d. Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2014-2015**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Unaudited Actual Reviews and Expenditures for Fiscal Year 2014-2015. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

### **e. Approve Consultant Agreement for School Gardens Program**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Consultant Agreement for School Gardens Program. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

### **f. Approve Measure C6 Bond Fund Equipment Purchase – Food Services Equipment**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Food Services Equipment. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

### **g. Approve Measure C6 Bond Fund Equipment Purchase – Replacement of School Photocopiers**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved Measure C6 Bond Fund Equipment Purchase – Replacement of School Photocopiers. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

### **h. Approve District of Choice Reporting Requirements**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the District of Choice Reporting Requirements. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

## **3. HUMAN RESOURCES**

### **a. Public Disclosure and Approve Collective Bargaining Agreement between the District and Oak Park Teachers Association**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Teachers Association. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**b. Public Disclosure and Approve Collective Bargaining Agreement between the District and Oak Park Classified Association**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the Collective Bargaining Agreement between the District and Oak Park Classified Association. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**c. Approve Compensation Adjustment for Administrative, Confidential and Unrepresented Employees**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the Compensation Adjustment for Administrative, Confidential and Unrepresented Employees. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**d. Approve Amendment to Employment Contract with Superintendent**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the Amendment to Employment Contract with the Superintendent. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**e. Approve Salary Adjustment to Specified Administrative Positions**

On motion of Barbara Laifman, seconded by Denise Helfstein, the Board of Education approved the Salary Adjustment to Specified Administrative Positions. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**f. Approve 2015-2016 Declaration of Need for Fully Qualified Educators**

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved the 2015-2016 Declaration of Need for Fully Qualified Educators. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**4. PUPIL SERVICES**

**a. Approve Contract for Non-Public Agency for Special Education Student #01-15/16 - \$68,952**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Contract for Non-Public Agency for Special Education Student #01-15/16 - \$68,952. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**b. Approve Contract for Non-Public School for Special Education Student #02-15/16 - \$30,003.20**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Contract for Non-Public School for Special Education Student #02-15/16 - \$30,003.20. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**c. Approve Contract for Non-Public Agency for Special Education Student #03-15/16 - \$62,219.19**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Contract for Non-Public Agency for Special Education Student #03-15/16 - \$62,219.19. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**d. Approve Contract for Non-Public Agency for Special Education Student #04-15/16 - \$5,160**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Contract for Non-Public Agency for Special Education Student 304-15/16 - \$5,160. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

- e. [Approve Contract for Non-Public Agency for Special Education Student #05-15/16 - \\$71,252.90](#)

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Contract for Non-Public Agency for Special Education Student #05-15/16 - \$71,252.90. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

- f. [Approve Special Education Local Plan Area – Local Education Agency Assurances](#)

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the Special Education Local Plan Area – Local Education Agency Assurances. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

## **5. CURRICULUM**

- a. [Approve Additional Course for Oak View High School – Art and Science Engineering – STEAM Guitar Building, CAD, CAM, CNC & 3d Printing](#)

On motion of Derek Ross, seconded by Denise Helfstein, the Board of Education approved an additional course for Oak View High School – Art and Science Engineering – STEAM Guitar Building, CAD, CAM, CNC & 3d Printing. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

- b. [Approve Additional Course for Oak View High School – The Business of Digital Graphics, Design and Heat Transfers](#)

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved an additional course for Oak View High School – The Business of Digital Graphics, Design and Heat Transfers. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

## **7. BOARD POLICIES**

- a. [Approve Amendment to Board Policy and Administrative Regulation 5144.4 – Required Parental Attendance – Second Reading](#)

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 5144.4 – Required Parental Attendance on second reading. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

- b. [Approve Amendment to Board Policy and Administrative Regulation 0420 – School Plans/Site Councils – First Reading](#)

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy and Administrative Regulation 0420 – School Plans/Site Councils on first reading. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

- c. [Approve Amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures – First Reading](#)

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures on first reading. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**d. Approve Amendment to Board Policy 4040 – Employee Use of Technology - First Reading**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy 4040 – Employee Use of Technology. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton. Policy will be brought back for second reading.

**e. Approve Amendment to Board Policy 4131 – Staff Development – First Reading**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy 4131 – Staff Development. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**f. Approve Amendment to Board Policy 5131.2 – Bullying – First Reading**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy 5131.2 – Bullying on first reading. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**g. Approve Amendment to Board Policy 6163.4 – Student Use of Technology – First Reading**

On motion of Denise Helfstein, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy 6163.4 – Student Use of Technology on first reading. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**h. Approve Amendment to Board Bylaw 9100 – Organization – First Reading**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the amendment to Board Bylaw 9100 – Organization on first reading. Motion carried Aye – Helfstein, Laifman, Rosen, Ross, No – 0, Absent – Hazelton.

**VII. INFORMATION ITEMS**

- 1. Monthly Measure C6 Budget Report**
- 2. Monthly Measure R Budget Report**
- 3. Monthly Enrollment and Attendance**
- 4. Monthly Cash Flow Report**

**VIII. OPEN DISCUSSION**

There being no further business before this Board, the Regular meeting is declared adjourned at 8:26 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**MINUTES OF SPECIAL CLOSED SESSION BOARD MEETING  
BOARD OF EDUCATION**

**9-21-15**

**#916**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the special meeting to order at 5:02 p.m. at Oak Park Unified School District Office Conference Room, 5801 E. Conifer Street, Oak Park.

**BOARD PRESENT**

Ms. Barbara Laifman, President, Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Ms. Denise Helfstein, Member, and Mr. Derek Ross, Member. (Mr. Rosen was present by phone)

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, and Mr. Cliff Moore, Consultant

**FLAG SALUTE**

Allen Rosen led the Pledge of Allegiance to the Flag

**PUBLIC SPEAKERS**

None

The Board adjourned to Closed Session to discuss Public Employee Discipline/Dismissal/Release per Government Code 54957.

There being no further business before this Board, the Board adjourned the meeting at 5:25 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.1.c APPROVE PURCHASE ORDERS – SEPTEMBER 1-30, 2015**

CONSENT

**ISSUE:** Shall the Board approve the attached purchase orders issued for the period September 1-30, 2015?

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

## Includes Purchase Orders dated 09/01/2015 - 09/30/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B16-00066	Pitney Bowes Lease Global	Mail/rnt lse rpr	Oak Park High School	010	2,011.04
B16-00211	TUMBLEWEED EDUCATIONAL ENTERPR ISES INC	2015-2016 - Tumbleweed Transportation	District-wide	010	80,000.00
B16-00212	Las Virgenes School Dist	2015/2016 - Program Services (LVUSD)	District-wide	010	130,000.00
B16-00213	VCOE	2015-2016 - Physical Therapy Services - VCOE	District-wide	010	5,000.00
B16-00214	VCOE	2015-16 - VCOE Intensive Social Servicer	District-wide	010	10,000.00
B16-00215	VCOE	2015-2016 - Out of District Aides/Services VCOE	District-wide	010	35,000.00
B16-00216	VCOE	2015/2016 - VCOE - Student Excess Costs (Tuition)	District-wide	010	280,000.00
B16-00217	Conejo Uni Sch Dist	2015-2016 - CVUSD Student Excess Costs (Tuition)	District-wide	010	55,000.00
B16-00218	VCOE	2015/2016 - Excess Costs Transportation	District-wide	010	120,000.00
B16-00219	Parent of OPUSD Student	2015-2016 - Settlement Reimbursement	District-wide	010	29,400.00
B16-00220	AT & T/ Calnet 2	Pupil Services fax line-818-735-3243	Pupil Services/Special Ed.	010	500.00
B16-00221	Donnie Sue Sheppard	ASL Interperter	Human Resources	010	1,000.00
B16-00222	Cintas Fire Protection, Corp	Inspection of District Fire Hydrants	Business Administration	010	2,500.00
B16-00223	AT & T/ Calnet 2	2015/2016 fax line charges 597-4244	Red Oak Elementary School	010	1,500.00
B16-00224	AVM Technologies, Inc. Confide ntial Data Destruction	DON: Confidential Data Shredding	Medea Creek Middle School	010	1,000.00
B16-00225	AT & T/Calnet 2	2015-16 AT&T Telephone DO	Business Administration	010	5,000.00
B16-00226	Federal Express Corp.	Federal Express Postage Charges 2014-15	Business Administration	010	1,000.00
B16-00227	At & T CALNET2	Phone/Operating Exp	Oak Park High School	010	3,500.00
B16-00228	Diamond A Equipment, LLC	Blanket PO for Kubota Tractor Supplies	Business Administration	010	750.00
FS16-00062	Spork Foods, Inc.	Cooking Lecture & Demo	Food Services	130	890.68
P16-00205	BizClicks Office	Proj 15-14F Box File Student Store OPHS	Business Administration	010	734.38
P16-00206	Hughes General Engineering	Proj 15-02F ADA Pathways for Shade Structures	Business Administration	213	24,850.00
P16-00207	Houghton Mifflin Harcourt c/o American Express	BES ELA Workbooks & Social Science Grade 5	Curriculum	010	2,023.49
P16-00208	McGraw-Hill	OVHS Anatomy & Physiology Textbook 2015-2016	Curriculum	010	310.20
P16-00209	SignWarehouse, Inc.	VCI Grant - Vinyl Cutter OVHS	Business Administration	010	1,718.78
P16-00210	VCOE	DRDP 2015 Training for teachers	Neighborhood Pre-School Progrm	010	120.00
P16-00211	Balfour Beatty Construction	Construction Management 7/1/15 - 06/30/2016	Business Administration	213	300,000.00

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

ESCAPE ONLINE

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## Includes Purchase Orders dated 09/01/2015 - 09/30/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00212	All Time Media Inc.	Homeschool Magazine - Advertisement	Home Independent Study Program	010	400.00
P16-00213	Riddell/All American Sports Cp	Recondition/Replace OPHS Football helmets & pads	Accounting & Payroll	010	9,522.58
P16-00215	Compuwave Inc.	Printer Toner	Superintendent	010	294.55
P16-00216	Acorn Press	Acorn Advertising for OPNS	Neighborhood Pre-School Progm	010	2,147.52
P16-00217	Flinn Scientific, Inc	Science Wet Lab Supplies	Home Independent Study Program	010	326.11
P16-00218	Carolina Biological Supply Co	Science Wet Lab Supplies	Home Independent Study Program	010	257.88
P16-00219	Community Educational Ent Ramo na Brandes	Parent funded field trip, 1st gr. Civic Arts	Red Oak Elementary School	010	1,510.00
P16-00220	Community Educational Ent Ramo na Brandes	Parent funded field trip, 3rd gr. Civic Arts	Red Oak Elementary School	010	1,080.00
P16-00221	Houghton Mifflin Harcourt	Go Math OHES - Common Core Grade 5	Curriculum	010	47.30
P16-00222	Data Management, Inc	Labels for Badge Printer	Brookside School	010	52.00
P16-00223	Time For Kids	Donation	Brookside School	010	401.40
P16-00224	Custom Modular Services Corp	Ramp Repairs at BES	Business Administration	010	1,330.00
P16-00225	Advantage	Ribbins for ID printer	Home Independent Study Program	010	93.70
P16-00226	CCCCD / Diablo Valley College Kim Schenk	CEC/ROP 2015-16 Academy Annual Support Fee	Business Administration	010	550.00
P16-00227	Island Packers Cruises	Donation - 5th grade	Brookside School	010	7,740.00
P16-00228	Fun Raising School Gear	Security Shirts/Don/mat & supp	Oak Park High School	010	391.73
P16-00229	Training Room, Inc.	Ath Trainer/Athletics/mat & supp	Oak Park High School	010	1,018.77
P16-00230	Carolina Biological Supply Co	Science/Don/mat & supp	Oak Park High School	010	836.35
P16-00231	College Board Publications	SAT Rpt/mat & supp/LOTT	Oak Park High School	010	620.00
P16-00232	Deere & Co.	ASB/Field Equip/500+	Oak Park High School	010	8,942.93
P16-00233	The Paton Group	VCI Gmrt/3D Printer Warrenty/maint	Oak Park High School	010	3,700.00
P16-00234	Top Quality Printing	Wkbks/Don/mat & supp	Oak Park High School	010	290.25
P16-00235	Perma-Bound	MCMS I Am Malala Novel	Curriculum	010	2,071.53
P16-00236	William Haddad	Instr Band Coach/stipend/oth exp	Oak Park High School	010	6,400.00
P16-00237	Pacific Coast Environmental	Misc. Custodial Supplies	Oak Hills Elementary School	010	500.00
P16-00238	Southwest School Supply	Furniture for M & O	Business Administration	010	6,719.83
P16-00239	M/M Mechanical, Inc	Proj 15-08F Plumbing Installation for M&O Office	Business Administration	010	13,286.14
P16-00240	Taft Electric Company	Proj15-08F Circuit,IDT, Electrical Conduit for M&O	Business Administration	010	8,934.27
P16-00241	Taft Electric Company	Proj15-08F Tech Office Electrical Upgrades	Business Administration	010	15,230.00
P16-00242	Pacificom	Proj 15-08F M&O Office Data Installation	Business Administration	010	5,905.75

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

ESCAPE ONLINE

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**Includes Purchase Orders dated 09/01/2015 - 09/30/2015**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Location</b>	<b>Fund</b>	<b>Account Amount</b>
P16-00243	Omega Construction Company	Pro 15-10F Countertop Install OVHS Rm 101	Business Administration	010	900.00
P16-00244	M/M Mechanical, Inc	Repair Leak at ROES	Business Administration	010	4,050.00
P16-00245	Prime Design Group, Inc.	Proj 14-08F Electrical Engineer OPHS	Business Administration	010	3,750.00
P16-00246	Prime Design Group, Inc.	Proj 14-28F Electrical Engineer OPIS	Business Administration	010	13,010.00
P16-00247	West Coast Aerial Photograph	Aerial Photos of Each School Site	Business Administration	213	2,400.00
P16-00248	Gametime- Great Western Park & Playground	Playground Roof Removal for Shade Structures	Business Administration	213	2,515.16
P16-00249	USC Wrigley Institute for Environmental Students	Leadership Retreat	District-wide	010	2,367.36
P16-00250	Jessica Amen DBA Kreattiv	Web Development Measure R & C6 Projects	Business Administration	212	1,975.00
				213	1,975.00
P16-00251	SMITH PIPE & SUPPLY	Proj 15-02R Supplies Shade Structure Installation	Business Administration	213	427.28
P16-00252	Science Education Center	Parent funded event/2nd gr.	Red Oak Elementary School	010	700.00
P16-00253	Melanie Katzner	Art Program for Oak Hills	Oak Hills Elementary School	010	30,000.00
P16-00254	Underwood Family Farms c/o American Express	1st Grade Field Trip to Underwood Family Farms	Oak Hills Elementary School	010	1,386.00
P16-00255	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	4th Grade Field Trip to San Fernando Mission	Oak Hills Elementary School	010	1,350.00
P16-00256	Ignite Chinese	DISC: Chinese Curriculum Materials	Medea Creek Middle School	010	241.71
P16-00257	Worthington Direct	PFA: Approved Wish List Item-Tables & Chairs	Medea Creek Middle School	010	4,254.57
P16-00258	Santa Barbara Museum Of Natural History	Parent funded field trip--3rd gr. Museum	Red Oak Elementary School	010	300.00
P16-00259	CTE CAL, Inc.	Proj 14-29F DSA Inspection Solar Shade OPHS	Business Administration	010	7,590.00
P16-00260	Welsh Structures, Inc.	Proj 14-29F Architect/Engineering Solar OPHS	Business Administration	010	375.00
P16-00261	Channel Islands Roofing	Proj 15-07R Bond Walk-Tread OHES, ROES, OPHS	Business Administration	213	628.00
P16-00262	Wildlife Experience	3rd Grade Wildlife Experience Program On-Campus	Oak Hills Elementary School	010	295.00
P16-00263	A Museum on Wheels Franklins Colonial Assembly	5th Grade Franklin's Colonial Assembly	Oak Hills Elementary School	010	700.00
P16-00264	Schoolmate	Donation School Planners	Brookside School	010	793.00
P16-00265	Pacific Single Ply Roofing	Proj 15-03R Roof Replacement Bldg C MCMS	Business Administration	213	144,284.00
P16-00266	Welsh Structures, Inc.	Proj 10-14R Engineering Services/Plan Check OPHS	Business Administration	213	525.00
P16-00267	Stacy Dishlip	GATE Consultant Stacy Dishlip	Oak Hills Elementary School	010	1,800.00
P16-00268	Class Leasing, LLC	Proj 15-15F DSA Classroom OHES	Business Administration	010	17,801.89

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

**ESCAPE** **ONLINE**

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## Includes Purchase Orders dated 09/01/2015 - 09/30/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P16-00269	Tom Kimbrell	Proj 15-02R DSA Inspections BES, OHES, ROES	Business Administration	213	23,850.00
P16-00270	Tom Kimbrell	Proj 14-08F DSA Inspections Field House OPHS	Business Administration	010	2,500.00
P16-00271	California Weekly Explorer	Parent funded field trip--5th Walk thru Revolution	Red Oak Elementary School	010	1,250.00
P16-00272	Alan Peck	Band/Coach & Rpr/ASB/oth exp	Oak Park High School	010	1,500.00
P16-00273	Custom Modular Services Corp	Proj 14-08F Fire Rated Trim/Siding for Field House	Business Administration	010	3,470.00
P16-00274	Custom Modular Services Corp	Install Fire Rated Skirting and Trim for Shed	Business Administration	010	733.00
P16-00275	Industrial Radio Comm Corp. DB A SJM Industrial Radio	Radios/CEC/ROP/mat & supp	Oak Park High School	010	2,812.22
P16-00276	CR Print	WASC/Printing/mat & supp	Oak Park High School	010	139.22
P16-00277	Automoblox Co.	VCI Grnt/Eng/mat & supp	Oak Park High School	010	216.20
P16-00278	James Sullivan	Kiln Rpr/rnt, rpr	Oak Park High School	010	392.96
P16-00281	Fun Raising School Gear	TShirts and Sweatshirts for Board/Staff	District-wide	010	802.22
P16-00283	LA Parent Media	OPIS Ad in LA Parent Magazine	Business Administration	010	2,285.00
P16-00284	Santa Barbara Museum Of Natura l History	Donation - 2nd grade field trip	Brookside School	010	300.00
P16-00285	San Joaquin County Office of E ducation	Employment Opportunities via EdJoin	Human Resources	010	675.15
P16-00286	Textbook Warehouse Inc.	OPIS add'l order MathTextbooks 2015-2016	Curriculum	010	327.88
P16-00287	Top Quality Printing	Wkbks/Don/mat & supp	Oak Park High School	010	105.14
P16-00288	G & I Enterprises Inc.	TV Rpr/Admin/Rnt , rpr	Oak Park High School	010	337.87
P16-00289	Textbook Warehouse c/o AMEX	OPIS add'l order Textbooks 2015-2016	Curriculum	010	1,877.49
T16-00023	Compuwave Inc.	Printers for Labs and Offices	Technology Coordinator	212	8,505.40
T16-00024	Document Systems	ASB & Ath Printer/mat & supp	Oak Park High School	010	1,990.90
T16-00025	HelpSystems LLC	Intermapper network monitoring Software License	Technology Coordinator	010	7,600.00
T16-00026	Compuwave Inc.	HP Proliant Server Maintenance (DOX3, HSx1)	Technology Coordinator	010	2,787.60
T16-00027	Starnet Data Design, Inc.	Starnet Network Engineering Services	Technology Coordinator	010	4,000.00
T16-00028	Compuwave Inc.	Color Printer	Oak View High School	010	388.08
T16-00029	Compuwave Inc.	Computer Kiosk for Visitor Badge Printers	Technology Coordinator	212	4,750.00
T16-00030	Squirrels LLC	Reflector 2 license for district	Technology Coordinator	212	1,800.00
T16-00031	B&H	3D Printer/VCI Grnt/mat & supp	Oak Park High School	010	2,215.97
T16-00032	Certiport	Site License/PFC & Don/oth exp	Oak Park High School	010	5,050.00
Total Number of POs			111	Total	1,523,465.43

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.

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**Includes Purchase Orders dated 09/01/2015 - 09/30/2015****Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	97	1,004,089.91
130	Cafeteria Fund	1	890.68
212	Measure C6 Technology Bond Fun	4	17,030.40
213	Measure R FACILITIES Bond Fund	10	501,454.44
		<b>Total</b>	<b>1,523,465.43</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: OCTOBER 20, 2015**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
BOYS' BASKETBALL TEAM – DECEMBER 26-30, 2015**  
**CONSENT**

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**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Boys' Basketball Team

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Boys' Basketball Team to attend the Torrey Pines Winter Classic Tournament scheduled for December 26-30<sup>th</sup>, 2015 in San Diego, CA. Approximately 15 athletes and three OPHS coaches will travel by district approved drivers in district vehicles. Team and coaches will depart 8 a.m. on the 26<sup>th</sup> and return 8 p.m. on the 30<sup>th</sup>. The tournament fee of \$550 will be paid by the team ASB account. Players will each pay \$140 to cover transportation, hotel and continental breakfast. Players are to bring extra money for lunch and dinner. Team and players will stay at the Country Inn & Suites by Carlson, in San Diego. 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 field trip as presented.  
2. Do not approve 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 7<sup>th</sup> GRADE TO CATALINA – NOVEMBER 2-4, 2015**

Consent

**ISSUE:** Shall the Board of Education approve and overnight trip for Medea Creek Middle School 7<sup>th</sup> Grade to Catalina?

**BACKGROUND:** This is the 26<sup>th</sup> trip that Medea Creek has made to Catalina. In the past the trip has been a wonderful hands-on science experience in marine biology. Students attending will participate in classes that extend the 7<sup>th</sup> grade science curriculum (classes include *Fish/Invertebrates*, *Tide pooling/Plankton*, and *Squid Dissection*) as well as team building activities that encourage physical challenges (snorkeling, sea kayaking, and night Snorkel). Each year students say this is an outstanding environmental educational experience.

**STATEMENT:** The trip is scheduled for leaving @6:00a.m on November 2<sup>nd</sup> and returning to MCMS on November 4<sup>th</sup>, 2015 @4:00p.m. The cost is a voluntary donation of \$350.00 (Includes transportation, classes, food and lodging), with participating chaperones paying half of the student fee. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is Tumbleweed or Southwinds Transportation. 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 the overnight marine biology trip.
2. Do not approve the overnight marine biology trip.

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** It is an outstanding opportunity to study the environment and biological science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Respectfully submitted:

Anthony W. Knight, Ed.D.  
Superintendent

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Hazelton</b>	_____	_____	_____	_____
<b>Helfstein</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Ross</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.1.f. APPROVE DISPOSAL OF OBSOLETE OR SURPLUS  
INSTRUCTIONAL MATERIALS, BOOKS, AND/OR LIBRARY  
BOOKS**

**ACTION**

**ISSUE:** Should the Board of Education approve the disposal of obsolete or surplus instructional materials, books, and/or library books?

**BACKGROUND:** The District declares an inventory of library books, textbooks and/or instructional materials as obsolete, surplus, and no longer needed by teachers or students. Education Code requires the Board to declare that these books and/or materials are obsolete or surplus authorizing staff to sell, distribute, or otherwise dispose of them. This is one measure of ensuring that students have benefit of current, quality materials that meet the specific rigorous criteria set by the Oak Park Unified School District. Attached is the list of obsolete books.

**ALTERNATIVES:** 1. Approve a motion declaring the attached inventory of instructional materials and library books obsolete and/or surplus.  
2. Do not approve a motion declaring the attached inventory of instructional materials and library books obsolete and/or surplus.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted:

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

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Hazelton</b>	_____	_____	_____	_____
<b>Helfstein</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Ross</b>	_____	_____	_____	_____
<b>Student</b>	_____	_____	_____	_____

<b>Title</b>	<b>Edition</b>	<b>Publisher</b>	<b>ISBN#</b>	<b>Quantity</b>
Cheaper by the Dozen	1948	Bantam Booiks	0-553-27250-0	176
Julie of the Wolves	1972	Harper & Row	0-8124-2251-1	35
Maroo of the Winter Caves	1984	Clarion Books	0-89919-304-8	345
The Summer of the Swans	1986	Puffin Books	0-14-031420-2	20
Voyage of the Mimi	1985	Sunburst Communications	1-55826-149-4	315
Algebra One	1990	Merrill Publishing	0-675-05596-2	20
Exploring French	1989	EMC Publishing	0-8219-0313-6	38
HBJ Language (6)	1993	Harcourt Brace	0-15-301056-8	64
HBJ Language (7)	1993	Harcourt Brace Jovanovich	0-15-301057-6	1
HBJ Language (8)	1993	Harcourt Brace Jovanovich	0-15-301058-4	58
Teen Health	2003	Glencoe	0-07-823937-0	50
Timeless Voices, Timeless Themes (7)	2002	Prentice Hall	0-13-054803-0	100
Timeless Voices, Timeless Themes (8)	2002	Prentice Hall	0-13-054804-9	250
Write Source 2000	1995	Great Source Education Group	0-669-38625-1	195
Write Source workbooks	2003	Great Source Education Group	0-669-49838-6	385
Writing and Grammar (6)	2003	Prentice Hall	0-13-037341-9	350
Writing and Grammar (7)	2003	Prentice Hall	0-13-037313-3	375
Writing and Grammar (8)	2003	Prentice Hall	0-13-037343-5	345

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.1.g. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL 8<sup>th</sup> GRADE – NOVEMBER 9-11, 2015**

CONSENT

**ISSUE:** Shall the Board of Education approve an overnight trip for Medea Creek Middle School 8<sup>th</sup> grade to Astrocamp trip?

**BACKGROUND:** Medea Creek has been participating in Astrocamp, in Idyllwild, for several years. Attendance is open to all 8<sup>th</sup> graders and is completely optional. Students attending will participate in classes that extend the 8<sup>th</sup> grade science curriculum (classes include Electricity and Magnetism, Telescope Viewing, Building and Launching Rockets) as well as team building activities that encourage physical challenges (Hiking, Ropes Course, Rock-Wall Climbing). Each year students say this is an outstanding educational experience.

Due to high demand, we have added a second trip to accommodate all 8<sup>th</sup> graders who expressed interest in attending. This second trip is scheduled for November 9-11, with 8:00 a.m. departure and with 4:00 p.m. return. The cost is a voluntary donation of \$335.00 (Includes transportation, classes, food and lodging), with participating chaperones paying half of the student donation. MCMS sees that all interested students (space permitting) are able to attend, regardless of cost. Chaperones include MCMS staff members and parent volunteers. The bus company is to be determined. 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 the overnight trip to Astrocamp in Idyllwild.  
2. Do not approve the overnight trip to Astrocamp in Idyllwild.

**RECOMMENDATION:** Alternative #1.

**RATIONALE:** It is an outstanding opportunity to study physical science, hands-on, in a unique environment, while focusing on team-building and attempting new physical challenges.

Respectfully submitted:

Anthony W. Knight, Ed.D.  
Superintendent

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Hazelton</b>	_____	_____	_____	_____
<b>Helfstein</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Ross</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____





**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.1.h. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL FUTURE BUSINESS LEADERS OF AMERICA (FBLA) MEMBERS – NOVEMBER 14-15, 2015**  
**CONSENT**

---

**ISSUE:** Shall the Board approve overnight trip for the Oak Park High School Future Business Leaders of America members?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the FBLA members to attend the Leadership Development Institute at the Riverside Convention Center on Nov. 14-15, 2015. Seven to fifteen students, an OPHS teacher and female volunteer chaperone will leave from OPHS Saturday at 6:30 am and return Sunday afternoon. Students and chaperones will travel by district-approved drivers in private vehicles. They will stay at the Marriott Riverside in Riverside. The cost will be approximately \$100 per student to cover the cost of transportation registration, and lodging. 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 trip as presented.  
2. Do not approve overnight 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.1.i APPROVE STUDENT TEACHING AGREEMENT WITH LOMA  
LINDA UNIVERSITY – DECEMBER 1, 2015 - JULY 31, 2020**  
**INFORMATION/CONSENT/ACTION**

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**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with Loma Linda University, commencing December 1, 2015 until July 31, 2020?

**STATEMENT:** Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

**ALTERNATIVES:**

1. Approve Student Teaching Agreement with Loma Linda University, commencing, commencing December 1, 2015 until July 31, 2020 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Cal Lutheran University.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

---

Anthony W. Knight Ed.D.  
Superintendent

Prepared by:  
Leslie Heilbron, Ed.D., Assistant Superintendent, HR

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Board Action: On motion of _____, seconded by _____, the Board of Education:				
VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep.	_____	_____	_____	_____

**CONTRACT FOR EDUCATIONAL AND INSTRUCTIONAL PROGRAMS**

**BETWEEN**

**LOMA LINDA UNIVERSITY**

**AND**

**OAK PARK UNIFIED SCHOOL DISTRICT**

**THIS AGREEMENT**, made by and between **LOMA LINDA UNIVERSITY**, hereinafter called "the University" and **OAK PARK UNIFIED SCHOOL DISTRICT**, hereinafter called "the Facility."

**WITNESSETH**

**THAT WHEREAS** the University has established approved Educational Programs of special training covered by this Agreement and set forth in Exhibit "A" attached hereto and incorporated herein by this reference, hereinafter referred to as "the Program"; and

**WHEREAS** the Program requires facilities where students can obtain the field learning experience required in the curriculum; and

**WHEREAS** the Facility has the appropriate setting and equipment needed by Program trainees as part of their practical learning experience;

**NOW THEREFORE** in consideration of the foregoing and of the mutual promises set forth herein, the University and the Facility agree as follows:

**1. RESPONSIBILITIES OF THE FACILITY**

1.1 The Facility will provide suitable experience situations as prescribed by the Program curriculum and objectives to be provided by the University under paragraph 2.3 below. It is understood that in no case shall students replace regular staff.

1.2 The Facility will designate appropriate personnel to coordinate and supervise the student's learning experience in the Program. This will involve planning between responsible University faculty and designated Facility personnel for the assignment of students to specific cases and experiences, including selected conferences,

work experiences, courses and programs conducted under the aegis of the Facility. The Facility will designate and submit in writing to the University the name and professional and academic credentials of a person to be responsible for the field training. That person will be known as the Education Supervisor. The Facility will notify the University in writing of any change or proposed change of the Education Supervisor.

1.3 The Facility will permit, on reasonable request, the inspection of its facilities by agencies charged with responsibility for accreditation of the University.

1.4 The Facility will withdraw a Program student if: (a) the achievement, progress, adjustment or health of the student does not warrant a continuation at the Facility, or (b) the behavior of the student fails to conform to the applicable policies, procedures or regulations of the Facility. The Facility will reasonably assist the University, if necessary, in implementing this withdrawal. In such event, said student's participation in the learning experience at the Facility shall immediately cease.

1.5 The Facility reserves the right, exercisable in its discretion after consultation with the University, to exclude any student from its premises in the event that such person's conduct or state of health is deemed objectionable or detrimental, having in mind the proper administration of the said Facility.

1.6 The Facility shall provide all equipment and supplies needed for instruction at the Facility. The student's name/identification badge shall be provided by the University. Such equipment and supplies will be subject to its availability.

1.7 The Facility may arrange necessary emergency care or first aid required by an accident occurring at the Facility for a University participant under this program and, except as herein provided, Facility will have no obligation to furnish medical care to any student. The cost for any and all medical care provided shall be borne by the University participant (student or faculty).

1.8 The Facility will provide the University with a copy of the written policies, procedures and regulations which will govern the student's activities while at the

Facility.

1.9 The Facility will maintain records and reports on each student's performance as specified by each program and provide an evaluation to the University on forms provided by the University.

## **2. RESPONSIBILITIES OF THE UNIVERSITY**

2.1 The University will withdraw a student from the related program at the Facility upon notice as set forth in paragraph 1.5.

2.2 It shall be the responsibility of the Academic Coordinator of the Education Program, after consultation with the Facility, to help plan the educational program for student educational experiences.

2.3 The University will provide the Facility with an annual announcement or description of the program, curriculum and objectives to be achieved at the Facility.

2.4 The University will require all students to abide by the policies and procedures of the Facility while using its facilities and while at Facility. University students will be expected to conduct themselves in a professional manner; their attire as well as their appearance will conform to the accepted standards of the Facility.

2.5 The University assures that all students are covered by health and liability insurance as set forth in paragraph 5. below.

2.6 The University will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.

2.7 The University will agree that each student participating in Allied Health Programs shall be subject to criminal background check and drug/alcohol screening policy in effect at Facility during the time of the educational experience. Criminal activity disclosure and/or positive drug test results shall be submitted to the University Program Director for action according to University Policy.

2.8 The University will ensure that, prior to placement, each student will be skin tested for tuberculosis with the PPD test. University will determine frequency of

retesting for student(s) based on University Protocol and Guidelines.

2.9 The University will ensure that, prior to placement, each student will provide to University documentation of required immunization (s) as follows: (a) Measles, Mumps, Rubella (MMR); b) Tetanus/Diphtheria booster; c) Chickenpox; and d) Rubella (2MMRs).

2.10 The University will provide to Facility a copy of a personal information sheet and a set of fingerprints for students if requested to do so by the Facility.

### **3. RESERVATION OF RIGHTS; PLACEMENT**

The University reserves the right to withhold placement of Program students depending upon the availability of facilities and personnel to adequately provide a satisfactory field experience.

### **4. DEPARTMENTAL LETTER AGREEMENTS AUTHORIZED**

Recognizing that the specific nature of the educational experience may vary, it is agreed by the University and the Facility upon execution of this Agreement and within the scope of its provisions, the University departments may develop letter agreements with their counterparts in the Facility to formalize operational details of the Educational Program.

### **5. UNIVERSITY INSURANCE AND INDEMNIFICATION**

The University shall at its sole cost and expense, provide coverage for its activities in connection with this Agreement by maintaining in full force and effect programs of insurance and/or self-insurance as follows:

- A. General Liability coverage with a limit of one million dollars (\$1,000,000) per occurrence and an aggregate of three million dollars (\$3,000,000).
- B. Workers' Compensation coverage covering University's full liability as required under applicable state law.
- C. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties, against other

insurable risks relating to this Agreement.

It should be expressly understood, however, that the coverage required under this Section 5.A. and B. shall not in any way limit the liability of University.

The University, upon the execution of this Agreement, shall furnish Facility with certificates evidencing compliance with these insurance requirements. Certificates shall further provide for thirty (30) days advance written notice to Facility of any cancellation of the above coverage.

The University hereby agrees to defend, indemnify, and save harmless the Facility from any liability, expense, causes of action, suits, claims, judgments or damages the Facility may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the program covered by this Agreement resulting from the act, failure to act or the negligence of the University, its employees, students, or authorized agents. The Facility agrees to give the University notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.

## **6. FACILITY INSURANCE AND INDEMNIFICATION**

The Facility shall provide at its sole cost and expense, coverage for its activities in connection with this Agreement by maintaining in full force and effect programs of insurance and or self-insurance as follows:

- A. General Liability coverage with a limit of one million dollars (\$1,000,000) per occurrence and an aggregate of three million dollars (\$3,000,000).
- B. Workers' Compensation coverage covering Facility's full liability as required under applicable state law.

It should be expressly understood, however, that the coverage required under this Section 6.A. and B. shall not in any way limit the liability of Facility.

The Facility, upon the execution of this Agreement, shall furnish University with certificates evidencing compliance with these insurance requirements. Certificates shall further provide for thirty (30) days advance written notice to University of any



cancellation of the above coverage.

The Facility hereby agrees to defend, indemnify, and save harmless the University from any liability or damage the University may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the program covered by this Agreement resulting from the negligence of the Facility, its employees, or authorized agents. The University agrees to give the Facility notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.

## **7. NONDISCRIMINATION**

The Facility and the University agree that neither will unlawfully discriminate against any individual on the basis of age, sex, race, color, religious belief, national origin or physical handicap. In addition, each party shall comply with all applicable federal, state and local discrimination laws including but not limited to the Civil Rights Act of 1964, the Equal Pay Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Vietnam Era Veterans Readjustment Assistance Act of 1974. In addition, either party shall comply with all requirements of any applicable affirmative action laws, including but not limited to Executive Order 11246. The Facility understands that the University is a religious nonprofit corporation and holds various rights, privileges and exemptions under federal and state constitutions and laws as an educational institution, including but not limited to 42 USC secs. 2000e-1, 2000e-2; Federal Executive Order 11246 (as amended); 41 CFR secs. 60-1.5(a)(5); 20 USC sec. 1681(a)(3); 34 CFR secs. 106.12(a) (b), 106.21, 106.31, 106.39, 106.40, 106.51 and 106.57; California Government Code sec. 12926(d)(1); and Title II, Division 4, Chapter 2, Sec. 7286.5 of the California Code of Regulations, the First Amendment to the United States Constitution and Article I, sec. 4 of the California Constitution. The University does not waive any of the foregoing rights, privileges, and exemptions by entering this Agreement.

## **8. TERMINATION**

This Agreement will be effective on (12/1/15) and shall continue for a period of five (5) years. Either party may terminate this Agreement upon ninety (90) days written notice to the other party except that if the University terminates the Agreement based on lack of funding, the ninety (90) day notice requirement shall not apply. The notice required under this clause shall be sent by certified registered mail.

If the termination date occurs while a student of the University has not completed his or her field learning experience at the Facility and is in good standing with the Facility, the student shall be permitted to complete the scheduled field learning experience, and the University and the Facility shall cooperate to accomplish this goal.

## **9. INDEPENDENT CONTRACTOR STATUS**

The parties hereby acknowledge that they are independent contractors. In no event shall this Agreement be construed as establishing a partnership, joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other or to exercise any such function for the other party, except as specifically provided herein. The Facility and the University shall be liable for their own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No student shall look to Facility for any salaries, insurance or other benefits.

## **10. CONFIDENTIALITY**

The University will require students to maintain the confidentiality of patient information obtained during the field training experience at the Facility. All information obtained from students or clients, their records or computerized data is to be held in confidence and no copies of student or client records shall be made; provided, however, either party may disclose such confidential information if requested or required to disclose such information pursuant to any subpoena, civil investigative demand, or similar process or any law, rule, regulation or order. Failure to comply will result in the

immediate termination of this Agreement, as well as all other remedies available at law or in equity. It shall be required of students and supervising faculty that they not identify students or clients in papers, reports or case studies without first obtaining permission of the Facility and the student or client, utilizing the patient confidentiality policies and procedures of the Facility.

#### **11. NONASSIGNMENT AND SUBCONTRACTING**

This Agreement shall not be assigned or transferred by either party without the written approval of the other party. This Agreement (and its attachments, if any) constitute the entire understanding between the parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements, oral and written, relating hereto.

#### **12. GENERAL**

This agreement is written for the benefit of the parties hereto, and to no other. The parties to this contract acknowledge that the Facility retains the professional and administrative responsibility for the services it provides. The parties understand that the Facility must comply with all law and regulations applicable to the running of the Facility.

#### **13. NOTICES**

Notices required under this Agreement shall be mailed to the parties at the following addresses:

University:

Office of the Dean,  
School of Allied Health Professions  
Loma Linda University  
Loma Linda, CA 92354

Facility:

Oak Park Unified School District  
5801 Conifer St  
Oak Park, CA 91377

**14. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT  
OF 1996 (HIPAA).**

University agrees to inform all students and faculty of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to the extent applicable. In addition, University agrees to provide students and faculty with training in the requirements of the privacy and security provisions of HIPAA and to advise them of the importance of complying with Facility's policies and procedures relative to HIPAA.

*(Remainder of page intentionally left blank.  
Signatures of Parties appear on next page.)*

**IN WITNESS WHEREOF**, the authorized representative of the parties have executed this Agreement effective the last date of signature by and between **LOMA LINDA UNIVERSITY** ("University") and **OAK PARK UNIFIED SCHOOL DISTRICT** ("Facility").

University:

LOMA LINDA UNIVERSITY  
Nichol Hall, Room 1606  
Loma Linda, CA 92350

Facility:

OAK PARK UNIFIED SCHOOL  
DISTRICT  
5801 Conifer St, Oak Park, CA 91377

By \_\_\_\_\_  
Richard H. Hart, MD, DrPH  
President

By \_\_\_\_\_  
Leslie Heilbron, Ed.D.  
Assistant Superintendent HR

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

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

By \_\_\_\_\_  
Craig R. Jackson, JD, MSW  
Dean  
School of Allied Health Professions

By \_\_\_\_\_

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

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

By \_\_\_\_\_  
Jennifer St. Clair, MS, CCC-SLP  
Clinic Coordinator-CMSD

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

# EXHIBIT A

**Cardiopulmonary Sciences:**

Emergency Medical Care  
Polysomnography  
Respiratory Therapy  
Cardiac Electrophysiology

**Clinical Laboratory Science:**

Clinical Laboratory Science  
Cytotechnology  
Phlebotomy

**Communicative Sciences and Disorders:**

Speech-Language Pathology  
Speech-Language Pathology Assistant

**Health Information Administration:**

Coding Specialist  
Health Information Systems  
Health Information Administration

**Nutrition and Dietetics:**

Nutrition and Dietetics  
Dietetic Technology

**Occupational Therapy:**

Occupational Therapy -  
Occupational Therapy Assistant

**Physical Therapy:**

Physical Therapy  
Physical Therapy Assistant

**Physician Assistant****Radiation Technology:**

Diagnostic Medical Sonography  
Medical Dosimetry  
Medical Radiography  
Nuclear Medicine Technology  
Radiation Sciences  
Radiation Therapy Technology  
Radiologist Assistant  
Special Imaging Technology/Computed Tomography, Magnetic Resonance Imaging

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.1.j. APPROVE STUDENT TEACHING AGREEMENT WITH  
VALDOSTA STATE UNIVERSITY, DEWAR COLLEGE OF  
EDUCATION AND HUMAN SERVICES – JANUARY 1, 2016-JULY  
31, 2010**

CONSENT

**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with Valdosta State University, Dewar College of Education and Human Services, commencing January 1, 2016 until July 31, 2020?

**STATEMENT:** Education Code section 11006 authorizes the Governing Board of any school district to enter into agreements with a state college/university or private college/university accredited by the State Board of Education as a teacher education institution, to provide supervised student teaching experience.

**ALTERNATIVES:**

1. Approve Student Teaching Agreement with Valdosta State University, Dewar College of Education and Human Services, commencing, commencing January 1, 2016 until July 31, 2020 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Cal Lutheran University.

**RECOMMENDATION:** Alternative #1

Respectfully submitted:

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

Prepared by:  
Leslie Heilbron, Ed.D., Assistant Superintendent, HR

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

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

**BOARD MEETING, OCTOBER 21, 2003**

Annual Report on Class Size

Page 2



# **FIELD EXPERIENCE AND CLINICAL PRACTICE AGREEMENT**

## **Addendum to P-12 School Partnership Agreement**

The Board of Regents of the University of Georgia by and on behalf of Valdosta State University through its **Dewar College of Education and Human Services (hereinafter “COEHS”)** and **Oak Park Unified School District** (hereinafter “P-12”) located in Oak Park, California agree to the following:

### **A. Placements of Students**

COEHS students presenting themselves at the school for any of the activities identified below will do so only upon written request of the COEHS Office of Field Experiences and Clinical Practice. The type of work in which the university students are to engage while at the partner school, the duration of the placement, and the school personnel under whose guidance the work is to be done will be agreed upon by the associated COEHS academic program in cooperation with the Office of Field Experiences and Clinical Practice and the P-12 partner school administrator. Students are not to begin placements without the written approval of the appropriate school administrator and the COEHS Office of Field Experiences and Clinical Practice.

### **B. Criminal Background Checks**

The P-12 and/or school system will request a current criminal background check for each COEHS student who is scheduled to participate in observation, field experience, student teaching/internship, and/or graduate field work. Based on the results of the criminal background check, the school and/or school system may then decide whether or not to allow the COEHS student to participate in the requested experience.

### **C. Observations**

COEHS students enrolled in educator preparation programs will be permitted to observe in P-12 classrooms as well as observe other activities within the school as agreed upon by the school and the COEHS. Necessary adjustments in the time and place of observations in the schools may be made by the appropriate school administrator and the COEHS program personnel to meet specific conditions in the school.

### **D. Field Experiences**

COEHS students enrolled in educator preparation programs may be assigned to specific P-12 teachers or other school professionals for field experiences in settings that provide them with opportunities to observe, practice, and demonstrate the knowledge, skills, and dispositions delineated in institutional, state, and national education standards. Emphasis will be placed on experiences that provide active professional practice or demonstration and that include substantive work with P-12 students or P-12 personnel as appropriate for the areas in which the students are being prepared.

### **E. Student Teaching/Internships (Clinical Practice)**

COEHS students enrolled in educator preparation programs will be engaged in student teaching or an internship in appropriate placements as approved by the appropriate school administrator, P-12 mentor

teachers to whom the COEHS students are to be assigned, and the appropriate COEHS program personnel. Student teachers or interns will be supervised by the designated P-12 personnel, designated school administrators, and designated university supervisors. As agreed upon by the P-12 mentor teacher and university supervisor, the mentor teacher will delegate gradually increasing responsibilities to the student teacher or intern as the capacity to carry such responsibilities is demonstrated.

#### F. Graduate Field Experiences, Special Field Studies, and Research Projects

COEHS students enrolled in graduate educator preparation programs will be permitted to carry out assigned field experiences and to provide special services for groups and individual P-12 students by mutual agreement between the appropriate school administrator and COEHS program personnel.

#### G. Supervision

The supervision of all COEHS student experiences in the P-12 schools will be performed cooperatively by appropriate members of the school personnel and the COEHS program personnel. It is expressly understood that no student will be assigned for any experience without provision for guidance of his or her activities by a member of the COEHS department in which the student is being prepared. Any onsite activities in which the COEHS students participate will follow the guidelines specified by the COEHS with the approval of the P-12 partner school administrator.

#### H. Both COEHS and P-12 Responsibilities

1. Each party agrees that no student in the education program(s) will be deemed to be an employee of the P-12 nor will the P-12 be liable for the payment of any wage, salary, or compensation of any kind for service provided by the students. Further, no student will be covered under the P-12's Workers' Compensation, Social Security, or Unemployment Compensation programs.
2. Each party will be responsible for any injury or property damage caused by negligence or other wrongful act or omission of its own employees acting within the scope of employment and subject to such limitations as may be prescribed by applicable laws. Any liability of COEHS will be governed by the laws of the State of Georgia, including but not limited to the Georgia Tort Claims Act and Georgia Workers' Compensation Act.
3. Each party agrees to maintain commercial general liability insurance including contractual liability, and teacher professional liability, with limits not less than \$1 million per occurrence and \$3 million annual aggregate. The COEHS may provide or shall require each student to obtain insurance coverage to protect the interest of the student against allegations of negligence causing bodily injury, personal injury or property damage. Limits for student liability coverage shall not be less than \$1 million dollars per occurrence. An insurer licensed or permitted to do business in the State of Georgia or a funded self-insurance program may provide such insurance. Each party further agrees that, with respect to insurance coverage maintained by it, it will:
  - a. Provide evidence of such insurance upon request and provide 30 days prior written notice of any material changes in such coverage, and
  - b. Notify the other as soon as possible and cooperate with the other in the investigation and/or settlement of any loss or damage or potential loss or damage arising out of this agreement.
4. Each party accepts students without regard for race, sex, color, religion, national origin or

ancestry, age, marital status, handicap, Vietnam-era status, height, weight, or sexual orientation in accordance with the laws of the State of Georgia and of the United States.

- I. This Agreement shall commence as of the \_\_\_\_ day of \_\_\_\_\_, 2015 and shall continue until terminated by either party. Should written notice of termination be given, students assigned to the P-12 shall be allowed to complete any previously scheduled assignment then in progress at the P-12. Notice of termination to the P-12 shall be directed to:

a. (P-12 person in charge of the Field Experience program)

b. Notice of termination to the COEHS shall be directed to:

Office of Field Experiences & Clinical Practice  
1500 N. Patterson Street  
Valdosta, Georgia 31698  
Office: (229) 333-7834

- J. This Agreement shall be governed in accordance with the laws of the State of Georgia.

This addendum will be reviewed at the time the partnership agreement is reviewed. Amendments or revisions to this addendum must be approved in writing by the designated school administrator and the dean of the college. Either party may request a review of, written amendment to, or withdrawal from participation in this agreement at any time.

The undersigned accept the terms of this addendum as presented herein:

_____	_____	Date: _____
Administrator, School/System/Agency	Title	

_____	_____	Date: _____
Administrator, School/System/Agency	Title	

_____	_____	Date: _____
Dean, Dewar College of Education and Human Services		

_____	_____	Date: _____
Vice President of Academic Affairs, Valdosta State University		

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.1.k. APPROVE ANNUAL TEACHER ASSIGNMENT REPORT**

CONSENT

**ISSUE:** Shall the Board of Education approve the recommendation of the Superintendent to certify that all teachers are appropriately assigned in subject areas for which they qualified?

**BACKGROUND:** Education code Section 44258.9 requires school districts to establish procedures for reviewing teacher assignments annually and to report their findings to their local government in a public meeting. The state has recognized the need to provide a degree of flexibility in the assignment of teachers and offers several ways in which teachers can be deemed qualified to serve in particular areas. These include:

1. Credentials on file
2. Education code provisions
3. Board Waiver
4. Committee on Assignment

**ALTERNATIVES:**

1. Approve the recommendations of the Superintendent
2. Do not approve the recommendations of the Superintendent
3. Alter the recommendations of the Superintendent

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

Prepared by:  
Leslie Heilbron Ed.D.,  
Assistant Superintendent Human Resources

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

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

**BOARD MEETING, OCTOBER 21, 2003**

Annual Report on Class Size

Page 2

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.1.1. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK MIDDLE SCHOOL FUTURE BUSINESS LEADERS OF AMERICA CLUB – NOVEMBER 14-15, 2015**

CONSENT

---

**ISSUE:** Shall the Board of Education approve an overnight trip for Medea Creek Middle School Future Business Leaders of America Club?

**BACKGROUND:** The Leadership Development Institute is the conference for the nationwide organization, *Future Business Leaders of America*. MCMS has formed a Club on campus for this organization. It is being held in Riverside, California, at the Convention Center there. Ms. Barbara Wechter is the Club sponsor who will be attending. The club will leave 6:00 a.m. from Oak Park on Saturday, November 14 and return by 2:00 p.m. Sunday, November 15<sup>th</sup>. Parent and/or Club sponsor will be driving, with proper OPUSD Driver Approval forms. Accommodations are at the Marriott Riverside. The cost of this optional trip is \$100.00 for conference registration, accommodations and meals. Chaperones pay their own share of the trip. 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 the overnight trip as presented.  
2. Do not approve the overnight trip as presented

**RECOMMENDATION:** Alternative #1.

Respectfully submitted:

Anthony W. Knight, Ed.D.  
Superintendent

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Hazelton</b>	_____	_____	_____	_____
<b>Helfstein</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Ross</b>	_____	_____	_____	_____
<b>Student Rep.</b>	_____	_____	_____	_____

**TO: BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.1.m. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – OCTOBER 2015**

Consent

**ISSUE:** Shall the Board of Education approve the Quarterly Report on Williams Uniform Complaints – October 2015?

**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 – October 2015  
2. Do not approve the Quarterly Report on Williams Uniform Complaints – October 2015

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

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

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

**VOTE: AYES NOES ABSTAIN ABSENT**

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

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

District: Oak Park Unified School District

Person completing this form: Dr. Leslie Heilbron

Title: Assistant Superintendent, Human Resources

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

Date for information to be reported publicly at governing board meeting: August 18, 2015  
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: OCTOBER 25, 2015**  
**SUBJECT: B.2.a APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASES**

ACTION

**ISSUE:** Shall the Board approve Measure C6 bond fund equipment purchases as recommended by the District Technology Committee?

**BACKGROUND:** On September 30, 2015, the District Technology committee met to consider the attached requests for Measure C6 bond funds for the following technology equipment purchases for the 2015-16 school year:

1. Purchase 340 iPads for K-5 grade level learning centers and iPad Carts at Secondary Schools; and purchase 510 Chromebooks for elementary and secondary school Chromecarts; combined budget estimate \$550,000
2. Replace District's network Active Directory redundancy server; budget estimate \$12,000
3. Upgrade District's internet content filter to a solution that better handles Google images/videos/social media; budget estimate \$50,000
4. Refresh District's classroom network switches (Summer - Fall 2016); budget estimate \$500,000
5. Complete District's WiFi deployment (Summer-Fall 2016); budget estimate \$80,000

The Technology Committee voted unanimously to recommend the Board's approval of these 2015-16 projects to be funded from the Measure C6 bond. Details of the recommended purchases are attached for the Board's information.

**ALTERNATIVES:**

1. Approve the listed technology equipment purchases for the 2015-16 school year, to be funded from Measure C6.
2. Do not approve the equipment purchases.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

## Technology Resource Request Form

*The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.*

1) Name of Principal - Enoch Kwok, Director of Technology

2) Date Submitted - 9/30/2015

3) Describe specific equipment and or software/service requested (include quantities):

Acquire 340 iPads and 510 Chromebooks for use at all sites and grade levels. Apple VPP software vouchers will be purchased for iPad Apps. Mobile carts to house iPads and Chromebooks, mobile totes to house Learning Centers, and assorted peripherals such as cases, keyboards, included.

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

Above count of iPads and Chromebooks will furnish K-5 classrooms each with a dedicated 10 iPad Learning Center. 2 additional Chromebook carts will be provided at each ES so Grade 4 has one to share and Grade 5 has one to share. Furnish 4 Learning Centers of iPads (10 each) at MS and HS each to distribute to department. Provide 1 additional iPad Carts (36 each) and 4 additional Chromebook Carts (36) for MS and HS respectively for check out.

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Elem grade levels currently share one LC. This provides a dedicated LC in each K-5 classroom. Currently only one iPad cart available for checkout at each school. This proposal increases number of iPad Carts available for checkout. 4th and 5th grade classes need more Chromebooks to implement GAFE and Problem Based Learning and Critical Thinking Institute based lessons.

6) Provide an estimate of the total cost of acquiring this technology resource.

\$550,000

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

Tech Department will receive and prep devices for deployment. Learning centers K-5 will be managed by each teacher, carts will be assigned to grade levels (4-5) and departments in secondary schools.

8) What is the requested time frame for acquiring these resources?

Acquire as soon as possible. Deployment begins after teacher laptop swapout - so most likely in December to January time frame for initial deployments.

## Technology Resource Request Form

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1) Name of Administrator: Enoch Kwok, Director of Technology

2) Date Submitted: Sept 30, 2015

3) Describe specific equipment and or software/service requested (include quantities):

HP Server capable of providing redundant Active Directory service and control of network virtual machines and virtual file servers

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

This will provide more reliable district network service as well as protect the district in case of hardware failure of the main Active Directory network server.

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Existing redundancy server was a repurposed third party video surveillance server that is outdated, underpowered, and incapable of reliably doing the job.

This server refresh was recommended by the district network review by the district's networking consultant after it's semi-annual review of the district's systems.

6) Provide an estimate of the total cost of acquiring this technology resource.

\$11,000.00

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

District Technology Dept.

8) What is the requested time frame for acquiring these resources ?

Immediately

## Technology Resource Request Form

*The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.*

1) Name of Administrator: Enoch Kwok, Director of Technology

2) Date Submitted - Sept 30, 2015

3) Describe specific equipment and or software/service requested (include quantities):

iBoss Internet Content Filter plus 5 year licensing and maintenance contract

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

Districtwide -

- Allow for possibility of deploying student BYOD (own iPads/mobile devices)

- Ability to have separate search restrictions depending on grade level (ES vs HS)

- Better ability to allow/control access to social media (Facebook/Twitter/YouTube)

- Simplify management and control of iOS devices (agent-less filtering)

- Selective decrypting of SSL traffic (only use decrypt for Google/YouTube)

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Will replace Lightspeed Internet Content Filter (whose contract expires in July 2016). iBoss will give us the 6 months between now and July 2016 at no charge (Free 6 months)

6) Provide an estimate of the total cost of acquiring this technology resource.

\$50,000

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

District Tech Department

8) What is the requested time frame for acquiring these resources?

December 2015

## Technology Resource Request Form

*The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.*

1) Name of Administrator: Enoch Kwok

2) Date Submitted: Sept. 30, 2015

3) Describe specific equipment and or software/service requested (include quantities):

Refresh of networking switches that provide data service to the district's classrooms - approximately 50 network switches. This represents approximately half of the district's total network switches.

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

Switches feed data, Wifi, and telephony service to all classrooms

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Existing Cisco network switches are 10 years old, End of Life, and no longer supported by Cisco for security updates at the end of 2016.

6) Provide an estimate of the total cost of acquiring this technology resource.

\$500,000, but up to 40% discount may be applied for under Federal ERate program which the district will be applying for

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

District Tech Department with assistance from district's network support vendor which provide monitoring, configuration, and troubleshooting services

8) What is the requested time frame for acquiring these resources?

Summer to Fall 2016 for installation of equipment. (ERATE applications to begin now).

## Technology Resource Request Form

*The following form should be completed by a site or district level administrator and submitted to the District Technology Committee to request the expenditures of district funds (not site based funds) to purchase new technology equipment, software, or services to be used at their school site. This form may be submitted via email to the district's Director of Technology and will be brought forward to the next Tech Committee meeting for discussion. The Tech Committee may vote to forward the request to the governing board with its recommendation for approval, request further information or modifications of the proposal, or decline to support the request. Teachers with ideas for technology acquisition will need to work with their site principals to submit their request using this form.*

1) Name of Administrator: Enoch Kwok

2) Date Submitted: Sept 30, 2015

3) Describe specific equipment and or software/service requested (include quantities):

Finish building out district's next Gen WiFi network so that each room and teaching area has its own WiFi access point

4) Describe the program(s), grade levels, students, etc. impacted by this technology acquisition and how it will be used to enhance instruction.

District wide classrooms will be ready for full 1 to 1 mobile device learning environments

5) Describe any pre-existing resources, technologies, that this technology will replace, refresh, or augment.

Recent district wifi network deployment provided Access Points in  $\frac{2}{3}$  of the district's classrooms. District was to wait for 802.11ac Wave 2 product to fill out the remaining  $\frac{1}{3}$  of the classrooms with even higher capacity access points

6) Provide an estimate of the total cost of acquiring this technology resource.

\$80,000 with the potential for up to 40% discounts from ERATE

7) Identify who will be responsible to manage and take care of this equipment once it is received and put into operation.

District Technology Department

8) What is the requested time frame for acquiring these resources?

ERATE discount applications due Fall 2015; if approved, equipment to be delivered in Summer to Fall of 2016.

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.2.b. RESOLUTION 15-19, AUTHORIZING PROJECT 15-15F,  
ACQUISITION OF RELOCATABLE CLASSROOM AND LEASE  
WITH OPTION TO PURCHASE AGREEMENT FOR OAK HILLS  
ELEMENTARY SCHOOL**

ACTION

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**ISSUE:** Shall the Board adopt Resolution 15-19, authorizing Project 15-15F, Acquisition of Relocatable Classroom and Lease with Option to Purchase Agreement for Oak Hills Elementary School?

**BACKGROUND:** Education Code (EC) 17292, amended by Senate Bill (SB) 1324, requires school district governing boards to adopt a resolution by October 30, 2015, certifying that any Department of Housing and Community Development (HCD) structures owned or leased by a district are "no longer being used as a school building" after September 30, 2015. Two HCD structures are located on the Oak Hills Elementary School campus. In compliance with EC 17292 and SB 1324, the intervention programs utilizing the two structures have been relocated effective September 30, 2015, pending the acquisition and installation of a relocatable classroom approved by the Division of the State architect (DSA).

To fully comply with SB 1324 and EC 17292, staff is requesting that the Board adopt Resolution 15-19, authorizing Project 15-15F, to include the following:

- 1) Board ratification of the acquisition and installation of one DSA-approved 24'x40' relocatable classroom through Class Leasing LLC, utilizing the piggyback provisions of Chawanakee Unified School District Bid No. 2011-01.
- 2) Approval of financing of the classroom acquisition through a lease-with-option-to-purchase agreement with All American Investment Group, LLC.
- 3) District's general counsel opinion regarding the District's compliance with all applicable laws governing the purchase and financing of personal property.

The resolution and lease-purchase agreement were under going final revisions by District's general counsel as this agenda was going to press. Upon final review and recommendation of counsel, the resolution, the proposal from Class Leasing LLC, and lease-purchase agreement with All American Investment Group, LLC will be sent to the Board and posted simultaneously with the Board's agenda on the District's website.

**BOARD MEETING, OCTOBER 20, 2015**

Resolution 15-19, Authorizing Project 15-15F, Acquisition of Relocatable Classroom and Lease with Option to Purchase for Oak Hills Elementary School  
Page 2

- ALTERNATIVES:**
1. Adopt Resolution 15-19, authorizing Project 15-15F, Acquisition of Relocatable Classroom and Lease with Option to Purchase Agreement for Oak Hills Elementary School.
  2. Do not adopt Resolution 15-19.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

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

ACTION

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

**BACKGROUND:** In order to expedite the installation of a DSA approved classroom to comply with Education Code 17292 and Senate Bill 324, it has been necessary to engage design and engineering professionals as well as construction firms over the course of the summer when the Board was on hiatus. At this evening's meeting the Board is asked to ratify the various contracts, including architects and engineers, DSA inspection services, and electrical and site contractors. These agreements were under final review and organization as this agenda was going to press and will be sent to the Board prior to this evening's meeting and posted simultaneously with the Board's agenda on the District website.

**ALTERNATIVES:**

1. 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
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.2.d RESOLUTION 15-20, CERTIFYING THAT HCD RELOCATABLE BUILDINGS ARE NO LONGER USED FOR SCHOOL PURPOSES**

ACTION

**ISSUE:** Shall the Board certify that any and all relocatable buildings approved by the Department of Housing and Community Development (HCD) will no longer be used as school buildings after September 30, 2015, per the requirements Education Code (EC) 17292(c) and Senate Bill (SB) 1324?

**BACKGROUND:** In 2000, the Legislature passed SB 1469, amending EC 17292 to allow relocatable buildings with HCD approval to be used as school buildings if they were retrofitted in accordance with statutory requirements. Subsequently, in 2006 the Legislature passed SB 1324, which further amended EC 17292, requiring school district governing boards to adopt a resolution by October 30, 2015, certifying to the State Allocation Board (SAB) that any HCD relocatables previously reported to DSA under the prior SB 1469 program are "no longer being used as a school building" as of September 30, 2015.

Effective September 30, 2015, no HCD relocatables are being used as a school building by OPUSD. Accordingly, it is recommended that the Board adopt Resolution 15-20 certifying that HCD buildings will not be utilized by OPUSD for student programs/school buildings after September 30, 2015, per the requirements Education Code (EC) 17292(c) and SB 1324.

**ALTERNATIVES:**

1. Adopt Resolution 15-20 certifying HCD buildings will not be utilized by OPUSD for student programs/school buildings after September 30, 2015.
2. Do not adopt Resolution 15-20.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**Oak Park Unified School District**

**RESOLUTION # 15-20**

**CERTIFYING COMPLIANCE WITH SENATE BILL 1324 AND EDUCATION  
CODE 17292 THAT HOUSING AND COMMUNITY DEVELOPMENT (HCD)  
TRAILERS ARE NO LONGER BEING USED FOR SCHOOL PURPOSES**

**WHEREAS**, SB 1324 was enacted into law on September 18, 2006 and requires that commencing September 30, 2015 any HCD approved relocatables outlined in Section 17292 be removed from use as a school building; and

**WHEREAS**, a resolution must be approved by the School District Governing Board by October 30, 2015 certifying that any HCD relocatables as outlined in Section 17292 of the Education Code have been removed from use as a school building commencing September 30, 2015;

**NOW THEREFORE BE IT RESOLVED**, that the Governing Board of Oak Park Unified School District certifies to the State Allocation Board that any HCD relocatable buildings as outlined in Section 17292 of The Education Code have been removed from use as a school building.

**PASSED AND ADOPTED** by the Governing Board of the Oak Park Unified School District at Oak Park, California, on the 20th Day of October 2015, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_

I, Drew Hazelton, Clerk of the Governing Board of the Oak Park Unified School District, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held at the time and place stated, which resolution is on file and of record in the office of said board.

---

Clerk of the Board of Education  
Oak Park Unified School District

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.2.e. APPROVE AMENDMENT 1 TO AGREEMENT FOR ARCHITECT OF RECORD SERVICES, PROJECT 14-30F, GYMNASIUM BLEACHER REPLACEMENT AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board of Education approve additional architectural services provided by Mainstreet Architects + Planners for the bleacher replacement project at Oak Park High School?

**BACKGROUND:** The Oak Park High School administration, in concert with Agoura Youth Basketball Association (AYBA), proposes to replace the home side bleachers in the OPHS gymnasium. In order to proceed with the proposed project, architectural services are required to prepare plans and obtain approval of the project from the Division of the State Architect (DSA). The Board approved a master agreement with Mainstreet Architects + Planners to provide architectural services for this project in December 2014. Subsequently, it has been learned that extensive ADA modifications to the gym foyer restrooms are required, which falls outside the scope of services in its current agreement with the District. Mainstreet has proposed to include these services for an additional \$4,200. A copy of the proposed amendment to the agreement with Mainstreet is attached for the Board's review.

**ALTERNATIVES:**

1. Approve Amendment 1 to the Agreement for Architect of Record Services, Project 14-30F, Gymnasium Bleacher Replacement at Oak Park High School.
2. Do not approve the proposal for architectural services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**MAINSTREET**  
ARCHITECTS + PLANNERS, INC.

**AMENDMENT TO THE AGREEMENT**

PROJECT:	03-115759 OPHS Bleacher Replacement 899 North Kanan Road Oak Park, CA 91377	AMENDMENT NUMBER:	<b>01</b>
		DATE:	Feb. 17, 2015
OWNER:	Oak Park Unified School District 5801 East Conifer Street Oak Park, CA 91377	PROJECT NUMBER:	14-065
		CONTRACT DATE:	Dec. 9, 2014

The Contract is changed as follows:

Modify the existing Men's and Women's toilets located on the Oak Park High School Campus in Building "A" adjacent to the concession lobby to meet 2013 CBC code requirements for ADA compliance. Provide drawings to DSA that address the red mark plan check corrections for DSA application # 03-115759 OPHS Gym Bleacher Replacement.

The original Contract Sum was.....	\$	5,400.00
Net change by previously authorized Amendments.....	\$	00.00
The Contract Sum prior to this Amendment.....	\$	5,400.00
The Contract Sum will be increased by this Amendment Time and Materials- In the amount of.....	\$	<b>4,200.00</b>
The new Contract Sum including this Amendment will be.....	\$	9,600.00
The Contract Time will be increased by.....		14 days

**OWNER,**

\_\_\_\_\_  
Martin Klauss  
Assistant Superintendent  
Business & Administrative Services  
Oak Park Unified School District

Date

**ARCHITECT,**

\_\_\_\_\_  
Deborah Guthrie  
Senior Principal/COO  
Mainstreet Architects + Planners, Inc.

2-17-2015

Date

\_\_\_\_\_  
Nicholas Deitch  
Senior Principal/CEO  
Mainstreet Architects + Planners, Inc.

2-17-2015

Date

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.2.f. RATIFICATION OF AGREEMENT FOR DSA INSPECTION SERVICES FOR VARIOUS DISTRICT CONSTRUCTION PROJECTS**

ACTION

**ISSUE:** Shall the Board of Education ratify an agreement for Division of the State Architect (DSA) inspection services for various district construction projects?

**BACKGROUND:** At the beginning of summer 2015, OPUSD's DSA Inspector of Record (IOR) for multiple District construction projects was reassigned to a large project outside of Ventura County. After a search and interview process conducted by district staff and construction manager Balfour Beatty Construction, and including project architect, Mainstreet Architect + Planners, Mr. Tom Kimbrell was selected to continue the work on District projects already in progress and to provide IOR services for newly identified construction projects. The Board is asked to ratify the agreement for IOR services with Mr. Kimbrell. The agreement was being finalized as this agenda was going to press. Upon its completion, it will be forwarded to the Board and simultaneously be posted with the Board's agenda on the District's website.

**ALTERNATIVES:**

1. Ratify the agreement for DSA inspection services for various district construction projects with Mr. Tom Kimbrell.
2. Do not ratify the agreement for DSA inspection services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.2.g. APPROVE UPDATED ACCEPTABLE USE POLICIES FOR STUDENTS AND STAFF**

ACTION

**ISSUE:** Shall the Board approve updated Acceptable Use Policies (AUP) for District students and staff?

**BACKGROUND:** At its meeting on September 15, 2015, the Board of Education adopted revisions to mandated Board policies BP 4040, Employee Use of Technology, and BP 6163.4, Student Use of Technology. In order to conform with these revisions to Board Policy, it is necessary to update the current Acceptable Use Policies (AUP) for District students and staff.

At its meeting on September 30, 2015, the District's Technology Committee updated both AUPs, and voted unanimously to approve a recommendation to the Board for the adoption of the revised AUPs as modified by the Committee. The recommended updates of the Acceptable Use Policies for students and staff are attached for the Board's information and review.

**ALTERNATIVES:**

1. Approve the updated Acceptable Use Policies for District students and staff as presented.
2. Do not approve the updated Acceptable Use Policies.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Enoch Kwok, Director, Educational Technology and Information Systems  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# Staff Technology Acceptable Use Policy

Approved by District Technology Committee 2015-09-30 (pending Gov Board Adoption)  
*Oak Park Unified School District*

These regulations outline the acceptable use of computer, email and technology services at Oak Park Unified School District, hereinafter referred to as OPUSD, for district personnel. They have been put in place to protect both OPSUD and its employees. By using district provided technologies and network services, employees agree to abide by these regulations. These regulations support and complement Administrative Regulation 4040(a) and 4040 (b), and Board Policy 4040(a), 4040(b) and 4040(c).

This document provides direction regarding technology use to OPUSD employees.

Considerations reflected in this document are:

- Protecting the welfare of children;
- Protecting every individual's right to privacy;
- Protecting intellectual and property rights;
- Respecting the rights of children's parents/guardians;
- Assuring technology resources are used to promote OPUSD's educational goals; and
- Assuring technology resources are of the highest quality and are organized, well designed, and easy to navigate.

OPUSD provides quality services and support for life-long learning opportunities. OPUSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. OPUSD's goals for technology in education include promoting educational excellence in schools by facilitating collaboration, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting entrepreneurship; modeling and promoting digital citizenship; and preparing students and educators to meet the challenge of participating in a dynamic global society.

OPUSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. OPUSD provides a wide range of technological resources to students and staff for the purpose of advancing the educational mission of OPUSD. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities.

These regulations apply to all OPUSD staff, whether or not they come into direct contact with students, and cover all technology used while acting in their capacity as a OPUSD staff member. This Acceptable Use Policy provides direction regarding the appropriate and inappropriate use of technology:

- During the performance of duties;
- While at a OPUSD location; and and/or
- While using OPUSD equipment and/or accessing OPUSD resources

Successful operation of such resources requires that all users conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with OPUSD Mission



and Goals, as well as existing and applicable statutes. This Acceptable Use Policy does not attempt to articulate all required or prohibited behaviors by users. The District Technology Department provides additional guidance and support. Failure to adhere to the rules and guidelines set forth in this document may result in the revocation of access to technology resources and disciplinary measures.

1. The computing devices (including computers and mobile devices) and the district network communication system (including the email system and district on-line collaboration and file storage services) are owned and/or managed by OPUSD and are maintained for the express purpose of staff carrying out the district's educational mission, which includes teaching, information processing for school business, and enhancing communication between district staff, parents, students, and community members. District owned devices that are issued to staff are not to be used by staff members' family or friends for personal uses. The staff member issued a device is personally responsible for keeping the device free from illegal content or material inappropriate for the school setting.
2. Staff members who choose to use the district's wireless network with their own personal computing devices do so at their own risk and forfeit any expectation of privacy for information stored on their computers or on district managed on-line accounts, or any communications that travels through the district's network from their computers. Staff are prohibited from bringing illegal content onto the district network through their personal devices. The district will comply with all legal requirements for notification and reporting of any illegal activity or suspected illegal activity to law enforcement officials. Staff who choose to use their personal devices on the district's wireless network agree to turn over their personal equipment when requested by law enforcement officials as a condition of access to the district's network services. Staff who do not agree to these stipulations can simply refrain from using their personal equipment on the district network. District records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.
3. Users of the district's computer systems should be aware that the data they create, store, or transmit on the district's systems including email, voice mail, and any computer files are not private and remain the property of OPUSD. The district reserves the right to monitor all files, programs, apps, internet traffic, and communications that reside on district computers (including iPads) and servers or travel over its network at any time without additional notice or consent. Staff using personal accounts to load apps and resources onto a district owned devices need to exercise prudent judgment to ensure that only appropriate apps and resources for the school setting are loaded onto the district owned devices. Staff should not expect personal apps, files, or email accounts residing on a district owned device or district managed service to remain private. The district retains the right to inspect, delete, and report any apps, information, and files that find their way onto district owned computing devices (including iPads) or remote storage systems (including district maintained internet/cloud storage accounts). Staff uncomfortable with this stipulation should refrain from loading personal information, files, apps, and email accounts onto district owned devices.

4. District staff member accounts for network access, internet access, and access to teacher resources such as email, student information systems, electronic grade books or attendance and grade reporting functions must be kept secure. Under no circumstances are teachers to give their password(s) to students or let students input grades or attendance information into grade book/attendance programs. Staff are to keep their passwords secure and should not write down their passwords anywhere near the computer or where a student might discover them.
5. The district's electronic, voice, data, communications and network systems and are intended to further its mission of educating students of the district. All communications related to a staff member's professional duties should be aligned to the district's educational goals. Additionally, the following activities are prohibited:
  - a. Accessing, creating, posting, submitting, publishing, displaying and transmission of harmful or inappropriate matter that is threatening, offensive, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulation
  - b. Creation, publishing, or transmission of defamatory material;
  - c. Plagiarism;
  - d. Infringement of copyright, including software, published texts, and student work, or storing and/or public showing of audio and video media for which proper license or ownership is not maintained;
  - e. Political and/or religious proselytizing;
  - f. Intentionally interfering with the normal operation of the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network;
  - g. Causing congestion or disruption of the OPUSD network through inappropriate downloads of large files, streaming audio/video, or other such activities;
  - h. Examine, change, or use another person's files, output, records, or user name for which they do not have explicit authorization
  - i. Transmission of commercial and/or advertising material; and
  - j. Creation and transmission of material that a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.
6. The district allows limited access to web based personal email accounts for personal correspondence provided personal emails are brief, limited in number, and generated during off duty time. In order to preserve district network bandwidth and resources, district employees are encouraged to use their personal email accounts from home for non-work related communications. District provided email accounts are strictly for educational business use and should not be used for personal purposes.

OPUSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. OPUSD is committed to being in compliance and meeting the provisions established in the following:

1. Federal - Family Educational Rights and Privacy Act (FERPA), which protect the rights of students regarding education records.

2. Federal - Health Insurance Portability and Accounting Act (HIPAA), which protect the rights of students and employees regarding protected health information. When technology resources are used to transmit confidential information about students, employees, and/or OPUSD business, all appropriate safeguards must be used.
3. Federal - Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, OPUSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors.
4. Federal - Children's Online Privacy Protection Act (COPPA), which protects the online collection of personal information from children under 13.
5. Federal - Protection of Pupil Rights Amendment (PPRA) - Concerns administration of surveys to students that cover 8 protected areas and ensuring student privacy, parental access to information, and prior parental consent.
6. Federal - Digital Millennium Copyright Act (DMCA)- address copyright infringement with regards to digital media
7. Federal - E-RATE regulations address the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism.
8. California - Chavez Bill AB 307, focusing to educate students and employees on ethical use of information technology, Internet safety, plagiarism, copyright, and file sharing.
9. California - Student Online Personal Information Protection Act (SOPIPA) - AB1584 and SB1577 which protect student information and records with regards to operators of websites, online services, and applications that are marketed and used for K-12 school purposes.

An OPUSD employee, acting in an individual capacity and outside the scope of employment may, during nonworking time, express views and opinions that do not necessarily state or reflect those of OPUSD. Any such expression shall neither state nor imply that it is made on behalf of OPUSD. An OPUSD employee shall not communicate information otherwise prohibited by OPUSD policy and procedures using technological resources.

Although *OPUSD* will make a concerted effort to protect staff from adverse consequences resulting from use of *OPUSD* technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using *OPUSD* computers and/or mobile devices and the *OPUSD* network. *OPUSD* accepts no liability relative to information stored and/or retrieved on *OPUSD*-owned or managed technology resources. *OPUSD* accepts no liability for employee-owned technology resources used on *OPUSD* property.

In the event of damage or loss to district owned computing devices or equipment that is issued to me, I agree to fill out the district's Tech Equipment Loss Report Form and submit it to the district technology department. If a district device is stolen from me, I will obtain a police report and attach it to the Loss Report Form. This may allow the district to seek reimbursement from its own insurance carrier in certain cases.

## AUP: Staff Communication

Interacting online with colleagues, students, parents, and alumni should be considered the same as interacting with those individuals or groups face-to-face. Accordingly, the use of online technologies and electronic communication should be used to enhance effective communication and collaboration, creativity, and critical thinking skills.

Alternately, online technology such as social networking sites (Facebook, Instagram, Tumblr, Twitter, Pinterest, etc.), school-based content and learning management systems, e-mail, texting, picture and video based share sites (Vine and Youtube) should never be used to disparage, harass, intimidate, or violate privacy (yours or others). The use of personal websites, blogs, wikis, and media share tools should always be used in accordance with standards of professionalism and employee conduct as outlined in the Acceptable Use Policy.

Employees shall adhere to the following policy, which is consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- Employees may not make statements that would violate any of Oak Park Unified School District policies.
- Employees may not disclose any confidential information pertaining to the school, other employees, students and their families, or visitors, including prospective families.
- Employees must recognize that any information from social networks is subject to federal, state, and local laws, including but not limited to reporting issues that can lead to the physical or psychological harm of students and/or other parties.

Use of Student Images and Work: Employees must verify media release permissions have been obtained from students/parents before uploading any content containing named student work or image of said students.

Class Use of Social Networking: Faculty may use appropriate social networking tools for educational purposes only; such purposes may also include clubs, athletic teams, and co-curricular activities. Faculty must adhere to COPPA laws in relation to student privacy and identity. Please see Social Media Guideline and Best Practices for more information.

Use of Electronic Communication with Students: Employees may only communicate with students through district provided or sanctioned e-mail and other online platforms (e.g. Google Apps for Education, Class Dojo, etc.). All communication should be directly related to and an extension of the classroom. Should a teacher feel the need to discuss something outside of this purview, the administration should be notified first and the student's parents should be carbon copied on the message. Employees should not use SMS, MMS or peer to peer (i.e. Messaging through iPhone) or any other texting, picture or video communication with students (especially services that are believed to disappear after receipt). Please see **Social Media Guideline and Best Practices** for more information.

Friending/Following: Employees shall not have **personal** social networking relationships (e.g. “friend” or “following” relationships from staff’s personal accounts) with current students of any age or former students under the age of 18. Employees may use their school-related social networking page to communicate, share with and “friend” students for educational purposes.

Use of Social Networks for Development, Alumni, and Admissions Purposes: The district has determined that it is in its best interest to establish a social networking presence (e.g., Facebook, Instagram and Twitter pages) for development, alumni relations, marketing, and other school-related purposes. All official contacts or postings to this site or sites will strictly be under the direction of the District Office and Administration.

School-Related Friends (co-workers, supervisors, and subordinates): Employees in supervisor/subordinate relationships are strongly encouraged to use caution, due to the potential for both parties to feel awkward or pressured to accept a “Friend” request for business purposes. Such awkwardness of pressure potentially impacts the work and social relationship and raises possible conflicts of interest, unequal treatment, discrimination, or similar concerns.

Public Information: Given the open nature of the Internet, and social networks in particular, it is prudent for employees using social networks to assume that *none* of their personal content is private, including photos and videos.

Privacy Settings: Employees should carefully review their privacy settings and exercise care when posting content and information in their online profiles. We strongly encourage employees to have the highest level of privacy settings on both their personal and professional accounts. Employees may wish to review their personal pages regularly, especially when content is posted by others.

Accountability, Discretion, and Professionalism: As in all social situations, employees should remember that they represent Oak Park Unified School District and recognize that they model adult behavior for our students. Social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members. Employees should therefore exercise discretion and professionalism with *all* online communications and postings, both personal and job-related. Employees must understand that they are accountable for their postings and other electronic communications, particularly online activities conducted with a school e-mail address, or while using school property, networks, or resources, or while discussing school-related activities.

The school considers discretion and prudent judgment in social networking activities to be essential for protecting the district, its students, and employees. If an employee’s activity on a social networking site, blog or personal website violates this policy, the school reserves the right to request that the employee cease such activity and may take disciplinary action up to and including termination.



***Oak Park Unified School District***  
**STAFF TECHNOLOGY ACCEPTABLE USE POLICY**  
***Acknowledgement and Annual Signature Page***

*OPUSD* employees are expected to review, understand, and abide by the policies described in this document and the accompanying procedures provided by the District Technology Department. The employee's signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. All employees must review and sign *OPUSD's* Acceptable Use Policy annually. *OPUSD* supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent. Signed Acceptable Use Policies are kept on file at *OPUSD*. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

I have read and understand the Staff Technology Acceptable Use Policy, the latest version of which is posted on the district website at [www.opusd.org/staffaup](http://www.opusd.org/staffaup)

I understand that I shall have no expectation of privacy when using district computing equipment or technological resources, including but not limited to district provided email, file storage systems, and other communication and collaboration services.

I also understand that any district or school records maintained on any of my personal devices or messages sent or received on a personal device that is being used to conduct business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employee Name: \_\_\_\_\_  
(Printed)

Employee Signature: \_\_\_\_\_

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

Effective School Year: \_\_\_\_\_



## **OPUSD Student Technology Acceptable Use Policy**

Oak Park Unified School District offers its educational community a wide range of technologies to support teaching and learning. Use of these technology resources shall comply with federal and state laws and in accordance with the policies and procedures of Oak Park Unified School District. This Student Technology Acceptable Use Policy also applies per California Education Code 48900 which describes a school's jurisdiction over student activity and discipline to include:

- (1) While on school grounds.*
- (2) While going to or coming from school.*
- (3) During the lunch period whether on or off the campus.*
- (4) During, or while going to or coming from, a school-sponsored activity.*

OPUSD supports and encourages a student's US Constitution First Amendment right to free speech but recognizes that communication that adversely impacts a school's instructional environment (such as making other students feel unsafe while on campus) is not protected by the First Amendment. This even applies to speech that occurs off campus (see US Supreme Court ruling in *Tinker v. Des Moines Independent Community School District*). Students are reminded to communicate responsibly while on-line at all times to ensure the school environment remains safe and welcoming to all.

Technology resources the district may provide for student use include, but are not limited to computing devices, peripherals, interactive projection systems, and access to network information sources. Appropriate use is based on trust and responsible judgment. Failure to adhere to this acceptable use policy may result in having access to technology resources suspended or revoked.

Additionally, failure to adhere to this policy may result in discipline up to and including expulsion in accordance with the student behavior and discipline policies outlined in the student handbook. Students are expected to practice ethical behavior in all areas, including harassment, academic dishonesty, and plagiarism, whether or not they are using technology. The following terms and conditions are meant to provide families with examples of prohibited conduct, but are not intended to serve as a comprehensive list. Students may be disciplined for engaging in other conduct deemed in the sole discretion of the school site, district personnel, and in accordance with law, as detrimental to the school, its mission, and/or harmful to other students.

1. Students must abide by the school's policies as outlined in the Student Handbook at all times whether or not they are using technology.
2. All electronic devices used on campus are for educational use. Students who play games, text, or attempt to access any social networks during class time without the direction and supervision of a teacher may have the privilege to use these resources suspended or revoked. Repeated violations may result in more severe consequences.
3. Parents agree that the school may act as an agent for the creation of student accounts for educational purposes. Parents may choose to have their child opt out of this program by obtaining the Student On-line Account Opt Out form from the school office and submitting it to the school principal. This may include but is not limited to on-line accounts created to access Google Apps for Education,

Apple iTunes/iCloud, Microsoft Office365, Weebly, Educreations, and other curriculum related apps, programs, or services.

4. Parents agree that any content created by students (text, posts, comments, images or video) may be shared appropriately online. The district holds the safety of its students in highest regard. However, the ability to share information and teach responsible digital citizenship is also vital to the educational process. This includes the use of e-mail, school sanctioned learning management systems, photo sharing services for each class and other social media when applicable under the guidelines of the district's Best Practices of Social Media in Education document.
5. Students and Parents agree that images and videos of students may be used appropriately for marketing and community outreach including on the school's website and print material. Parents may choose to opt out by submitting the Student Media Release Opt Out Form at the end of this AUP to the school office.
6. Students and Parents agree that any inappropriate use of technology while on campus may result in school discipline and may apply to both district owned and personal devices. Inappropriate student use includes but is not limited to the following:
  - Sharing passwords or accounts with anyone other than your parent or trusted adult.
  - Searching for and/or visiting inappropriate websites (such as websites containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech.)
  - Visiting social networking sites that are not directly used for educational purposes (including Facebook, Instagram, Twitter, Vine, etc.) during class time.
  - Use of instant messaging or chat rooms not directly related to instruction (including texting, picture messaging, audio and video messaging).
  - Recording video or audio of other students or staff without their permission.
  - Sending or posting messages that may be considered physically, sexually, or verbally threatening or harassing (via text, email, comment or post).
  - Possessing lewd, graphically violent, or derogatory/demeaning pictures and/or media files.
  - Logging in with someone else's account other than the student's own. If a student unintentionally gains access to another student's account, that student should notify a teacher or administrator and log-out of that account.
  - Posing as someone other than yourself.
  - Using anonymous methods to post, comment or engage in any type of communication.
  - Sharing personal information such as a phone number, address, financial information, family issues, login credentials and passwords.
  - Publishing personal information including private events and images (weekend plans or a party/event that not everyone in the class is invited to) or using social media to share images or brag about events in a way that may make others feel left out or uncomfortable.
  - Destroying, damaging, defacing, or rendering unusable any property (both physical property like a computer, or virtual, such as a webpage) belonging to the district or another person.
  - Stealing others' intellectual property including text, music, movies, and software, or using without the appropriate citation or expressed permission in accordance with Copyright Laws and Fair Use guidelines.



7. Students are reminded that anything they put online creates a permanent digital footprint that remains out of their control. Be mindful of the footprint one creates for themselves and others. Apps, websites and software that claim to delete information may still leave a permanent record accessible to others. Students should not assume their online presence will remain private and should conduct themselves on line expecting that any and all data they furnish could be accessible to a wider audience and potential employers in the future.
8. Cellular phones and personal electronic devices may be brought to campus and used only under specific circumstances. Students who bring personal electronic devices to campus do so at their own risk and release the district from liability due to loss, damage, or theft of device, or loss of use of the device if confiscated. All personal devices brought to campus by students must be kept in the OFF position out of view during school hours. These devices may only be used during class time under the direct supervision and instruction of a teacher or administrator. Failure to comply may result in the immediate confiscation of the device and the device will only be returned to a parent.
  - a. Elementary & Middle School Policy: Cellular phones and personal electronic devices must be turned off and stowed during school hours, including non-class time (e.g., recess, nutrition, lunch).
  - b. High School Policy: Cellular phones and personal electronic devices may be used during non-class time (e.g., nutrition, lunch), in a manner that abides by this acceptable use policy.
9. School issued and personal electronic devices (including any device with a camera or other recording capability) may not be turned on or taken out of its covered carrying case/bag in a bathroom or locker room. If a student is found with a device turned on or out in the open in either of these locations the device will be confiscated immediately.
10. Students agree not to install or download any file or application onto school/district issued devices without the expressed directive of a teacher or other staff member (including music, movies and games).
11. Students agree that while on campus, students will not place a taxing strain on the network by streaming large amounts of data (such as streaming video or audio) which is not directly related to a specific teacher directed assignment.
12. Students and Parents acknowledge that Oak Park Unified School District can and may monitor any and all communications on its network without further notice and may access student e-mail and other district provisioned accounts and on-line resources at any time. Students and parents should not assume nor expect that student work and communications on and through district networks and district provisioned accounts are private.

#### **Student Activities Strictly Prohibited**

- Bypassing (or attempting to bypass) the district web content filter through a web proxy, anonymizers, hotspot, or other means from a district computing device.
- Accessing or attempting to access confidential or restricted information on the school's network.
- Using the district issued devices or network to search for and/or access repositories of illegal content, content that may cause harm to the district's network, or content that promotes, encourages, or teaches students how to commit an illegal act (i.e. bomb making, pirating electronic media, intentionally causing harm, etc.).
- Damaging or defacing a district device or altering a district device's settings without teacher or administrator permission (backgrounds, homepages, dock, network configurations, account logins, etc.).

- Downloading apps or any media (including music, videos, games) not approved by OPUSD.
- Attempting to “jailbreak” school/district owned electronic device (that is, attempting to alter the device’s operating system in order to run additional, unauthorized applications).
- Gaining access to other students’ accounts, files, and/or data.
- Using technology to threaten, bully, or harass others. This may include but is not limited to sending, accessing, uploading, downloading, or distributing materials that are offensive, threatening, profane, obscene, or sexually suggestive.
- Using or advocating racial, ethnic, religious, or gender-based slurs.
- Illegally installing or transmitting copyrighted materials without the proper license or permissions. The district explicitly forbids student use of torrenting software or services on the district network.
- Deleting browsing history on school issued devices.
- Using or installing keyloggers, spyware, or other software/hardware that can be used to harvest other users’ login information and other data.
- Logging in to the district network using any other person’s log-in credentials.

A student whose behavior or device repair record indicates careless use or abuse of school issued devices or other technical resources will be referred to the Administration for appropriate disciplinary action.

Academic and behavioral policies and expectations are applicable to all technology use on campus, while using school issued technology or personal devices, or any off campus use of technology that may cause a serious disruption on campus. While OPUSD does not intend to search out content about students on the web, we reserve the right (but not the obligation) to intervene when off campus issues are brought to our attention.

## **Google Apps for Education (GAFE) and Electronic Mail**

The use of GAFE (including Google Drive and Google Classroom) and electronic mail is for education and research that supports learning and the educational goals and objectives of Oak Park Unified School District. This Acceptable Use Policy coincides and complements Oak Park Unified School District’s Standards of Student Conduct as outlined in the Student Handbook, and therefore, any sending or sharing of data that violates these standards are prohibited.

By signing this acceptable use policy, students affirm the following:

1. I understand that the use of GAFE and electronic mail is a privilege, not a right. Inappropriate use may result in a suspension of privileges and/or other disciplinary measures.
2. I will accept personal responsibility for reporting any misuse of GAFE and electronic email. I will immediately report any threatening, obscene, or harassing e-mail to school staff.
3. I understand that school administration has the right to monitor all GAFE files and electronic mail sent to and through the GAFE account and that they may be scanned for content violating the terms of this agreement and that suspect e-mail may be reviewed by school administration.
4. I understand that files and communications shared and sent via GAFE and electronic mail must be school related and must abide by the guidelines outlined here. All material will be in keeping with school assignments.

5. I understand that I am responsible for all sharing and communications sent through my account and will not share my GAFE password with other students. I understand that I am responsible for all activities completed through my account.
6. I will not allow others to use my account name or password. If I feel that my account security is in jeopardy or has been compromised, I will notify school staff immediately.
7. I understand that it is important to log out of my GAFE account at the end of every session so another user cannot access my account.
8. I will not share personal information such as a phone number, address, financial information, family issues, login credentials and passwords.

Prohibited uses of GAFE and electronic mail include:

1. Intentional and unauthorized access to other people's GAFE account and/or electronic mail.
2. Harming or destroying data of another user or student.
3. Sending "spam," chain letters, or any other type of unauthorized widespread distribution of unsolicited mail or files.
4. Use of GAFE and/or electronic mail for commercial activities, personal gain, personal emails, social networking unrelated to a school assignment, and partisan political or lobbying activities.
5. Creation and/or use of false or alias GAFE account and/or email address in order to impersonate another or to send fraudulent communications.
6. Use of GAFE and/or electronic email to transmit or post harassing, obscene, discriminatory or offensive material.

## **Student On-line Accounts and Opting Out**

As the district works to fulfill its mission of preparing students for the work force they will soon be entering, it will increasingly utilize tools and resources that are housed on-line and accessed through the internet. On-line accounts are necessary to access web based file storage and collaboration tools such as Google Drive, Google Classroom, Google Docs, and district administered Google email as well as other educational web resources. These web and cloud based services permit on-line distribution and hand-in of student assignments, on-line based class discussions and collaboration activities, web based curriculum or learning resources, and in some grade levels, student email. All district provisioned student accounts will be in compliance with federal and state privacy requirements including the recently enacted Student Online Personal Information Protection Act (SOPIPA - California AB1584, SB1777, and AB1442) which creates privacy standards for all on-line services catering to k-12 public education to prevent them from advertising to students, building digital profiles about them, and/or selling harvested student information to other parties. The district believes these restrictions provide a safe environment for students to utilize accounts that are created by the district for accessing on-line educational resources and services.

The federal Child On-line Privacy and Protection Act (COPPA) requires parental permission for the district to act on their behalf to create online accounts for children. In accordance with the COPPA requirements, the district is allowing parents to opt out of having the district create and issue student accounts for accessing on-line educational content and services. Any parent may obtain an **On-Line Account Creation Opt-Out Form** from their school office and submit it to the school principal to request that the district does not create on-line accounts for their child. If the district does not receive an opt-out form from a child's parent, the district will consider that

the child's parents have granted the district permission to create and manage student accounts used to access on-line resources when they sign and submit the Student Technology Acceptable Use Agreement each year.

Opting out of district created and managed on-line accounts for students could significantly impact your child's ability to participate in certain class lessons and activities and might prevent them from learning digital citizenship skills and practicing responsible behaviors being taught in class. It might also make it difficult for them to receive assignments, participate in class projects, submit work back to their teacher, or access on-line lessons and tutorials.

Do note that **students are not allowed access to email services in grades k-2** even though they will have a Google log-in, and that **students in grades 3-8 will have limited email** functionality which only allows them to send and receive emails with their teacher and other students in the district but not the "outside world" unless it is to a specific site/destination for the purposes of a particular assignment. **Students in higher grades (9-12) may be granted more access to send and receive mails with individuals and organizations outside of the district** as needed, but all email traffic will be able to be monitored by the district.

If you choose to opt out, please consider speaking with your child's teachers to discuss why you are wishing to do so and try to understand the potential ramifications this may have on your child's education experience before submitting it to the school principal.

## **Technology Acceptable Use Policy - Student and Parent Signatures**

Please sign this page, detach, and return this form to school

I/We have read the OPUSD Student Technology Acceptable Use Policy and agree to abide by its rules and guidelines. Furthermore, we are also aware of the district's Student On-Line Account Creation Opt-Out form and that we may obtain it from a school office and turn it in to the site principal. If we do not submit the Opt-Out Form, we are granting the district permission to create and manage on-line accounts for our child in order to provide access to educational materials, services, and on-line storage of student class materials.

In signing this document, we also agree to not hold the district or any district staff responsible for the failure of any technology protection measures or users' mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred in which is required by Board Policy 6163.4.

Student Name (Printed): \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Name (Printed): \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Student On-line Accounts and Opting Out

As the district works to fulfill its mission of preparing students for the work force they will soon be entering, it will increasingly utilize tools and resources that are housed on-line and accessed through the internet. On-line accounts are necessary to access web based file storage and collaboration tools such as Google Drive, Google Classroom, Google Docs, and district administered Google email as well as other educational web resources. These web and cloud based services permit on-line distribution and hand-in of student assignments, on-line based class discussions and collaboration activities, web based curriculum or learning resources, and in some grade levels, student email. All district provisioned student accounts will be in compliance with federal and state privacy requirements including the recently enacted Student Online Personal Information Protection Act (SOPIPA - California SB1777, AB1442, and AB1584) which creates privacy standards for all on-line services to prevent them from advertising to students, building digital profiles about them, and/or selling student information to other parties. The district believes these restrictions provide a safe harbor for students to access on-line accounts that are created for accessing on-line educational resources and services.

The federal Child On-line Privacy and Protection Act (COPPA) requires parental permission for the district to act on their behalf to create online accounts for children. In accordance with the COPPA requirements, the district is allowing parents to opt out of having the district create and issue student accounts for accessing on-line educational content and services. Any parent may obtain an **On-Line Account Creation Opt-Out Form** from their school office and submit it to the school principal to request that the district does not create on-line accounts for their child. If the district does not receive an opt-out form from a child's parent, the district will consider that the child's parents have granted the district permission to create and manage student accounts used to access on-line resources when they sign and submit the Student Technology Acceptable Use Agreement each year.

Opting out of district created and managed on-line accounts for students could significantly impact your child's ability to participate in certain class lessons and activities and might prevent them from learning digital citizenship skills and practicing responsible behaviors being taught in class. It might also make it difficult for them to receive assignments, participate in class projects, submit work back to their teacher, or access on-line lessons and tutorials.

Do note that **students are not allowed access to email services in grades k-2** even though they will have a Google log-in, and that **students in grades 3-8 will have limited email** functionality which only allows them to send and receive emails with their teacher and other students in the district but not the "outside world" unless it is to a specific site/destination for the purposes of a particular assignment. **Students in higher grades (9-12) may be granted more access to send and receive mails with individuals and organizations outside of the district** as needed, but all email traffic will be able to be monitored by the district.

If you choose to opt out, please consider speaking with your child's teachers to discuss why you are wishing to do so and try to understand the potential ramifications this may have on your child's education experience before submitting it to the school principal.



## Student On-Line Accounts Creation Opt-Out Form

(To be housed at each school's office and submitted directly to the school Principal)

Only fill out this form if you wish to **opt-out** of having the district create and manage on-line accounts (including Google Apps For Education login accounts) for your child and **return the signed form to the school principal.**

I understand that by submitting this form, I may be limiting my child's access to educational resources and it could prevent them from receiving lesson material, participating in certain learning activities, learning about digital citizenship, and working on group collaboration projects.

OPUSD does **not** have permission to create and manage on-line accounts for my child.

Student Name (Printed): \_\_\_\_\_

Student's Teacher's Name(s): \_\_\_\_\_

Guardian Name (Printed): \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

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

---

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

**TO: BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.3.a. APPROVE ADDITIONAL TEXTBOOK OAK PARK INDEPENDENT SCHOOL**

ACTION

**ISSUE:** Oak Park Independent School wishes to add an additional textbook in support of its curriculum.

**STATEMENT:** Oak Park Independent School would like to add an additional book to its Language Arts program. The book is *Holes* and please find a description attached.

**ALTERNATIVES:** 1. Approve the request for an additional textbook at Oak Park Independent School.  
2. Do not approve the request for an additional textbook at Oak Park Independent School.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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



From Barbara Harrison at Oak Park Independent School

**Holes** by Louis Sacher

This winner of the Newbery Medal and the National Book Award features Stanley Yelnats, a kid who is under a curse. A curse that began with his no-good-dirty-rotten-pig-stealing-great-great-grandfather and has since followed generations of Yelnats. Now Stanley has been unjustly sent to a boys' detention center, Camp Green Lake, where the warden makes the boys "build character" by spending all day, every day, digging holes five feet wide and five feet deep. It doesn't take long for Stanley to realize there's more than character improvement going on at Camp Green Lake: the warden is looking for something. Stanley tries to dig up the truth in this inventive and darkly humorous tale of crime and punishment-and redemption.

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.3.b. APPROVE ADDITIONAL TEXTBOOKS OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Oak Park High School wishes to add additional textbooks in support of its curriculum.

**STATEMENT:** Oak Park High School would like to add additional textbooks to its program. The class requesting additional textbooks is Language Arts. The books are *Death of a Salesman* and *Into the Wild*.

**ALTERNATIVES:** 1. Approve the request for additional textbooks at Oak Park High School.  
2. Do not approve the request for additional textbooks at Oak Park High School.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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

To: Kathy Bowman

From: Kathy Schultheis

Re: Death of a Salesman for AP class

Here is a little synopsis of the play if someone on the committee is not familiar with it. *Death of a Salesman* concerns just that: the death of a man who spent his entire life on the road selling small objects to buyers. When the play opens, Willy Loman, the play's protagonist, is old and feeble, but he cannot retire for lack of money. The play explores the corrupting influence of the commercial world that Willy has spent his life upholding but which has destroyed him in the end. Miller uses a highly experimental method to explore time and consciousness in this play. When the play opens, we are in the present, and then we move into the past, by way of the salesman's memories, and then back to the present. Past and present constantly intermingle. The tragedy of the salesman's life plays out against an interwoven set of circumstances that Miller builds as the play moves relentlessly on to its tragic conclusion. At its close, the audience can trace a kind of causal chain of incident that led to Willy's downfall and that makes of this poor character a modern tragic figure.

As far as this play's relevance to Common Core, the parallels are too numerous to mention. Common Core emphasizes the use of nonfiction. Much of our supplemental reading will be about the world of commerce in the late 1940s, post World War II America. We will explore both the historical context that surrounds the play, as well as the impact of Miller's own life upon the creation of his characters. We will read passages from Miller's autobiography, *Time Bends*, and also from the work of his official biographer, Martin Gottfried. We will also read Miller's landmark essay "Tragedy and the Common Man."

I hope we can bring this text into our AP English classes, as we read *The Crucible* by Miller in the fall, at the beginning of the year. This play would provide a fitting bookend to a year spent exploring the complex nature of the American Dream.

**Text:** *Into the Wild* by Jon Krakauer

**Common Core Standards:**

[CCSS.ELA-Literacy.RI.11-12.5](#)

Analyze and evaluate the effectiveness of the structure an author uses in his or her exposition or argument, including whether the structure makes points clear, convincing, and engaging.

[CCSS.ELA-Literacy.RI.11-12.6](#)

Determine an author's point of view or purpose in a text in which the rhetoric is particularly effective, analyzing how style and content contribute to the power, persuasiveness or beauty of the text.

[CCSS.ELA-Literacy.RI.11-12.10](#)

By the end of grade 11, read and comprehend literary nonfiction in the grades 11-CCR text complexity band proficiently, with scaffolding as needed at the high end of the range.

[CCSS.ELA-Literacy.RI.11-12.1](#)

Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.

[CCSS.ELA-Literacy.RI.11-12.2](#)

Determine two or more central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to provide a complex analysis; provide an objective summary of the text.

[CCSS.ELA-Literacy.RI.11-12.3](#)

Analyze a complex set of ideas or sequence of events and explain how specific individuals, ideas, or events interact and develop over the course of the text.

**Description (from Amazon):** “In April 1992, a young man from a well-to-do family hitchhiked to Alaska and walked alone into the wilderness north of Mt. McKinley. His name was Christopher Johnson McCandless. He had given \$25,000 in savings to charity, abandoned his car and most of his possessions, burned all the cash in his wallet, and invented a new life for himself. Four months later, his decomposed body was found by a moose hunter. How McCandless came to die is the unforgettable story of *Into the Wild*. As told by Jon Krakauer.”

**Rationale:** I intend to use this informational text as a supplement to my English III CP unit on Transcendentalism. McCandless seemed to worship Transcendentalist and Romantic authors, citing Thoreau and London (etc.) frequently as purveyors of truth and inspiration for him along his journey. His decision to walk away from society and into the wilderness gives modern skin and blood to Transcendentalist ideals. His story forces students to confront the plausibility of a life devoid of society's tug, and wonder if they, too, might go into the wild. Furthermore, Krakauer's journalistic, achronological narrative style creates space for much discussion about author's choice, as well as the acceptability of author's license in relating a true story.

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.3.c. APPROVE ADDITIONAL TEXTBOOKS OAK VIEW HIGH SCHOOL**

ACTION

**ISSUE:** Oak Park View School wishes to add additional textbooks in support of its curriculum.

**STATEMENT:** Oak Park View School would like to add an additional textbook to its Language Arts program. The book is *The Invention of Wings* Please find description attached.

**ALTERNATIVES:** 1. Approve the request for an additional textbook at Oak View High School.  
2. Do not approve the request for an additional textbook at Oak View High School.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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

From Susan Allen at Oak View High School

I would like to add *The Invention of Wings* by Sue Monk Kidd to the list of approved books. It is about the real-life Grimke sisters, who went from being slave-owners themselves to ardent abolitionists. In addition to being a well-written book that shows the power of a growth mindset (see the connection to my new passion?), it is written by a woman. Not enough of the books on our approved list are. Also, it touches on historical themes from a female point of view and shows how the feminist movement had its origins in the abolitionist movement. Finally, it's a great read — Oprah even says so, making it her 3rd pick in her Book Club version 2.0 — and will be enjoyable to the students.

See below for a review in the NY times.

[http://www.nytimes.com/2014/01/26/books/review/the-invention-of-wings-by-sue-monk-kidd.html?\\_r=0](http://www.nytimes.com/2014/01/26/books/review/the-invention-of-wings-by-sue-monk-kidd.html?_r=0)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.3.d. APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR  
SCHOOL YEARS 2016-2017 AND 2017-2018**

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**ACTION**

**ISSUE:** Shall the Board of Education approve the instructional calendars of 2016-2017 and 2017-18?

**BACKGROUND:** The District Calendar Committee met on September 25, 2015 and proposed the attached two calendars Oak Park Teacher's Association and Oak Park Classified Association have both recommended approving these calendars.

**ALTERNATIVES:**

1. Approved the 2016-2017 and 2017-2018 school year calendars.
2. Do not approve 2016-2017 and 2017-2018 school year calendars.
3. Adopt a modified version of the 2016-2017 and 2017-2018 school year calendars.

**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**

Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

# OAK PARK UNIFIED SCHOOL DISTRICT

## July 2016 - June 2017 – Student/Teacher Calendar

### July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - Independence Day

### January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-6 – Winter Break  
9 – Secondary Prep Day (Secondary Students Out of School/Elementary Students In School)  
16 - Martin Luther King Day  
16 days/E, 15 days /S

### August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 – K-12 Staff Development Day  
5 – K-12 Staff Development Day  
8 – Teacher Prep Day  
9 – First Day of School  
17 days

### February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17 – K-12 Staff Development Day (Optional Buy Back Day)  
20 - Washington's Birthday  
18 days

### September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 - Labor Day  
21 days

### March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 days

### October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 – Local Holiday  
12 – Local Holiday  
24 – Elementary Prep Day (Elementary Students Out of School/Secondary Students In School)  
18 days/E, 19 days/S

### April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 – Local Holiday  
10-14 – Spring Break  
15 days

### November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 - Veterans Day  
21-23 – Local Holiday  
24 - Thanksgiving Day  
25 – Local Holiday  
16 days

### May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 – Last Day of School  
29 - Memorial Day  
20 days = 92 days/E, 91 days/S

### December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 – Local Holiday  
26 – 30 – Winter Break  
16 days = 88 Days/E, 89 Days/S

### June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# Denotes School Holiday

# Denotes Beginning and Ending of School

# Denotes Teacher Prep Day (Some Students In School/Some Student Out of School)



# OAK PARK UNIFIED SCHOOL DISTRICT

## July 2017 - June 2018 – Student/Teacher

### July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 - Independence Day

### January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 – Winter Break  
8 – Secondary Teacher Prep (Secondary Student out of School) Elementary Students in School  
15 - Martin Luther King Day  
17 days/E, 16 days/S

### August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 – K-13 Staff Development Day  
4 – K-12 Staff Development Day  
7 – Teacher Prep Day  
8 – First Day of School  
18 days

### February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

16 – K-12 Staff Development (Optional Buy Back)  
19 - Washington's Birthday  
18 days

### September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Labor Day  
21 – Local Holiday  
19 days

### March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30 – Local Holiday  
21 days

### October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23 – Elementary Prep Day (Elementary Students out of School) Secondary Students in School  
21 days/E, 22 days/S

### April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring Break  
16 days

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 - Veterans Day  
20-22 – Local Holiday  
23 - Thanksgiving Day  
25 – Local Holiday  
15 days/E, 16 days/S

### May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 – Last Day of School  
28 - Memorial Day  
19 days = 91 days/E, 90 days/S

### December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22-29 – Winter Break  
15 days = 89 days/E, 90 days/S

### June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#Denotes School Holiday

#Denotes Beginning and Ending of School

#Denotes Teacher Prep Day (Some Students in School/Some Students Out of School)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.4.a. APPROVE 2016-2017 AND 2017-2018 CLASSIFIED EMPLOYEES HOLIDAY CALENDARS**

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**ACTION**

**ISSUE:** Should the Board of Education approve the 2016-2017 and 2017-2018 Classified Employees Holiday Calendars?

**BACKGROUND:** The proposed calendars were presented to Oak Park Classified Association and they have approving bringing the Classified Employees Holiday Calendar for Board approval, showing the 15 contractual holidays that coincide with the Student/Teacher Calendars for those two years.

- RECOMMENDATION:**
1. Approve the recommended 2016-2017 and 2017-2018 Classified Employees Holiday Calendars.
  2. Do not approve the recommended 2016-2017 and 2017-2018 Classified Employees Holiday Calendar.

Respectfully submitted,

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT

## July 2016 - June 2017 – Classified Holiday Calendar

### July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - Independence Day

### January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 – New Year's Day

16 - Martin Luther King Day

### August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17 – Lincoln's Birthday

20 - Washington's Birthday

### September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 - Labor Day

### March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 – Local Holiday

### November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 - Veterans Day

23 – Local Holiday

24 - Thanksgiving Day

25 – Local Holiday

### May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 - Memorial Day

### December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 – Local Holiday

26 – Christmas Day

30 – Local Holiday

### June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# Denotes School Holiday

# Denotes Beginning and Ending of School

# Denotes Teacher Prep Day (Some Students In School/Some Student Out of School)

# OAK PARK UNIFIED SCHOOL DISTRICT

## July 2017 - June 2018 – Classified Holiday Calendar

### July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 - Independence Day

### January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 – New Year's Day

15 - Martin Luther King Day

### August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

16 – Lincoln's Day

19 - Washington's Birthday

### September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Labor Day

### March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

30 – Local Holiday

### October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16 days

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 - Veterans Day

22 – Local Holiday

23 - Thanksgiving Day

25 – Local Holiday

### May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 - Memorial Day

### December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 - Local Holiday

25 – Christmas Day

30 – Local Holiday

### June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#Denotes School Holiday

#Denotes Beginning and Ending of School

#Denotes Teacher Prep Day

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.4.b. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF FOOD SERVICES COOK**

ACTION

**ISSUE:** Shall the Board authorize the establishment of a classified service position, Food Services Cook?

**BACKGROUND:** Staff is recommending that the Board establish a new position, Food Services Cook. Under the direction of the Student Nutrition Director and Food Service Manager, This employee will prepare and innovate on an extensive array of menu items in compliance with federal, state, and local wellness guidelines; maintain records and reports; manage inventory; and work with staff members to execute day-to-day menu.

A copy of the proposed job description will be available under separate cover.

**ALTERNATIVES:**

1. Approve the establishment of a new classified service position and job description for a Food Services Cook.
2. Do not approve the establishment of a new classified position and job description for a Food Services Cook.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: B.4.c. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF ASSISTANT COMPUTER SUPPORT TECHNICIAN**

ACTION

**ISSUE:** Shall the Board authorize the establishment of a classified service position, Assistant Computer Support Technician?

**BACKGROUND:** Staff is recommending that the Board establish a new position, Assistant Computer Support Technician. This employee will assist the district's Computer Support Technicians in installing, maintaining, troubleshooting and repairing computer hardware, network devices, and software applications.

A copy of the proposed job description will be available under separate cover.

**ALTERNATIVES:**

1. Approve the establishment of a new classified service position and job description for an Assistant Computer Support Technician.
2. Do not approve the establishment of a new classified position and job description for an Assistant Computer Support Technician.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

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

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

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2014**  
**SUBJECT: B.5.a REVIEW, AMEND, AND APPROVE 2015-2016 MORAL IMPERATIVES, GOALS AND ACTION PLANS**  
**ACTION**

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**ISSUE:** Shall the Board of Education review, amend and approve the 2015-2016 Moral Imperatives, Goals and Action Plans?

**BACKGROUND:** On June 28, 2015 at the Board Retreat, the Board of Education began the process of reviewing and amending the 2015-2016 Moral Imperatives and Goals. The Leadership Team review and amended this document at their Retreat on July 30 and 31, 2015. Staff has been visiting school sites to get their input as well. At this time, the Board will review those changes.

**ALTERNATIVES:** 1. Approve the amended 2015-2016 Moral Imperatives, Goals and Action Plans.  
2. Do not approve the amended 2015-2016 Moral Imperatives, Goals and Action Plans.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

<b>VOTE:</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Hazelton</b>	_____	_____	_____	_____
<b>Laifman</b>	_____	_____	_____	_____
<b>Pallant</b>	_____	_____	_____	_____
<b>Rosen</b>	_____	_____	_____	_____
<b>Yeoh</b>	_____	_____	_____	_____
<b>Student Rep</b>	_____	_____	_____	_____

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: ~~SEPTEMBER 15, 2015~~ OCTOBER 20, 2015**

**SUBJECT: B.6.a. APPROVE AMENDMENT TO BOARD POLICY 4040 –  
EMPLOYEE USE OF TECHNOLOGY - ~~First~~ Second Reading**

---

**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4040 – Employee Use of Technology?

**BACKGROUND:** Board Policy 4040 is being updated to delete outdated section on use of cell phone or mobile communications device, clarify that use of a password does not give an employee a reasonable expectation of privacy, and add material formerly in AR re: accessing/posting harmful matter and employees' responsibility to report security problems or misuse of district technology. Regulation deleted. Board Policy 4040 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 4040 – Employee Use of Technology.
2. Do not amend Board Policy 4040 – Employee Use of Technology.
3. Adopt a modified version of the amendment to Board Policy 4040 – Employee Use of Technology

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4040(a)

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## Employee Use Of Technology

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. *As needed*, The Board will support the training of employees ***shall receive professional development in the appropriate use of these resources.*** ~~on the use of informational and instructional technology to further the above stated goals.~~

*(cf. 0440 - District Technology Plan)*

***(cf. 1100 – Communication with the Public)***

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

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

Employees shall be responsible for the appropriate use of technology and shall use the district's ~~technological resources~~ ***technology*** primarily for purposes related to their employment.

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

***(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)***

***(cf. 4119.21/4219.21/4319.21 – Professional Standards)***

***(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)***

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

***(cf. 5125 – Student Records)***

***(cf. 5125.1 – Release of Directory Information)***

***(cf. 6162.6 – Use of Copyrighted Materials)***

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

***District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.***

***The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use***

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4040(b)

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*Agreement, employees shall be required to acknowledge in writing that they have read and agree to the Acceptable Use Agreement.*

*Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.*

*Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)*

*The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)*

*The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.*

*In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.*

*Employees shall report any security problem or misuse of district technology to the Superintendent or designee.*

*Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.*

*(cf. 4118/4218 – Dismissal/Suspension/Disciplinary Action)*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4040(c)

~~Employees should be aware that computer files and electronic communications, including e-mail and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees or district operations without authority.~~

~~(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information)~~

~~(cf. 5125—Student Records)~~

~~(cf. 5125.1—Release of Directory Information)~~

## Online/Internet Services

~~The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)~~

~~To ensure proper use of the system, the Superintendent or designee may monitor employee's usage of technological resources, including the accessing of e-mail and stored files. Monitoring may occur, at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.~~

~~The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.~~

~~(cf. 4118—Suspension/Disciplinary Action)~~

~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

~~The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.~~

~~(cf. 4112.9/4212.9/4312.9—Employee Notifications)~~

## Use of Cellular Phone or Mobile Communications Device

~~An employee shall not use a cellular phone or other mobile communications device for personal business to the extent that it interferes with their duties and responsibilities, except in emergency situations and/or during scheduled work breaks.~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4040(d)

~~Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation, shall be subject to discipline and may be referred to law enforcement officials as appropriate.~~

~~(cf. 4156.3/4256.3/4356.3 — Employee Property Reimbursement)~~

Legal Reference:

*EDUCATION CODE*

~~51870-51874 Education technology~~

~~52270-52272 Education technology and professional development grants~~

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

*GOVERNMENT CODE*

3543.1 Rights of employee organizations

*PENAL CODE*

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

*VEHICLE CODE*

23123 Wireless telephones in vehicles

**23123.5 Mobile communication devices; text messaging while driving**

23125 Wireless telephones in school buses

*UNITED STATES CODE, TITLE 20*

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D

~~6777 Internet Safety Management Resources:~~

**6777 Internet safety**

*UNITED STATES CODE, TITLE 47*

254 Universal service discounts (E-rate)

*CODE OF FEDERAL REGULATIONS, TITLE 47*

54.520 Internet safety policy and technology protection measures, E-rate discounts

**COURT DECISIONS**

***City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332***

Management Resources:

*WEB SITES*

CDE: <http://www.cde.ca.gov>

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

American Library Association: <http://www.ala.org>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Adopted: 9-17-02

Amended: 3-16-04, 2-19-08

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: ~~SEPTEMBER 15, 2015~~ OCTOBER 20, 2015**  
**SUBJECT: B.6.b. APPROVE AMENDMENT TO BOARD POLICY 4131 – STAFF DEVELOPMENT - ~~First~~ Second Reading**

---

**ISSUE:** Should the Board of Education approve the amendment to Board Policy 4131 – Staff Development?

**BACKGROUND:** Board Policy 4131 is being updated to reflect new law (SB 1060, 2014) which requires any district that offers a program of professional growth for classified employees involved in the direct instruction of students to evaluate professional learning based on specified criteria. Board Policy 4131 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 4131 – Staff Development.
2. Do not amend Board Policy 4131 – Staff Development.
3. Adopt a modified version of the amendment to Board Policy 4131 – Staff Development.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4131(a)

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## Staff Development

The Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent or designee shall continue to develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other district, school plans and moral goals and imperatives.

*(cf. 0000 – Vision)*

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

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

~~*(cf. 0420.1 – School Based Program Coordination)*~~

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

*(cf. 0520.2 – Title I Program Improvement Schools)*

*(cf. 0520.3 – Title I Program Improvement Districts)*

~~*(cf. 0520.4 – Quality Education Investment Schools)*~~

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

*(cf. 6011 - Academic Standards)*

*(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)*

***(cf. 6142.2 – World/Foreign Language Instruction)***

*(cf. 6142.3 – Civic Education)*

*(cf. 6142.5 - Environmental Education)*

*(cf. 6142.6 - Visual and Performing Arts Education)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.91 - Reading/Language Arts Instruction)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6142.93 - Science Instruction)*

***(cf. 6142.94 – History-Social Science Instruction)***

2. Use of effective, subject-specific teaching methods, strategies, and skills

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4131(b)

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## 3. Use of technologies to enhance instruction

*(cf. 0440 - District Technology Plan)*

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

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

## 4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students with various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students

*(cf. 4112.22/4212.22 - Staff Teaching Students of Limited English Proficiency)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 5147 – Dropout Prevention)*

*(cf. 5149 – At-Risk Students)*

*(cf. 6141.5 – Advanced Placement)*

*(cf. 6171 – Title I Programs)*

*(cf. 6172 – Gifted and Talented Student Program)*

*(cf. 6173 – Education for Homeless Children)*

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

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

*(cf. 6175 – Migrant Education Program)*

## 5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

*(cf. 6178 – Career Technical Education)*

## 6. Knowledge of strategies that ~~enable~~ **encourage** parents/guardians to participate fully and effectively in their children's education

*(cf. 1240 – Volunteer Assistance)*

*(cf. 5020 – Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

## 7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution, and hatred prevention

*(cf. 5131 – Conduct)*

*(cf. 5131.2 – Bullying)*

*(cf. 5137 – Positive School Climate)*

*(cf. 5138 – Conflict Resolution/Peer Mediation)*

*(cf. 5145.9 – Hate-Motivated Behavior)*

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8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 – Grades/Evaluation of Student **Achievement Performance**)  
(cf. 6162.5 – Student Assessment)

10. Knowledge of topics related to student health, safety and welfare

(cf. 0450 – Comprehensive Safety Plan)  
(~~cf. 3515.5 – Sex Offender Notification~~)  
(cf. 5030 – Student Wellness)  
(cf. 5131.6 – Alcohol and Other Drugs)  
(cf. 5131.63 – Steroids)  
(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)  
(cf. 5141.4 – Child Abuse Prevention and Reporting)  
(cf. 5141.52 – Suicide Prevention)  
(cf. 5145.3 – Nondiscrimination/Harassment)  
(cf. 5145.7 – Sexual Harassment)

11. Knowledge of topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)  
(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)  
(cf. 4119.43/4219.43/4319.43 – Universal Precautions)  
(cf. 4157/4257/4357 – Employee Safety)  
(cf. 4158/4258/4358 – Employee Security)

The Superintendent or designee ~~may~~**shall**, in conjunction with ~~individual~~ teachers, ~~and~~ interns, **and administrators, as appropriate**, develop an individualized program of professional growth, to increase competence, performance, and effectiveness in teaching and classroom **management** assignments, and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 – Certification)  
(cf. 4112.21 – Interns)  
(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)  
(cf. 4131.1 – Teacher Support and Guidance)  
(~~cf. 4138 – Mentor Teachers~~)

**Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching,**



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*and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)*

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

*(cf. 4115 – Evaluation/Supervision)*

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

*(cf. 3100 – Budget)*

*(cf. 3350 - Travel Expenses)*

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

*(cf. 0500 - Accountability)*

Legal Reference:

**EDUCATION CODE**

~~41530-41533 Professional Development Block Grant~~

44032 Travel expense payment

44259.5 Standards for teacher preparation

44277 Professional growth requirements for individual teachers

**4430 Emergency permits**

44325-44329.5 District interns

44450-44468 University internship program

44570-44578 Inservice training - secondary education

44580-44591 Inservice training -elementary teachers

~~44630-44643 Professional Development and Program Improvement Act of 1968~~

~~44700-44705 Classroom teacher instructional improvement program~~

**44830.3 District interns**

45028 Salary schedule and exceptions

48980 Notification of parents/guardians: schedule of minimum days

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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56240-56245 Staff development; service to persons with disabilities

99200-99206 Subject matter projects

~~99220-99227 California Professional Development Institutes~~

*GOVERNMENT CODE*

3543.2 Scope of representation of employee organization

*CODE OF REGULATIONS, TITLE 5*

13025-13044 Professional development and program improvement programs

***80021 Short-term staff permit***

***80021.1 Provisional internship permit***

***80023-80026.6 Emergency permits***

*UNITED STATES CODE, TITLE 20*

6319 High qualified teachers

6601 – 6702 Preparing, Training and Recruiting High Quality Teachers and Principals

*PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS*

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990)

PERB Order No. 804, 14 PERC P21, 085

Management Resources:

*CSBA PUBLICATIONS*

Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

~~*CDE PUBLICATIONS*~~

~~State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008~~

~~*CTC PUBLICATIONS*~~

California Standards for the Teaching Profession, 2009

*WEB SITES*

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

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

CDE, Professional Development: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmp.ucop.edu>

Adopted: 1-25-78

Amended: 3-6-84, 7-25-85, 1-21-92, 9-17-02, 3-16-04, 4-20-05, 3-17-09, 3-18-14

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.6.c. REVIEW, AMEND AND APPROVE AMENDMENT TO  
BOARD POLICY 0000 – VISION – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0000 – Vision?

**BACKGROUND:** Board Policy 0000 is being reviewed by the Board to be sure that it aligns with current practice and policy.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0000 – Vision.
2. Do not amend Board Policy 0000 – Vision.
3. Adopt a modified version of the amendment to Board Policy 0000 – Vision.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0000*

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## Vision

The Governing Board believes that the effectiveness of the educational program of the school district depends fundamentally upon an acceptable philosophic base.

In order to provide a clear focus for district programs, activities and operations, the Governing Board shall adopt a long-range vision that sets direction for the district which is focused on student learning and describes what the Board wants its schools to achieve. This vision may be incorporated in various documents, including the district's mission or purpose statement, philosophy, long-term goals, short-term objectives and/or comprehensive plans.

*(cf. 0100 - Philosophy)*

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

*(cf. 0400 - Comprehensive Plans)*

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

The Superintendent or designee shall recommend an appropriate process for establishing and/or reviewing the district's vision statement which is inclusive of parents/guardians, students, staff and community members.

The Board shall review the district vision statements at least every three years or whenever a new Board member or Superintendent joins the district. Following these reviews the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians and the community and shall regularly report to the Board regarding district progress toward the vision.

*(cf. 0500 - Accountability)*

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

Management Resources:

*CDE LETTERS*

2000.0612

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

*WEB SITES*

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

Adopted: 12-4-01

Amended: 9-17-02

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

*SERIES 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*AR 0000*

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## Vision

The Superintendent or designee shall establish a process for developing and regularly reviewing the district's vision and direction which includes:

1. Clearly defined procedures, timelines and responsibilities
2. Identification of the strengths and needs of the district

As part of this process, the Superintendent or designee shall provide the Governing Board with relevant district documents and data, including current district mission and vision statements and information about student demographics, student achievement, student enrollment patterns, current programs and recent program cuts or additions, staffing and professional development needs, budget trends, facilities, technology and emerging educational issues.

*(cf. 0100 - Philosophy)*

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

*(cf. 0400 - Comprehensive Plans)*

3. Input from parents/guardians, students, staff and community members through procedures which may include surveys, focus groups, advisory committees and/or public meetings and forums

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 2230 - Representative and Deliberative Groups)*

*(cf. 6020 - Parent Involvement)*

4. Board adoption of district vision statements at a public meeting

Adopted 12-4-01

Amended 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.6.d. REVIEW, AMEND, AND APPROVE AMENDMENT TO  
BOARD POLICY 0100 – PHILOSOPHY – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0100 – Philosophy?

**BACKGROUND:** Board Policy 0100 is being reviewed by the Board to be sure that it aligns with current practice and policy.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0100 – Philosophy
2. Do not amend Board Policy 0100 – Philosophy.
3. Adopt a modified version of the amendment to Board Policy 0100 – Philosophy.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

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

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0100(a)*

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## Philosophy

As part of its responsibility to establish a guiding vision for the district, the Governing Board shall develop and regularly review a set of fundamental principles which describes the district's beliefs, values or tenets. The Board and district staff shall incorporate this philosophy in all district programs and activities.

*(cf. 0000 - Vision)*

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

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

The district's instructional program exists to assist students in reaching the Board adopted goals of education. We believe however, that the education of our students is a shared responsibility of parents, students, the entire community, its organizations, and the schools.

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
4. A safe, nurturing environment is necessary for learning.
5. Parents/guardians have a right and an obligation to participate in their child's schooling.
6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
7. Early identification of student learning and behavioral difficulties contribute to student success.
8. Students and staff respond positively to high expectations and recognition for their accomplishments.

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

*Series 0000*

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*BP 0100(b)*

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9. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
10. The diversity of the student population and staff enriches the learning experience for all students.
11. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
12. A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
13. The community provides an essential resource to the educational program.
14. Effective communication with all stakeholders helps build support for the schools.
15. Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

*EDUCATION CODE*

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

Management Resources:

*CSBA PUBLICATIONS*

Maximizing School Board Leadership: Vision, 1996

Adopted 12-4-01

Amended 9-17-02



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: OCTOBER 20, 2015**

**SUBJECT: B.6.e. REVIEW, AMEND AND APPROVE AMENDMENT TO  
BOARD POLICY 0200 – GOALS FOR THE SCHOOL  
DISTRICT – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0200 – Goals for the School District?

**BACKGROUND:** Board Policy 0200 is being reviewed by the Board to be sure that it aligns with current practice and policy.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0200 – Goals for the School District.
2. Do not amend Board Policy 0200 – Goals for the School District.
3. Adopt a modified version of the amendment to Board Policy 0200 – Goals for the School District.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0200(a)

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### Goals For The School District

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

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

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

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)

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

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

*(cf. 6159 – Individualized Education Program)*

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

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

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

*(cf. 0500 – Accountability)*

*(cf. 6190 – Evaluation of the Instructional Program)*

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine

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progress toward meeting the goal.

(cf. 0400 – Comprehensive Plans)  
(cf. 0420 – School Plans/Site Councils)  
(cf. 0440 – District Technology Plan)  
(cf. 5030 – Student Wellness)  
(cf. 6171 – Title I Programs)  
(cf. 7110 – Facilities Master Plan)

The Board shall regularly monitor the progress of the district's efforts in achieving the goals. To that end, the Superintendent or designee shall provide the Board with the necessary data and analysis to help the Board evaluate the effectiveness of the district's efforts. These data shall include an analysis of the progress based on the performance indicators and benchmarks for each goal, as well as other measures of student achievement.

(cf. 0500 – Accountability)  
(cf. 6190 – Evaluation of the Instructional Program)  
(cf. 9311 – Agenda/Meeting Materials)

## Legal Reference:

### EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair  
42238.01-42238.07 Local control funding formula  
44258.9 County superintendent review of teacher assignment  
51002 Local development of programs based on stated philosophy and goals  
51020 Definition of goal  
51021 Definition of objective  
51041 Evaluation of the educational program  
51210 Course of study for grades 1-6  
51220 Course of study for grades 7-12  
52050-52059 Public Schools Accountability Act  
52060-52077 Local control and accountability plan  
60119 Sufficiency of textbooks and instructional materials; hearing and resolution  
64000-64001 Consolidated application process

### CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

### UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress  
6312 Local educational agency plan

## Management Resources:

### CSBA PUBLICATIONS

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

### WEB SITES

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

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

Adopted 4-26-78

Amended 5-4-83; 12-17-85; 12-4-01; 9-17-02; 6-17-03, 10-21-08, 8-19-14

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

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*AR 0200(a)*

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## Goals of the School District

### 0210 Goals of Education

The Oak Park Unified School District has the responsibility to work with students to help them realize the following goals:

1. Develop competency in the basic skills.
  - a. Develop effective communication skills: reading, writing, listening, and speaking.
  - b. Develop the understanding and ability to apply mathematical concepts.
  - c. Develop the ability to observe effectively.
  - d. Develop the ability for critical thinking and reasoning.
  - e. Develop the ability to think creatively.
2. Recognize that they live in a world of rapid change and develop the ability to analyze and evaluate in order to make decisions and take action.
  - a. Develop skills to think rationally and independently and to communicate their ideas and feelings effectively.
  - b. Develop problem-solving competence.
  - c. Develop an understanding of technological issues affecting the decisions that confront an informed citizenry.
3. Develop a desire for knowledge and life-long learning.
  - a. Exhibit a positive attitude toward learning.
  - b. Apply appropriate study skills and work habits to learning experiences.
4. Become informed, participating citizens with an understanding of world conditions and problems and an appreciation for human values and the beliefs of others.
  - a. Develop respect for individual worth and a cooperative attitude toward living and working with others.
  - b. Develop an awareness of American democratic ideals and an understanding of American heritage.
  - c. Develop an attitude of civic responsibility.
5. Develop as emotionally healthy individuals.
  - a. Develop a personal pride in achievement and progress.
  - b. Develop self-understanding and self-awareness.

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*AR 0200(b)*

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6. Become well-informed consumers and producers and acquire economic understanding.
  - a. Develop competence and understanding in personal buying, selling and investing.
  - b. Develop an understanding of how money is exchanged for goods and services and of the wise use of materials.
  - c. Develop abilities and marketable skills for immediate employment.
  - d. Develop an understanding of the American economic system.
7. Develop an appreciation of the value of good health and safety habits and physical fitness.
  - a. Develop sound personal health habits.
  - b. Participate in individual physical fitness programs.
  - c. Develop a concern for public health and safety.
  - d. Develop physical skills and attitudes necessary for participation in life-long recreational activities.
8. Develop an awareness of the traditional and changing roles of the family unit and its members in American society.
9. Develop understanding of persons belonging to various social, cultural, and ethnic groups.
10. Develop an appreciation for the fine arts.
  - a. Create the desire for self-expression through various media: art, drama, music, dance, writing, physical activity, etc.
  - b. Develop an appreciation for beauty in form, color, sound, word, and motion.
11. Develop skills and interest which would allow maximum use of personal time outside of school or work activities.
  - a. Develop a positive attitude toward participation in a range of leisure-time activities.
  - b. Participate in skill-building activities: physical, intellectual, cultural, and creative.

Adopted 4-26-78

Amended 5-4-83, 12-17-85, 12-4-01, 9-17-02

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

*SERIES 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*AR 0200(c)*

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## **0220 Goals of the Instructional Program**

The first task of the instructional program is to provide students with the basic skills of reading, writing, and computation which will enable them to pursue further study and thus accomplish the remaining educational goals. With this in mind, the Board of Education of the Oak Park Unified School District hereby establishes subject areas in which specific skills and knowledge must be demonstrated. Students progress will be measured by assessment tools aligned with district and state standards.

1. Skills – The Board of Education has identified the following skills in which basic proficiency shall be demonstrated:
  - a. Communication skills, e.g. read, write, spell, listen, and speak.
  - b. Computation skills, e.g. add, subtract, divide, multiply, whole numbers, decimals, and percentage.
  - c. Study skills, e.g. planning, selective information retrieval, analysis, synthesis, and decision-making.
  - d. Psychomotor/physical education skills, e.g. penmanship, keyboard skills, and driving.
2. Knowledge – In addition to the skills above, the Board requires demonstrated student knowledge in the following areas:
  - a. Communication skills, e.g. language structure, foreign language.
  - b. Mathematics skills, e.g. application to everyday problems, number systems, measurement, and data manipulation.
  - c. Sciences, including the scientific method.
    - i. Biological sciences, e.g. reproduction, adaptability of living organisms and classification of life forms.
    - ii. Physical sciences, e.g. matter, mechanics, and energy.
    - iii. Develop ability for scientific objectives through hands-on experimentation.
  - d. Social sciences, e.g. history, geography, and government structure.
  - e. Rights and responsibilities of citizenship, e.g. awareness of options and alternative actions in career fields and consumer rights, decision-making and problem solving, sources of assistance, selecting professional advisors (doctors, lawyers, etc.), legal rights and responsibilities, personal business, e.g. job applications, tax information, acquisition and disposition of property, and non-occupational endeavors, e.g. leisure activities and interests.
  - f. Health, e.g. personal health—mental and emotional, physical, hazards and disease, safety, first aid, and sources of assistance.
  - g. Fine arts, e.g. art, music, drama, and literature.

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*Philosophy, Goals, Objectives & Comprehensive Plans*

*AR 0200(d)*

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- h. Information sciences, e.g. the capabilities and limitations of computers; the individual's rights, obligations, and potentials in a society that uses the technology of automation.

In addition to requiring the demonstration of skills and knowledge outlined above, the Board also recognizes its responsibility to commit the resources of the district to instruction in the subjects of foreign language and physical education and to provide school experiences which will assist students in meeting all of the educational goals established by the Board.

Adopted: 4-25-78

Amended: 11-19-80; 5-4-83; 12-17-85; 12-4-01, 9-17-02

## 0230 Objectives for School Operations

The superintendent and staff are directed to develop annual objectives in the areas of community relations, administration, business and non-instructional operations, personnel, students, instruction, new construction and school board.

Adopted: 11-19-80

Renumbered: 12-4-01, 9-17-02

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: VII.1. MONTHLY ENROLLMENT AND ATTENDANCE REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 2 of the 2015-16 school year?

**BACKGROUND:** As student enrollment and attendance plays a key roll in determining General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. Details of the report were being finalized as this agenda was going to press. Upon the report's completion, it will be provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

**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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: OCTOBER 20, 2015**  
**SUBJECT: VII.2. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow through September 30th of the 2015-16 school year?

**BACKGROUND:** Continuing its practice of the last several years, the Business Office produces a cash flow report each month as an ongoing tool to assist the Administration and Board in analyzing and managing its cash and remaining cash-solvent. Details of the report were being finalized as this agenda was going to press. Upon the report's completion, it will be provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

**RECOMMENDATION:** None; for 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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: Debra A. Burgher, Interim Principal, Brookside Elementary School**  
**DATE: October 20, 2015**  
**SUBJECT: Monthly Board Report**

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**SCHOOL SITE COUNCIL MEETING:**

Brookside School Site Council met on 10/6/15. Agenda items included: Review of CAASPP test results, information for parents about how to read the *Student Score Report*, and a preview of the kindergarten playground project scheduled for summer of 2016. Our next meeting will be on November 10<sup>th</sup> at 2:00 pm.

**Brookside Garden News:**

Debra Leith and her team of garden specialists will begin providing curriculum linked garden lessons to Brookside students on October 9<sup>th</sup>. Students will spend 30 minutes in the garden area each week as they work through a six-week unit of study.

**BROOKSIDE CHORUS PROGRAM:**

The fall chorus program begins the first week in October. Mrs. Amanda Benjamin is directing our chorus program again this year. Junior Chorus rehearsals are on Fridays and Senior Chorus rehearsals are on Wednesdays. Both programs meet before school in the music room. Thank you to the PTA for offering chorus at Brookside.

**REFLECTIONS ART PROGRAM & GALLERY NIGHT:**

The 2015-16 Reflections program theme is "Let Your Imagination Fly". Students are encouraged to explore their talents as they bring the theme to life through film production, dance choreography, literature, music composition, photography, and visual arts. The Reflections Gallery Night is October 6<sup>th</sup> at 6:30 PM in the MPR. Mrs. Bhavya Singh is the chairman for the Reflections competition at Brookside. Thank you Mrs. Singh!

**RED RIBBON WEEK:** Activities are planned for Oct. 23-29.

**BES HAPPENINGS:**

Oct 15	Great California Shake Out – 10:15am
Oct 23	Parent School Tour – 9:00am
Oct 23	Red Ribbon Week Kick Off
Oct 30	Halloween Parade – 8:45am

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: October 20, 2015**

**SUBJECT: Monthly Board Report**

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#### **Lower Park Back in Action**

Our students are very excited to get back into their Lower Park play structure. The shade structure has made this a favorite play area for our students. One of the sections needed to be removed in order to ensure a safe 'fall zone' around each element. Thanks to Julie Suarez and her team, this will soon be replaced by a new element. The Oak Hills Student Council reviewed the design for each option and each homeroom representative presented them to their class. The students considered each choice and carefully cast their votes. Not only will our students once again have a complete play structure, but they also experienced our representative democracy at work.

#### **Oak Hills Movie Night**

On Friday evening, October 9<sup>th</sup>, the Oak Hills community gathered on the playground for another family event. The playground was converted to an outdoor movie theatre where students and their families will enjoy a special showing of *Big Hero 6*. A big thanks goes out to our PTA for organizing this and many other opportunities for us to come together as a community.

#### **Staffing Update**

We are proud to welcome a new member to our Literacy staff, replacing one of our staff who recently moved to Texas. After carefully interviewing some excellent candidates, the panel selected Brice Phillips to join our team. Mr. Phillips has been working in several after school programs, especially tutoring programs. He earned his undergraduate degree at CSU Northridge, and is preparing for a career in education.

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: October 20, 2015**

**SUBJECT: X3 Monthly Board Report**

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**Music Assembly and Music Van**

On Tuesday, September 15, representatives of the New West Symphony presented a music assembly in our Multipurpose Room to our 3rd, 4th and 5th grade students. This is the first time Red Oak has hosted this assembly. Many different wind, wood and percussion musical instruments were demonstrated. After the assembly each class was scheduled to come back so that the students could try out each instrument. Many parent volunteers were on hand to assist students with sanitized mouthpieces. A handful of Medea Creek music students came over and assisted by helping students with the correct grips and airflow to make sound. Scheduling for all the upper grade classes for an hour long exploration occurred over a two-day period, September 15 and 16. The Ventura County Music Van program run by Erin Boskovich provided the instruments. The event was held partly to interest students in joining the after school enrichment band program. Last year the program had to be disbanded because of a lack of interest. This year we have 30 students signed up.

**Gardening Classes**

Gardening classes began on Monday, October 5 at our campus garden. This is the first of the fall sessions involving classes of Discovery Kindergarten through first grade. Other grades levels will be scheduled later. Debra Leith, our new district garden specialist, led a team that provided the lessons. Each lesson was 30 minutes in duration. During the lesson there was a general introduction to the Topic of the Week followed by activities in and around the garden. Each class featured three centers/stations. Debra guaranteed that even the grown ups will learn some great gardening information and growing tips! Future topics include soils, seeds, plants, bugs and insects, conservation/climate and food harvest.

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: OCTOBER 20, 2015**

**SUBJECT: MONTHLY SCHOOL REPORT**

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**First ASB Dance of the Year October 2nd, from 5:30-7:30, 6<sup>th</sup> graders; 6:00-8:00 7<sup>th</sup> and 8<sup>th</sup> graders:** ASB sponsors the first in a series of hugely popular school dances with the theme, *Under the Sea*.

**Walk To School Day October 7<sup>th</sup>:** MCMS Fitness Club will meet students interested in walking to school at two community areas to encourage walking to school.

**Astrocamp Information Night: October 14<sup>th</sup> at 6:00 p.m.in the Gym:** Parent/student information night about the upcoming trip.

**Great California Shake-Out Drill October 15<sup>th</sup>:** The MCMS campus community will review Emergency Procedures during this State-wide event.

**Catalina Information Night: October 15<sup>th</sup> at 6:30 in the Gym:** Parent information night about the upcoming trip.

**MCMS Goes to Mt. SAC October 16<sup>th</sup>:** Many thanks to our Coach, Steve White, along with parents, for coordinating 6<sup>th</sup>-8<sup>th</sup> graders to compete in this year's event. Good Luck, everyone!

**Chinese Cultural Field Trip to San Gabriel October 19<sup>th</sup>:** Ms. Helen Yap will lead her 6<sup>th</sup> graders taking the elective *Exploring Your Word, China* and her Chinese I students (MCMS OPHS) on a tour through the tastes, sights and activities of a thriving Chinese community in Southern California.

**Astrocamp Curricular Trip October 28-October 30th:** The first of two trips (meeting overwhelming demand) 8<sup>th</sup> graders are led by science teachers Marta Graves and Roger Newell and assisted by parent chaperones as they explore physical science in the mountains of Idyllwild.

**Thank you to Counselors, Dianne Large and Rob Sitomer for** launching WEB ("Where Everyone Belongs") breakfast meet and greets before school, continuing to connect our 6<sup>th</sup> and 8<sup>th</sup> graders; 8<sup>th</sup> grade WEB leaders also assisted and welcomed 6<sup>th</sup> graders at our first dance.

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: October 20, 2015**  
**SUBJECT: Monthly Board Report**

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### **Back to School Activities**

OPHS held a very successful back to school night with great turnout and I received many very positive comments from parents about teachers who did a great job of showcasing what students will be learning in their classes this year. The overall consensus was that students can be successful and teachers and staff will provide the support to students who need it.

Club week was held in the Pavilion and the students were out in force with all sorts of clubs ranging from Beekeeping to Operation Smile.

### **NEW STUDENT LUNCHEON**

Advanced Peer Counselors invited all new students to a luncheon on the great lawn over two days in September. Freshmen enjoyed Tony's pizza on the first day, and sophomores through seniors gathered on the second day.

### **NATIONAL MERIT SCHOLARSHIP PROGRAM**

This year, in addition to the seven OPHS seniors selected as Semi-finalists for the 2016 National Merit Scholarship Program, twenty-six students were also recognized as National Merit Commended Scholars. Semi-finalists represent the top 1% of each state's high school seniors, and Commended Scholars the top 3%.

### **COLLEGE KNOWLEDGE NIGHT**

Oak Park High School hosted an evening of workshops ranging from financial aid and essay writing, to the application process of public and private colleges and universities for parents and students from all local schools at on October 7. College Knowledge Night is a collaborative effort of the Parent Faculty Clubs of Calabasas, Oak Park, and Agoura High Schools.

### **OPHS MAC REPRESENTATIVE**

Francesca Alchenati has been appointed for the position of representative to the MAC through an application process that includes a written statement of intent and interview. Frankie attended the Sept 29<sup>th</sup> MAC meeting and was chosen because it will increase her understanding of school and community issues and her commitment to improvement on both fronts.

### **SAFE SCHOOL AMBASSADORS**

OPHS Safe School Ambassadors held their annual Kick-Off event on October 12, and promises to be a very positive start to this year's program.

### **SCHOOL SAFETY**

We have focused our attention this October on school safety with several activities including a full review of our safety and disaster procedures. OPHS participated in the Great Shake Out on October 15. The Principal's message this month is also devoted to emergency preparedness and procedures.

### **DRAMA**

"You Can't Take it With You" was performed in the Pavilion on October 1-3. Thanks to OPPAA, Don Enoch, and Russ Peters and a cast and crew of talented and committed students the show was very well received.

**SUICIDE PREVENTION** OPHS counselors coordinating a series of special activities for September's Suicide Awareness month.

Respectfully submitted:

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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:** October 20, 2015

**SUBJECT:** Monthly Board Report (October)

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**BOTH SCHOOLS**



### **TWITTER – OakPark AltEd**

We are excited to announce to parents that we have created a new Twitter account. We plan to use this medium as another way to communicate daily with parents so they can see what our students are doing throughout the day. We are so proud of our students and teachers and the many creative and productive lessons they experience and we want to make sure parents are able to enjoy it as well.

We will also use twitter to show great assignments, projects, assemblies, and upcoming events for students and parents. We will continue to use our all call and all email system, but we think this is an active way to keep constant communication with parents and students.

We requested all parents, teachers, and students to sign up for our twitter feed at @OakPark\_AltEd. If they do not have a twitter account then they can sign up free at [www.twitter.com](http://www.twitter.com). Below is a link to our twitter account and a screen grab of our page.

[https://twitter.com/OakPark\\_AltEd](https://twitter.com/OakPark_AltEd)



**OAK VIEW HIGH SCHOOL**



### **BENCH MARK ASSESSMENTS (EADMS)**

As students come from various schools, with various backgrounds, we have to evaluate them so that we can assess what levels they entering our school in the core areas. In the past, we have had to assess them using pencil and paper. This year we used EADMS, which allowed us to conduct our evaluations on the computers. This was helpful for our staff as well as for the students.

### **WASC CHAIR**

We met with the WASC chair, Alex Contreras, this past month to review expectations for the OVHS WASC review. Alex has a background in alternate education. He was a principal of several continuation schools in

Southern California. This is a good fit for us, because Alex will bring a realistic perspective for his WASC review. He knows the differences and challenges that an alternative schools encompasses and he will review accordingly. Our entire staff was able to meet with him and our interactions put our nerves at ease because we could tell that he was a wonderful person to chair our WASC.



## **OAK PARK INDEPENDENT SCHOOL**



### **OAK MEADOWS CURRICULUM**

Oak Meadows is a New England Association for Schools and Colleges (NEASC) and Western Association of Schools and Colleges (WASC) accredited curriculum. We have just received their curriculum and we will be reviewing it over the next couple of weeks. While we will be looking over this material, we are also looking into other curriculum options. Our goal is to have all teachers teaching the same curriculum with common benchmarks. We will be using the New CA State Standards as our standard for adopting curriculum. Teachers will be sent to several math conferences as we explore various curriculum. We will also be sending one teacher to the California Consortium for Independent Schools (CCIS) conference.

### **OPIS WEEKLY NEWS LETTER**

In an effort to increase our communication with our OPIS families, we are beginning a new Enews letter. We are extremely excited about this weekly newsletter, because we feel that it will be beneficial to all of our parents and students. Throughout the week, we tend to send home several emails to all parents and students with information about upcoming events, schedules, etc. We think it might get confusing and that some important emails are overlooked as a result. Instead of sending out multiple emails a week, we are going to start sending out one email that has all the information in one location. The Enews letter will be sent out on Sunday evenings. This way parents and students will have all the information for the upcoming week in one place.

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent