

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #900

DATE: October 21, 2014

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

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

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

BOARD OF EDUCATION

Mary Pallant, President
Sepideh Yeoh, Vice President
Barbara Laifman, Clerk
Andrew Hazelton, Member
Allen Rosen, Member
Jake Whealen, Student Board Representative

EDUCATING TOMORROW'S LEADERS

ADMINISTRATION

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

COPY OF ENTIRE AGENDA ON WEB SITE
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.

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 18, 2014

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

Oak Park High School, Presentation Room, G9

AGENDA IS POSTED AT THE FOLLOWING LOCATIONS IN OAK PARK:

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

Internet Home Page: www.oakparkusd.org

OAK PARK UNIFIED SCHOOL DISTRICT

AGENDA – REGULAR BOARD MEETING #900

October 21, 2014

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

CLOSED SESSION: 5:00 p.m.

OPEN SESSION: 6:00 p.m.

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

I. CALL TO ORDER: _____ p.m.

II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

B. PUBLIC EMPLOYEE EMPLOYMENT: Part Time Department Clerk, Instructional Assistant III-ELL, Instructional Assistant I-Reading, Instructional Assistants II-Special Education, Guest Teachers

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

Employee organizations: Oak Park Teachers Association and Oak Park Classified Association

D. SUPERINTENDENT GOALS/AMENDMENT TO CONTRACT

E. STUDENT MATTERS

Receive recommendation from Superintendent appointed panel related to appeal of student records – #14/15-01.

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 Julie Harris, Partner in Education Award

10/10/2014

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

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

1. Healthy Kids Survey Report

C. BUSINESS SESSION:

1. CONSENT AGENDA

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

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

- a. [Approve Minutes of Regular Board Meeting September 16, 2014](#)
- b. [Public Employee/Employment Changes 01CL22558-01CL22591 & 01CE06977-01CE07030](#)
- c. [Approve Purchase Orders –September 1 - 30, 2014](#)
Board Policy 3300 requires Board approval of Purchase Orders
- d. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 29-November 1, 2014, January 28-31, 2015 and April 29-May 2, 2015](#)
Board Policy 6153 requires Board approval for student overnight trips
- e. [Approve Overnight Trip for Oak Park High School Journalism Club/Class Members – November 6-9, 2014](#)
Board Policy 6153 requires Board approval for student overnight trips
- f. [Approve Quarterly Report on Williams Uniform Complaints – October 2014](#)
Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions
- g. [Approve Annual Teacher Assignment Report](#)
Under SB 435, the Board must receive and received an annual Teacher Assignment report
- h. [Approve Notice of Completion – Project 14-01R, Campus ADA Modernization at Oak Park High School](#)
Board approval required for Notice of Completion
- i. [Approve Notice of Completion – Project 14-02R, Parking Loy and Playground Repairs at Brookside and Red Oak Elementary Schools](#)
Board approval required for Notice of Completion
- j. [Approve Notice of Completion – Project 14-07R, Roof Repairs on Multiple Buildings at Red Oak Elementary School](#)
Board approval required for Notice of Completion
- k. [Approve Notice of Completion – Site Electrical Work, Project 14-28F, Oak Park Independent School Relocatable Classrooms](#)
Board approval required for Notice of Completion
- l. [Approve Overnight Trip for Medea Creek Middle School 6th Grade to Pali Institute – December 2-5, 2014](#)
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BUSINESS

a. Approve Agreement for Architect of Record Services in Connection with Measure R Construction Projects

Board policy 3312 requires Board approval for contracts for services

b. Ratify Consultant Agreement for Architect Services in Connection with Measure R Construction Projects

Board policy 3312 requires Board approval for contracts for services

c. Ratify Consultant Agreement for Structural Engineering Services in Connection with Measure R Construction Projects

Board policy 3312 requires Board approval for contracts for services

d. Authorization to Purchase SmartBoard Products and Services from Collaboration Solutions, Inc., Pursuant to PCC Section 20118

Board approval required for Measure C6 purchases

e. Approve Change Orders 1-3, Project 14-17R, Districtwide Security Camera Systems

Board approval required for change orders

f. Approve Change Order 1, Project 13-15R, Building A (Gymnasium) Modernization at Oak Park High School

Board approval required for change orders

g. Approve Final Lease-Lease Back Agreement for Project 14-25R, Classroom Replacement Project at Oak Park High School

Board policy 3312 required Board approve for contracts for services

3. CURRICULUM

a. Approve Honors at High School Graduation for Oak Park Independent School

Board approval requested for recognition of Oak Park Independent graduates

b. Approve Oak Park High School Academic Honesty Policy

Board approval requested for revised Academic Honesty Policy

c. Approve District Instructional Calendar for 2015-2016

Board policy 6111 requires Board approval for instructional Calendars

4. HUMAN RESOURCES

a. Approve Authorization to Establish Additional Classified Service Position – Computer Support Technician

Board approve required to hire additional personnel

5. BOARD POLICIES

a. Approve Amendment to Board Policy 5144 - Discipline – Second Reading

Policy updated to reflect new federal guidance encouraging the use of disciplinary measures that provide appropriate interventions and supports rather than exclusionary discipline practices (e.g., suspension and expulsion).

b. Approve Amendment to Board Policy 1330 – Use of School Facilities – First Reading

Policy updated to reflect new Title 5 Regulations (Register 2014, No 19) which (1) require boards to adopt a fee schedule that specified the hourly fee to be charged to specific school facilities or grounds or for types/categories of school facilities or grounds, (2) contain specific rules for determining “direct costs” to be charged for use of school facilities and grounds, (3) authorize district to discount direct costs fees based on the type or category or the applicant, and (4) address the expenditure of funds collected as capital direct costs.

c. Approve Amendment to Board Policy 4112.2 - Certification – First Reading

Policy is being updated to add and clarify material, formerly in AR, on priorities for hiring when a teacher with a preliminary or clear credential is unavailable. Policy also reflects

new Title 5 Regulations (register 2013, No. 28) which provide that the provisional internship permit is not renewable and change the timelines for reissuance of emergency permits. Material on advanced certification through the National Board for Professional Teacher Standards (NBPTS) updated to reflect new law (AB 97, 2013) which eliminated categorical funding for incentive awards to NBPTA-certificated teachers.

d. Approve Amendment to Board Policy 4112.21 - Interns – First Reading

Policy is being updated to reflect new law (AB 97, 2013) which eliminated the enhanced intern program, the alternative certification program designed to address teacher shortages in geographic or subject matter areas, the Certificated Staff Mentoring Program, and the Beginning Teacher Support and Assessment (BTSA) program. Policy also clarified that an intern program must be approved by the Commission on Teacher Credentialing (CTC), reflect new Title 5 Regulations (Register 2014, No.7) addressing the qualifications and support/supervision of interns, and reflects new Federal law (P.L. 113-46 which extends through 2015-16 the authority for district to assign interns to teach core academic subject if they meet the State Board of Education (SBE) definition of a “highly qualified teacher.”

e. Approve Amendment to Board Policy 4115 – Evaluation/Supervision – First Reading

Policy is being updated to include evaluation criteria formerly in AR since establishing criteria is a responsibility of the board. Policy also revised to clarify that evaluation procedures are subject to negotiation.

VII. INFORMATION ITEMS

- 1. Monthly Measure C6 Budget Report**
- 2. Monthly Measure R Budget Report**
- 3. Monthly Enrollment and Attendance Report**
- 4. 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 9-16-14 #899
BOARD OF EDUCATION

CALL TO ORDER/MEETING PLACE

The Board of Education President, Ms. Mary Pallant, called the regular meeting to order at 5:10 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

BOARD PRESENT

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, Mr. Drew Hazelton, Member and Mr. Allen Rosen, Member.

BOARD ABSENT

Ms. Barbara Laifman, Clerk

PUBLIC COMMENTS

None

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:10 p.m.

CALL TO ORDER/MEETING PLACE

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

BOARD PRESENT

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, Mr. Drew Hazelton, Member and Mr. Allen Rosen, Member.

BOARD ABSENT

Ms. Barbara Laifman, Clerk

STAFF PRESENT

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, and Ms. Linda Sheridan, Executive Assistant.

FLAG SALUTE

Kevin Buchanan led the Pledge of Allegiance to the Flag

REPORT ON CLOSED SESSION

Dr. Knight reported the Board of Education on a vote of Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0
Absent: Laifman rejected the Government Claim from Michael Rabinovitz.

ADOPTION OF AGENDA

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education adopted the agenda as presented except to move presentation of Results of OPHS Stanford Survey of Adolescent School Experiences to the beginning. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No – 0, Absent: Laifman.

PUBLIC SPEAKERS

Peter Coopersmith addressed the Board about the Rancho Simi Recreation and Parks Department School Enrichment Programs Budgets

Kevin Buchanan, Principal, Oak Park High School, presented highlights of the Results from OPHS Stanford Survey of Adolescent School Experiences

REPORT FROM BOARD MEMBERS

Board Member Allen Rosen reported he visited the schools on the first day of school with Dr. Knight and has attended the football games. Board Member Drew Hazelton said he too visited the schools with Dr. Knight on the first day of school and attended the football games. He also attended the BES Back to School night. Board Member Sepideh Yeoh welcomed Student Board Rep Jake Whealen to the Board. She was at OPHS on the first day of school helping students finding lockers. Ms Yeoh attended BES Back to School Night, and the Calendar Committee. Board Member Mary Pallant also welcomed Student Board Rep Jake.

REPORT FROM STUDENT BOARD REP

Jake Whealen reported the ASB held their first rally last Friday. In October they will be working on the Homecoming half time show and Homecoming Dan on October 18.

REPORT FROM SUPERINTENDENT

Dr. Knight shared with the Board the new printed Moral Imperatives & Goals Brochures and GATE Brochures.

Report from Facilities Planning Committee – Dennis Kuykendall reported to the Board the continuing activities of the Facilities Planning Committee.

The Board received a SSC Report from ROES.

DISCUSSION ITEMS

Update on School Safety – Dr. Knight gave an update on School Safety projects throughout the District.
Report on 2013-2014 Student Suspension/Expulsions – Dr. Heilbron reported on the 2013-14 Suspension and Expulsions

Update and Discussion of 2014-2015 General Fund Operating Budget – Mr. Klauss gave an updated on the 2014-2015 General Fund Operating Budget.

C.1. CONSENT AGENDA

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

- a. [Approve Minutes of Regular Board Meeting September 16, 2014](#)
- b. [Public Employee/Employment Changes 01CL22524-01CL22557 & 01CE06925-01CE06976](#)
- c. [Approve Purchase Orders –August 1 - 31, 2014](#)
- d. [Approve Overnight Trip for Medea Creek Middle School 8th Grade to Attend Astro Camp – October 29-31, 2014](#)
- e. [Approve Overnight Trip for Medea Creek Middle School 7th Grade Trip to Catalina – November 17-19, 2014](#)
- f. [Approve Overnight Trip for Oak Park High School Cross Country Team – October 10-11, 2014](#)
- g. [Approve Overnight Trip for Oak Park High School Fall Team Who Qualify for CIF Play-Offs](#)

- h. [Approve Resolution #14-17, Establishing the Gann Appropriation Limit for Fiscal Year 2014-2015](#)
- i. [Approve 2014-2015 Transportation Agreement with Tumbleweed Transportation](#)
- j. [Approve Notice of Completion, Project 14-04R, Roof Repair on Relocatable Classrooms at Multiple Sites](#)
- k. [Approve Disposal of Obsolete or Surplus Instructional Materials, Books, and/or Library Books](#)
- l. [Approve Extension of Agreement for Legal Services with Fagen Friedman & Fulfrost](#)

ACTION

2. BUSINESS

- a. [Approve Ratification of Award of Contract for Project 14-09R, Exterior Painting at Oak Park High School](#)

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education approved the ratification of Award of Contract for Projection 14-09R, Exterior Painting at Oak Park High School. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

- b. [Approve Proposal for DSA Project Closeout Services](#)

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education approved the proposal for DSA Project Closeout Services. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

- c. [Approve Unaudited Actual Revenues and Expenditures for Fiscal Year 2013-2014](#)

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the Unaudited Actual Revenues and Expenditures for Fiscal Year 2013-2014. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

- d. [Approve Notice of Completion, Project 14-09R, Exterior Painting at Oak Park High School](#)

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education approved the Notice of Completion, Project 14-09R, Exterior Painting at Oak Park High School. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

- e. [Public Hearing and Receive Proposal for 2014-15 Negotiations and Approve the District's Amendment Proposal for Collective Bargaining Negotiations with the Oak Park Teachers Association \(OPTA\)](#)

Public Hearing Opened at 7:51 p.m. No Comment Public Hearing Closed at 7:51 p.m.

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Proposal for 2014-15 Negotiations and District's Amendment Proposal for Collective Bargaining Negotiations with Oak Park Teachers Association (OPTA). Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

3. CURRICULUM

- a. [Public Hearing and Approval of Resolution #14-16 Regarding Sufficiency of Textbooks and Instructional Materials for 2014-15](#)

Public Hearing Opened at 7:54 p.m. No Comment Public Hearing Closed at 7:54 p.m.

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education approved Resolution #14-16, Regarding Sufficiency of Textbooks and Instructional Materials for 2014-15. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

b. Approve Pilot of Math Materials for Grade 6

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the pilot of Math materials for Grade 6. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

c. Approve Pilot of Math Materials for Grades K-5

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the pilot of Math materials for Grades K-5. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

4. PUPIL SERVICES

a. Approve Contract for Non-Public Agency for Special Education Student #01-14/15 - \$67,350

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the contract for Non-Public Agency for Special Education Student #01-14/15 - \$67,350. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

b. Approve Contract for Non-Public School for Special Education Student #02-14/15 - \$30,976

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the contract for Non-Public School for Special Education Students #02-14/15 - \$30,976. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

c. Approve Contract for Non-Public Agency for Special Education Student #03-14/15 - \$62,219.19

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the contract for Non-Public Agency for Special Education Student #03-14/15 - \$62,219.19. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

5. BOARD

a. Designate Board Committee Assignments for 2014-2015

The Board reassigned Jennifer von Schneidau's committee assignments.

6. BOARD POLICIES

a. Approve Adoption of Board Policy 5151.52 – Suicide Prevention – First Reading

On motion of Sepideh Yeoh, seconded by Drew Hazelton, the Board of Education approved the adoption of Board Policy 5151.52 – Suicide Prevention on first reading and renumbered policy 5151.61. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

b. Approve Amendment to Bylaws of the Board 9270 – Conflict of Interest – First Reading

On motion of Drew Hazelton, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Bylaw 9270 – Conflict of Interest on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

c. Approve Amendment to Board Policy 5144 - Discipline – Second Reading

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education requested additional information from staff. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

d. Approve Amendment to Board Policy 6141.5 – Advanced Placement – First Reading

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 6141.5 – Advanced Placement on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

e. Approve Amendment to Board Policy 6142.92 – Mathematics Instruction – First Reading

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 6142.92 – Mathematics Instruction on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

f. Approve Amendment to Board Policy 6151 – Class Size – First Reading

On motion of Allen Rosen, seconded by Sepideh, the Board of Education approved the amendment to Board Policy 6151 – Class Size on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

g. Approve Amendment to Board Policy 6162.5 – Student Assessment – First Reading

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 6162.5 – Student Assessment on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

h. Approve Amendment to Board Policy 6162.54 – Test Integrity//Test Preparation – First Reading

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 6162.54 – Test Integrity/Test Preparation on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

i. Approve Amendment to Board Policy 6163.1 – Library Media Centers – First Reading

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy 6163.1 – Library Media Centers on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

j. Approve Amendment to Board Bylaws of the Board 9324 – Minutes and Recordings – First Reading

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Bylaw of the Board 9324 – Minutes and Recordings on first reading. Motion carried Aye: Hazelton, Pallant, Rosen, Yeoh, No: 0, Absent: Laifman.

VII. INFORMATION ITEMS

1. Monthly Measure R Bond Fund Financial Status Report

VIII. OPEN DISCUSSION

There being no further business before this Board, the Regular meeting is declared adjourned at 8:53 p.m.

Date _____ President of the Board

Date _____ Clerk or Secretary of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
SUBJECT: C.1.c. APPROVE PURCHASE ORDERS ISSUED SEPTEMBER 1-30, 2014

CONSENT

ISSUE: Shall the Board approve the purchase orders issued September 1-30, 2014?

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

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

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Includes Purchase Orders dated 09/01/2014 - 09/30/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-----------|------------------------------------|--|-------------------------------|------|----------------|
| B15-00006 | Dan Amihud dba Dan's Piano Service | Piano/mt lse rpr | Oak Park High School | 010 | 1,600.00 |
| B15-00011 | PRECISION BUSINESS MACHINES | Copiers/mt lse repr | Oak Park High School | 010 | 200.00 |
| B15-00107 | Home Depot | 2014-15 Maintenance Supplies and Tools | Business Administration | 010 | 3,000.00 |
| B15-00139 | Ventura County office of Education | 2014-15 Q, SIS Hosting & Support + Food Srv | Business Administration | 010 | 54,029.29 |
| | | | | 130 | 4,902.71 |
| B15-00191 | Catherine D. Kroener | Sign Language Interpreter | Human Resources | 010 | 500.00 |
| B15-00193 | School Services of California | 2014 - 2015 Fiscal & Mandate Information Services | Business Administration | 010 | 3,300.00 |
| B15-00194 | Arrowhead | Water for portable classrooms | Red Oak Elementary School | 010 | 600.00 |
| B15-00195 | Time Warner Cable | 2014-15 Open PO for High-speed Data (HSD) Svs. | Business Administration | 010 | 1,200.00 |
| B15-00196 | Dick Blick | Art Materials and Supplies | Neighborhood Pre-School Progm | 010 | 800.00 |
| B15-00197 | MailFinance | Open PO Postage Machine Lease at DO | Business Administration | 010 | 2,500.00 |
| B15-00198 | Uc Regents | UCLA - CTI training | Human Resources | 010 | 40,000.00 |
| B15-00199 | VCOE | Admin Training @ VCOE | Human Resources | 010 | 6,000.00 |
| B15-00200 | Jessica Gibbons | New ASL interpreter for Deanne Bray | Human Resources | 010 | 500.00 |
| B15-00201 | Medco Sports Medicine | Athletics/Ath Trnr Supplies, mat & supplies | Oak Park High School | 010 | 1,686.16 |
| B15-00202 | Federal Express Corp. | Federal Express Postage Charges 2014-15 | Business Administration | 010 | 1,000.00 |
| B15-00203 | Rachael Nestel | DON: Accompanist for Choir Classes | Medea Creek Middle School | 010 | 2,000.00 |
| B15-00204 | Gregary Gam dba Gam Graphics | Open PO for Printing 2014-15 | District-wide | 010 | 10,000.00 |
| B15-00205 | Forest Heights Lodge | 2014-2015 - NPS Residential - Forest Heights Lodge | Pupil Services/Special Ed. | 010 | 10,111.50 |
| B15-00206 | Trane Glendale Parts Center | 2014/15 for HVAC Parts | Business Administration | 010 | 1,000.00 |
| B15-00207 | Intermountain Lock & Security | 2014-15 M&O Supplies and Equipment | Business Administration | 010 | 3,000.00 |
| B15-00208 | VCOE | Blanket order for VCOE trainings 2014-2015 | Human Resources | 010 | 8,000.00 |
| B15-00209 | Roadside Lumber & Hardware, | Set Supplies/OPPAA/mat & supp | Oak Park High School | 010 | 1,000.00 |
| B15-00210 | Regency Enterprises, Inc | Open Purchase order for light bulbs and recycling | Brookside School | 010 | 500.00 |
| B15-00211 | Cintas Document Management | 2014-15 Document Management Shred | Business Administration | 010 | 150.00 |
| B15-00212 | Bee Professionals | 2014-15 Bee Removal OPUSD | Business Administration | 010 | 500.00 |
| B15-00213 | Corporate Telecomm | 2014-2015 For Telephone repairs | Business Administration | 010 | 2,000.00 |
| B15-00214 | M/M Mechanical, Inc | HydroJet Storm Drain & Kitchen Drains at OPHS | Business Administration | 010 | 1,690.50 |

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ESCAPE ONLINE

Page 1

Includes Purchase Orders dated 09/01/2014 - 09/30/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|------------|--|---|------------------------------------|------|----------------|
| FS15-00056 | Ventura County Environmental Health Division | Permit to Operate OVHS | Food Services | 130 | 414.00 |
| FS15-00057 | United Natural Foods, Inc | Natural Food Products | Food Services | 130 | 8,000.00 |
| P15-00016 | Textbook Warehouse c/o AMEX | MCMS Textbooks 2014-2015 | Curriculum | 010 | 4,229.59 |
| P15-00120 | Embi Tec | Science Don/mat & supp | Oak Park High School | 010 | 2,585.65 |
| P15-00126 | Taft Electric Company | Proj 14-28F Electrical Install Classrooms OPIS | Business Administration | 010 | 72,640.00 |
| P15-00168 | Enhanced Landscape Mgmt, Inc | Proj 14-25R Landscape Replacement Classrooms OPHS | Business Administration | 213 | 55,172.00 |
| P15-00194 | BTC Laboratories | Proj 13-12R Testing Services BES | Business Administration | 213 | 792.00 |
| P15-00195 | Balfour Beatty Construction | Construction Management 7/1/14 - 12/31/14 | Business Administration | 213 | 300,000.00 |
| P15-00196 | Educational Data Systems | 2014-2015 CELDT Pre ID | Curriculum | 010 | 389.52 |
| P15-00197 | School Health Corporation | Health room supplies | Red Oak Elementary School | 010 | 162.96 |
| P15-00198 | DS Waters of America, LP | 2014-2015 - Sparkletts Water Service | District-wide | 010 | 175.00 |
| P15-00199 | Office Depot Customer Service Center | 2014-2015 - Office Depot - Supplies | District-wide | 010 | 2,400.00 |
| P15-00200 | CTE CAL, Inc. | Proj 14-25R Inspector of Record Classrooms OPHS | Business Administration | 213 | 8,195.00 |
| P15-00201 | CTE CAL, Inc. | Proj 13-15R Inspector of Record Bldg A OPHS | Business Administration | 213 | 17,985.00 |
| P15-00202 | CTE CAL, Inc. | Proj 14-01R Inspector of Record Services ADA OPHS | Business Administration | 213 | 3,850.00 |
| P15-00203 | CTE CAL, Inc. | Proj 13-12R Inspector of Record Bldg 100 Mod BES | Business Administration | 213 | 16,445.00 |
| P15-00204 | Big Red Crane Company | Proj 14-25R Crane Services HVAC OPIS | Business Administration | 213 | 750.00 |
| P15-00205 | Follett School Solutions, Inc. American Express | BES MAKING A NEW NATION Grade 5 | Curriculum | 010 | 1,551.12 |
| P15-00206 | Fun Raising School Gear | staff T shirts | Home Independent Study Program | 010 | 53.21 |
| P15-00207 | Data Management, Inc | Visitor Badge Supplies Per Quote | Business Administration | 010 | 905.58 |
| P15-00208 | Compuwave Inc. | Toner for Printer - Room 17 | Neighborhood Pre-School Program | 010 | 1,290.00 |
| P15-00209 | Modern School Supplies, Inc. | Architecture/instruct/mat & supp | Oak Park High School | 010 | 319.72 |
| P15-00210 | Gray's Harbor Historical S. A. | Filed Trip | Home Independent Study Program | 010 | 1,095.00 |
| P15-00211 | Flinn Scientific, Inc | Science Lab supplies | Home Independent Study Program | 010 | 961.08 |
| P15-00212 | Educational Innovations | Science Lab supplies | Home Independent Study Program | 010 | 185.42 |
| P15-00213 | Mrs. Nelson's Library Services | OPHS Book Hard Binding | Curriculum | 010 | 1,970.48 |

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ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 09/01/2014 - 09/30/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|------------------|--|---|-------------------------|-------------|-----------------------|
| P15-00214 | The Lampo Group c/o AMEX | OPHS Wkbks Personal Finance | Curriculum | 010 | 1,696.40 |
| P15-00216 | TUMBLEWEED EDUCATIONAL ENTERPRISES INC | 2014/2015 - Tumbleweed Transportation | District-wide | 010 | 70,000.00 |
| P15-00217 | Las Virgenes School Dist | 2014/2015 - Program Services LVUSD | District-wide | 010 | 125,000.00 |
| P15-00218 | VCOE | 2014/2015 - Physical Therapy Services - VCOE | District-wide | 010 | 5,000.00 |
| P15-00219 | VCOE | 2014/2015 - Jewish Family Services - VCOE | District-wide | 010 | 10,000.00 |
| P15-00220 | ACT-Autism Ctr for Treatment | 2014/2015 - ACT Services | District-wide | 010 | 70,000.00 |
| P15-00221 | Inclusive Educ. & Community Pa | 2014/2015 - IECF Services | District-wide | 010 | 65,000.00 |
| P15-00222 | The Help Group | 2014/2015 - NPS/The Help Group | District-wide | 010 | 30,976.00 |
| P15-00223 | Companion Connection | 2014/2015 - Companion Connection - OT Services | District-wide | 010 | 5,000.00 |
| P15-00224 | VCOE | 2014/2015 - Out of District Aides/Services VCOE | District-wide | 010 | 35,000.00 |
| P15-00225 | VCOE | 2014/2015 - VCOE - Student Excess Costs (Tuition) | District-wide | 010 | 280,000.00 |
| P15-00226 | Conejo Uni Sch Dist | 2014-2015 - CVUSD Student Excess Costs (Tuition) | District-wide | 010 | 55,000.00 |
| P15-00227 | VCOE | 2014/2015 - Excess Costs Transportation - VCOE | District-wide | 010 | 120,000.00 |
| P15-00228 | JKF Construction | Repair of Sink Cabinet at ROES | Business Administration | 010 | 655.00 |
| P15-00229 | JKF Construction | Relocate Lockers at OPHS | Business Administration | 010 | 1,450.00 |
| P15-00230 | JKF Construction | Proj 14-28F Hollow Metal Door at OPIS | Business Administration | 010 | 265.00 |
| P15-00231 | Thousand Oaks Electric | Proj 14-08F Power Installation OPHS Field House | Business Administration | 010 | 2,465.00 |
| P15-00232 | Thousand Oaks Electric | Proj 14-28F Power & Rewiring for OPIS Bldgs | Business Administration | 010 | 24,760.00 |
| P15-00233 | Thousand Oaks Electric | Proj 14-08F Sub Breaker Panel OPHS Football Field | Business Administration | 010 | 625.00 |
| P15-00234 | Quality Paving | Proj 14-28F Asphalt & ADA Striping at OPIS | Business Administration | 010 | 4,080.00 |
| P15-00235 | Custom Modular Services Corp | Proj 14-28F Temp Ramps for Classrooms OPIS | Business Administration | 010 | 11,248.00 |
| P15-00236 | Hansen's Plumbing & Mech. Inc | Clear Clogged Drain at MCMS Kitchen | Business Administration | 010 | 510.00 |
| P15-00237 | Portastor Portable Containers | Proj 13-12R Roll-Off Storage Bldg 100 BES | Business Administration | 213 | 93.39 |
| P15-00238 | Enhanced Landscape Mgmt, Inc | Proj 14-01R Landscaping around ADA Upgrades OPHS | Business Administration | 213 | 4,700.00 |
| P15-00239 | Sports Facilities Group | Basketball Backstop Inspection & Service at OPHS | Business Administration | 010 | 2,475.00 |

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ESCAPE ONLINE

Page 3

Includes Purchase Orders dated 09/01/2014 - 09/30/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-----------|---|--|--------------------------------|------|----------------|
| P15-00240 | Fence Factory | Proj 14-28F Additional Fence & Gate OPIS | Business Administration | 010 | 1,600.00 |
| P15-00241 | Grainger Industrial Supply | Proj 14-28F Exit Signs & Fire Extinguishers - OPIS | Business Administration | 010 | 1,724.99 |
| P15-00242 | James Dean Landscape Architect | Proj 14-25R Grading / Planting Classrooms OPHS | Business Administration | 213 | 5,500.00 |
| P15-00243 | Krueger International, Inc. | C-6 Student Desks and Chairs New Cllsrooms OPHS | Business Administration | 212 | 3,918.16 |
| P15-00244 | Handwriting Without Tears | OHES DK Classroom Kit 2014-2015 | Curriculum | 010 | 351.33 |
| P15-00245 | WELLS FARGO PAYMENT REMITTANCE CENTER | 14/15 Supt supplies/staff development | Superintendent | 010 | 5,000.00 |
| P15-00246 | School Specialty | Science Lab Supplies | Home Independent Study Program | 010 | 2,894.03 |
| P15-00247 | Follett School Solutions, Inc. American Express | OPHS History & Literature Textbooks 2014-2015 | Curriculum | 010 | 901.60 |
| P15-00248 | Performances To Grow On | Donation - K grade field trip | Brookside School | 010 | 1,070.00 |
| P15-00249 | Follett School Solutions, Inc. American Express | OPIS add'l Textbooks 2014-2015 | Curriculum | 010 | 668.75 |
| P15-00250 | Advantra Graphics | Waste Recycling | District-wide | 010 | 631.10 |
| P15-00251 | Accrediting Commission For Schools/Wasc | Accreditation/oth exp | Oak Park High School | 010 | 820.00 |
| P15-00252 | Time For Kids | donation - 4th/5th Time for Kids | Brookside School | 010 | 1,089.68 |
| P15-00253 | Therapro | OT Supply Order | District-wide | 010 | 50.17 |
| P15-00254 | Ventura County office of Education | Yr 17 VCedNet Internet Access | Accounting & Payroll | 010 | 29,820.00 |
| P15-00255 | Time Warner Cable | 2014/15 Mesh Network to Sites Internet Access | Business Administration | 010 | 26,960.16 |
| P15-00256 | Schoolmate | Donation student planner 4th and 5th | Brookside School | 010 | 767.00 |
| P15-00257 | School Outfitters | SpEd - for preschool | District-wide | 010 | 163.19 |
| P15-00258 | Pasco Scientific | Sci Don/mat & supp | Oak Park High School | 010 | 261.18 |
| P15-00260 | Textbook Warehouse c/o AMEX | OPIS Textbooks 2014-2015 | Curriculum | 010 | 167.70 |
| P15-00261 | Flinn Scientific, Inc | Sci Don/mat & supp | Oak Park High School | 010 | 754.40 |
| P15-00262 | Thousand Oaks Electric | Proj 14-27F Conduit Installation - District-wide | Business Administration | 213 | 28,880.00 |
| P15-00263 | Brain POP LLC | PFA:Brain Pop subscription renewal 2014-15 | Medea Creek Middle School | 010 | 1,345.00 |
| P15-00264 | Rolls Scaffold | Theatre/Lott/rnt lse rpr | Oak Park High School | 010 | 213.54 |
| P15-00266 | Houghton Mifflin Harcourt c/o American Express | Go Math BES - addl order Common Core | Curriculum | 010 | 787.07 |
| P15-00267 | Houghton Mifflin Harcourt c/o American Express | Go Math Add'l Order OPIS Common Core | Curriculum | 010 | 205.32 |
| P15-00268 | Wayne Watson DBA Buena Concrete | Don: Concrete to Secure Benches | Medea Creek Middle School | 010 | 2,260.00 |

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ESCAPE ONLINE

Page 4

Includes Purchase Orders dated 09/01/2014 - 09/30/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-----------|---|--|--------------------------------|------|----------------|
| P15-00269 | Wayne Watson DBA Buena Concrete | Proj 13-15R Concrete Grinding Bldg A Mod OPHS | Business Administration | 213 | 360.00 |
| P15-00270 | Houghton Mifflin Harcourt c/o American Express | Go Math ROES add'l order- Common Core | Curriculum | 010 | 253.71 |
| P15-00271 | CA Science Center Foundation | Field Trip | Home Independent Study Program | 010 | 615.25 |
| P15-00272 | Houghton Mifflin Harcourt c/o American Express | OPIS - Science Fusion Textbooks | Curriculum | 010 | 148.87 |
| P15-00273 | The Prophet Corp. DBA Gopher | DON: PE Activities' Supplies | Medea Creek Middle School | 010 | 1,533.16 |
| P15-00274 | McGraw-Hill Education c/o American Express | MCMS TE Geometry | Curriculum | 010 | 260.60 |
| P15-00275 | Ventura County Schools Boards Attn: Patricia Phelps | 2014-15 Membership Dues | Board of Education | 010 | 150.00 |
| P15-00276 | Don Johnston Product | SpEd curriculum order | District-wide | 010 | 391.28 |
| P15-00277 | Wayne Watson DBA Buena Concrete | Proj 14-28F Block Wall Removal Classrooms OPIS | Business Administration | 010 | 1,650.00 |
| P15-00278 | Leader Carpet | Proj 14-05F Flooring Discovery Kindergarten OPNS | Business Administration | 010 | 5,992.00 |
| P15-00279 | Damar Construction Inc. | PROJ 14-28F Dirt Removal OPIS | Business Administration | 010 | 2,987.50 |
| P15-00280 | Pasco Scientific | C-6/Science/mat & supp | Oak Park High School | 010 | 650.73 |
| P15-00281 | VocabularySpellingCity.com | Donation - 5th grade Spelling City | Brookside School | 010 | 257.40 |
| P15-00282 | Enhanced Landscape Mgmt, Inc | Mainline and Irrigation Repair Track OPHS | Business Administration | 010 | 1,890.00 |
| P15-00283 | BTC Laboratories | Proj 14-25R Testing Replacement Classrooms OPHS | Business Administration | 213 | 2,777.00 |
| P15-00284 | BTC Laboratories | Proj 14-01R Testing ADA Upgrades OPHS | Business Administration | 213 | 1,942.00 |
| P15-00285 | BTC Laboratories | Proj 13-12R Testing Bldg 100 Modernization BES | Business Administration | 213 | 1,591.00 |
| P15-00286 | Fagen Friedman & Fulfroest LLP | SpEd Symposium Registration | District-wide | 010 | 620.00 |
| P15-00287 | Textbook Warehouse c/o AMEX | OPIS Textbooks Chemistry 2014-2015 | Curriculum | 010 | 77.40 |
| P15-00288 | Santa Barbara Museum Of Natural History | Parent funded field trip | Red Oak Elementary School | 010 | 550.00 |
| P15-00289 | Hilford Moving and Storage | Proj 14-25R Moving & Storage Classrooms OPHS | Business Administration | 213 | 2,425.28 |
| P15-00290 | Hilford Moving and Storage | Proj 14-28F Relocation Srvs Classrooms ROES/OPIS | Business Administration | 010 | 1,899.52 |
| P15-00291 | JKF Construction | Proj 14-01C Network Upgrade Server Room OHES | Business Administration | 212 | 2,400.00 |
| P15-00292 | California Consortium For Independent Study | CCIS Membership & Fall Conference | Home Independent Study Program | 010 | 2,025.00 |
| P15-00293 | Fun Raising School Gear | Staff Shirts | Home Independent Study Program | 010 | 234.36 |

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ESCAPE ONLINE

Page 5

Includes Purchase Orders dated 09/01/2014 - 09/30/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|-----------|---|---|--------------------------------|------|----------------|
| P15-00294 | Hilford Moving and Storage | Proj 13-12R Moving & Storage Bldg 100 Mod BES | Business Administration | 213 | 851.43 |
| P15-00295 | Advantra Graphics | Moral Imperatives & Goals | Board of Education | 010 | 1,070.36 |
| P15-00297 | Performances To Grow On | Donation -- 1st grade - Click Clack Moo | Brookside School | 010 | 882.00 |
| P15-00298 | Community Educational Ent Ramo na Brandes | Parent funded field trip | Red Oak Elementary School | 010 | 1,280.00 |
| P15-00299 | Community Educational Ent Ramo na Brandes | Parent funded field trip | Red Oak Elementary School | 010 | 1,400.00 |
| P15-00300 | Follett School Solutions, Inc. American Express | MCMS Consumable Science 2014-2015 | Curriculum | 010 | 105.75 |
| P15-00301 | Training Room, Inc. | Athletics/mat & supp | Oak Park High School | 010 | 1,103.16 |
| P15-00302 | Rosetta Stone Language Learnin | Rosetta Stone 2014-2015 OPIS & District | Curriculum | 010 | 16,335.00 |
| P15-00303 | Textbook Warehouse c/o AMEX | MCMS Textbooks core readers 2014-2015 | Curriculum | 010 | 161.41 |
| P15-00304 | Textbook Warehouse c/o AMEX | OPHS add'l order Textbooks 2014-2015 | Curriculum | 010 | 1,139.50 |
| P15-00305 | Follett School Solutions, Inc. American Express | OPHS ChineseTextbooks 2014-2015 | Curriculum | 010 | 158.34 |
| P15-00306 | Kurt C. Kuekes, Ph.D. | Individual Educational Evaluation/Assesment | Pupil Services/Special Ed. | 010 | 8,000.00 |
| P15-00307 | Pierres Welding & Maint. | Proj 14-05F Gate Closure DK OHES | Business Administration | 010 | 200.00 |
| P15-00308 | Pierres Welding & Maint. | Proj 14-28F Gate Closure OPIS | Business Administration | 010 | 200.00 |
| P15-00309 | Pierres Welding & Maint. | Door for storage contain at OPIS | Home Independent Study Program | 010 | 1,150.00 |
| P15-00310 | Flinn Scientific, Inc | Science Lab supplies | Home Independent Study Program | 010 | 83.37 |
| P15-00311 | Advantra Graphics | GATE Brochure | District-wide | 010 | 880.53 |
| P15-00312 | Department of Industrial Relations(Accounting) | Elevator Permit at MCMS | Business Administration | 010 | 225.00 |
| P15-00313 | R & T Specialties, Inc | Install Locker Plates at OPHS | Business Administration | 010 | 550.00 |
| P15-00314 | Wenger Corporation | Project #14-09C Music Equipment Cabinets | Business Administration | 212 | 41,206.63 |
| P15-00315 | Pierres Welding & Maint. | Repair all Cable Line Boxes on Portables at OHES | Business Administration | 010 | 2,500.00 |
| P15-00316 | NICK RAIL MUSIC | Proj 14-09C Fox 41D Bassoon OPHS | Business Administration | 212 | 2,525.18 |
| P15-00317 | BTC Laboratories | Proj 14-25R Testing Replacement Classrooms OPHS | Business Administration | 213 | 1,541.00 |
| P15-00318 | CTE CAL, Inc. | Proj 14-01R Inspector of Record Services ADA OPHS | Business Administration | 213 | 1,320.00 |
| P15-00319 | Delta Education, LLC c/o American Express | OHES FOSS Science add'l organisms 2014-2015 | Curriculum | 010 | 337.37 |
| P15-00320 | CTE CAL, Inc. | Proj 14-25R Inspector of Record Classrooms OPHS | Business Administration | 213 | 9,075.00 |

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ESCAPE ONLINE

Page 6

Includes Purchase Orders dated 09/01/2014 - 09/30/2014

| PO Number | Vendor Name | Description | Location | Fund | Account Amount |
|---------------------|---|--|--------------------------------|-------|----------------|
| P15-00321 | CTE CAL, Inc. | Proj 13-15R Inspector of Record Bldg A OPHS | Business Administration | 213 | 4,550.00 |
| P15-00323 | Follett School Solutions, Inc. American Express | OPIS additional order Textbooks 2014-2015 | Curriculum | 010 | 155.93 |
| P15-00324 | Textbook Warehouse c/o AMEX | OPIS Textbooks Chemistry 2014-2015 | Curriculum | 010 | 77.40 |
| P15-00325 | Dale Scott & Company | 2012-13 Continuing Disclosure Annual Report GOB | Business Administration | 212 | 1,928.62 |
| | | | | 213 | 1,928.62 |
| P15-00326 | Timothy L. Graves | Proj R400 Architect Services Districtwide | Business Administration | 213 | 10,000.00 |
| P15-00327 | Taft Electric Company | Proj 13-12R Bell System Bldg 100 Mod BES | Business Administration | 213 | 1,395.37 |
| P15-00328 | United Rentals | Proj 14-28F Forklift Rental Classrooms OPIS | Business Administration | 010 | 165.23 |
| P15-00329 | LA Sound Co | Proj 13-15R Service Call Bldg A Mod OPHS | Business Administration | 213 | 350.00 |
| P15-00330 | Decker Equipment | Traffic/Safety/Lott/oth suppp | Oak Park High School | 010 | 275.96 |
| T15-00018 | Collaboration Solutions | Replacement Projector Bulbs for SMARTboards | Technology Coordinator | 010 | 2,911.16 |
| T15-00019 | All Connected Inc | Q Migration to VCOE - Terminal Server installation | Technology Coordinator | 010 | 7,591.00 |
| T15-00021 | Compuwave Inc. | Printers for Classrooms and labs | Technology Coordinator | 212 | 5,406.18 |
| T15-00022 | All Connected Inc | Cisco Switches for classroom expansions | Technology Coordinator | 212 | 13,376.50 |
| T15-00023 | Billy A. Jones | Consulting/Contractor - Billy Jones | Technology Coordinator | 010 | 7,000.00 |
| T15-00024 | Compuwave Inc. | Toner for 8710 Printer | Home Independent Study Program | 010 | 115.15 |
| T15-00025 | Certiport | Site License/PFC & Don/oth exp | Oak Park High School | 010 | 5,050.00 |
| TB15-00008 | Compuwave Inc. | HR printer supplies 2013-2014 | Human Resources | 010 | 1,612.50 |
| TB15-00009 | VCOE | Blanket PO for IT Workshops at VCOE 2014-15 | Technology Coordinator | 010 | 4,000.00 |
| Total Number of POs | | | 174 | Total | 1,904,943.36 |

Fund Recap

| Fund | Description | PO Count | Amount |
|-------|--------------------------------|----------|--------------|
| 010 | General Fund | 140 | 1,338,396.29 |
| 130 | Cafeteria Fund | 3 | 13,316.71 |
| 212 | Measure C6 Technology Bond Fun | 7 | 70,761.27 |
| 213 | Measure R FACILITIES Bond Fund | 26 | 482,469.09 |
| Total | | | 1,904,943.36 |

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ESCAPE ONLINE

Page 7

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

**SUBJECT: C.I.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL
SENIOR LIFE SKILLS RETREATS – OCTOBER 29-NOVEMBER 1,
2014, JANUARY 28-31, 2015, AND APRIL 29-MAY 2, 2015
CONSENT**

ISSUE: Shall the Board approve overnight trips for the Oak Park High School Senior Life Skills Retreats?

BACKGROUND: Principal, Kevin Buchanan, requests approval for three Life Skills Retreats, scheduled for October 29 –November 1, January 28-31, 2015, and April 29-May 2, 2015 in Malibu, CA. Approximately 120-140 (first two dates) 40-50 (third date) male and female students, 5-10 OPHS teacher chaperones and 10-20 college students will stay in cabin facilities at Camp Hilltop in Malibu. Students will pay \$300 to cover cost of buses, food and lodging. They will depart at 3:30 on the Wednesday and return 5:00 on the Saturday. 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 trips as presented.
2. Do not approve overnight trips 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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Member | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.I.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL JOURNALISM CLUB/CLASS MEMBERS – NOVEMBER 6-9, 2014
CONSENT

ISSUE: Shall the Board approve an overnight trip for the Oak Park High School Journalism members?

BACKGROUND: Principal, Kevin Buchanan, requests approval for the JEA/NSPA Fall National High School Journalism Convention in Washington D.C scheduled for November 6-9, 2014. Four students (male & female), an OPHS teacher and male parent volunteer will leave from LAX the evening of Wednesday, November 5th and return on Sunday, November 9th. Students and chaperones will stay at the Omni Shoreham Hotel in Washington D.C. Students will pay approximately \$1100 per student to cover the cost of meals, transportation 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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Member | _____ | _____ | _____ | _____ |

TO: BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.1.f. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – OCTOBER 2014

Consent

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

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

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

ALTERNATIVES: 1. Approve the Quarterly Report on Williams Uniform Complaints – October 2014
2. Do not approve the Quarterly Report on Williams Uniform Complaints - October 2014

RECOMMENDATION: Alternative #1.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|---------------------|-------------|-------------|----------------|---------------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep. | _____ | _____ | _____ | _____ |

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 2014-2015

District: Oak Park Unified School District

Person completing this form: Dr. Leslie Heilbron

Title: Assistant Superintendent, Human Resources

Quarterly Report Submission Date: ☒ October 2014 (7/1/14 to 9/30/14)
(check one) ☐ January 2015 (10/1/14 to 12/31/14)
☐ April 2015 (1/1/15 to 3/31/15)
☐ July 2015 (4/1/15 to 6/30/15)

Date for information to be reported publicly at governing board meeting: October 21, 2014
Please check the box that applies:

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

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

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

Signature of District Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: OCTOBER 21, 2014

SUBJECT: C.1.g. 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 Annual Teacher Assignment Report
2. Do not approve the Annual Teacher Assignment Report

RECOMMENDATION: Alternative #1

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

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

| | | | | |
|--|-------|-------|---------|--------|
| Board Action: On motion of _____, seconded by _____, the Board of Education: | | | | |
| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Human Resources

Memorandum

To: Anthony W. Knight, Ed.D.
From: Leslie Heilbron, Ed.D, Assistant Superintendent, Human Resources
Date: October 21, 2014
Re: CREDENTIAL INFORMATION – 2014-2015

BACKGROUND INFORMATION

Under the provisions of SB 435, the Board of Education receives a report of fully credentialed staff who are assigned to teach in academic areas for which they may not have a formal credential, but for which they have the requisite number of units required for knowledge of the subject and the ability to teach the subject in the classroom. The following credential assignments are brought to the Board of Education annually. These assignments are brought to the Board in accordance with the requirements of the Education Code and the California Commission on Teacher Credentialing.

Education Code section 44256(b) (grades 8 and below) allows, with the approval of the governing board, the holder of a multiple subject or standard elementary teaching credential to teach, with his or her consent, in departmentalized classes below grade level 9 if the teacher has completed 12 semester units, or 6 upper division or graduate semester units in the subject to be taught.

Education Code section 44258.2 (grade 5-8) allows that the holder of a single subject standard secondary teaching credential may, with his or her consent, be assigned by action of the governing board, to teach classes in grades 5 through 8 in a middle school, provided that the teacher has a minimum of 12 semester units or 6 upper division or graduate semester units of coursework at an accredited institution in the subject to be taught.

| | | | |
|--------------------|----------------|-------------------|----------------|
| Sharon Lavene 4782 | Social Studies | Alison Stein 8748 | Social Studies |
| Steven White 6032 | Language Arts | | |

Education Code 44263 allows the holder of a teaching credential to serve by approval of the governing board and with the consent of the teacher, any single subject departmentalized class if the teacher has completed 18 semester units of coursework, or 9 semester units of upper division or graduate coursework in the subject to be taught.

| | |
|------------------|---------|
| Sheri Boone 2782 | Spanish |
| Eric Pryor 8823 | Health |

Education Code 44865 allows the holder of a valid teaching credential to be assigned with the consent of the teacher to teach any subject at any grade level to students in the following programs:

| | | |
|-----------------------|------------------------|---------------------|
| Continuation Schools | Home Independent Study | |
| Susan Allen 0242 | Ty DeLong 4227 | Kate Edwards 9982 |
| Randi Liepman 4447 | Donald (DJ) Cook 8110 | Daniel O'Brien 8312 |
| Karen (KC) Kelem 4589 | Barbara Harrison 7173 | Carolyn Purkey 8172 |
| | Kate Thompson 3787 | Lori Glazer 6009 |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
**SUBJECT: C.1.h. APPROVE NOTICE OF COMPLETION, PROJECT 14-01R, CAMPUS
ADA MODERNIZATION AT OAK PARK HIGH SCHOOL**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 14-01R, Campus ADA Modernization at Oak Park High School, contracted with Hughes General Engineering, Inc.?

BACKGROUND: On April 8, 2014, the Board of Education authorized the award of a contract for Project 14-01R, Campus ADA Modernization at Oak Park High School, to Hughes General Engineering, Inc., of Ventura, California.

The work under this contract is now complete, and the District's staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 14-01R, Campus ADA Modernization at Oak Park High School, contracted with Hughes General Engineering, Inc.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Oak Park High School, 899 N. Kanan Road, Oak Park, CA 91377

That on or about April 8, 2014 the said Oak Park Unified School District of Ventura County entered into a contract with Hughes General Engineering, Inc., of Ventura, California, for Project 14-01R, Campus ADA Modernization at Oak Park High School on certain real property hereinbefore described: that said building and improvements were actually completed on October 21, 2014; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

By Anthony W. Knight, Ed.D., Superintendent, Secretary to
the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Anthony W. Knight, Ed.D., Superintendent
Oak Park Unified School District

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.1.i. APPROVE NOTICE OF COMPLETION, PROJECT 14-02R, PARKING LOT AND PLAYGROUND REPAIRS AT BROOKSIDE AND RED OAK ELEMENTARY SCHOOLS

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools, contracted with Berry General Engineering, Inc.?

BACKGROUND: On February 18, 2014, the Board of Education authorized the award of a contract for Project 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools, to Berry General Engineering, Inc., of Ventura, California.

The work under this contract is now complete, and the District's staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools, contracted with Berry General Engineering, Inc., of Ventura, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Brookside Elementary School, N. 165 Satinwood Avenue, Oak Park, CA 91377, and Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377

That on or about February 18, 2014 the said Oak Park Unified School District of Ventura County entered into a contract with Berry General Engineering, Inc., of Ventura, California, for Project 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools on certain real property hereinbefore described: that said building and improvements were actually completed on October 21, 2014; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

By Anthony W. Knight, Ed.D., Superintendent, Secretary to
the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Anthony W. Knight, Ed.D., Superintendent
Oak Park Unified School District

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.1.j. APPROVE NOTICE OF COMPLETION, PROJECT 14-07R, ROOF REPAIRS AT RED OAK ELEMENTARY SCHOOL

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for Project 14-07R, Roof Repairs on Multiple Buildings at Red Oak Elementary School, contracted with Best Contracting Services, Inc.?

BACKGROUND: On March 18, 2014, the Board of Education authorized the award of a contract for Project 14-07R, Roof Repairs on Multiple Buildings at Red Oak Elementary School, to Best Contracting Services, Inc., of Gardena, California.

The work under this contract is now complete, and the District's staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for Project 14-07R, Roof Repairs on Multiple Buildings at Red Oak Elementary School, contracted with Best Contracting Services, Inc., of Gardena, California.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Red Oak Elementary School, 4857 Rockfield Street, Oak Park, CA 91377

That on or about March 18, 2014 the said Oak Park Unified School District of Ventura County entered into a contract with Best Contracting Services, Inc., of Gardena, California, for Project 14-07R, Roof Repairs on Multiple Buildings at Red Oak Elementary School on certain real property hereinbefore described: that said building and improvements were actually completed on October 21, 2014; that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

By Anthony W. Knight, Ed.D., Superintendent, Secretary to
the Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Anthony W. Knight, Ed.D., Superintendent
Oak Park Unified School District

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

**SUBJECT: C.1.k. APPROVE NOTICE OF COMPLETION – SITE ELECTRICAL WORK,
PROJECT 14-28F, OAK PARK INDEPENDENT SCHOOL
RELOCATABLE CLASSROOMS**

CONSENT

ISSUE: Shall the Board approve the Notice of Completion for site electrical work on Project 14-28F, Oak Park Independent School Relocatable Classrooms, contracted with Taft Electric Company?

BACKGROUND: Utilizing the provisions of the California Uniform Public Construction Cost Accounting Act (Public Contract Code §22000 et seq.), adopted as policy by the Board in November 2013, the District awarded a contract for site electrical work for Project 14-28F, Oak Park Independent School Relocatable Classrooms, to Taft Electric Company of Ventura, California on July 30, 2014.

The work under this contract is now complete, and the District's staff and construction manager Balfour Beatty have inspected the finished project and are satisfied that it has been completed in compliance with contract specifications. It is recommended that the Board approve a Notice of Completion accepting the finished project.

ALTERNATIVES:

1. Approve the Notice of Completion for site electrical work on Project 14-28F, Oak Park Independent School Relocatable Classrooms, contracted with Taft Electric Company.
2. Do not approve the Notice of Completion.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Notice of Completion

Notice is hereby given that the Oak Park Unified School District, a school district in Ventura County, is the owner in fee of the following described and real property, to-wit:

Description: Oak Park Independent School, 5701 Conifer Street, Oak Park, CA 91377

That on or about July 30, 2014 the said Oak Park Unified School District of Ventura County entered into a contract with Taft Electric Company, of Ventura, California, for Site Electrical Work on Project 14-28F, Oak Park Independent School Relocatable Classrooms on certain real property hereinbefore described: that said building and improvements were actually completed on October 21, 2014: that the address of said Oak Park Unified School District is 5801 E. Conifer Street, Oak Park, CA 91377, Ventura County, California.

OAK PARK UNIFIED SCHOOL DISTRICT

By Anthony W. Knight, Ed.D., Superintendent, Secretary to the
Oak Park Unified School District Board of Trustees

Anthony W. Knight, being first duly sworn, deposes and says: that he is secretary of the Board of Trustees of the Oak Park Unified School District, a school district of Ventura County, California: that he therefore verifies the foregoing Notice of Completion on behalf of said Oak Park Unified School District: that the Oak Park Unified School District of Ventura County, California is owner of the property described in the foregoing notice: that he has read the foregoing notice and knows the contents thereof: that he has personal knowledge of the facts therein stated: that the same are true.

STATE OF CALIFORNIA
COUNTY OF VENTURA

Anthony W. Knight, Ed.D., Superintendent
Oak Park Unified School District

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

TO: MEMBERS, BOARD OF EDUCATION

FROM: ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

**SUBJECT: C.1 I. APPROVE OVERNIGHT TRIP FOR MEDEA CREEK
MIDDLE SCHOOL 6th GRADE TO PALI INSTITUTE –
DECEMBER 2-5, 2014**

Consent

ISSUE: Shall the Board of Education approve an overnight trip for the 6th graders of Medea Creek to attend a four day Outdoor Education experience at the Pali Institute in Running Springs, CA.?

STATEMENT: Like past years, all interested 6th graders have the opportunity to experience hands-on science and nature during an Outdoor Education trip. The WASC and AEE accredited program at the Pali Institute is our Camp. The trip is scheduled for December 2-5, 2014. The cost is \$440. MCMS ensures that all interested students (space permitting) are able to attend, regardless of cost. The bus company will be Southwinds. The camp is fully staffed and will be complemented by approximately 6-8 MCMS faculty/staff.

BACKGROUND: Outdoor Education is a 6th grade staple at Medea Creek Middle School, giving students a one-to-one experience with the outdoors, as well as with hands-on science. Pali Institute promises a high-quality program with nature walks and intriguing science classes suited for the 6th grade in a beautiful, safe, and well-cared for environment.

ALTERNATIVES: 1. Approve the overnight Outdoor Education trip
2. Do not approve the overnight Outdoor Education trip.

RECOMMENDATION: Alternative #1

RATIONALE: It is a wonderful opportunity to study science in a natural setting. In the past, Outdoor Education has been a highlight for students. It has both social and academic value for our children.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
**SUBJECT: C.2.a. APPROVE AGREEMENT FOR ARCHITECT OF RECORD SERVICES
IN CONNECTION WITH MEASURE R CONSTRUCTION PROJECTS**

ACTION

ISSUE: Shall the Board approve an agreement for Architect of Record (AOR) services in connection with specified District and Measure R construction projects?

BACKGROUND: In mid-August the District was notified of the death of the principal and sole shareholder of KPI Architects, who served as Architect of Record (AOR) on various District and Measure R construction project. On August 27, 2014, the District received written notice that KPI had closed its business and was terminating its contract with OPUSD. The services of the AOR are required to complete or close out the following construction projects:

1. Oak Park High School Modernization Closeout (Measure R funding)
2. Oak Park High School Building I – New Classrooms (Measure R funding)
3. Oak Park High School Gym Bleachers (AYBA donation)
4. Oak Park High School Field House (Oak Park Athletic Boosters donation)
5. Oak Park Independent School Relocatable Classrooms (General Fund)
6. Red Oak Elementary School Ball Wall (PTA donation)

Time is of the essence to select a replacement AOR as the Division of the State Architect (DSA) has indicated that it will close the files on these projects unless an AOR is identified. District staff and program/construction manager have been working with Main Street Architects & Planners, Inc. of Ventura, California, to finalize a proposed agreement and fee structure for the Board's consideration and action at this evening's meeting. Upon its completion, the proposed agreement will be forwarded to the Board in advance of this evening's meeting.

ALTERNATIVES:

1. Approve an agreement for Architect of Record services with Main Street Architects & Planners, Inc.
2. Do not approve an agreement for AOR 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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
SUBJECT: C.2.b. RATIFY CONSULTANT AGREEMENT FOR ARCHITECT SERVICES IN CONNECTION WITH MEASURE R CONSTRUCTION PROJECTS

ACTION

ISSUE: Shall the Board ratify a consultant agreement with Timothy L. Graves for architect services in connection with District and Measure R construction projects?

BACKGROUND: In August 2014, the District was notified Architect of Record (AOR) KPI had closed its business and was terminating its contract with OPUSD. Shortly thereafter, the Division of the State Architect (DSA) indicated its intent to close its files on District projects unless a new AOR was named quickly. Consequently, it was deemed essential that the District maintain as much of various projects' design team as possible, in order to maintain progress and affect a smooth transition to a new AOR. To that end, the District retained former KPI architect Timothy L. Graves as a consultant to assist in the transition to the new AOR, and to provide direction and clarification on open projects to the greatest extent possible. A copy of the consultant agreement is attached for the Board's information and review and it is respectfully requested that the Board ratify the contract with Mr. Graves in an amount not to exceed \$10,000.

ALTERNATIVES:

1. Ratify a consultant agreement with Timothy L. Graves for architect services, in an amount not to exceed \$10,000, in connection with District and Measure R construction projects.
2. Do not ratify the consultant agreement.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

**OAK PARK UNIFIED SCHOOL DISTRICT
AGREEMENT FOR INDEPENDENT CONTRACTOR/CONSULTING SERVICES**

THIS AGREEMENT, made this 17 day of September, 2014, between Oak Park Unified School District, hereinafter referred to as "District" and Timothy L. Graves, hereinafter referred to as "Contractor".

The District desires to engage the Contractor to render certain technical and/or specialized services and Contractor or Contractor's staff is specifically qualified to perform said services, the parties do therefore agree as follows:

1. **Scope of Services.** The Contractor shall perform all the necessary services provided under this contract in connection with and respecting District and shall do, perform, and carry out, in a satisfactory and proper manner, as determined by the District, the following (If additional space is required, attach additional pages as Exhibits.)

To assist the District in hiring a new Architect of Record by providing a summary of the status for the KPI Architects projects and to help assemble the pertinent KPI Architect documents for this purpose. To assist the new Architect of Record, as requested by the District, in addressing issues with the KPI Architect documents to obtain Close-out and Certification with the Division of the State Architect.

2. **Time of Performance.** The term of this Agreement is for the period September 17, 2014 through December 31, 2014, and shall be undertaken and completed in such sequence as to assure their full completion in accordance with the purposes of this Agreement.
3. **Payment.** UPON PROPER INVOICING, District agrees to pay the Contractor at the rate of \$75.00 per hour, not to exceed the total amount of \$ 10,000; payable within 20 days of approval by the Program Manager designated below as District's contact. Said payment(s) to be made as follows:

Invoiced Weekly, Payable upon Receipt

4. **Expenses.** (Program manager initial the applicable option.)

_____ A. The contractor will not be reimbursed for travel or other expenses.

 X B. In addition to the specified compensation, travel and/or expenses will be reimbursed as follows:

Travel: Mileage at the rate of \$ 0.56 per mile up to the total of \$ No Limit.

Travel Time shall be billed at ½ the hourly rate.

Actual airfare (original receipts are required - canceled checks are not accepted as a receipt)
_____ trips, up to a total maximum of \$_____.

Other: List authorized expenses, limits and maximum amounts. (original receipts are required - canceled checks are not accepted as a receipt)

5. **Termination.** This agreement may be terminated or amended in writing at any time by mutual consent of the parties hereto; or, upon 30 days advance notice by either party. In the event of cancellation prior to completion of the specified services, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this agreement shall, at the option of the District, become District's property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such items. If the contracted service is contingent on number of registrations, no payment shall be provided if the stated activity is cancelled within seven (7) calendar days of the scheduled date.

Notwithstanding the above, the Contractor shall not be relieved of liability to the District for damages sustained by the

District by virtue of any breach of the contract by the Contractor, and the District may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the District from the Contractor is determined.

6. **Independent Contractor.** It is expressly understood and agreed that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of District. Contractor further understands and agrees that he or she is an independent contractor and that the filing and acceptance of this declaration creates a rebuttable presumption of his or her status as an independent contractor and that, as such, Contractor or Contractor's employees are not entitled to coverage under the California Workers' Compensation Insurance laws, Unemployment Insurance or any other benefit normally conveyed to District's employees. Contractor will be responsible for payment of all Contractor's employees' wages, payroll taxes, employee benefits and any amounts due for federal and state income taxes and Social Security taxes since these taxes will not be withheld from payments under this agreement.

Both Contractor and the District's Manager shall initial the attached "IRS 20 Factor Checklist" indicating they have reviewed the "checklist" and, by signing this contract, certify that the duties, terms and conditions of this Agreement meet the definition of an independent contractor per IRS guidelines.

7. **Subcontracting.** None of the services covered by this contract shall be subcontracted without the prior written consent of the District. The Contractor shall be as fully responsible to the District for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by him/her, as if the acts and omissions were performed by him/her directly.
8. **Insurance.** (If the contractor is a public school agency within Ventura County, participating in the VCSSFA liability program this insurance section does not apply.) **If requested,** Contractor shall, at Contractor's sole cost and expense, provide for and maintain in force and effect, from the commencement of services until expiration of this Agreement, a policy or policies of insurance covering Contractor's services. All insurance shall be with an insurance company with a rating of A or better, as rated by the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey 08858 and authorized to conduct business in the State of California.

Required insurance coverage shall include: ~~Comprehensive general liability and property damage insurance and~~ comprehensive automobile liability insurance covering activities and operations of the Contractor. Such liability insurance shall provide a minimum coverage of: Bodily Injury \$100,000 each person/ \$300,000 each occurrence Property Damage \$100,000 each occurrence

~~If requested, Contractor shall furnish to District, prior to commencement of services under this Agreement, Certificates of Insurance as evidence of the coverage and limits stated above. Certificates of Insurance shall:~~

- ~~A. Name the District as additional insured.~~
- ~~B. Provide a minimum of 30 days advance written notice of cancellation or material changes.~~
- ~~C. State that coverage afforded the District, as additional insured shall apply as primary and not excess to any insurance issued the District.~~

9. **Copyright.** Contractor hereby agrees that District shall be the sole owner of the copyright for any publications, writings, materials or product developed by or as a result of this Agreement. Contractor shall maintain the confidentiality of any such materials produced.
10. **Arbitration.** Any dispute arising out of the performance of this Agreement shall be resolved by binding arbitration in accordance with rules and procedures of the American Arbitration Association.

11. **Obey All Laws.** Contractor hereby agrees he/she will obey all local, state and federal laws in the performance of this contract, including prohibitions against discrimination.
12. **Indemnification.** Contractor shall indemnify and hold harmless the District, its' officers, agents and employees from every claim or demand made, and every liability, loss, damages, or expense of any nature whatsoever, which may be incurred as a result of Contractor's performance under this agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, or agents who are directly employed by the District, and except for liability resulting from the active negligence of the District.

IN WITNESS WHEREOF, the District and Contractor have executed this agreement as of the date first written above.

OAK PARK UNIFIED SCHOOL DISTRICT

Requested by: Program Manager

Date 09.22.14

\$10,000.00
Maximum Contract and Expense Amount

Charge to Account

Approved by: Authorized Representative

ASST. Supt., BUSINESS

09.22.14
Date

CONTRACTOR

Signature

Date 9/24/14

22 Melodylane
Contractor's Mailing Address

Irvine, California 92614

City, State, Zip Code

(949) 677-1131

Telephone/Fax Number

timothy.graves-architect@cox.net

E-Mail Address

Tax I.D.# - (W-9 form must be on file)

Review and initial "checklist" on page 4 of 4.


IRS 20 FACTOR CHECKLIST

Below are the 20 factors used by the IRS to determine whether the control over a worker is sufficient to constitute an employer-employee relationship. If the relationship is an Independent Contractor, you should only be concerned with the results of the work, not the way in which it is performed. Though these rules are intended only as a guide (the IRS says the importance of each factor depends on the individual circumstances) they should be helpful in determining whether enough control is exercised to show an employer-employee relationship.


If you answer "YES" to all of the first four questions, you're probably dealing with an independent contractor; "YES" to any of questions 5 through 20 means your worker is probably an employee.

1. Profit or loss. Can the worker make a profit or suffer a loss as a result of the work aside from the money earned from the project? (This should involve real economic risk - not just the risk of not getting paid.)
2. Investment. Does the worker have an investment in the equipment and facilities used to do the work? (The greater the investment, the more likely independent contractor status.)
3. Works for more than one firm. Does the person work for more than one company at a time? (This tends to indicate independent contractor status, but employees can also work for more than one business.)
4. Services offered to the general public. Does the worker offer services to the general public?
5. Instructions. Do you have the right to give the worker instructions about when, where, and how to work? (This shows control over the worker.)
6. Training. Do you train the worker to do the job in a particular way? (Independent contractors are already trained.)
7. Integration. Are the worker's services so important to your business that they have become a necessary part of the business? (This may show that the worker is subject to your control.)
8. Services rendered personally. Must the worker provide the services personally, as opposed to delegating tasks to someone else? (This indicates that you are interested in the methods employed, and not just the results.)
9. Hiring assistants. Do you hire, supervise, and pay the worker's assistants? (Independent contractors hire and pay their own staffs.)
10. Continuing relationship. Is there an ongoing relationship between the worker and yourself? (A relationship can be considered ongoing if services are performed frequently, but irregularly.)
11. Work hours. Do you set the worker's hours? (Independent contractors are masters of their own time.)
12. Full-time work. Must the worker spend all of his or her time on your job? (Independent contractors choose when and where they will work.)
13. Work done on premises. Must the individual work on your premises, or do you control the route or location where the work must be performed? (Answering no doesn't by itself mean independent contractor status.)
14. Sequence. Do you have the right to determine the order in which services are performed? (This shows control over the worker.)
15. Reports. Must the worker give you reports accounting for his or her actions? (This may tend to show lack of independence.)
16. Pay schedules. Do you pay the worker by the hour, week, or month? (Independent contractors are generally paid by the job or on commission, although by industry practice, some are paid by the hour.)
17. Expenses. Do you pay the worker's business or travel costs? (This tends to show control.)
18. Tools and materials. Do you provide the worker with equipment, tools or materials? (Independent contractors generally supply the materials for the job and use their own tools and equipment.)
19. Right to fire. Can you fire the worker? (An independent contractor can't be fired without subjecting you to the risk of a breach of contract lawsuit, so long as the results meet specifications.)
20. Worker's right to quit. Can the worker quit at any time, without incurring liability? (An independent contractor has a legal obligation to complete the contract.)

By affixing my initials below, I certify I have reviewed the above "checklist."



Program Manager



Contractor

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
**SUBJECT: C.2.c. RATIFY CONSULTANT AGREEMENT FOR STRUCTURAL
ENGINEERING SERVICES IN CONNECTION WITH
MEASURE R CONSTRUCTION PROJECTS**

ACTION

ISSUE: Shall the Board ratify a consultant agreement with Welsh Structures, Inc., for structural engineering services in connection with District and Measure R construction projects?

BACKGROUND: In August 2014, the District was notified Architect of Record (AOR) KPI had closed its business and was terminating its contract with OPUSD. Shortly thereafter, the Division of the State Architect (DSA) indicated its intent to close its files on District projects unless a new AOR was named quickly. Consequently, it was deemed essential that the District maintain as much of various projects' design team as possible, in order to maintain progress and affect a smooth transition to a new AOR. To that end, the District retained the former KPI structural engineering firm Welsh Structures, Inc. as a consultant to assist in the transition to the new AOR, and to provide direction and clarification on open projects to the greatest extent possible. A copy of the consultant agreement is attached for the Board's information and review and it is respectfully requested that the Board ratify the contract with Welsh Structures, Inc.

ALTERNATIVES:

1. Ratify the consultant agreement with Welsh Structures, Inc., for structural engineering services, in connection with District and Measure R construction projects.
2. Do not ratify the consultant agreement.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |



WELSH STRUCTURES, INC.

Via Email: MKlauss@oakparkusd.org

September 26, 2014

Mr. Martin Klauss

Assistant Superintendent Business & Administrative Services

Oak Park Unified School District

5801 E. Conifer Street

Oak Park, Ca 91377

RE: PROPOSAL TO PROVIDE STRUCTURAL ENGINEERING SERVICES FOR THE OAK
PARK HIGH SCHOOL MODERNIZATION PROJECTS FOR OAK PARK USD

Dear Mr. Klauss,

At the request of Keith Henderson with Belfour Beatty, Welsh Structures, Inc. (WSI) has reviewed the DSA red marked drawings for the Oak Park High School Modernization second submittal dated August 1, 2014 along with the list identifying the items that are WSI's responsibility that was put together by Belfour Beatty and Tim Graves. Below is our assessment of time required to address the comments and get the responses back to DSA.

| | |
|--|----------|
| Engineering Time (Average of time spent Principal and Associate) | 48 hours |
| CAD time | 6 hours |

I do not understand why on the cover sheet the plan checker tells us that all comments must be addressed prior to back check or the back check process with stop. Then on the same page he says we are to resubmit the drawings and calculations for yet another review. These statements appear to be conflicting. Considering that the project is built and DSA has been reviewing the project in the field, I think the district should request that a back check be done based on this second submittal set and responses. From the comments we read on the drawings, we should be able to get the project approved in one round with DSA as long as all of the consultant pick up their comments. This is assuming DSA does not come up with any other comments during the process during the back check that we cannot handle on the spot.

Assuming we get a back check appointment with this resubmittal, the engineering time for that would be estimated to be 8 hours (Principal Engineer).

I. SCOPE OF SERVICES

Our scope of services shall consist of the following:

- A. Provide complete structural calculations as requested for the plan check items in the August 1, 2014 review set of drawings, reviewed structural drawings, mark ups and responses for the architectural and mechanical drawings where requested by DSA.
- B. Attend the DSA back check in Los Angeles.

II. FEES

- A. See our fee schedule attached to the proposal.
- B. We shall invoice for fees upon completion of the work and your payments shall be due within Fifteen (15) days of receipt of our invoice and or receipt of payment from your client.

III. ADDITIONAL SERVICES

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

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

IV. STANDARD CONDITIONS

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

Mr. Martin Klauss

RE: PROPOSAL TO PROVIDE STRUCTURAL ENGINEERING SERVICES FOR THE OAK PARK HIGH
SCHOOL MODERNIZATION PROJECTS FOR OAK PARK USD

September 26, 2014 Page 3 of 3

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

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

Very truly yours,

WELSH STRUCTURES, INC.



Stephanie Welsh, S.E.
President

ACCEPTED BY:

OAK PARK UNIFIED SCHOOL DISTRICT

BY: 

Martin Klauss, Asst. Supt., Business

DATE: September 28, 2014

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

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

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

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

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

| TITLE | BILLING RATE |
|-------------------------------|---------------------|
| Principal Structural Engineer | \$150.00/Hour |
| Associate Structural Engineer | \$110.00/Hour |
| Engineer | \$95.00/Hour |
| Cad Technician | \$80.00/Hour |
| Clerical | \$40.00/Hour |

Notes:

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

(2) Rates are effective through December 31, 2014.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.2.d. APPROVE AUTHORIZATION TO PURCHASE SMARTBOARD PRODUCTS AND SERVICES FROM COLLABORATION SOLUTIONS, INC., PURSUANT TO PCC SECTION 20118

ACTION

ISSUE: Shall the Board authorize the purchase of SmartBoard products and services from Collaboration Solutions, Inc., dba A Plus Interactive Technologies, under the cooperative purchase provision of the State of California CMAS Contract No. 3-11-70-2819A, pursuant to the provisions of Public Contract Code (PCC) 20118?

BACKGROUND: At its meeting on June 24, 2014, the Board reaffirmed and authorize technology purchases to occur over the summer of 2014 in accordance with the Technology Expenditures Roadmap approved in September 2013. The authorized purchases, to be paid from the Measure C6 bond fund, included SmartBoards and related products for classrooms. In order to receive the most favorable pricing for this equipment, and to conform to the bidding requirements of PCC 20111-20118, staff is recommending that the Board authorize its purchase from Collaboration Solutions, Inc., dba A Plus Interactive Technologies, under the cooperative purchase provision of the State of California CMAS Contract No. 3-11-70-2819A. The contract contains a provision commonly referred to as a “piggyback” clause, authorized by PCC 20118, which allows school districts to utilize the bids of other public agencies, thereby saving time, effort and money.

ALTERNATIVES:

1. Approve the purchase of SmartBoard products and services from Collaboration Solutions, Inc., dba A Plus Interactive Technologies, under the cooperative purchase provision of the State of California CMAS Contract No. 3-11-70-2819A.
2. Do not approve the utilization of the CMAS contract.

RECOMMENDATION: Alternative No. 1

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

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
**SUBJECT: C.2.e. APPROVE CHANGE ORDERS 1 – 3, PROJECT 14-17R,
DISTRICTWIDE SECURITY CAMERA SYSTEMS**

ACTION

ISSUE: Shall the Board approve Change Orders 1 through 3 for Project 14-17R, Districtwide Security Camera Systems?

BACKGROUND: On June 3, 2014 the Board awarded a contract for Project 14-17R, Districtwide Security Camera Systems, to Blue Violet Networks. During the course of the project, District staff has recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded. The changes, requested by the sites or recommended by District staff, are itemized on the attached Change Orders 1 (\$7,644), 2 (\$3,616), and 3 (\$1,868).

The total amount of Change Orders 1-3 is \$13,128, which when added to the original contract amount of \$263,030, increases the contract total to \$276,158. The budget for Project 14-17R, including contingencies and soft costs, is \$420,000.

It is recommended by District staff that the Board approve Change Orders 1-3.

ALTERNATIVES:

1. Approve Change Orders 1 through 3 to the contract with Blue Violet Networks, for Project 14-17R, Districtwide Security Camera Systems.
2. Do not approve Change Order 1.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Contract Addendum - Add / Deletes / Changes

Customer Name: Oak Park Unified School District
Customer Contact: Enoch Kwok
Project: Video Deployment
Change RE: CO #1 - Additional Cameras
Date: September 17, 2014

Scope of work for changes made to original scope:


- 1) Add two (2) 5Mp bullet cameras at District Office.
- 2) Add two (2) 5Mp bullet cameras at Brookside Elementary.
- 3) Add channel license to bring in four (4) existing cameras at Oak Park High School.
- 4) All required network drops provided by

Additional / Deleted / Substitutions:

| Quantity | Description | Unit Price | Extended Price |
|----------|--|-------------|----------------|
| 4 | Avigilon 5.0 Bullet Camera w/ 3-9mm lens | \$ 924.00 | \$ 3,696.00 |
| 4 | Avigilon Bullet Camera Backbox | \$ 76.00 | \$ 304.00 |
| 8 | Single Channel Enterprise License | \$ 268.00 | \$ 2,144.00 |
| 1 | Installation Labor | \$ 1,500.00 | \$ 1,500.00 |

\$ 7,644.00

Note: Sales Tax not included

| | | | |
|---------------------|--|----------------|---|
| Customer Signature: | | BVN Signature: |  |
| Customer Name: | | Name: | Nathan Bazyk |
| Title: | | Title: | Director of Operations |
| Date: | | Date: | 9/17/14 |

Contract Addendum - Add / Deletes / Changes

Customer Name: Oak Park Unified School District
Customer Contact: Enoch Kwok
Project: Video Deployment
Change RE: CO #2 - Additional Cameras
Date: September 17, 2014

Scope of work for changes made to original scope:


- 1) Add one (1) 5MP bullet with back box at Oak Hill Elementary viewing trash bins.
- 2) Change Interior lobby camera to exterior camera at:
 - A) Media Creek Middle School Lobby - Camera #421
 - B) Oak Hill Elementary Lobby - Camera #203
 - C) Red Oak Elementary Lobby - Camera #114
 - D) Oak Park High School Lobby - Camera #626
- 3) Move existing District Office Lobby Camera to Warehouse
- 4) All network drops

Additional / Deleted / Substitutions:

| Quantity | Description | Unit Price | Extended Price |
|----------|---|-------------|----------------|
| 1 | Avigilon 5.0MP Bullet Camera w/ 3-9mm lens | \$ 924.00 | \$ 924.00 |
| 1 | Avigilon Bullet Camera Backbox | \$ 76.00 | \$ 76.00 |
| 1 | Single Channel Enterprise License | \$ 268.00 | \$ 268.00 |
| -4 | Avigilon 2.0MP Indoor Domes w/ IR & 3-9mm Lens | \$ 612.00 | \$ (2,448.00) |
| 4 | Avigilon 2.0MP Outdoor Domes w/ IR & 3-9mm Lens | \$ 824.00 | \$ 3,296.00 |
| 1 | Installation Labor | \$ 1,500.00 | \$ 1,500.00 |

\$ 3,616.00

Note: Sales Tax not included

| | | | |
|---------------------|--|----------------|---|
| Customer Signature: | | BVN Signature: |  |
| | | | |
| Customer Name: | | Name: | Nathan Bazyk |
| Title: | | Title: | Director of Operations |
| Date: | | Date: | 9/17/14 |

Contract Addendum - Add / Deletes / Changes

Customer Name: Oak Park Unified School District
Customer Contact: Enoch Kwok
Project: Video Deployment
Change RE: CO #3 - Camera Relocations
Date: October 2, 2014

Scope of work for changes made to original scope:


- 1) Remove Brookside camera #509. Move to Media Creek to replace camera #410.
- 2) Relocate Brookside camera #515 under the eaves.
- 3) Swap Brookside camera #502 with camera #506.
- 4) Swap Media Creek camera #411 with camera #424.
- 5) Add additional license at Media Creek for existing Arecont 180 camera.

Additional / Deleted / Substitutions:

| Quantity | Description | Unit Price | Extended Price |
|----------|-----------------------------------|-------------|----------------|
| 1 | Single Channel Enterprise License | \$ 268.00 | \$ 268.00 |
| 1 | Installation Labor | \$ 1,600.00 | \$ 1,600.00 |
| | | | \$ - |

\$ 1,868.00

Note: Sales Tax not included

| | | | |
|---------------------|--|----------------|---|
| Customer Signature: | | BVN Signature: |  |
| | | | |
| Customer Name: | | Name: | Nathan Bazyk |
| Title: | | Title: | Director of Operations |
| Date: | | Date: | 10/2/14 |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

**SUBJECT: C.2.f. APPROVE CHANGE ORDER 1, PROJECT 13-15R, BUILDING A
(GYMNASIUM) MODERNIZATION AT OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board approve Change Order 1, Project 13-15R, Building A (Gymnasium) Modernization at Oak Park High School?

BACKGROUND: On April 8, 2014 the Board awarded a contract for Project 13-15R, Building A (Gymnasium) Modernization at Oak Park High School, to Pars Arvin Construction. During the course of the project, District staff and construction manager Balfour Beatty have recommended changes to the project's scope for conditions unforeseen at the time the contract was awarded

Details of the proposed change order, modifying the scope and cost to the original contract for this project were being finalized as this agenda was going to press. This information and the change order documents will be forwarded to the Board and be made available to the public as soon as they become available and in advance of this evening's meeting.

It is recommended by Balfour Beatty and District staff that the Board approve Change Order 1.

ALTERNATIVES:

1. Approve Change Order 1 to the contract with Pars Arvin Construction for Project 13-15R, Building A (Gymnasium) Modernization at Oak Park High School as recommended.
2. Do not approve Change Order 1.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
**SUBJECT: C.2.g. APPROVE FINAL LEASE-LEASE BACK AGREEMENT FOR
PROJECT 14-25R, CLASSROOM REPLACEMENT PROJECT AT
OAK PARK HIGH SCHOOL**

ACTION

ISSUE: Shall the Board of Education approve the final lease-lease back agreement with Balfour Beatty Construction, Inc. for Project 14-25R, Classroom Replacement Project at Oak Park High School?

BACKGROUND: At its meeting on March 25, 2014, the Board approved an interim lease-lease back agreement with Balfour Beatty Construction, Inc. (BBC) for Project 14-25R, Classroom Replacement Project at Oak Park High School the Measure R Master Plan 2014 Update, pending finalization of the guaranteed maximum price (GMP). At this evening's meeting, the Board is asked to approve Amendment 1, which finalizes lease-lease back agreement with BBC specifying the GMP. Details of the final agreement were being completed as this agenda was going to press, which will be forwarded to the Board in advance of this evening's meeting.

ALTERNATIVES:

1. Approve the final lease-lease back agreement with Balfour Beatty Construction, Inc., for Project 14-25R, Classroom Replacement Project at Oak Park High School as recommended.
2. Do not approve the final lease-lease back agreement.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

| NAME | TYPE | ROLE | RESTRAINT | REMARKS |
|--------------|-------|-------|-----------|---------|
| Hazleton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep. | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.3.b APPROVE OAK PARK HIGH SCHOOL ACADEMIC HONESTY POLICY

ACTION

ISSUE: Should the Board of Education approve Oak Park High School's Academic Honesty Policy?

BACKGROUND: Oak Park High School administration and teachers have proposed a change to their Academic Honesty Policy (attached). They are now asking for Board approval. This policy proposal has been reviewed by the ASB, PFC and School Site Counsel for approval.

ALTERNATIVES: 1. Approve Oak Park High School's Academic Honesty Policy.
2. Do not approve Oak Park High School's Academic Honesty Policy.

RECOMMENDATION: Alternate #1.

Respectfully submitted:

Anthony W. Knight, Ed.D.
Superintendent

| | | | | |
|--|-------|-------|---------|--------|
| Board Action: On motion of _____, seconded by _____, the Board of Education: | | | | |
| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

Oak Park High School Academic Honesty Policy

The Oak Park High School Community believes in mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community.

The core values underlying and reflected in the Academic Honesty Policy are:

- Academic integrity is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately
- Respect for others and the learning process to demonstrate academic honesty
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks
- Fairness and equity so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty
- Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning

A student is considered to be in violation of school policy on **Academic Honesty** when (s)he participates in any of the activities included in, but not limited to, the list below:

- Copying another student's answers on a test, quiz, or homework, or supplying them to another student. **Note:** All assignments shall be considered to be individual assignments (and not worked on with others) unless specifically stated otherwise by the teacher.
 - Securing a copy of a class test or quiz beforehand or taking one to pass it on.
 - Getting answers or questions from students who took the test or quiz earlier.
 - Giving answers or questions to students who will take the test or quiz later.
 - Copying homework or any class assignment from any source(including the Internet), or allowing another student to copy one's own work.
 - Willfully falsifying data and presenting it as one's own research or work.
 - Having unauthorized tests aids and not following test or assignment protocol as determined by the teacher.
- Note:** Any use of a cell phone or electronic device whatsoever during a test will be considered a violation of the academic honesty policy.

The teacher's professional judgment in consultation with administration shall determine whether or not a student has cheated. It is the responsibility of the student to avoid any situation or action that may cause teachers to believe that this policy has been violated. The teacher will also determine whether the assignment involved is considered minor or major. While there are no degrees of honesty, we acknowledge that there are degrees of transgression and therefore recognize a progressive disciplinary policy whereby more serious infractions and subsequent violations result in progressively more serious consequences.

Consequences and Procedures

| Points (Points are cumulative and accrue throughout the students entire four years) | Consequences - 0 on assignment deemed a part of an academic honesty incident | Point Designation |
|---|--|--|
| 1 | Saturday School | Incidents involving minor assignments. Example: Minor HW assignments, quizzes, labs. |
| 2 | 2 Saturday Schools Suspension from extra curricular activities not to exceed one semester. | Incidents involving major assignments. Example: Major essays and quizzes projects or tests. Two cumulative points. |
| 3 | In-School Suspension Suspension from extra curricular activities not to exceed one semester. | Incidents involving major distribution of answers. Three cumulative points. |
| 4 | Home Suspension for a maximum of one week. Rescission of letters of recommendation and report to colleges. Suspension from extra curricular activities not to exceed one semester. | 4 cumulative points. |
| 5+ | Drop Fail Rescission of letters of recommendation and report to colleges. Suspension from extra curricular activities not to exceed one year. | Incidents involving theft and distribution of tests or answers. 5 cumulative points. |

Oak Park High School Academic Honesty Policy

Review Process

The Review Board's purpose is not to determine whether or not cheating actually transpired, but to determine if extenuating circumstances exist and should mitigate the disciplinary outcome. Formal review requests of serious or repeat violations must be submitted by a student in writing, addressed to the assistant principal's office at the high school, and received within ten (10) school days of the date of the incident. A Review Board comprised of teachers and an administrator meets to review requests prior to granting a hearing. Students will be notified if the committee will grant a review hearing and of the date when the student must appear before the committee.

1. The Review Board will be comprised of four tenured teachers and one administrator
2. Board members may recuse themselves if circumstances deem it appropriate.
3. Review Board shall hear from student and teacher and be responsible for reviewing the incident including any extenuating circumstances. The Review Board may recommend an alternate outcome based on their findings.

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.3.c APPROVE DISTRICT INSTRUCTIONAL CALENDAR FOR SCHOOL YEARS 2015-2016

Action

ISSUE: Shall the Board of Education approve the district instructional calendar for 2015-2016 school year?

BACKGROUND: The OPUSD calendar committee met multiple times to discuss making changes to the calendars for the coming years. The committee consisted of certificated, classified, parent, board and administrative representation. A series of information sessions and meetings have been held with staff and parents and a survey was conducted where people could indicate a preference for Calendar A (the *Progressive* Calendar) and Option B (the *Traditional* Calendar).

RATIONALE: Staff recommends approval of Option A based on recommendation resulting from our participation in the Stanford University *Challenge Success* program pending results of the parent and staff survey. The change has been shown to reduce stress for high school students by moving final exams and the end of the first semester to before winter break.

ALTERNATIVES: 1. Approve either Option A or B for the 2015-2016 school year.
2. Do not approve the calendars and remand the issue to the Calendar committee for further consideration.

RECOMMENDATION: Alternative #1 to Approve Option A, the *Progressive* Calendar pending the results of the parent and staff survey. In addition to this, is recommended that the Board approve in this resolution a directive that no homework be assigned to any student K-12 for the winter vacation. This includes reading assignments, projects, or work to prepare students for high school second semester courses. Additionally, it is recommended that this resolution direct that no homework be assigned to any K-8 student for the following breaks: Thanksgiving Week, the 4-day Presidents' Day weekend, and Spring Break. Shade structures will be constructed above playground equipment at the three elementary schools to address warmer temperatures that are likely in August.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
SUBJECT C.4.a. APPROVE AUTHORIZATION TO ESTABLISH ADDITIONAL CLASSIFIED SERVICE POSITION – COMPUTER SUPPORT TECHNICIAN

ACTION

ISSUE: Shall the Board authorize the establishment of an additional classified service position, Computer Support Technician?

BACKGROUND: Currently there is one Computer Support Technician serving the district. Due to the increase in volume of work for the technology department, it is difficult to address the technology needs of the staff and sites.

Staff is recommending that the Board establish an additional Computer Support Technician position. A copy of the job description is attached for the Board's review and approval.

This position will report to the Director of Education Technology. It will be placed on Range 18 of the classified salary schedule.

- ALTERNATIVES:**
1. Approve the action to establish an additional Computer Support Technician position.
 2. Do not approve the action to establish an additional Computer Support Technician position.

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 | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT
CLASS TITLE: COMPUTER TECHNICIAN
FTE- RANGE 18

DEFINITION:

This is a full time position, 40 hours/wk, 12 months

Salary: Range 18 on the Classified Salary Schedule

Provide technical Help Desk and on-site support to district users and maintenance to district systems, hardware and software applications.

EXAMPLES OF DUTIES

The description of duties is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Provide technical support to users and maintenance to various systems, hardware and software applications
 - Interactive whiteboards, especially SMARTboards SMART Notebook software & SMART Peripheral equipment (document cameras, student response systems)
- Install, maintain, and repair computer equipment and peripherals (printers, document cameras, etc.) throughout the district
- Unbox, configure, deploy, and assist in remote management of iPads
- Diagnose and solve computer hardware, software, network access issues
- Assist users with access to wireless network, VOIP telephony, and access to other network services
- Create and deploy software packages using remote desktop management tools including JAMF/Casper Suite
- Provide technical assistance through OPUSD Help Desk system to coordinate effective resolutions for user problems
- Travel to various sites to provide tech support
- Maintain records, update inventory and service databases
- Maintain physical inventory storage
- Update webpages using a web content management system
- Interface with vendor tech support
- Attend training as directed by supervisor
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Experience with:

- Mac OSX Desktop administration REQUIRED
- iOS device configuration, Mobile Device Management deployment best practices
- Tech support/ Troubleshooting
- Remote desktop management (JAMF/Casper Suite experience preferred)

- Networking concepts (TCP/IP and DNS) and integrating OSX devices into Microsoft Active Directory based network
- Diagnostic techniques and protocols
- Microsoft Office, iLife, iWork
- E-mail client support/ Microsoft Exchange / Outlook for Mac

Ability to:

- Communicate clearly and effectively
- Demonstrate patience, tact, and understanding with a variety of clients including those that are difficult or slow learning
- Schedule and coordinate personal workload and tasks without direct supervision
- Be punctual and meet commitments and due dates
- Work well under pressure
- Participate actively on project teams
- Understand LAN-related problems within area of expertise
- Troubleshoot hardware and software and provide Mac and PC support
- Install interactive whiteboards

Education and Experience:

High School Diploma

Experience with troubleshooting, management, and tech support for Mac OS, and iOS devices.

Experience with customer support.

Licenses and other Requirements:

Valid California Driver's License mandatory, and must have personal vehicle and up to date car insurance to travel between school sites.

ACMT (Apple Certified Macintosh Technician) highly preferred

ACSP (Apple Certified Support Professional) - beneficial but not required

ACTC (Apple Certified Technical Coordinator) - beneficial but not required

WORKING CONDITIONS:

Environment:

School computer lab/classroom/office environment

Tech office workbench

Physical Abilities:

Dexterity of hands and fingers to operate computer keyboards and manipulate cabling and tools; sight able to view monitors and read manuals; hearing and speaking to exchange information; lifting objects up to 60lbs; sitting, climbing, standing, bending, stooping, squatting and crawling.

Download Classified Application for this position at Oak Park USD website

<http://www.oakparkusd.org/jobs>

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: ~~AUGUST 19, 2014~~ ~~SEPTEMBER 16, 2014~~ OCTOBER 21, 2014

**SUBJECT: C.5.a. AMENDMENT TO BOARD POLICY 5144 – DISCIPLINE –
First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 5144 – Discipline?

BACKGROUND: Board Policy 5144 is revised to reflect new federal guidance encouraging the use of disciplinary measures that provide appropriate interventions and supports rather than exclusionary discipline practices (e.g. suspension and expulsion). Board Policy 5144 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 5144 – Discipline.
2. Do not amend Board Policy 5144 – Discipline.
3. Adopt a modified version of the amendment to Board Policy 5144 – Discipline.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(a)

Discipline

The Governing Board ~~is committed to providing~~ ~~desires to provide~~ a safe, supportive, and positive school environment conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for disciplinary ~~measures that exclude students from instruction as a means for correcting student misbehavior.~~

(cf. 5131 – Conduct)
(cf. 5131.1 – Bus Conduct)
(cf. 5131.2 – Bullying)
(cf. 5137 – Positive School Climate)
(cf. 5138 – Conflict Resolution/Peer Mediation)
(cf. 5145.9 – Hate-Motivated Behavior)
(cf. 6020 – Parent Involvement)

The Superintendent or designee shall ~~approve, for each school,~~ **design** a complement of effective, age-appropriate strategies for ***maintaining a positive school climate and*** correcting student ***misbehavior at district schools.*** ~~Such~~ **The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.**

In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

~~may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.~~

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as ***detention***, suspension and expulsion, shall be imposed only when required by law ~~and~~ **or** when other means of correction have ***been documented to have*** failed ~~or when the Superintendent or designee believes the student's presence creates a danger to other students or staff.~~ (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5144.1 – Suspension and Expulsion/Due Process)
(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(b)

(cf. 6159.4 – Behavioral Interventions for Special Education Students)

(cf. 6164.5 – Student Success Teams)

(cf. 5137 – Positive School Climate)

(cf. 5138 – Conflict Resolution/Peer Mediation)

(cf. 5145.9 – Hate Motivated Behavior)

(cf. 6020 – Parent Involvement)

(cf. 6164.5 – Student Success Teams)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 – Bullying)

The Oak Park Unified School District supports a “Progressive Discipline Policy” and associated practice because this approach provides a logical, escalating sequence to consequences while informing students and parents at the earliest level where rehabilitation might be employed. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and mandatory expulsion by law.

At all times, the safety of students and staff and the maintenance of an orderly environment shall be priorities in determining appropriate discipline. When misconduct occurs, school staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5136 - Gangs)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Staff shall enforce disciplinary rules fairly, consistently and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(c)

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing ***the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong*** ~~consistent classroom management skills, implementing effective disciplinary techniques, and establishing~~ cooperative relationships with parents/guardians.

(cf. 4131/4231/4321 - Staff Development)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 – Local Control and Accountability Plan)
(cf. 3100 – Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

Legal Reference:
EDUCATION CODE
32280-32288 School safety plans
35146 Closed sessions
35291 Rules

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(d)

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

~~49000-49001 Prohibition of corporal punishment~~

49330-49335 Injurious objects

52060-52077 Local control and accountability plan

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CDE PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

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

Public Counsel: <http://www.fixschooldiscipline.org>

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

USDOE: <http://www.ed.gov>

Adopted: 5-24-78

Amended: 1980, 5-15-84, 9-1-92, 1995, 1999, 2-1-01, 9-17-02, 11-15-11, 2-19-13

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: C.5.b. APPROVE AMENDMENT TO BOARD POLICY 1330 – USE OF SCHOOL FACILITIES - First Reading

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 1330 – Use of School Facilities?

BACKGROUND: Board Policy 1330 is a mandated policy updated to reflect new Title 5 Regulation (Register 2014, No. 19) which (1) require boards to adopt a fee schedule that specifies the hourly fee to be charged for specific school facilities or grounds or for types/categories of school facilities or grounds, (2) contain specific rules for determining “direct costs” t be charged for use of school facilities and grounds, (3) authorize districts to discount direct cost fees based on the type or category of the applicant, and (4) address the expenditure of funds collected as capital direct costs. Board Policy 1330 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 1330 – Use of School Facilities .
2. Do not amend Board Policy 1330 – Use of School Facilities.
3. Adopt a modified version of the amendment to Board Policy 1330 – Use of School Facilities.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of_____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(a)

Use Of School Facilities

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities ~~shall have priority~~ in the use of facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage and assist groups desiring to use school facilities for approved activities
2. Preserve order in school **facilities** ~~buildings~~ and on school grounds and protect school facilities, designating a person to supervise this task, if necessary.

(cf. 0450 – Comprehensive School Safety Plan)

(cf. 3516 – Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities **or grounds** on those days on which ~~the district~~ schools ~~is~~ **are** closed. (Education Code 37220)

(cf. 6115 – Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 – Advertising and Promotion.

(cf. 1325 – Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(b)

grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 – Joint Use Agreements)

Fees

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 – Meetings and Notices)

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs or associations organized to promote youth and school activities. ***As specified*** in accordance with Education Code 48134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, USA, ***YMCA***, parent-teacher associations, school-community advisory councils, Oak Park Municipal Advisory Council, Community Foundation for Oak Park and Friends of Oak Park Schools. Facilities may also be used for fundraising activities by free use groups when the net receipts are used for the welfare of the district's students or to support district needs. Other groups that request the use of school facilities under the Civic Center Act, including nonprofit groups not organized to promote youth and school activities and for -profit groups, shall be charged an amount not to exceed direct costs. ~~However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with 5 CCR 14037-14041.~~ (Education Code 38134)

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

In determining direct costs to be charged for community use of ***each, or each type of***, school facilities or grounds, ~~including, but not limited to, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts,~~ the Superintendent or designee shall ***calculate, in accordance with 5 CCR 140318, the community's proportionate share of the following costs:*** include a proportionate share of the costs of the following: (Education Code 38134; ***5 CCR 14038-14041***)

1. ***Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated***

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(c)

costs of maintenance, repair, restoration, and refurbishment of *non-classroom space* school facilities and grounds

However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classrooms-based programs that operation after school hours, including, but not limited to, after-school tutoring and child care programs. (5 CCR 14037) Supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved

~~However, for classroom-based programs that operate after school hours, including, but not limited to, after-school tutoring and child care programs, direct costs to be charged shall not include the cost of maintenance, repair, restoration, or refurbishment of the school facilities or grounds. (Education Code 38134)~~

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students.
(Education Code 38134)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community Recreation Programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

GOVERNMENT CODE

54950-54963 the Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

BP 1330(d)

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good New Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District (1993) 113 S.Ct. 2141

Cole v. Richardson, (1972) 405 U.S. 676, 92 S.Ct. 1332

Connell v. Higgenbotham, (1971) 403 U.S. 207, 91 S.Ct. 1772

ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.AttyGen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leaders' Guide to Collaboration and Community Engagement, 2009

WEB SITES

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

California Department of Education: <http://222.cde.ca.gov>

Adopted: 2-22-78

Amended: 10-4-83, 12-17-85, 5-15-90, 4-2-91, 9-26-95, 9-17-02, 11-18-03, 10-16-12, 8-20-13

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

**SUBJECT: C.5.c APPROVE AMENDMENT TO BOARD POLICY 4112.2 -
CERTIFICATION – First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4112.2 - Certification?

BACKGROUND: Board Policy 4112.2 is being updated to add and clarify material, formerly in AR, on priorities for hiring when a teacher with a preliminary or clear credential is unavailable is unavailable. Policy also reflects new Title 5 Regulations (Register 2013, No. 28) which provide that the provisional internship permit is not renewable and change the timelines for reissuance of emergency permits. Board Policy 4112.2 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 4112.2 - Certification.
2. Do not amend Board Policy 4112.2 - Certification.
3. Adopt a modified version of the amendment to Board Policy 4112.2 - Certification.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.2(a)

Certification

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed ~~in~~ **to fill** positions requiring certification qualifications ~~have possess~~ the appropriate credential, ~~or~~ permit, **or other certification document** from the Commission on Teacher Credentialing (CTC) **and fulfill any additional state, federal, or district requirements for the position.** ~~authorizing their employment in such positions.~~

(cf. 411/4211/4311 - Recruitment and Selection)

(cf. 4112.21 - Interns)

*(cf. 4112.22 - Staff Teaching **English Language Learners Students of Limited English Proficiency**)*

(cf. 4112.23 – Special Education Staff)

*(cf. 4112.24 – **Teacher Qualifications Under the No Child Left Behind Act**)*

(cf. 4112.5/4312.5 – Criminal Record Check)

(cf. 4113 - Assignment)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 – Career Technical Education)

The Superintendent or designee ~~shall provide support and guidance to non-credentialed teachers in accordance with law to ensure the quality of the instructional program.~~ He/she also may provide assistance and support to staff holding preliminary credentials to help them meet the qualifications required for the professional clear credential.

(cf. 4131 – Staff Development)

(cf. 4131.1 – ~~Beginning~~ Teacher Support/~~Induction and Guidance~~)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall made reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education 44225.7)

- 1. A candidate who is qualified to participate in and enrolls in an approved intern program in the region of the district.**
- 2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued**

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.2(b)

by the CTC

~~When requesting a PIP, The Board shall approve, as an action item at a public Board meeting, a notice of intent to employ~~ **a PIP** ~~the applicant in the identified~~ **for a specified** position. (5 CCR 80021.1)

3. As a last resort, an individual who holds an emergency permit issued by the CTC or for whom a credential waiver has been granted by the CTC

~~Prior to Before requesting a visiting faculty permit or~~ **that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credential teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization,** the Board shall annually approve a Declaration of Need for Fully Qualified Educators. **The Declaration of Need shall be approved** as an action item at a regularly scheduled public Board meeting **with the entire Declaration of Need being included in the Board agenda.** (Education Code 44225; 44225.7; 44300.1; 5 CCR 80023.2, 5 CCR 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

~~All teachers of core academic subjects shall meet the requirements of the No Child Left Behind Act. (20 USC 6319, 7801; 5 CCR 6100-6125)~~

~~(cf. 4112.24 Teacher Qualifications Under the No Child Left Behind Act)~~

~~When a credentialed teacher or intern is not available, the district may request that the CTC issue a short-term staff permit, provisional internship permit (PIP), visiting faculty permit, emergency permit, or credential waiver under the conditions and limitations provided in state and federal law.~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.2(c)

~~(cf. 4138 – Mentor Teachers)~~

National Board for Professional Teaching Standards Certification Incentive Program

The ~~Governing~~ Board encourages district teachers to voluntarily ***complete the requirements for the advanced*** ~~seek additional~~ certification from the National Board for Professional Teaching Standards ~~which demonstrates advanced knowledge and teaching skills.~~

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. ***In accordance with the collective bargaining agreement and the district budget,*** the Superintendent or designee may provide release time, fee support, a stipend upon completion, or other support to teachers participating in the program contingent upon funding.

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of child care personnel

32340-32341 Unlawful issuance of a credential

35186 Complaints regarding teacher vacancy or misassignment

~~41520-41522 Teacher Credentialing Block Grant~~

~~42647 Eligibility to issue warrants~~

44066 Limitations on certification requirements

44200-44399 Teacher credentialing, especially:

44250-44277 Credential types; minimum requirements

~~44279.1-44279.7 Beginning Teacher Support and Assessment Program~~

~~44300-44302 Emergency permits and visiting faculty permits~~

~~44320.2 Teachers' performance assessment~~

44325-44329.5 District interns

44330-44355 Certificates and credentials

~~44380-44387 Alternative certification program~~

~~44395-44399 National Board for Professional Teaching Standards~~

44420-44440 Revocation and suspension of credentials

44450-44468 University internship program

~~44560-44562 Certificated Staff Mentoring Program~~

~~44735 Teaching as a priority block grant~~

44830-44929 Employment of certificated persons; requirement of proficiency in basic skills

56060-56063 Substitute teachers in special education

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act

80001-80674.6 Commission on Teacher Credentialing

UNITED STATES CODE, TITLE 20

~~6311 Parental notifications~~

~~6312 Title I local educational agency plan~~

6319 Highly qualified teachers

7801 Definitions, high qualified teacher

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.2(d)

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

200.61 Parent notification regarding teacher qualifications

COURT DECISIONS

Association of Mexican-American Educators et. al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

~~CTC CODED CORRESPONDENCE~~

~~08-11 Approval of Amendments to Title 5 Regulations Pertaining to Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit, July 18, 2008~~

~~08-09 New Online Credential View and Print Process, July 3, 2008~~

~~07-23 Visiting Faculty Permit, December 14, 2007~~

~~07-19 Designated Subjects Career Technical Education Teaching Credential, December 14, 2007~~

CTC PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL-858 Short-Term Staff Permit

13-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

Teacher Supply in California: A Report to the Legislature, April 2008

Standards of Quality of Effectiveness for Professional Teacher Induction Program, June 2008

The Administrator's Assignment Manual, rev. September 2007

~~Standards of Quality and Effectiveness of Professional Teacher Preparation Programs, rev. March 2007~~

California Standards for the Teaching Profession, 2009

~~U.S. DEPARTMENT OF EDUCATION GUIDENCE~~

~~Improving Teacher Quality State Grants, rev. October 5, 2006~~

WEB SITES

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

~~California Department of Education: <http://www.cde.ca.gov>~~

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

~~California Teacher Credentialing Examinations: <http://www.ctcexams.nesinc.com>~~

Commission on Teacher Credentialing, Commissions, Information Guide (for employer's use only):
<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

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

Adopted: 1-25-78

Amended: 9-17-80; 11-17-82; 7-23-85; 2-25-92; 9-17-02; 6-17-03; 2-21-06, 3-17-09

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

**SUBJECT: C.5.d APPROVE AMENDMENT TO BOARD POLICY 4112.21 –
INTERNS - First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4112.21 - Interns?

BACKGROUND: Board Policy 4112.21 is being updated to reflect new law (AB 97, 2013) which eliminated the enhanced intern program, the alternative certification program designed to address teacher shortages in geographic or subject matter areas, the Certificated Staff Mentoring Program, and the Beginning Teacher Support and Assessment (BTSA) program. Policy also clarifies that an intern program must be approved by the Commission on Teacher Credentialing (CTC), reflects new Title 5 Regulation (Register 2014, No. 7) addressing the qualifications and support/supervision of interests, and reflect new Federal law (P.L. 113-46) which extends through 2015-16 the authority for districts to assign interns to teach core academic subjects if they meet the State Board of Education's (SBE) definition of a "highly qualified teacher." Board Policy 4112.21 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 4112.21 - Interns.
2. Do not amend Board Policy 4112.21 - Interns.
3. Adopt a modified version of the amendment to Board Policy 4112.21 - Interns.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

| | | | | |
|---------------|---------------------|--------------------|-------------------------|--------|
| Board Action: | On motion of _____, | seconded by _____, | the Board of Education: | |
| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.21(a)

Interns

The ~~Governing Board~~ **district** may employ interns to fulfill the ~~district's~~ need for **sufficient** additional instructional **staff** resources and to assist ~~provide~~ future teachers **an opportunity to link to meeting state credentialing requirements by linking teaching theory with practice in order to meet state credentialing requirements. In addition, the district may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credential.**

(cf. 4112.2 – Certification)

(cf. 4112.22 – Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 – Special Education Staff)

The ~~Superintendent or designee~~ **district** may enter into an **partnership** agreements with **one or more approve teacher preparation programs sponsored by an accredited colleges or universities and/or may provide a district intern program with approval of** to provide supervised teaching experiences within the district as part of a teacher preparation program. He/she shall ensure that the district collaborates with the college or university in the selection, placement, support and performance assessment of interns.

The ~~Superintendent or designee~~ shall ensure that interns employed by the district possess an appropriate internship credential from the Commission on Teacher Credentialing (CTC). **Any intern program in which the district participates shall be aligned with the preconditions and program standards adopted by the CTC.** and that their prior experiences and personal qualifications adequately prepare them for the responsibilities of the position.

The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

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

The Superintendent or designee shall ensure that any intern employed by the district possesses an appropriate intern credential and is adequately prepared for the responsibilities of the position.

An intern may be assigned to provide the same services as a holder of a regular **multiple subject** credential, **single subject credential, or education specialist credential** in accordance with the authorizations **and grade/age level** specified on the internship credential (Education Code 44454, 44325, 44326, 44830.3)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.21(b)

(cf. 4113 - Assignment)

An intern may ~~To~~ be assigned to teach core academic subjects, as defined in law, ~~an intern must~~ **if he/she** meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

Terms of employment for interns shall be consistent with law and ~~or~~ the district's collective bargaining agreement, as applicable. ~~Interns shall not displace certificated district employees.~~

(cf. 4116 – Probationary/Permanent Status)

(cf. 4141/4241 – Collective Bargaining Agreement)

Interns shall receive **intensive, structured** ~~systematic~~ supervision and **ongoing support by** ~~guidance~~ by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and **that they** maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)

(cf. 4138 – ~~Mentor Teachers~~ **Teacher Support and Guidance**)

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated ~~at least once every year~~ in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

~~When~~ **Upon receiving notification from the Superintendent or designee that** an intern has successfully completed the program, the **Governing** Board may recommend to the CTC that the intern be awarded a preliminary ~~or professional clear~~ credential ~~commensurate with his/her qualifications~~. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the **intern** program(s) to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain ~~teaching or general~~ **education or** education specialist credentials.

(cf. 0500 – Accountability)

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.21(c)

Legal Reference:

EDUCATION CODE

300-340 English language education for immigrant children

44225 *Credentials, responsibilities of Commission on Teacher Credentialing*

44225.7 *Priority for hiring fully prepared teacher*

44253.3-44253.4 Certificate to provide services to limited-English proficient students

44253.10 Qualifications to provide specially designed academic instruction in English

44259 Minimum requirements for teaching credential

44314 Diversified or liberal arts program

44321 CTC approval of internship programs

44325-44329.5 District interns

44339-44341 Teacher fitness

~~44380-44387 Alternative certification program; increased funding for internship programs~~

44450-44468 Teacher Education Internship Act of 1967 (university interns)

~~44560-44562 Certificated Staff Mentoring Program~~

44830.3 Employing district interns

44885.5 District interns classified as probationary employees

~~52055-605 Identification of high priority schools, High Priority Schools Grant Program~~

CODE OF REGULATIONS, TITLE 5

6100-6125 No Child Left Behind teacher requirements

~~13000-13017 New Careers Program~~

80021.1 Provisional internship permit

80033 *Intern teaching credential*

80055 Internship credential

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definitions, highly qualified teacher

7801 *Note Applicability of federal regulation defining interns as highly qualified teachers*

Management Resources:

CTC CORRESPONDENCE

~~08-03 Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, March 3, 2008~~

~~03-0028 Changes in District Intern Programs as a Result of Senate Bill 187, December 22, 2003~~

~~Implementation of SB 57, Early Completion Internship Option, March 20, 2003~~

CTC PUBLICATIONS

CL-840 *Early Completion Option*

SB 2042 *Multiple Subject and Single Subject Preliminary Credential Program Standards, rev. February 2014*

Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program Sponsor Alert 13-06, June 3, 2013

Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013

Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013

Administrator's Assignment Manual, 2008

Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, Coded Correspondence 08-03, March 3, 2008

CTC Credential Handbook, revised 1997

California Standards for the Teaching Profession, 1997

Standards of Quality and Effectiveness for Teacher Preparation Programs for Preliminary Multiple and Single Subject Teacher Credentials (including internship program), rev. April 2008

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4112.21(d)

~~Standards of Quality and Effectiveness for Education Specialist Credential Program (Including University Internship Options) and Clinical Rehabilitative Services Credential Program, December 1996~~

~~U.S. DEPARTMENT OF EDUCATION GUIDANCE~~

~~Improving Teacher Quality State Grants, revised January 16, 2004~~ **October 5, 2006**

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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

Adopted: 9-17-02

Amended: 5-16-06, 4-15-08, 3-17-09

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

**SUBJECT: C.5.e APPROVE AMENDMENT TO BOARD POLICY 4115 –
EVALUATION/SUPERVISION –First Reading**

ISSUE: Should the Board of Education approve the proposed amendment to Board Policy 4115 – Evaluation/Supervision?

BACKGROUND: Board Policy 4115 is a mandated policy being updated to include evaluation criteria formerly in AR since establishing criteria is a responsibility of the board. Policy also revised to clarify that evaluation procedures are subject to negotiation. Board Policy 4115 is being submitted with recommended changes from CSBA.

ALTERNATIVES:

1. Approve the amendment to Board Policy 4115 – Evaluation/Supervision.
2. Do not amend Board Policy 4115 – Evaluation/Supervision.
3. Adopt a modified version of the amendment to Board Policy 4115 – Evaluation/Supervision.

RECOMMENDATION:
Approval of Alternative #1.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|-------------|-------|-------|---------|--------|
| Hazelton | _____ | _____ | _____ | _____ |
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4115(a)

Evaluation/Supervision

The Governing Board believes that regular, ~~and~~ comprehensive evaluations ***designed to hold*** ~~can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations also serve to hold staff accountable for their performance~~ ***are key to improving their teaching skills and raising student's level of achievement.*** The Superintendent or designee shall evaluate the performance of certificated staff members in accordance with law, negotiated employee contracts and Board adopted evaluation standards.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4315 – Evaluation/Supervision)

~~Objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession shall be reviewed and may be incorporated in district evaluation standards with the agreement of the exclusive representative of the certificated staff.~~

~~(cf. 4119.21/4219.21/4319.21 – Professional Standards)
(cf. 4140/4240 – Bargaining Units)
(cf. 4315.1 – Staff Evaluating Teachers)~~

~~Evaluation procedures may include observation of teacher performance in the classroom.~~

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance ***and encourages them***. ~~The Superintendent or designee shall assist employees in improving their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary,~~ ***including participation in appropriate staff development and/or individualized teacher support and guidance programs.*** ~~to promote effective teaching.~~

(cf. 4117.4 – Dismissal)
(cf. 4117.6 – Decision Not to Rehire)
(cf. 4131 - Staff Development)
(cf. 4131.1 – Teacher Support and Guidance)
(cf. 4139 – Peer Assistance and Review)

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Student's progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP4115(b)

as measured by state-adopted criterion-referenced assessments.

(cf. 6011 – Academic Standards)

(cf. 6162.5 – Student Assessment)

(cf. 6162.51 – State Academic Achievement Tests)

2. *The instructional techniques and strategies used by the employee*

3. *The employee’s adherence to curricular objectives*

4. *The establishment and maintenance of suitable learning environment within the scope of the employee’s responsibilities*

The evaluation of certificated employee performance shall not include the use of publishers’ norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning ***and are uniformly applied*** throughout the district.

Legal Reference:

EDUCATION CODE

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

~~44500-44508 Peer assistance and review program for teachers~~

44660-44665 Evaluation and assessment of performance of certificated employees (the Stull Act)

GOVERNMENT CODE

3543.2 Scope of representation

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definition of highly qualified teacher

Management Resources:

CTC PUBLICATIONS

~~Standards for the Quality and Effectiveness for Beginning Teacher Support and Assessment Programs, 1997~~

California Standards for the Teaching Profession, ~~1997~~ **2009**

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

Adopted: 1-25-78

Amended: 9-17-80, 11-17-82, 3-6-84, 12-1-92, 2-25-92, 9-17-02

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: VII.1. MONTHLY MEASURE C6 BOND FUND FINANCIAL STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on Measure C6 Fund income and expenditures through September 30th of the 2014-15 fiscal year?

BACKGROUND: On June 6, 2006, Oak Park voters approved Measure C6, School Safety, Equipment and Technology Improvement Bond, authorizing the issuance of general obligation bonds for acquisition of educational technology, classroom furniture and equipment, playground equipment, district vehicles, food preparation and kitchen equipment, and other equipment replacement. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the Measure C6 Bond Fund Status Report, which will provide the Board with the most current budget and expenditure information available. This report will be updated and reported to the Board at its regular meetings.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: OCTOBER 21, 2014

SUBJECT: VII.2. MONTHLY MEASURE R BOND FUND FINANCIAL STATUS REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on Measure R Fund income and expenditures through September 30th of the 2014-15 fiscal year?

BACKGROUND: On November 4, 2008, Oak Park voters approved Measure R, School Improvement Bond of 2008, authorizing the issuance of general obligation bonds to repair and maintain school district facilities. The Board understands its obligation to use this resource effectively and efficiently to benefit both students and the Oak Park community. As a tool to assist in managing and monitoring the bond program, the Administration has developed the Measure R Bond Fund Status Report, which will provide the Board with the most current budget and expenditure information available. This report will be updated and reported to the Board at its regular meetings.

The Business Office was still finalizing the monthly update as this agenda was going to press. The report will be delivered to the Board upon its completion and will be made available for public review at the same time.

RECOMMENDATION: None. Information only.

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

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
SUBJECT: VII.3. MONTHLY ENROLLMENT AND ATTENDANCE REPORT
INFORMATION

ISSUE: Shall the Board receive and review a status report on District enrollment and attendance through Month 1 of the 2014-15 school year?

BACKGROUND: As student enrollment and attendance plays a key factor in General Fund revenues, staffing, and expense, it is critical that the Board and Administration carefully monitor these factors in assessing both appropriate student support and the District's financial position. Accordingly, staff has prepared current enrollment and attendance information through the end of the most recent reporting period to assist in this review. This report will be updated and reported to the Board each month at its regular meetings, accompanied by staff analysis of the information.

RECOMMENDATION: None. Information only.

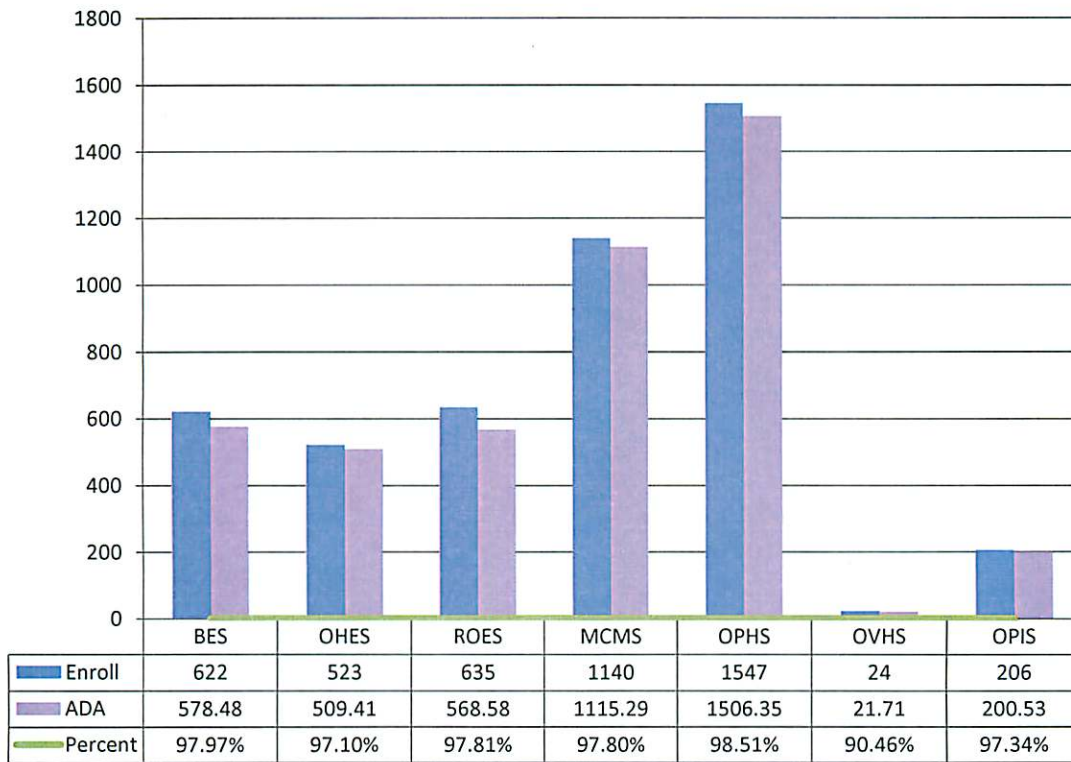
Prepared by: Barbara Dickerson, Director, Fiscal Services
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

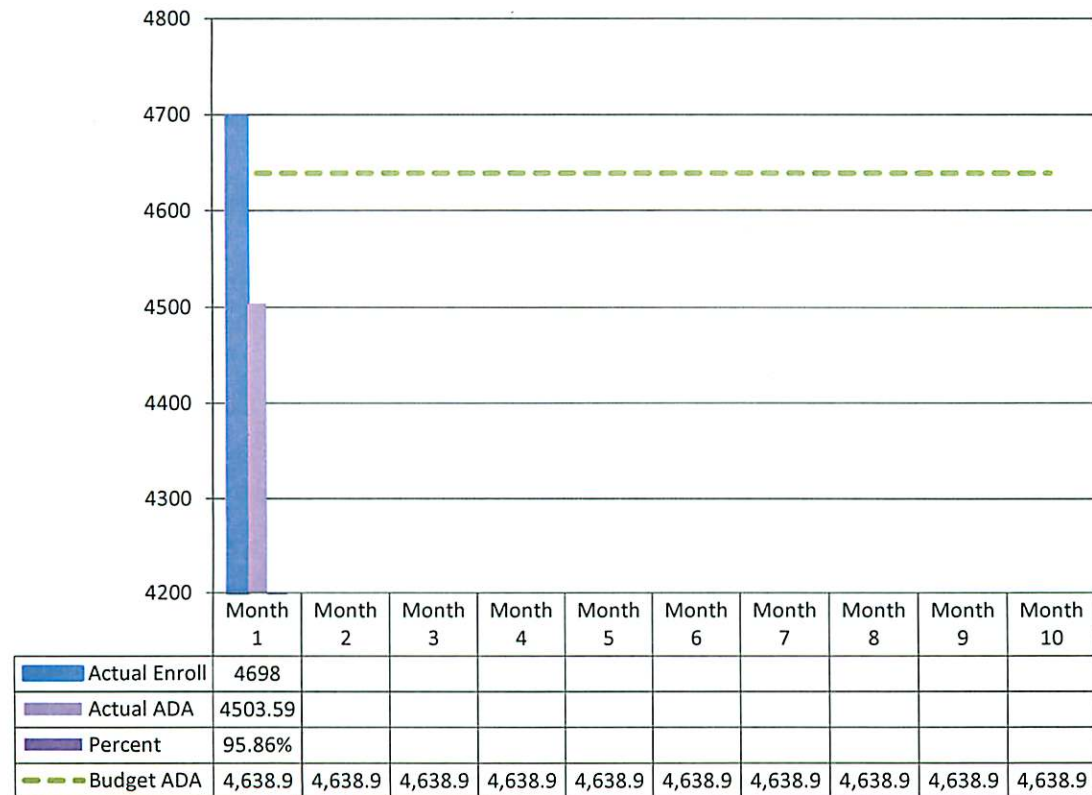
Anthony W. Knight, Ed.D.
Superintendent

OAK PARK USD - ATTENDANCE

Month 1 - OPUSD 2014-15



OPUSD - Total District Enrollment & ADA



MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting, October 21, 2014

Page 1

| Site/ Grade | YEAR TO DATE | | Month 1 | | Month 2 | | Month 3 | | Month 4 | |
|----------------|--------------|----------|---------|----------|---------|-----|---------|-----|---------|-----|
| | ENRL* | ADA | ENRL* | ADA | ENRL* | ADA | ENRL | ADA | ENRL | ADA |
| BES | | | | | | | | | | |
| K | 96 | 93.24 | 96 | 93.24 | | | | | | |
| 1 | 81 | 79.59 | 81 | 79.59 | | | | | | |
| 2 | 87 | 86.18 | 87 | 86.18 | | | | | | |
| 3 | 104 | 102.88 | 104 | 102.88 | | | | | | |
| 4 | 125 | 92.06 | 125 | 92.06 | | | | | | |
| 5 | 127 | 123.53 | 127 | 123.53 | | | | | | |
| SDC | 2 | 1.00 | 2 | 1.00 | | | | | | |
| Total | 622 | 578.48 | 622 | 578.48 | | | | | | |
| ADA % ** | | 97.97% | | 97.97% | | | | | | |
| OHES | | | | | | | | | | |
| K | 89 | 86.88 | 89 | 86.88 | | | | | | |
| 1 | 78 | 75.53 | 78 | 75.53 | | | | | | |
| 2 | 81 | 78.94 | 81 | 78.94 | | | | | | |
| 3 | 84 | 81.88 | 84 | 81.88 | | | | | | |
| 4 | 94 | 92.06 | 94 | 92.06 | | | | | | |
| 5 | 96 | 93.18 | 96 | 93.18 | | | | | | |
| SDC | 1 | 0.94 | 1 | 0.94 | | | | | | |
| Total | 523 | 509.41 | 523 | 509.41 | | | | | | |
| ADA % ** | | 97.10% | | 97.10% | | | | | | |
| ROES | | | | | | | | | | |
| K | 112 | 86.29 | 112 | 86.29 | | | | | | |
| 1 | 112 | 109.41 | 112 | 109.41 | | | | | | |
| 2 | 81 | 78.06 | 81 | 78.06 | | | | | | |
| 3 | 112 | 110.59 | 112 | 110.59 | | | | | | |
| 4 | 94 | 92.59 | 94 | 92.59 | | | | | | |
| 5 | 123 | 90.76 | 123 | 90.76 | | | | | | |
| SDC | 1 | 0.88 | 1 | 0.88 | | | | | | |
| Total | 635 | 568.58 | 635 | 568.58 | | | | | | |
| ADA % ** | | 97.81% | | 97.81% | | | | | | |
| MCMS | | | | | | | | | | |
| 6 | 385 | 376.76 | 385 | 376.76 | | | | | | |
| 7 | 364 | 354.94 | 364 | 354.94 | | | | | | |
| 8 | 386 | 379.35 | 386 | 379.35 | | | | | | |
| SDC | 5 | 4.24 | 5 | 4.24 | | | | | | |
| Total | 1140 | 1,115.29 | 1140 | 1,115.29 | | | | | | |
| ADA % ** | | 97.80% | | 97.80% | | | | | | |
| OPHS | | | | | | | | | | |
| 9 | 408 | 402.35 | 408 | 402.35 | | | | | | |
| 10 | 378 | 366.47 | 378 | 366.47 | | | | | | |
| 11 | 382 | 370.47 | 382 | 370.47 | | | | | | |
| 12 | 373 | 362.18 | 373 | 362.18 | | | | | | |
| SDC | 6 | 4.88 | 6 | 4.88 | | | | | | |
| Total | 1547 | 1,506.35 | 1547 | 1,506.35 | | | | | | |
| ADA % ** | | 98.51% | | 98.51% | | | | | | |
| OVHS | | | | | | | | | | |
| 10-12 | 24 | 21.71 | 24 | 21.71 | | | | | | |
| ADA % ** | | 90.46% | | 90.46% | | | | | | |
| OPIS | | | | | | | | | | |
| K-12 | 206 | 200.53 | 206 | 200.53 | | | | | | |
| ADA % ** | | 97.34% | | 98.42% | | | | | | |
| Other *** | 1 | 3.24 | 1 | 3.24 | | | | | | |
| TOTALS | | | | | | | | | | |
| K-12 | 4698 | 4,503.59 | 4698 | 4,503.59 | | | | | | |
| ADA % ** | | 95.86% | | 95.86% | | | | | | |

* Enrollment is as of last day of school month.

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

*** Other is HH, NPS, Ext Yr

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 21, 2014
SUBJECT: VII.4. MONTHLY CASH FLOW REPORT

DISCUSSION

ISSUE: Shall the Board receive and review a status report on District's actual and projected cash flow through September 30th of the 2014-15 school year?

BACKGROUND: The State's funding appropriation schedule for school districts is always challenging. In its 2014-15 adopted budget, the State has postponed the decision whether or not to defer current year cash to the subsequent fiscal year until February of 2015. As a consequence, this perpetuates the ongoing issues in the management of the District's cash flow. Continuing its practice of the last several years, the Business Office has developed the attached cash flow report as an ongoing tool to assist the Administration and Board in analyzing and managing its cash and remaining cash-solvent. This report is updated monthly to reflect actual receipts and disbursements and to update projections based on the latest information.

RECOMMENDATION: None. Information only.

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

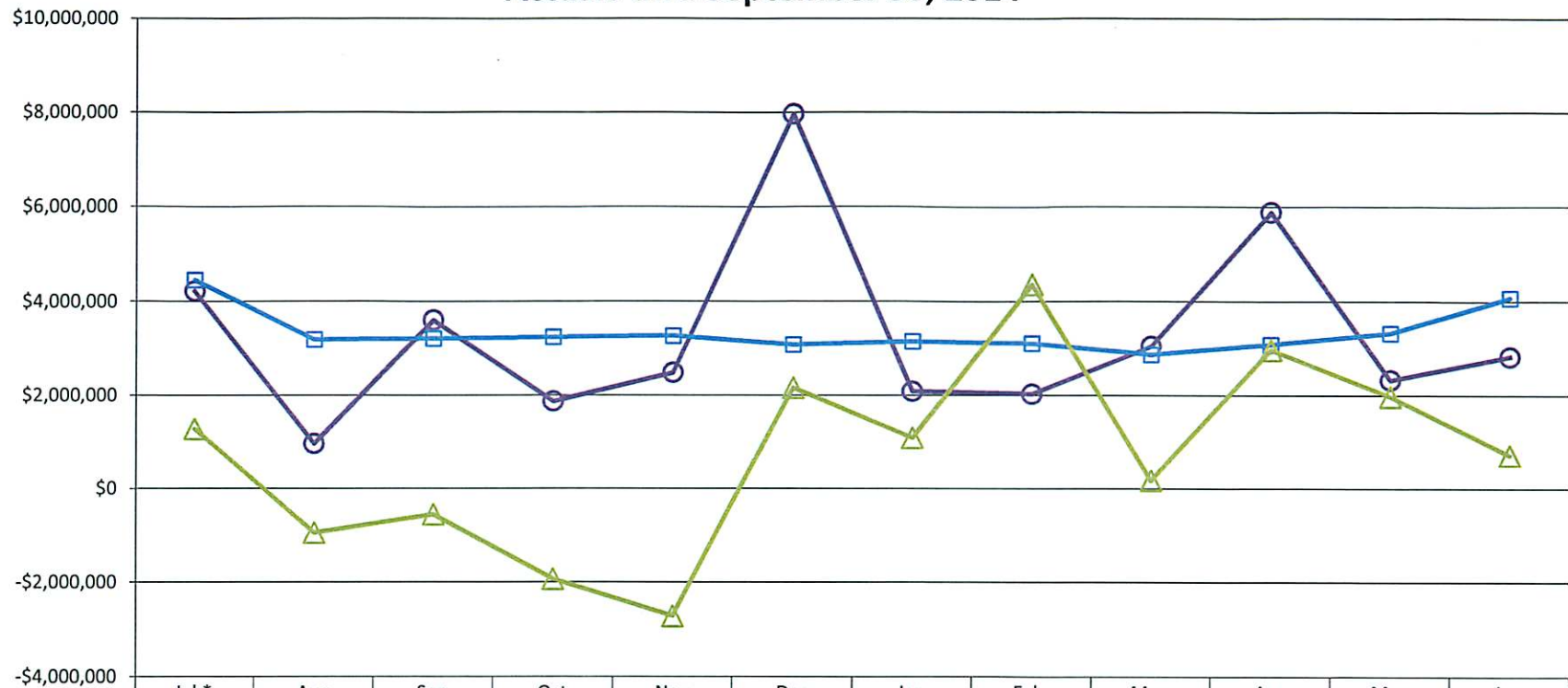
Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

| OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW | | | | | | | | | | |
|--|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|
| Year: 2014-15 Budget | | | | | | | | | | |
| Budget Used: Adopted Budget | | | | | | | | | | |
| ACTUAL POSTINGS THROUGH SEPTEMBER, 2014 | | | | | | | | | | |
| | Object | July | August | September | October | November | December | January | February | March |
| A. BEGINNING CASH | 9110 | \$1,526,307 | \$5,639,268 | \$3,412,568 | \$3,801,934 | \$2,423,125 | \$1,637,563 | \$6,521,122 | \$5,449,228 | \$13,146 |
| B. RECEIPTS | | | | | | | | | | |
| Revenue Limit Sources | | | | | | | | | | |
| Principal Apportionment | 8010-8019 | 782,116 | 782,116 | 2,712,851 | 1,407,808 | 1,407,808 | 2,519,465 | 1,407,808 | 1,540,754 | 2,652,411 |
| Property Taxes | 8020-8079 | 0 | 56,894 | 0 | 13,310 | 390,144 | 4,525,894 | 120,566 | 201 | 23,496 |
| Miscellaneous Funds | 8080-8099 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal Revenue | 8100-8299 | 0 | 0 | 88,577 | -1,502 | 1,442 | 5,957 | 0 | -1,129 | 5,905 |
| Other State Revenue | 8300-8599 | 1,090 | 0 | 174,022 | -8,832 | 263,671 | 3,852 | 176,150 | 687 | 818 |
| Other Local Revenue | 8600-8799 | 173,567 | 112,155 | 396,287 | 393,833 | 355,976 | 845,862 | 314,447 | 421,938 | 301,024 |
| Interfund Transfers In | 8910-8929 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All Other Financing Sources | 8930-8979 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Receipts/Non-Revenue | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL RECEIPTS | | 956,773 | 951,165 | 3,371,737 | 1,804,616 | 2,419,040 | 7,901,029 | 2,018,972 | 1,962,451 | 2,983,654 |
| C. DISBURSEMENTS | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | 135,288 | 1,595,706 | 1,624,727 | 1,602,518 | 1,690,128 | 1,659,125 | 1,635,392 | 1,693,872 | 1,677,002 |
| Classified Salaries | 2000-2999 | 155,275 | 254,298 | 438,302 | 429,502 | 429,502 | 429,502 | 415,273 | 429,502 | 432,215 |
| Employee Benefits | 3000-3999 | 49,351 | 249,401 | 646,541 | 657,367 | 657,367 | 667,176 | 663,620 | 676,338 | 668,162 |
| Books, Supplies | 4000-4999 | 3,046 | 83,957 | 100,623 | 100,421 | 149,126 | 191,723 | 73,629 | 65,903 | 37,838 |
| Services | 5000-5999 | 51,823 | 477,998 | 336,124 | 486,270 | 470,358 | 188,350 | 317,991 | 284,551 | 165,385 |
| Capital Outlay | 6000-6599 | 4,710 | 73,284 | 229,194 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Outgo - Excess Costs | 7000-7499 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 77,114 | 0 |
| Interfund Transfers Out | 7600-7629 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All Other Financing Sources | 7630-7699 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Disbursements/Non Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL DISBURSEMENTS | | 399,494 | 2,734,643 | 3,375,512 | 3,276,078 | 3,396,480 | 3,135,876 | 3,105,905 | 3,227,280 | 2,980,602 |
| D. BALANCE SHEET TRANSACTIONS | | | | | | | | | | |
| Accounts Receivable | 9200 | 3,265,993 | 16,545 | 237,613 | 69,085 | 69,085 | 69,085 | 69,085 | 69,085 | 69,085 |
| Accounts Payable | 9500 | -1,265,312 | -459,766 | 155,527 | 23,569 | 122,793 | 49,320 | -54,045 | 109,661 | 98,681 |
| Current Loans (Cross Yr TRAN) | 9640 | -2,795,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Current Loans (Current Yr TRANS) | 9640 | 4,350,000 | 0 | 0 | 0 | 0 | 0 | 0 | -4,350,000 | |
| TOTAL PRIOR YEAR TRANSACTIONS | | 3,555,681 | -443,221 | 393,140 | 92,654 | 191,878 | 118,405 | 15,040 | -4,171,254 | 167,766 |
| E. NET INCREASE/DECREASE (B-C+D) | | 4,112,960 | -2,226,699 | 389,365 | -1,378,808 | -785,562 | 4,883,558 | -1,071,893 | -5,436,083 | 170,818 |
| F. ENDING CASH (A+E) | | 5,639,268 | 3,412,568 | 3,801,934 | 2,423,125 | 1,637,563 | 6,521,122 | 5,449,228 | 13,146 | 183,963 |
| G. ENDING CASH, PLUS ACCRUALS | | | | | | | | | | |

| OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW | | | | | | |
|--|-----------|-----------|-------------|-------------|-----------|-------------|
| Year: 2014-15 Budget | | | | | | |
| Budget Used: Adopted Budget | | | | | | |
| | Object | April | May | June | Accruals | Total |
| A. BEGINNING CASH | 9110 | \$183,963 | \$2,983,823 | \$1,982,483 | | |
| B. RECEIPTS | | | | | | |
| Revenue Limit Sources | | | | | | |
| Principal Apportionment | 8010-8019 | 1,540,754 | 1,540,754 | 2,138,826 | 1,132,647 | 21,566,118 |
| Property Taxes | 8020-8079 | 3,381,418 | 107,847 | 297,596 | 0 | 8,917,365 |
| Miscellaneous Funds | 8080-8099 | 0 | 0 | 0 | 0 | 0 |
| Federal Revenue | 8100-8299 | 0 | 236,831 | 2,382 | 536,572 | 875,034 |
| Other State Revenue | 8300-8599 | 195,513 | 412 | -419 | 165,688 | 972,651 |
| Other Local Revenue | 8600-8799 | 707,970 | 375,919 | 393,395 | 227,694 | 5,020,068 |
| Interfund Transfers In | 8910-8929 | 0 | 0 | 0 | 0 | 0 |
| All Other Financing Sources | 8930-8979 | 0 | 0 | 0 | 0 | 0 |
| Other Receipts/Non-Revenue | | 0 | 0 | 0 | 0 | 0 |
| TOTAL RECEIPTS | | 5,825,654 | 2,261,764 | 2,831,780 | 2,062,601 | 37,351,237 |
| C. DISBURSEMENTS | | | | | | |
| Certificated Salaries | 1000-1999 | 1,671,104 | 1,656,041 | 1,900,609 | 10,620 | 18,552,133 |
| Classified Salaries | 2000-2999 | 446,973 | 449,576 | 544,858 | 1,692 | 4,856,470 |
| Employee Benefits | 3000-3999 | 672,218 | 731,432 | 731,432 | 70,596 | 7,141,002 |
| Books, Supplies | 4000-4999 | 88,838 | 136,308 | 95,586 | 55,021 | 1,182,019 |
| Services | 5000-5999 | 313,343 | 231,058 | 567,433 | 63,026 | 3,953,709 |
| Capital Outlay | 6000-6599 | 0 | 0 | 0 | 0 | 307,188 |
| Other Outgo - Excess Costs | 7000-7499 | 0 | 0 | 118,955 | 222,931 | 419,000 |
| Interfund Transfers Out | 7600-7629 | 0 | 0 | 0 | 0 | 0 |
| All Other Financing Sources | 7630-7699 | 0 | 0 | 0 | 0 | 0 |
| Other Disbursements/Non Expenditures | | 0 | 0 | 0 | 0 | 0 |
| TOTAL DISBURSEMENTS | | 3,192,476 | 3,204,416 | 3,958,873 | 423,886 | 36,411,521 |
| D. BALANCE SHEET TRANSACTIONS | | | | | | |
| Accounts Receivable | 9200 | 69,085 | 69,089 | | 0 | 4,072,835 |
| Accounts Payable | 9500 | 97,596 | -127,777 | -127,776 | 0 | (1,377,530) |
| Current Loans (Cross Yr TRAN) | 9640 | 0 | | | 0 | (2,795,000) |
| Current Loans (Current Yr TRANS) | 9640 | | | | 0 | 0 |
| TOTAL PRIOR YEAR TRANSACTIONS | | 166,681 | -58,688 | -127,776 | 0 | -99,694 |
| E. NET INCREASE/DECREASE (B-C+D) | | 2,799,860 | -1,001,340 | -1,254,869 | 1,638,715 | 840,022 |
| F. ENDING CASH (A+E) | | 2,983,823 | 1,982,483 | 727,614 | 1,638,715 | \$840,022 |
| G. ENDING CASH, PLUS ACCRUALS | | | | | 2,366,330 | |

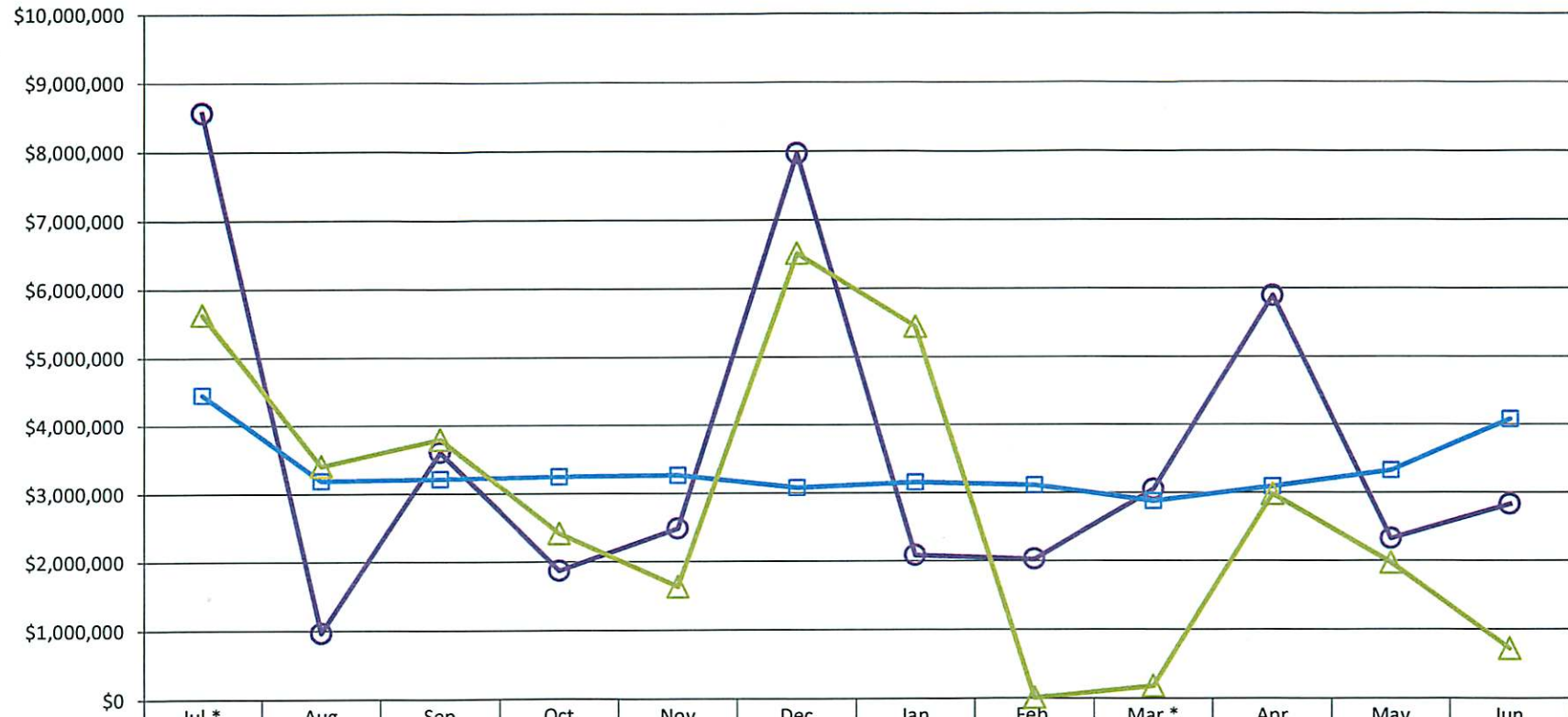
OPUSD - Cashflow without TRAN **Actuals thru September 30, 2014**



| | Jul * | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------------|-----------|-----------|-----------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Revenue + AR | 4,222,767 | 967,710 | 3,609,350 | 1,873,701 | 2,488,125 | 7,970,114 | 2,088,057 | 2,031,536 | 3,052,739 | 5,894,739 | 2,330,853 | 2,831,780 |
| Expense + AP | 4,459,806 | 3,194,409 | 3,219,985 | 3,252,509 | 3,273,687 | 3,086,556 | 3,159,949 | 3,117,619 | 2,881,921 | 3,094,880 | 3,332,193 | 4,086,649 |
| Cash Balance | 1,289,268 | -937,432 | -548,066 | -1,926,875 | -2,712,437 | 2,171,122 | 1,099,228 | 4,363,146 | 183,963 | 2,983,823 | 1,982,483 | 727,614 |

*** NOTE:** TRAN loan proceeds not included in Revenue and Cash Balance lines: July \$4,350,000.
Cross Year TRAN repayment included in Expense and Cash Balance lines: July \$2,795,000; Current Year TRAN repayment not included (February \$4,350,000).

OPUSD - Cashflow **Actuals thru September 30, 2014**



| | Jul * | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar * | Apr | May | Jun |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Revenue + AR | 8,572,767 | 967,710 | 3,609,350 | 1,873,701 | 2,488,125 | 7,970,114 | 2,088,057 | 2,031,536 | 3,052,739 | 5,894,739 | 2,330,853 | 2,831,780 |
| Expense + AP | 4,459,806 | 3,194,409 | 3,219,985 | 3,252,509 | 3,273,687 | 3,086,556 | 3,159,949 | 3,117,619 | 2,881,921 | 3,094,880 | 3,332,193 | 4,086,649 |
| Cash Balance | 5,639,268 | 3,412,568 | 3,801,934 | 2,423,125 | 1,637,563 | 6,521,122 | 5,449,228 | 13,146 | 183,963 | 2,983,823 | 1,982,483 | 727,614 |

*** NOTE:** **TRAN loan proceeds included in Revenue and Cash Balance lines: July \$4,350,000.**
TRAN repayment included in Expense and Cash Balance lines: July \$2,795,000; February \$4,350,000.

TO: MEMBERS, BOARD OF EDUCATION

FROM: Sara Ahl, Principal, Brookside Elementary School

DATE: October 21, 2014

SUBJECT: Monthly Board Report for Brookside Elementary School

PROFESSIONAL LEARNING:

The Brookside teachers attended an additional Go Math training on October 1st to dig more deeply into the variety of digital resources included in the curriculum. Teachers reported having valuable dialogue during the training, which has helped many of them through this transition to the Common Core State Standards and the implementation of the Go Math curriculum.

On October 8th the teachers attended a learning opportunity facilitated by Debbie Hammill regarding the Common Core learning progressions and other helpful Common Core resources for teachers.

SCHOOL SITE COUNCIL:

Brookside's first School Site Council meeting of the school year was held on Tuesday, September 23rd at 3:00pm. One of the main topics for the meeting was School Safety and the committee discussed the new initiatives aimed at keeping students and the school safe. A member who resigned has been replaced by a new parent member through the election process that ended on October 8th. The new member will begin at the next SSC meeting, which is scheduled for October 28th.

FIELD TRIPS:

Our 5th Grade trip to Santa Cruz Island will take place on October 10th and October 17th. Mrs. Ahl will be attending the trip on October 10th. The 5th grade teachers have been busy preparing students for the science-based experiential learning that will be taking place on the island and Debbie Hammill has been visiting each class to do preparation lessons. We look forward to the boat activities in which students will be playing the role of scientists during the journey to the island!

EVENT HIGHLIGHTS:

| | |
|------------|--|
| October 13 | Common Core Parent Information Meeting – 8:30am – 9:30am |
| October 16 | Great California Shakeout - 10:16am |
| October 25 | Brookside Movie Night – 4:30pm – 8:30pm |
| October 28 | PTA Reflections Gallery |

Respectfully Submitted:

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 21, 2014

SUBJECT: Monthly Board Report

Back-to-School Night

Back to school night was a great success. We held two sessions, K-2nd and 3rd-5th. Each group began with a brief general meeting, which included a thoughtful and hilarious presentation by our PTA president, Irene Lyle. Parents then proceeded to the classrooms to meet with the teachers. The presentations in each classroom were professionally done, informative, and positive. The parents were pleased to learn about the exciting learning opportunities that await their children over the course of the year. They left reassured that their child will not only be appropriately challenged by an engaging teacher, but also cared for by a teacher who is approachable and communicative. The teachers especially appreciated visits from Board Member Drew Hazelton, and Superintendent Tony Knight, especially on such a busy night.

Oak Hills Family Picnic

On Friday evening, September 26th, the entire Oak Hills community gathered on the playground for the Oak Hills Family Picnic. We enjoyed food, dancing, and a bake sale. The turnout this year seemed very good, and the event proved to be a great opportunity to welcome all newcomers, as well as spend time with old friends.

Student Council

The Oak Hills student council is off to a great start. Students from each homeroom class are elected by their classmates to represent their class at our monthly meetings. Officers are then selected from among the representatives. All students who run for office are encouraged to participate as a member at large, regardless of the outcome of the elections. The winter semester officers are:

| | | |
|-----------------|--------------------------|--------------------------|
| President: | Danielle Whitten-Rowland | |
| Vice-President: | Lindsey Belsky | |
| Secretary: | Allison Chobanian | |
| Treasurer: | Jared Cornick | |
| Publicists: | Scarlet Blackwell | Sevannah Whitten-Rowland |
| | Mina Jung | Mia Castellanos |

Congratulations to all of our candidates for delivering thoughtful speeches, and running honorable campaigns. We look forward to their service and leadership.

Responsive Classroom, Kids with Character, and ADL Assembly

Oak Hills Elementary is first and foremost a safe place for kids. We know that students learn best in an environment where they are safe and feel supported. When our teachers met in August, before school began this year, we worked together on implementing Responsive Classroom strategies that help students feel connected to school every day. You may have already heard your child talk about activities such as Morning Meeting. These strategies complement our ongoing "Kids with Character" program, presented by Deborah King. This program delivers a monthly, school-wide theme with various activities that teachers individually structure to match what is happening in their classrooms.

Each fall our PTA sponsors a different program focused on keeping our kids safe. This year we selected the Step UP/Becoming an Ally Assemblies, developed by A WORLD OF DIFFERENCE, the Education Division of the Anti-Defamation League. On Thursday, September 11th, A WORLD OF DIFFERENCE trainers Lloyd Wilkey and Pam Cysner presented a special program designed to encourage our students to: Respect Differences, Stop Bullying, and Take Action to Become Allies. This assembly further supported Oak Hills' dedication to create an inclusive environment where all students feel welcome and respect is the norm. The assemblies featured several interactive activities and discussions where students shared their own strategies for being an ally. We were very impressed with the thoughtfulness of our students' responses.

Music Van

Our students enjoyed another visit from the New West Symphony Music Van last week. The children gained hands-on experience with an extensive variety of instruments as they rotated between the brass, woodwinds, strings, and percussion sections. Students are becoming very good at identifying specific instruments just from hearing the sound each one produces. Our before/after-school chorus and instrumental music programs have begun and we are already looking forward to a winter performance. This year, due to the popularity of the Band program, we are considering running both 'beginning' and 'advanced' classes.

GATE Enrichment Program

We have started our GATE enrichment program this month. This program was introduced to the parents of identified GATE students at our fall GATE parent meeting. The program is designed to offer additional enrichment, beyond the differentiated, inquiry-based, hands-on projects that occur regularly for all students.

The lunchtime program, now in its third year, is based on the Science of Disney Imagineering DVD series. This series provides students with an exciting "hands-on" extension of basic science concepts. Students will have the opportunity to use "outside the box" thinking to complete activities related to the subject of the week. Additionally, students will use reading, writing, art, math, and computer knowledge to further their understanding of the science theme being taught. The program is being coordinated by our GATE coordinator Kate Loe and will be taught by Stacy Dishlip.

While the program is designed to meet the needs of our GATE population, other interested students are encouraged to participate. The response has been very positive and the program is filled to capacity.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

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

DATE: October 21, 2014

SUBJECT: Monthly Board Report

Back-to-School Night

Back-to-School Night was held on September 18 for all grade levels. Discovery Kindergarten, Kindergarten, 1st and 2nd grades made their presentations at 7:30. A short, but informative half hour parent meeting at 7:00 was held in the Multipurpose Room prior to our lower grade classroom presentations at 7:30. The principal welcomed the parents and talked about the value of parental involvement at Red Oak Elementary School. PFA president, Tracie Horstman spoke about the value and purpose of the Parent Faculty Association. Deborah King spoke about the elementary school counseling services and Mrs. Kelly from the Ventura County Library spoke about the value of reading. Throughout the night, teachers made presentations individually in their classrooms and also as a grade level group in our Multi-purpose Room and library. All the presentations at Back-to-School nights were well attended by parents. The superintendent and various school board members made classroom visitations.

Spirit Assemblies

Our first monthly Spirit Assemblies were held on September 17 and 18. The Spirit Assemblies recognize those students who best embodied the targeted positive monthly character traits. A new student body leadership team ran the assemblies and gave out the awards.

School Site Council

Our School Site Council met for the first time this school year on September 15. We had one new faculty member, and two new parent members. Our SSC purpose statement was reviewed and the bylaws were passed out. New additions to our staff were introduced, enrollment reviewed and the work that was done this summer to improve our facilities was explained. Leaders were selected to report, record and lead our SSC.

Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

TO: MEMBERS, BOARD OF EDUCATION

FROM: BRAD BENIOFF, PRINCIPAL, MEDEA CREEK MIDDLE SCHOOL

DATE: OCTOBER 21, 2014

SUBJECT: MONTHLY SCHOOL REPORT

Special Interests Clubs at MCMS are up and Running! From Movies to Chess, to Art and Recycling and Fitness—Clubs, sponsored by MCMS Staff are engaging students during lunch, before and after school

Make-up Picture Day October 2nd: A chance for students who have enrolled since September and faculty and staff to have their pictures taken.

Walk To School Day October 8th: MCMS Physical Education teachers met students interested in walking to school at two community areas to encourage walking to school.

Anti-Defamation League (ADL) Assembly at MCMS October 8th: The ADL shared their message of tolerance through an assembly/workshop designed to engage students in actively building a positive climate on campus and beyond.

Chinese Cultural Field Trip to San Gabriel October 9th: Ms. Helen Yap led her 6th graders taking the elective *Exploring Your Word, China* on a tour through the tastes, sights and activities of a thriving Chinese community in Southern California.

Local Fire Department to speak at lunch with MCMS's Emergency Preparedness Teams October 9th: In our continuing effort to prepare for a variety of emergencies, our local fire department discussed what the first few hours after a sizable quake would look like and what MCMS might expect. There was also be a question and answer opportunity.

MCMS 8th Grade GATE Students Document the 5th grade Santa Cruz Island October 10th: MCMS Students accompanied the 5th graders, mentoring them, as well as putting together a project about the Island by documenting their hiking adventure. Students are using this experience to demonstrate their work “thinking like a naturalist, marine biologist” etc. They will share this project with the MCMS community later in the school year.

Astrocamp Information Night: October 15th at 6:00 p.m.in the Gym: Parent/student information night about the upcoming trip.

Great California Shake Out October 16th: The MCMS campus community reviewed Emergency Procedures during this State-wide event.

MCMS Goes to Mt. SAC October 17th: Many thanks to our Coaches, Al Calce and Steve White, along with parents, for coordinating 6th-8th graders to compete in this year's event. Good Luck, everyone!

Outdoor Education Parent Information Night, October 20th 6:00 p.m.: Parents will met in the gym to learn about the logistics of this outstanding 6th grade trip.

First ASB Dance of the Year October 24th, from 5:30-7:30, 6th graders; 6:00-8:00 7th and 8th graders: ASB sponsors the first in a series of hugely popular school dances.

Catalina Information Night: October 30th at: 6:30 in the Gym: Parent information night about the upcoming trip.

Astrocamp Curricular Trip October 29-October 31st: 8th 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 Carol Bailey and Rob Sitomer for visiting each 6th grade Humanities class this month, reviewing safe behavior and school resources at school to help ensure that students have a part in creating a successful year and a positive school climate.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent

TO: Members of the Oak Park Unified Board of Education
FROM: Kevin Buchanan, Principal, Oak Park High School
DATE: October 21, 2014
SUBJECT: Monthly Board Report

BACK TO SCHOOL ACTIVITIES

ASB held a very spirited Back to School rally. 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 six OPHS seniors selected as Semi-finalists for the 2015 National Merit Scholarship Program, twenty-three 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

Agoura High School is hosting 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 on October 8. College Knowledge Night is a collaborative effort of the Parent Faculty Clubs of Calabasas, Oak Park, and Agoura High Schools.

OPHS MAC REPRESENTATIVE

We are currently reviewing student applications for the position of representative to the MAC through an application process that includes a written statement of intent and interview. The selected student will be in the position in time for the October 28th MAC meeting and will be chosen based on his or her understanding of school and community issues and their commitment to improvement on both fronts.

WASC FOCUS ON LEARNING SELF STUDY AND ACCREDITATION VISIT

OPHS is in the fifth year of our accreditation cycle with a scheduled WASC Team visit scheduled for next school year. We have begun our self-study process and are in the organizational stage when we assemble the leadership, home groups, and focus group teams. Cliff Moore has bravely agreed to serve as WASC Coordinator and Dave Nelson, former science department chair and three-time WASC coordinator has agreed to consult with the process.

SAFE SCHOOL AMBASSADORS

OPHS Safe School Ambassadors will hold their annual Kick-Off event on October 14, and promises to be a very positive start to this year's program. SSA is a nationwide bystander education program that harnesses the power of students to prevent and stop bullying and violence. The program relies on the power of the socially-influential leaders of the school's diverse cliques, the ones who shape the social norms that impact other students' behavior. These leaders are carefully identified through student and staff referrals and are selected based upon specific criteria, such as: strong position and influence in their peer group, good communication skills, and a history of standing up for friends.

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 will participate in the Great Shake Out on October 16. The Principal's message in the PFC newsletter this month is also devoted to emergency preparedness and procedures.

Respectfully Submitted:

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 21, 2014

SUBJECT: Monthly Board Report



CAHSEE

Both schools completed the CAHSEE for those students who have not yet passed or taken the exam. We had a total of 15 students on both days. It was really nice to have the extra lab room to use at OPIS, since we were not able to use Room 104 because of the Critical Thinking Institute session.

WASC

We had our annual review for both schools to review our WASC goals and our visit for 2016 (OVHS) and 2018 (OPIS). Every year we look to see if we have met our goals or are moving toward them. We make sure to document our progress in order to make the process much easier when we are up for a full review.



FACILITIES

We have a brand new sign for Oak View high school that is much cleaner and goes with the appearance of the school. Also, we have added brand new reception and administration signs to the building, which gives the school a more uniform look throughout the campus.

FIELD TRIPS

We had our first Clean Teen field trip last week and went to Chipotle. Next week, Ms. Allen is taking her classes to the J. Paul Getty Museum. At the end of the month, we will be having our Halloween BBQ. This is always a successful and enjoyable event.

STEM PROJECT

We have two students who are working on creating a film about STEM in our school district. Ms. Allen and her team of two students have teamed up with our Science Specialist, Brookside and Medea Creek to create this film. It will consist of the best STEM practices across our district. To see these two boys in action is amazing. They are not only learning about STEM and film, but they are also learning to communicate with several people to make this all happen. While they have had some small road bumps, they have been resilient through the process and I cannot wait to share the end product with all.

VENTURA COUNTY BEHAVIORIAL HEALTH

The counselor we were able to obtain from the Ventura County of Behavioral Health has started running Drug prevention groups and we have six students in a group right now. We will be rotating new students through the group throughout the year.

6th PERIOD FOOTBALL

Every Thursday we have our football games and it is creating quite a buzz. As of today, Mr. Rogers's team is 2-1-1 and Mr. McGugan's is 1-2-1. The banter throughout the day between the teams is very friendly, yet has a competitive spirit. We are enjoying watching how it creates some good morale between the kids. The winner will be treated to lunch off campus.

MEDITATION

Our meditation is going very well and is lead by faculty half the time and a student the other the half of the time. When the student leads, they tend to bring a different style of meditation. I find the students are really enjoying the different paces. Since the implementation of the meditation last year, we have had only two suspensions. This is a significant decline.



OAK PARK INDEPENDENT SCHOOL



OSB MIDDLE SCHOOL

DJ Cook and Carolyn Purkey are leading our new OSB for the middle school students. We had 20 students show up for the first session. It will be held every other week. Below you will find a description of their first class meeting creating trust and a picture of the students holding up DJ Cook with twine.

The activity facilitator will hold the end of a 200-foot bundle of twine. All of the participants will stand shoulder to shoulder, forming a circle. The facilitator will start by introducing himself or herself or announcing a goal that they would like to achieve before the end of the year. Once that declaration is made, they will throw the bundle of twine to someone else in the circle while continuing to hold onto the their end. Everyone follows this action. Once everyone has gone twice, the group will kneel to the ground while the following announcement is made:

"The culmination of this activity is a reflection of what ASB/OSB will look like this year. In ASB/OSB we will need to work together to accomplish our goals. We will need to communicate effectively. We will need to be social and most importantly, we will need to trust one another. Now I'm going to show you all how much I trust you."

At this point, the facilitator will lie on top of the web, which should be on the ground. Once the facilitator is comfortable, they should ask the group to work together and lift the facilitator off the ground. At this point, the facilitator can lead a discussion about how the activity applies to the upcoming school year.



HONORS AT GRADUATION

Oak Park Independent School is looking into using an "Honors " recognition program for its most accomplished seniors during the graduation ceremony. For the purpose of calculating the qualifying grade point averages, all classes posted on the OPIS transcript will be included, up to and including, the first semester of the student's senior year. Qualifying students must attend OPIS for a minimum of three semesters, up to and including first semester of the student's senior year.

Highest Honors – "with highest praise" is the highest recognition awarded at graduation. To graduate with Highest Honors, a student must achieve a 3.76 or higher grade point average on a 4.00 scale. Recognized with a double cord at graduation.

Honors – “with praise” is the second highest recognition awarded at graduation. To graduate with Honors, a student must achieve a 3.50 to 3.75 grade point average on a 4.00 scale. Recognized with a single cord at graduation.

FACILITIES

This week OPIS will have completed the ramp leading to all the classrooms, which will bring a needed unification to the school. We are looking into installing six fruit trees in front of the new buildings. In addition to beautifying the campus, it will create shade for our students in our new lunch and snack area. We are also very excited about our new sign in front of the school. Please see below photo.



Respectfully Submitted:

Anthony W. Knight, Ed.D.
Superintendent

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

FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School

DATE: October 21, 2014

SUBJECT: Monthly Board Report

We are eagerly anticipating autumn: Cool, crisp mornings with the leaves changing colors and the wind blowing. At least that is what all of the picture books say about autumn. For sunny Southern California, Gilberto and the Wind, by Marie Hall Ets, comes the closest to describing our autumn weather. However, if we look carefully, we can find trees that are turning beautiful shades of red, orange, yellow, and brown. The children are noticing the colored leaves blowing on the ground and collecting them for classroom bouquets -- Our classrooms are looking beautiful!

As part of our First 5 grant, we need to provide four parent education events during the school year. Our first event was on Friday, September 26th. We had Lindsay Leimbach speak about Mindful Parenting and Grand Parenting” and it was very inspirational for all of the attendees. In fact, nine of those attending will be continuing with her 6-week workshop. She is offering her Mindful Parenting Workshop free of charge for anyone who brings a donation of canned goods for Manna. Our next event will be Tuesday evening, October 21st and will focus on the Reggio Inspired approach to teaching.

Reggio is a program that encourages parent and community involvement. At OPNS we support a sense of community and work to build a connection among the students, parents, and staff. One of the ways we do this is by combining the two classrooms on Fridays, calling this Community Day. This allows the teachers to get to know all of the children and the children to become familiar with all of the teachers. We will be starting our Community Days on October 24th. This is an exciting day for the children because they can make choices about which room to work in and play with their friends that are in the other classroom. We will also be including a special story time led by our Oak Park Librarian, Rose Galvez. She will be coming once a month to do story time for our Community Day.

Finally, we are reading and performing “The Big Pumpkin” in anticipation of Halloween. We will be having our Halloween Parade and costume party on October 31st.

Please come by anytime to be a part of the OPNS community!

Respectfully Submitted;

Anthony W. Knight, Ed.D.
Superintendent