

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #851

DATE: December 6, 2011

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

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

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

BOARD OF EDUCATION

Barbara Laifman, President

Jan Iceland, Vice President

Allen Rosen, Clerk

Mary Pallant, Member

Sepideh Yeoh, Member

Erica Rosenberg, 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

Jane Mintz, Director, Educational Technology

Susan Roberts, Director, Pupil Services

Cliff Moore, Consultant

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, January 17, 2012

Closed Session 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 #851
December 6, 2011

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

CLOSED SESSION: 5:00 p.m.

RECONVENE OPEN SESSION: 6:00 p.m. (approximate)

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: Guest Teacher, Instructional Assistant I PE, Instructional Assistant II, Instructional Assistant III Literacy, Instructional Assistant II Sub, Campus Supervisor

C. CONFERENCE WITH LABOR NEGOTIATORS:

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: _____ 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.

A. ROLL CALL

B. FLAG SALUTE

C. ADOPTION OF AGENDA

II. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS

III. OPEN COMMUNICATIONS/PRESENTATIONS

A. BOARD REPORTS/DISCUSSION/COMMUNICATIONS

1. Presentation from Friends of Oak Park Schools
2. Presentation to Erik Americana honoring National Board Certification
3. Presentation to Oak Park High School Military Club
3. Remarks from Board Members
4. Remarks from Student Board Representative
5. Remarks from Superintendent

6. Report from School Site Councils
7. Report from Facilities Planning Committee
8. Report from Technology Committee

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

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 November 15, 2011**
- b. **Public Employee/Employment Changes 01CL21771-01CL2179 & 01CE05461–01CE05467** **1**
- c. **Approve Purchase Orders – November 1 – November 23, 2010** **3**
Board Policy 3300 requires Board approval of Purchase Orders
- d. **Approve Overnight Trip for Medea Creek Middle School 8th Grade to Attend Astro Camp – February 13-15, 2012** **6**
Board Policy 6153 requires Board approval for student overnight trips

ACTION

2. BOARD

- a. **Election of Officers of the Board of Education** **7**
Bylaws of the Board 9320 and Education Code 35143 require the nomination and election of Board Officers annually
- b. **Select and Approve School Board Representative to the County Committee on School District Organization** **9**
Education Codes 35023 and 72403 require the Board to annually select a representative to the County committee
- c. **Approve Certification of Signatures** **11**
Education Codes 42632 and 42633 require annual Certification of Signatures after election of Board Officers
- d. **Approve Designation of Secretary/Authorized Agent of the Board of Education** **15**
Education Codes 35025 and 35034 and Bylaws of the Board 9122 empower the Board to designate the Superintendent as its Secretary and Authorized Agent
- e. **Approve Proposed Board Meeting Schedule for Calendar Year 2011** **17**
To select and approve the meeting schedule for the Governing Board for the calendar year
- f. **Confirmation and Designation of Board Representatives to District Committees** **19**
Board Members will select District Committee representation for the remainder of the school year
- g. **Approve Amended Moral Goals and Imperatives - Teaching and Learning** **23**
Board approval required for Moral Imperatives, Goals and Action Plans

3. BUSINESS SERVICES

- a. **Approve Fiscal Year 2011-12 First Interim Financial Report, Certification and Budget Revisions** **27**
Education Code 42130 and 42131 and Board Policy 3460 require the Board to approve and certify financial reports filed on behalf of the District

- b. Approve Resolution #11-22, Participation in CSBA California School Mid-Year Cash Reserve Program** **29**
Through participation in the CSBA Cash Reserve Program, the district will be able to issue a tax and revenue anticipation note (TRAN) as part of this cost effective pooled structure.
- c. Approve Authorization to Purchase Relocatable Restroom Facilities for Oak View High School** **35**
Board Policy 3312 Requires Board approval for contract for services
- d. Approve Second Term Appointments to the Oak Park Citizen's Oversight Committee** **39**
Board asked to approve two members of the Oak Park COC who have requested to serve a second term on the committee
- e. Approve Amendment #2 to Agreement with Balfour Beatty, Inc. for Program/ Construction Management Services** **41**
Board Policy 3312 Requires Board approval for contract for services
- f. Approve Updated Facility Master Plan** **43**
Board asked to approve an updated Facility Master Plan
- g. Approve Enrollment Capacity and District of Choice Transfers** **45**
Board asked to approve enrollment capacity and percentage of District of Choice Transfers

- 4. PUPIL SERVICES**
- a. Approve Contract for Non-Public School for Special Education Student #02-11/12 - \$110,065.52** **47**
Board Policy 3312 Requires Board approval for contract for services
- b. Approve Contract for Non-Public School for Special Education Student #03-11/12 - \$27,170.70** **51**
Board Policy 3312 Requires Board approval for contract for services
- c. Approve Contract for Non-Public School for Special Education Student #04-11/12 - \$25,997.40** **55**
Board Policy 3312 Requires Board approval for contract for services
- d. Approve Contract for Non-Public School for Special Education Student #05-11/12 - \$33,886** **59**
Board Policy 3312 Requires Board approval for contract for services
- e. Approve Contract for Non-Public School for Special Education Student #06-11/12 - \$36,102** **63**
Board Policy 3312 Requires Board approval for contract for services
- f. Approve Contract for Non-Public School for Special Education Student #07-11/12 - \$37,706** **67**
Board Policy 3312 Requires Board approval for contract for services

- 5. BOARD POLICIES**
- a. Approve Amendment to Board Policy 5022 – Student and Family Privacy Rights – Second Reading** **71**
This mandated Board Policy is revised and reorganized to address certain privacy issues related to students and/or their parents/guardians, including the administration of surveys and physical exams/screenings, parent/guardian rights to inspect instructional materials, and the collection of personal information for marketing purposes.
- b. Approve Amendment to Board Policy 3100 – Budget – Second Reading** **75**
Updated policy expands section on “Fund Balance” to include sample policy statements, in compliance with Governmental Accounting Standards Board Statement 54, related to 1) how funds will be committed by the board to the “committed fund balance,” 2) delegation of the authority to assign funds to the “assigned fund balance,” 3) the order in which fund balances will be spent when multiple fund balance types are available for an expenditure, and 4) the minimum level of unrestricted fund balances that will be maintained in the general fund.

- Policy also reflects new law (SB 70) which extends the timeline for restoring the level of reserves to the level specified in state relations and new law (AB 114) which requires districts, for the 2011-12 fiscal year, to base their budget on the same level of state revenues in the 2010-11 fiscal year.*
- c. **Approve Amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property– Second Reading** 81
Policy updated to reflect new law (SB 70, 2011) which extends, until July 1, 2014, the authorization to use the proceeds from the sale of surplus real property, along with the proceeds from any personal property located on such surplus real property, for any one-time general fund purpose. Date in text deleted to eliminate the need for additional revision if flexibility is extended in the future.
 - d. **Approve Amendment to Board Policy 3290 – Gifts, Grants, and Bequests – Second Reading** 87
Revised policy includes language requiring annual report to the board of gifts, grants, and bequests received by the district and the expenditure of any monetary gifts. Policy also includes 1) new section on “Appreciation” which lists authorized forms of appreciation for donations to the district, and 2) new section on “Corporate Sponsorship” which authorizes the board to allow outside entities to advertise or promote their products and services within district facilities in exchange for funds, products, and services provided by such entities.
 - e. **Approve Amendment to Board Policy 5145.11 – Questioning and Apprehension – Second Reading** 93
Policy updated to reflect new court decision (Camreta v. Greene) which vacated the Ninth Circuit Court of Appeal’s decision that required law enforcement to have parental consent, warrant, or other court order to interview a student in school absent exigent circumstances.
 - f. **Approve Amendment to Board Policy 6111 – School Calendar – Second Reading** 97
Updated policy reflects new law (SB 70, 2011) which extends, until the end of the 2014-15 school year, authorization for districts to reduce the length of the school year without incurring financial penalties.
 - g. **Approve Amendment to Board Policy 7310 – Naming of Facility – Second Reading** 101
Updated policy includes new section on “Naming Rights” which authorizes the board to enter into a written agreement granting any person or entity the right to name any district building or facility. Section on “Memorials” expanded to include commemorative trees, monuments, or other district facilities.
 - h. **Approve Amendment to Board Bylaw 9150 – Student Board Members–1st Reading** 105
Updated bylaw clarifies that student board members must be selected by district high school students. Bylaw also includes new section on “Student Board Member Development” which 1) authorizes student board members to participate in trainings, workshops, and conferences at district expense to enhance their knowledge, understanding, and performance of board responsibilities and 2) authorizes the superintendent to provide an orientation to student board member candidates regarding board responsibilities.
 - i. **Approve Amendment to Board Policy 6163.4 – Student Use of Technology – First Reading** 109
This mandated policy is being amended to reflect new Federal Law (P.L. 110-385) which mandates that the district’s Internet safety policy include educating students about appropriate online behavior.

VII. INFORMATION ITEMS

1. Monthly Budget Update

113

VIII. OPEN DISCUSSION

IX. ADJOURNMENT:

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

SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS

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| 1. Brookside Elementary School Report | 115 |
| 2. Oak Hills Elementary School Report | 116 |
| 3. Red Oak Elementary School Report | 117 |
| 4. Medea Creek Middle School Report | 118 |
| 5. Oak Park High School Report | 119 |
| 6. Oak View High School/Oak Park Independent School | 120 |
| 7. Oak Park Neighborhood School | |