

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #908**

DATE: May 19, 2015

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

TIME: **4:30 p.m. Closed Session – G9 – PLEASE NOTE EARLIER START TIME**  
**6:00 p.m. Open Session – G9**

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

**BOARD OF EDUCATION**  
**Barbara Laifman, President**  
**Allen Rosen, Vice President**  
**Drew Hazelton, Clerk**  
**Denise Helfstein, Member**  
**Derek Ross, Member**  
**Jake Whealen, Student Board Representative**

  
*Educating Compassionate and Creative Global Citizens*

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

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

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN

5/8/2015

LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [lsheridan@oakparkusd.org](mailto:lsheridan@oakparkusd.org).

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

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

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

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

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

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

### **NEXT REGULAR MEETING**

**Tuesday, June 16, 2015**

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

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

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

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

## **OAK PARK UNIFIED SCHOOL DISTRICT**

**AGENDA – REGULAR BOARD MEETING #908**

**May 19, 2015**

**CALL TO ORDER - Followed by Public Comments/ 4:30 p.m.**

**CLOSED SESSION: 4:30 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: Speech Language Teacher, English Teacher, Special Education Teacher, Campus Supervisor**

**C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –  
PURSUANT SUBDIVISION (a) OF GOVERNMENT SECTION 549569.9  
Case No. 56-2014-00458802-CU-PO-VTA**

**D. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

**E. SUPERINTENDENT EVALUATION**

**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 of Partners in Education Award to Rose De Mattia and Ginger Perrini
2. Presentation to Sean Michael Fitzpatrick, OPHS student, who achieved Microsoft Specialist Office Master Certification
3. Presentation of Retirement Recognition to Sandee Ayers, Nora Fels and Deborah King
4. Remarks from Board Members
5. Remarks from Student Board Member
6. Remarks from Superintendent

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

**B. BUSINESS SESSION:**

**1. CONSENT AGENDA**

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

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

- a. [Approve Minutes of Regular Board Meeting April 21, 2015](#)
- b. [Public Employee/Employment Changes 01CL22715-01CL22733 & 01CE07238-01CE07295](#)
- c. [Approve Purchase Orders –April 1 - 20, 2015](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Girls' Volleyball Team – September 11-12, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High Cross Country Team – July 26-31, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Ratify Overnight Trip for Oak Park High School Student Elected to Future Business Leaders of America State Board – May 15-16, 2015](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- g. [Approve Designation of the 2015-16 District/School Representatives to California Interscholastic Federation Leagues](#)  
*Education Code 33353(a)(1) requires Board approval for designation of CIF reps*
- h. [Approve Out of State Travel for Certificated Employees to Attend the Columbia Summer Reading/Writing Institute in New York City](#)  
*Board Policy 3350 requires Board approval for employee out of state travel*
- i. [Accept 2014-15 Second Period Attendance Report](#)  
*Board approval required for Second Period Attendance Report*
- j. [Approve Notice of Completion For Project 15-01R, Building C HVAC Replacement At Medea Creek Middle School](#)  
*Board approval required for job completion.*
- k. [Approve Notice of Completion For Project 15-04R, OPHS Softball Field Walkway](#)  
*Board approval required for job completion.*
- l. [Authorization and Approval To Purchase Shade Structures From USA Shade & Fabric Structures, Inc., Per The Piggyback Provisions Of PCC Section 20118](#)  
*Board approval required to purchase under Piggyback Provision of PCC, Section 20118*

**ACTION**

**2. BUSINESS**

- a. [Accept Oak Park Citizens' Oversight Committee Annual Reports for Measures C, C6, and R](#)  
*Board will accept OPCOC Annual Reports*
- b. [Approve Award of Contract for Project 15-12R, HVAC Replacement, Library Building at Medea Creek Middle School](#)  
*Board Policy 3312 requires Board approval for contracts for services*
- c. [Approve Agreement For Architectural Services In Connection DSA Project Closeout And Certification](#)  
*Board Policy 3312 requires Board approval for contracts for services*

- d. Approve Consultant Agreement for Bond Counsel Services**  
*Board Policy 3312 requires Board approval for contracts for services*
- e. Approve Consultant Agreement for Financial Advisor Services**  
*Board Policy 3312 requires Board approval for contracts for services*
- f. Approve Measure C6 Bond Fund Equipment Purchases**  
*Board approval required for Measure C6 Bond Fund Equipment Purchases*
- g. Approve Consultant Agreement For Proposition 39 Grant Application Services**  
*Board Policy 3312 requires Board approval for contracts for services*
- h. Approve Modifications To Facility Use Agreement With Westlake-Agoura Girls Softball Association**  
*Board Policy 3312 requires Board approval for contracts for services*
- i. Approve Safe School Plans**  
*Board approval for Safe School Plans*
- j. Governor's 2015-16 Budget Proposal - May Revision**  
*Board will receive an update on the May Revision*

### **3. CURRICULUM**

- a. Approve 2015-2016 Student Handbooks**  
*Board approval required for Student Handbooks*
- b. Approve Revised District Instructional Calendar for School Year 2015-2016**  
*Board approval required for revised Instruction Calendar*
- c. Approve Computing with Robotics Course at Oak Park High School**  
*Board approval required for new courses at OPHS*
- d. Approve Creative Writing Course at Oak Park Independent School**  
*Board approval required for new courses at OPIS*
- e. Approve Additional Novels at Oak Park High School**  
*Board approval required for new novels at OPHS*

### **4. BOARD**

- a. Approve California School Boards Association Membership Dues (\$7261) and Education Alliance Membership Dues (\$1815) for 2015-2016**  
*Board approval required for membership dues*

## **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  
BOARD OF EDUCATION**

**4-21-15**

**#907**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Barbara Laifman, called the regular meeting to order at 6:02 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Barbara Laifman, President, Mr. Allen Rosen, Vice President, Mr. Drew Hazelton, Clerk, Ms. Denise Helfstein, Member, Mr. Derek Ross, Member and Jake Whealen, Student Board Rep.

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, and Ms. Linda Sheridan, Executive Assistant.

**STAFF ABSENT**

Mr. Martin Klauss, Assistant Superintendent, Business Services

**FLAG SALUTE**

Principal Brad Benioff led the Pledge of Allegiance to the Flag

**ADOPTION OF AGENDA**

On motion of Drew Hazelton, seconded by Allen Rosen, the Board of Education adopted the agenda as presented. Motion carried Aye: Helfstein, Hazelton, Laifman, Rosen, Ross, No – 0,

**PUBLIC SPEAKERS**

None

**PRESENTATIONS**

The Board presented Certificates of Recognition to students from Medea Creek Middle School and Oak Park High School who participated in the 2015 Ventura County Science Fair and earned recognition there.

**REPORT FROM BOARD MEMBERS**

Board Member Denise Helfstein reported she attended the GATE DAC and Curriculum Council meetings, the BES garden dedication, the OPHS carnival and the VCSBA Dinner Meeting. She also served as a Judge at the MCMS mock trial. Board Member Allen Rosen reported he also attended the MCMS mock trial and a wonderful event at OPHS, the barbershop quartet competition. Board Member Derek Ross congratulated Jake on being elected ASB President next year. He reported that Denise and he attended a Master In Governance module. Mr. Ross reported he attended an Oak Park Neighborhood Watch meeting, an OP MAC meeting, a Community Outreach Meeting, was elected the Oak Park Recreation and Parks Committee Chairperson, attended the Needs Assessment Committee meeting and interviewed the candidates for the Citizens Oversight Committee. Board Member Drew Hazelton congratulated Derek on being elected Chairperson of the Parks Committee. He attended BES both nights, the OPHS Carnival, observed in Ken Paulson's wood shop class and Winnie Litten's class, attended the Needs Assessment Committee and the VCSBA Dinner Meetings. Mr. Hazelton once again thanked Julie Suarez and her team for all their hard work. Board Member Barbara Laifman reported she attended the DELAC meeting the Community Outreach Meeting, reminding everyone Big Sunday is May 3, attended

the *Chorus Line* performance at OPHS, is serving on the Marie Panec Scholarship Committee, and went to the VC Supervisors meeting today to see Dr. Knight receive their Earth Week Environmental Award.

### **REPORT FROM STUDENT BOARD REP**

Jake Whealen reported last week was campaign week and the campus was covered with campaign posters. He was proud to announce that he was elected co-President of the ASB for next year. The Carnival was held last Saturday and the Senior Rally is this Friday. Jake thinks this Friday is Commitment Day where seniors must chose their college so there will be a poster showing each senior's name and the college they have chosen to attend in the fall on display at the Senior Rally.

### **REPORT FROM SUPERINTENDENT**

Dr. Knight reported this week is Earth Week and the EEAC has chosen their topic this year as Soil and plants. There was a worm university presentation today at BES and Wednesday is Walk to School Day. There will be a change drive with the proceeds going to benefit a program in Haiti. Thanks to Keyla Treitman and her team for leading these events. The Needs Assessment Committee is moving forward. Big Sunday is May 3 and the projects planned this year will be more about doing community work as well as some projects at the schools. May 9<sup>th</sup> there will be a Dog Walk beginning at 10 am at OPHS and next Tuesday at the lunch break at OPHS there will be a Sea Shepard speaker about whale wars. The next thing for the district and the Board is looking forward to is the Governors May Revise and hearing how much additional money the district could receive from the state.

The Board received SSC Reports from BES, MCMS and OPHS.

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

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

- a. [Approve Minutes of Regular Board Meeting March 17, 2015](#)
- b. [Public Employee/Employment Changes 01CL22685-01CL22714 & 01CE067208-01CE07237](#)
- c. [Approve Purchase Orders –March 1 - 31, 2015](#)
- d. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team – June 12-14, 2015](#)
- e. [Approve Overnight Trip for Oak Park High School Cheer Team - July 23-26, 2015](#)
- f. [Approve Overnight Trip for Oak Park High School Girls' Basketball Team – July 16-19, 2015](#)
- g. [Approve Overnight Trip for Oak Park High School Solar Cup Club, May 14-17, 2015](#)
- h. [Approve Out of State Travel for Certificated Employee to attend Special Education Legal Conference in Denver, Colorado – April 25-29, 2015](#)
- i. [Approve Agreement with VCEDNET for Internet Connectivity Services](#)
- j. [Approve Quarterly Report on Williams Uniform Complaints – April 2015](#)
- k. [Approve Student Teaching Agreement with California Lutheran University – August 1, 2015 – July 21, 2020](#)
- l. [Approve Out of State Trip for Oak Park High School Rocket Team to Washington D.C. – May 7 – 9, 2015](#)

### **ACTION**

#### **2. BUSINESS**

- a. [Approve Measure C6 Bond Fund Equipment Purchase – Replacement Photocopiers Authorized by Measure C6 Technology and Equipment Plan](#)

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the Measure C6 Bond Fund Equipment Purchase – Replacement Photocopiers

Authorized by Measure C6 Technology and Equipment Plan. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve Amendment to Measure R Master Plan: Project 15-04R, Replacement of Softball Field Walkway and Fencing at Oak Park High School**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Amendment to Measure R Master Plan: Project 15-04R, Replace of Softball Field Walkway and Fencing at Oak Park High School. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**c. Approve Agreement for Architectural Services in Connection with Project 15-02R, Shade Sale Structures at all District Elementary Schools**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the Agreement for Architectural Services in Connection with Project 15-02R, Shade Sale Structures at all District Elementary Schools. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**d. Approve Award of Contracts, Project 15-02R, Playground Shade Structure Installation**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the Award of Contracts, Project 15-02R, Playground Shade Structure Installation. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**e. Approve Donations**

On motion of Drew Hazelton, seconded by Derek Ross, the Board of Education approved the acceptance of Donations made to the District. Motion carried: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**3. HUMAN RESOURCES**

**a. Approve Confidential Employee Compensation Agreement**

On motion of Denise Hazelton, seconded by Drew Hazelton, the Board of Education approved the revised Confidential Employee Compensation Agreement. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve Revised Job Description for Data Systems Support Specialist**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the revised Job Description for Data Systems Support Specialist. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**c. Approve Adoption of Board Resolution #15-08 Regarding Reduction in Services of Certificated Employees in Particular Kinds of Service**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the Adoption of Board Resolution #15-08 Regarding Reduction in Services of Certificated Employees in Particular Kinds of Services. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**4. BOARD**

**a. Approve Appointment to Citizens Oversight Committee**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the appointment of to the Citizens Oversight Committee of new members, Danny Cohen and Greg Meikle and reappoint Jim Faul, Steven Golove, Ron Movich, Michael Schneider, Marc



Shapiro and Shary Trux. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve New Student Recognition Program**

On motion of Denise Helfstein, seconded by Allen Rosen, the Board of Education approved the new student Recognition Program which consists of naming up to five students at each OPUSD school to received a Marie Panec Memorial award at the culmination/graduation ceremony. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy and Administrative Regulation 1240 – Volunteer Assistance – Second Reading**

On motion of Allen Rosen, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 1240 – Volunteer Assistance on second reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**b. Approve Amendment to Board Policy and Administrative Regulation 3100 – Budget - Second Reading**

On motion of Derek Ross, seconded by Drew Hazelton, the Board of Education approved the amendment to Board Policy and Administrative Regulation 3100 – Budget on second reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No: 0.

**c. Approve Amendment to Board Policy and Administrative Regulation 4118 – Dismissal/Suspension/Disciplinary Action – First Reading**

On motion of Drew Hazelton, seconded by Denise Helfstein, the Board of Education approved the amendment to Board Policy and Administrative Regulation 4118 – Dismissal/Suspension/Disciplinary Action on first reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**d. Approve Amendment to Board Policy and Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting – First Reading**

On motion of Allen Rosen, seconded by Derek Ross, the Board of Education approved the amendment to Board Policy and Administrative Regulation 5141.4 – Child Abuse Prevention and Report on first reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**e. Approve Amendment to Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process – First Reading**

On motion of Derek Ross, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy and Administrative Regulation 51441 – Suspension and Expulsion/Due Process on first reading. Motion carried Aye: Hazelton, Helfstein, Laifman, Rosen, Ross, No – 0.

**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**

There being no further business before this Board, the Regular meeting is declared adjourned at 8:40 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.1.c. APPROVE PURCHASE ORDERS - APRIL 1-30, 2015**

CONSENT

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

## Includes Purchase Orders dated 04/01/2015 - 04/30/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00049	Southwest School Supply	PFA: Open PO for supplies	Medea Creek Middle School	010	1,300.00
B15-00250	United Rentals	2014-15 Open PO for Equipment Rentals	Business Administration	010	1,537.50
B15-00267	VCOE	VCOE - BTSA program	Human Resources	010	11,000.00
B15-00268	Herff Jones	Grad/mat & supp	Oak Park High School	010	5,000.00
B15-00269	M/M Mechanical, Inc	Repair Leaking Drinking Fountain at OPHS	Oak Park High School	010	2,567.51
FS15-00059	Tony's Fine Foods	Natural Food	Food Services	130	1,525.00
P15-00700	Lennox Industries, Inc	2014-15 Open PO for HVAC Parts	Business Administration	010	4,000.00
P15-00714	Hughes General Engineering	Proj RDSA ADA Access Ramp ROES	Business Administration	213	8,300.00
P15-00721	Revolution Board Company, Inc.	DON: Surf Club Supplies	Medea Creek Middle School	010	316.97
P15-00722	CTE CAL, Inc.	Proj 14-35F DSA Inspection Ball Wall ROES	Business Administration	010	2,750.00
P15-00723	CTE CAL, Inc.	Proj 14-29F DSA Inspection Solar Shade OPHS	Business Administration	010	23,210.00
P15-00724	Follett School Solutions, Inc. American Express	Labels for OPIS Text Books	Home Independent Study Program	010	176.25
P15-00725	Textbook Warehouse c/o AMEX	Curriculum Council Science w/Interactive Notebooks	Curriculum	010	751.43
P15-00726	Textbook Warehouse c/o AMEX	NGSS Resource TE Frameworks	Curriculum	010	857.85
P15-00727	Jones & Bartlett Learning LLC	CPR Supplies	District-wide	010	968.32
P15-00728	Underwood Family Farms c/o American Express	1st Grade Field Trip to Underwood Family Farms	Oak Hills Elementary School	010	1,248.00
P15-00729	Scholastic, Inc.	PFA: Holocaust unit subscription	Medea Creek Middle School	010	203.00
P15-00730	Scholastic, Inc.	PFA: Subscription Renewals	Medea Creek Middle School	010	1,408.85
P15-00731	LA Sound Co	Donation - Sound System	Brookside School	010	14,934.48
P15-00732	CTE CAL, Inc.	Proj RDSA Closeout Districtwide	Business Administration	213	2,530.00
P15-00733	Taft Electric Company	Proj 13-12R Electrical Work BES	Business Administration	213	180.00
P15-00734	Hughes General Engineering	Proj RDSA Softball Field Pathway OPHS	Business Administration	213	22,900.00
P15-00735	Fence Factory	Proj RDSA Fencing Baseball/Softball Fields OPHS	Business Administration	213	18,073.00
P15-00742	M/M Mechanical, Inc	Proj 13-15R Hot Water Line OPHS	Business Administration	213	1,070.47
P15-00743	SK Solar @ Cinlum Risk Mgt LLC	Proj F429 Solar Shade OPHS	Business Administration	010	91,545.15
				213	25,000.00
P15-00744	TEACHERS COLLEGE READING & WRITING PROJECT	June Writing Institute	Curriculum	010	2,660.63

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

ESCAPE ONLINE

Includes Purchase Orders dated 04/01/2015 - 04/30/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00745	TEACHERS COLLEGE READING & WRITING PROJECT	July Reading Institute	Curriculum	010	2,660.63
P15-00746	Conejo Rental Center	Tent for OPIS 8th Culmination	Home Independent Study Program	010	453.11
P15-00747	StageDrop LLC	Stage/Don/mat & supp	Oak Park High School	010	594.61
P15-00749	VCOE	Next Generation Science Standards	Curriculum	010	580.00
P15-00750	CTE CAL, Inc.	Proj 14-28F DSA Inspection Classrooms OPIS	Business Administration	010	2,200.00
P15-00751	Quality Sheds	PFA: Storage Shed	Medea Creek Middle School	010	3,864.63
P15-00752	CTE CAL, Inc.	Proj 14-35F DSA Inspection Ball Wall ROES	Business Administration	010	2,750.00
P15-00753	Main Street Tours	Parent funded field trip	Red Oak Elementary School	010	3,831.00
P15-00754	Southwinds Transportation	Parent funded field trip	Red Oak Elementary School	010	1,171.80
P15-00755	Southwinds Transportation	donation - various bus trips	Brookside School	010	3,540.40
P15-00756	WorldStrides Heritage Ed	DON: Band Heritage Performance Trip	Medea Creek Middle School	010	26,305.00
P15-00757	Advantra Graphics	Business Cards/Letterhead/Envelopes	District-wide	010	2,169.36
P15-00758	Glogster EC, Inc.	OPHS Glogster Additional Seats	Curriculum	010	200.00
P15-00759	RockSolid, LLC	Football/athletics/mat & supp	Oak Park High School	010	1,546.53
P15-00760	Christine Brown	OVHS/OPIS Annaul WASC Report	Oak View High School	010	500.00
P15-00761	Riverside Publishing	SpEd Teacher Protocols order - 2015/16	District-wide	010	283.18
P15-00762	Pro-Ed	SpEd Protocols Order - 2015/16	District-wide	010	70.95
P15-00763	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd Teacher Protocols Order - 2015/16	District-wide	010	104.18
P15-00764	Riverside Publishing	SpEd Teacher Protocols Order - 2015/16	District-wide	010	284.98
P15-00765	Therapro	SpEd Psychologists protocols order - 2015/16	District-wide	010	649.19
P15-00766	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd Psychologists protocols order - 2015/16	District-wide	010	402.11
P15-00767	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd Psychologists protocols order - 2015/16	District-wide	010	1,241.63
P15-00768	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd Psychologists protocols order - 2015/16	District-wide	010	2,006.94
P15-00769	Sport Chalet Team Sales	Helmet Recond/Ath/mt, repair	Oak Park High School	010	3,016.00
P15-00770	PEARSON ASSESSMENTS ORDER PROCESSING	SpEd Psychologists protocols order - 2015/16	District-wide	010	1,402.80
P15-00771	Pro-Ed	SpEd Psychologists protocols order - 2015/16	District-wide	010	316.91
P15-00772	Western Psychological Services	SpEd Psychologists protocols order - 2015/16	District-wide	010	94.60

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

ESCAPE ONLINE

Page 2

Includes Purchase Orders dated 04/01/2015 - 04/30/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00773	Therapro	SpEd OT protocols order - 2015/16	District-wide	010	256.32
P15-00774	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd OT Protocols Order - 2015/16	District-wide	010	289.83
P15-00775	Pro-Ed	SpEd Teachers protocols order - 2015/16	District-wide	010	208.12
P15-00776	Riverside Publishing	SpEd Teachers protocols order - 2015/16	District-wide	010	420.62
P15-00777	Linguisticsystems	SpEd Speech protocols - 2015/16	District-wide	010	49.61
P15-00778	PEARSON ASSESSMENTS ORDER PROC ESSING	SpEd Speech protocols - 2015/16	District-wide	010	1,572.13
P15-00779	Psychological Assessment Resources, Inc	SpEd Pychs protocols order - 2015/16	District-wide	010	75.68
P15-00780	Joy Products of California Coastal Enterprises	DON: PE Uniforms 2015-16	Medea Creek Middle School	010	17,177.84
P15-00781	Guided Discoveries Inc.	DON: Deposit CIMI Cherry Cove 2015-16	Medea Creek Middle School	010	7,680.00
P15-00782	Guided Discoveries Inc.	DON: Deposit CIMI Fox Landing 2015-16	Medea Creek Middle School	010	6,800.00
P15-00783	Howard Baron	PFA: Mini Blinds	Medea Creek Middle School	010	3,678.65
P15-00784	A&M Church & School Furniture	Purchase of new risers	Brookside School	010	4,651.42
P15-00785	Tree People	Kindergarten Field Trip to Tree People	Oak Hills Elementary School	010	310.00
P15-00786	Multi-Health Systems Inc,	SpEd Psychs Protocol Order - 2015/16	District-wide	010	107.61
P15-00787	Multi-Health Systems Inc,	SpEd Psychs Protocol Order - 2015/16	District-wide	010	2,116.68
P15-00788	Riverside Publishing	SpEd - Teacher protocols order - 2015/16	District-wide	010	316.32
P15-00789	Therapy In Action	OT services - 2014/15 school year	District-wide	010	800.00
P15-00790	ABA Network	SpEd - Behavioral Services 2014/15	District-wide	010	5,100.00
P15-00791	VCOE	Mock Trial/oth exp	Oak Park High School	010	450.00
P15-00792	Wildlife Experience	Donation 1st grade assembly	Brookside School	010	295.00
P15-00793	Compuwave Inc.	Software/VC Innovates/mat & supp	Oak Park High School	010	8,098.15
P15-00794	Festivals of Music	DON: Music In the Parks 5/9/15	Medea Creek Middle School	010	8,415.00
P15-00795	Guerin Marketing Services Corp	DON: Pyramid of Success Wall Graphics	Medea Creek Middle School	010	205.34
P15-00796	Christine Brown	WASC Self Study Consultant	Oak View High School	010	3,000.00
P15-00797	Disneyland Youth Ed Series c/ o American Express	GATE Field Trip to Disneyland	Oak Hills Elementary School	010	4,725.00
P15-00798	Remedia Publications	DON: Sp Ed Classroom Materials	Medea Creek Middle School	010	73.50
P15-00799	Los Angeles Zoo	Parent funded field trip	Red Oak Elementary School	010	617.00

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

ESCAPE ONLINE

Page 3

## Includes Purchase Orders dated 04/01/2015 - 04/30/2015

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00800	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Parent funded field trip-4th gr. Gold Rush	Red Oak Elementary School	010	800.00
P15-00801	CTE CAL, Inc.	Proj 14-29F DSA Inspections Solar OPHS	Business Administration	010	30,470.00
P15-00802	Hughes General Engineering	Proj 13-12R Exterior Caulking Bldg 100 BES	Business Administration	213	982.75
P15-00803	Premier Carpet, Inc.	Proj 14-15R Carpet Replacement District Office	Business Administration	213	27,734.70
P15-00804	Pierres Welding & Maint.	Proj RDSA Closeout Drain Grading / Handrail BES	Business Administration	213	1,610.00
P15-00805	Textbook Warehouse c/o AMEX	OVHS Teacher resource disk - AGS Geometry	Curriculum	010	324.60
P16-00001	VCOE	Year 18 VCedNet Internet Access	Accounting & Payroll	010	27,060.00
P16-00002	Mendez Foundation	Too Good For Drugs 4th Grade	Curriculum	010	375.06
P16-00003	Houghton Mifflin Harcourt c/o American Express	Go Math BES - Common Core	Curriculum	010	22,721.31
P16-00004	Houghton Mifflin Harcourt c/o American Express	Go Math OHES - Common Core	Curriculum	010	14,375.98
P16-00005	Houghton Mifflin Harcourt c/o American Express	Go Math ROES - Common Core	Curriculum	010	22,838.11
P16-00006	Houghton Mifflin Harcourt c/o American Express	Go Math OPIS Common Core	Curriculum	010	1,970.48
T15-00053	VCOE	Tech training E. Kwok, J. Kudluczek	Human Resources	010	100.00
T15-00054	Compuwave Inc.	iPad Charging docks	Technology Coordinator	212	4,042.00
T15-00055	Compuwave Inc.	Dell Laptop 210-ADRL for Emergency Communication	Technology Coordinator	212	3,311.00
T15-00056	NWN Corporation	iPad/Chromebook Carts	Technology Coordinator	212	4,579.50
T15-00057	Uzibull	iPad cases	Technology Coordinator	212	483.75
T15-00058	Apple Computer, Inc. Ms:198-3E D	Apple computer MBPro iMac imaging masters	Technology Coordinator	212	15,839.43
T15-00059	Amplified IT LLC	Google Admin Configuration Kickstart	Technology Coordinator	010	2,800.00
T15-00060	Collaboration Solutions	Red Oak ES Multi Purpose Room Projector and Screen	Red Oak Elementary School	212	12,430.66
T15-00061	PCM-G, Inc.	Dell Chromebook11 for Refresh	Technology Coordinator	212	13,240.00
Total Number of POs			101	Total	593,834.10

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

ESCAPE ONLINE



Includes Purchase Orders dated 04/01/2015 - 04/30/2015

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
010	General Fund	78	340,660.90
130	Cafeteria Fund	1	1,525.00
212	Measure C6 Technology Bond Fun	7	53,926.34
213	Measure R FACILITIES Bond Fund	10	108,380.92
		<b>Total Fiscal Year 2015</b>	<b>504,493.16</b>
010	General Fund	6	89,340.94
		<b>Total Fiscal Year 2016</b>	<b>89,340.94</b>
		<b>Total</b>	<b>593,834.10</b>

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

ESCAPE **ONLINE**

Page 5 of 6



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL GIRLS' VOLLEYBALL TEAM – SEPTEMBER 11-12, 2015**  
**CONSENT**

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**ISSUE:** Shall the Board approve an overnight trip for the Oak Park High School Girls' Volleyball Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Girls' Volleyball Team to attend this tournament scheduled for September 11-12, 2015 in San Luis Obispo, CA. Approximately 15 athletes, head coach and two OPHS parent mom volunteers will travel by district approved drivers in district vehicles. They will depart on Friday September 11<sup>th</sup> and return the evening of September 12<sup>th</sup>. They will stay at the Embassy Suites-San Luis Obispo. Athletes will pay approximately between \$75-\$100 to cover the cost of meals, transportation and hotel. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.1.e. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
CROSS COUNTRY TEAM – JULY 26-31, 2015**

CONSENT

**ISSUE:** Shall the Board approve a team trip for the OPHS Cross Country Team?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Oak Park High School Cross Country Team to attend this training scheduled for July 26-31, 2015 at Mammoth Mountain, CA. Approximately 80 male and female athletes, four OPHS coaches and 20 volunteer chaperones will travel by district approved drivers in private & district vehicles. They will depart on Sunday, July 26 at 7 a.m. and return Friday, July 31 by 5 p.m. Team and chaperones will stay at the Mammoth Mountain Inn. Each athlete will pay approximately \$375-425 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 field trip as presented.  
2. Do not approve field trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

4/17/2015

Respectfully submitted

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.1.f. RATIFY OVERNIGHT TRIP FOR A OAK PARK HIGH SCHOOL STUDENT ELECTED TO FUTURE BUSINESS LEADERS OF AMERICA STATE BOARD – MAY 15-17, 2015**

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**CONSENT**

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**ISSUE:** Shall the Board approve an overnight field trip for Oak Park High School student who was elected to Future Business Leaders of America State Board?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this student to attend the FBLA state board meeting held on May 16-17, 2015 in Sacramento, CA. This student and one OPHS teacher/advisor traveled by plane departing Burbank airport on Thursday, May 16<sup>th</sup> and returning on May 17<sup>th</sup> by 5:30 p.m. The meeting and lodging will be at a hotel yet to be determined by FBLA. All costs of transportation, lodging and teacher substitutes will be paid by FBLA. 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. Ratify overnight trip as presented.  
2. Do not ratify overnight trip as presented.

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

**SUBJECT: B.1.g APPROVE DESIGNATION OF THE 2015-2016 DISTRICT/  
SCHOOL REPRESENTATIVES TO CALIFORNIA  
INTERSCHOLASTIC FEDERATION LEAGUES**

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Consent

**ISSUE:** Shall the Board of Education appoint a representative and alternates for Oak Park High School to the California Interscholastic Federation (CIF) Leagues for the 2015-2016 school year?

**BACKGROUND:** Education Code 33353(a)(1) requires the Board of Education to approve the appointment of individuals and alternates by name or by title who will be school representatives to the athletic leagues for the upcoming year. If a governing board does not take appropriate action to designate representatives, CIF is required to suspend voting privileges for the affected schools.

**ALTERNATIVES:**

1. Approve appointment of Ann Pettit and Dick Billingsly as representatives for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2015-2016 school year.
2. Do not approve appointment Ann Pettit and Dick Billingsly as representative for Oak Park High School to California Interscholastic Federation (CIF) Leagues for the 2015-2016 school year.
3. Board of Education can approve appointment of an alternative representative of their choice.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

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

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

### 2015-2016 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 24, 2015.**

OAK PARK UNIFIED School District/Governing Board at its 5-19-15 meeting,  
(Name of school district/governing board) (Date)  
appointed the following individual(s) to serve for the 2014-2015 school year as the school's league representative:

#### **PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

NAME OF SCHOOL OAK PARK HIGH SCHOOL

NAME OF REPRESENTATIVE ANN PETTIT

POSITION GIRLS' ATHLETIC DIRECTOR

ADDRESS 899 N. KANAN RD.

CITY OAK PARK ZIP 91377

PHONE 818 735-3303 FAX 818 707-7970

E-MAIL APETTIT@OAKPARKUSD.ORG

\*\*\*\*\*

NAME OF SCHOOL OAK PARK HIGH SCHOOL

NAME OF REPRESENTATIVE DICK BILLINGSLEY

POSITION BOYS' ATHLETIC DIRECTOR

ADDRESS 899 N. KANAN RD.

CITY OAK PARK ZIP 91377

PHONE 818 735-3303 FAX 818 707-7970

E-MAIL DBILLINGSLEY@OAKPARKUSD.ORG

\*\*\*\*\*

NAME OF SCHOOL

NAME OF REPRESENTATIVE

POSITION

ADDRESS

CITY

ZIP

PHONE

FAX

E-MAIL

\*\*\*\*\*

NAME OF SCHOOL

NAME OF REPRESENTATIVE

POSITION

ADDRESS

CITY

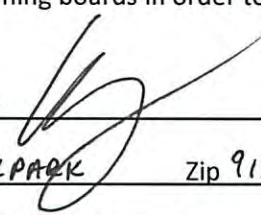
ZIP

PHONE

FAX

E-MAIL

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name ANTHONY W. KNIGHT Signature 

Address 5801 E. CONIFER ST.

City OAK PARK

Zip 91377

Phone 818 735-3206

Fax 818 879-0372

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.  
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**





## **CIF SECTION OFFICES**

### **CIF CENTRAL SECTION**

Jim Crichlow, Commissioner  
P.O. Box 1567  
Porterville, CA 93258  
Phone: (559) 781-7586  
Fax: (559) 781-7033

### **CIF CENTRAL COAST SECTION**

Nancy Lazenby Blaser, Commissioner  
6830 Via Del Oro, Suite 103  
San Jose, CA 95119  
Phone: (408) 224-2994  
Fax: (408) 224-0476

### **CIF LOS ANGELES SECTION**

John Aguirre, Commissioner  
8401 Arleta Ave.  
Sun Valley, CA 91352  
Phone: (818) 767-0800  
Fax: (818) 767-0802

### **CIF NORTH COAST SECTION**

Gil Lemmon, Commissioner  
5 Crow Canyon Court, Suite 209  
San Ramon, CA 94583  
Phone: (925) 263-2110  
Fax: (925) 263-2120

### **CIF NORTHERN SECTION**

Elizabeth Kyle, Commissioner  
2241 St. George Lane, Suite 2  
Chico, CA 95926  
Phone: (530) 343-7285  
Fax: (530) 343-5619

### **CIF OAKLAND SECTION**

Russell White, Commissioner  
1000 Broadway, Suite 680  
Oakland, CA 94607  
Phone: (510) 879-4290  
Fax: (510) 879-3687

### **CIF SAC-JOQUIN SECTION**

Michael Garrison, Commissioner  
P.O. Box 289  
Lodi, CA 95241  
Phone: (209) 334-5900  
Fax: (209) 334-0300

### **CIF SAN DIEGO SECTION**

Jerry Schniepp, Commissioner  
2131 Pan American Plaza  
San Diego, CA 92101  
Phone: (858) 292-8165  
Fax: (858) 292-1375

### **CIF SAN FRANCISCO SECTION**

Don Collins, Commissioner  
555 Portola Drive, Bungalow 2  
San Francisco, CA 94131  
Phone: (415) 920-5185  
Fax: (415) 920-5189

### **CIF SOUTHERN SECTION**

Rob Wigod, Commissioner  
10932 Pine Street  
Los Alamitos, CA 90720  
Phone: (562) 493-9500  
Fax: (562) 493-6266

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.  
BUREAU OF PLANT INDUSTRY  
PLANT INDUSTRY DIVISION  
PLANT INDUSTRY DIVISION  
PLANT INDUSTRY DIVISION

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**<sup>1</sup>TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.1.h. APPROVE OUT OF STATE TRAVEL FOR CERTIFICATED EMPLOYEES TO ATTEND THE COLUMBIA SUMMER READING/WRITING INSTITUTE IN NEW YORK CITY**  
**Consent**

---

**ISSUE:** Shall the Board of Education approve the out of state travel for the Oak Park certificated employees to attend the Columbia Summer Reading/Writing Institute?

**STATEMENT:** According to Board Policy 3350, the Board of Education must approve out of state travel for certificated and classified employees. Six teachers will be attending Columbia workshops this summer in New York City. Nina Johnson, Holly Noble and Kathy Strong will be attending a writing workshop from June 22-26, 2015 and Diane Farlow, Barbara McPhillips and Stacey Reisman will be attending a reading workshop from June 29-July 3, 2015.

**ALTERNATIVES:** 1. Approve the out of state travel for employees to attend the Columbia Summer Reading/Writing Institute in New York City.  
2. Do not approve the out of state travel for employees to attend the Columbia Summer Reading/Writing Institute in New York City.

**RECOMMENDATION:** Alternative #1.

Respectfully submitted,

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

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

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

---

<sup>1</sup> CS June

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 21, 2015**

**SUBJECT: B.1.i ACCEPT 2014-15 SECOND PERIOD ATTENDANCE REPORT**  
CONSENT

**ISSUE:** Shall the Board receive and review the Second Period (P-2) Attendance Report on the status of the District's Average Daily Attendance (ADA) ending with the seventh school month?

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

**RECOMMENDATION:** None - information only.

Prepared by: Barbara Dickerson, Director, Fiscal Services

Respectfully submitted,

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

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

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

**Attendance School District**

County: Ventura

Fiscal Year: 2014-15

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: 1E4C4452

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,085.52	1,038.55	774.62	1,640.36	4,539.05
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	0.78	0.08	0.65	1.32	2.83
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.00	0.88	0.00	0.88
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.00	0.03	0.11	0.14
Community Day School [EC 48664] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (Sum of A-1 through A-5)</b>	<b>A-6</b>	<b>1,086.30</b>	<b>1,038.63</b>	<b>776.18</b>	<b>1,641.79</b>	<b>4,542.90</b>
<b>Other</b>						
ADA for Students in Full-Time Independent Study included in Section A	B-1	6.61	20.44	51.60	135.92	214.57
ADA not eligible for general funding through Independent Study NOT included in Section A	B-2	0.00	0.00	0.00	0.00	0.00
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-3	65.69				65.69
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-4				27.35	27.35
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-5					0.00

California Department of Education

Principal Apportionment Data Collection Software

2014-14.00

**Attendance School District**

County: Ventura

Fiscal Year: 2014-15

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: 1E4C4452

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

# Attendance School District

County: Ventura

Fiscal Year: 2014-15

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: 1E4C4452

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

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

# Class Size Penalties

County: Ventura

Fiscal Year: 2014-15

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: A7057D77

## Kindergarten

### Classes Maintained for the Full Second Period

A-1	A-2	A-3	A-4	A-5
19	1	19	33	0
22	3	66	99	0
23	5	115	165	0
24	4	96	132	0
Total	13	296	429	

## Kindergarten

### Classes Maintained for Less than the Full Second Period

B-1	B-2	B-3	B-4	B-5	B-6	B-7
Total						

## Grades 1-3

### Classes Maintained for the Full Second Period

C-1	C-2	C-3	C-4	C-5
25	3	75	90	0
26	6	156	180	0
27	7	189	210	0
28	9	252	270	0
29	5	145	150	0
Total	30	817	900	

## Grades 1-3

### Classes Maintained for Less than the Full Second Period

D-1	D-2	D-3	D-4	D-5	D-6	D-7
Total						

### Kindergarten Excess Enrollment Calculation

E-1: Total Classes (A-2 + B-2)	13
E-2: Total Pupils Enrolled (A-3 + B-3)	296
E-3: Average Number of Pupils per Class (E-2 / E-1)	22.8
E-4: Total Excess Enrollment (A-5 + B-7)	0

### Grades 1-3 Excess Enrollment Calculation

E-5: Total Classes (C-2 + D-2)	30
E-6: Total Pupils Enrolled (C-3 + D-3)	817
E-7: Average Number of Pupils per Class (E-6 / E-5)	27.2
E-8: Total Excess Enrollment (C-5 + D-7)	0

California Department of Education

Principal Apportionment Data Collection Software

2014-14.00

# Class Size Penalties

County: Ventura

Fiscal Year: 2014-15

District: Oak Park Unified

P-2

CDS CODE 56 73874

Certificate Number: A7057D77

## Grades 4-8 Average Enrollment Calculation

F-1: Total Number of Pupils Enrolled	1,792
F-2: Total Number of Full Time Equivalent Classroom Teachers	64.0
F-3: Average Number of Pupils Enrolled Per Full-Time Equivalent Classroom Teacher (F-1 / F-2)	28.0

## Kindergarten Full Second Period

A-1: Average Class Enrollment Size  
A-2: Number of Classes of this Size  
A-3: Total Pupils Per Class Size (A-1 \* A-2)  
A-4: Approved Limit of Enrollment (A-2 \* 33)  
A-5: Excess Enrollment (If A-3 > A-4 then A-3 - A-4, else 0)

## Kindergarten Less Than Full Second Period

B-1: Average Class Enrollment Size  
B-2: Number of Classes of this Size  
B-3: Total Pupils Per Class Size (B-1 \* B-2)  
B-4: Approved Limit of Enrollment (B-2 \* 33)  
B-5: Excess Enrollment (If B-3 > B-4 then B-3 - B-4, else 0)  
B-6: Fraction of Period in Session (ex: 4/7 = .57)  
B-7: Modified Excess Enrollment (B-5 \* B-6)

## Grades 1-3 Full Second Period

C-1: Average Class Enrollment Size  
C-2: Number of Classes of this Size  
C-3: Total Pupils Per Class Size (C-1 \* C-2)  
C-4: Approved Limit of Enrollment (C-2 \* 30)  
C-5: Excess Enrollment (If C-3 > C-4 then C-3 - C-4, else 0)

## Grades 1-3 Less Than Full Second Period

D-1: Average Class Enrollment Size  
D-2: Number of Classes of this Size  
D-3: Total Pupils Per Class Size (D-1 \* D-2)  
D-4: Approved Limit of Enrollment (D-2 \* 30)  
D-5: Excess Enrollment (If D-3 > D-4 then D-3 - D-4, else 0)  
D-6: Fraction of Period in Session (ex: 4/7 = .57)  
D-7: Modified Excess Enrollment (D-5 \* D-6)

# Certification

County: Ventura

Fiscal Year: FY 2014-15

District: Oak Park Unified

P-2

CDS CODE 56 73874

1E4C4452✓

## Attendance School District

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

School District Superintendent:

STANLEY C. MANTOVANI  
COUNTY SUPERINTENDENT OF SCHOOLS

Date:

County Superintendent of Schools:

Paula Pluscio  
Deputy

Date:

Any inquiries concerning this report should be directed to:

CONTACT NAME Shannan Kaesberg

PHONE (818) 735-3244 \*

FAX (818) 865-8467

E-Mail skaesberg@oakparkusd.org



## Certification

County: Ventura

Fiscal Year: FY 2014-15

District: Oak Park Unified

P-2

CDS CODE 56 73874

A7057D77 ✓

### Class Size Penalties

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

School District Superintendent:

  
STANLEY C. MINICUCCI  
COUNTY SUPERINTENDENT OF SCHOOLS

Date: 4.22.2015

County Superintendent of Schools:

  
Paula Russell  
Deputy

Date: 4-24-2015

Any inquiries concerning this report should be directed to:

CONTACT NAME Shannan Kaesberg

PHONE (818) 735-3244 \*

FAX (818) 865-8467

E-Mail skaesberg@oakparkusd.org

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

**SUBJECT: B.1.j. APPROVE NOTICE OF COMPLETION FOR PROJECT 15-01R, BUILDING C HVAC REPLACEMENT AT MEDEA CREEK MIDDLE SCHOOL**

CONSENT

**ISSUE:** Shall the Board approve notice of completion for Project 15-01R, Building C HVAC Replacement at Medea Creek Middle School, contracted with Lennox Industries and Kaiser Air Conditioning?

**BACKGROUND:** On March 17, 2015, the District entered into contract with Lennox Industries of Dallas, Texas, and Kaiser Air Conditioning of Oxnard, California, for Project 15-01R, Building C HVAC Replacement at Medea Creek Middle School.

The work under this contract is now complete, and District staff has inspected the finished project and is 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 15-01R, Building C HVAC Replacement at Medea Creek Middle School, contracted with Lennox Industries and Kaiser Air Conditioning.
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	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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: Medea Creek Middle School, 1002 Doubletree Road, Oak Park, CA 91377

That on or about March 17, 2015 the said Oak Park Unified School District of Ventura County entered into contracts with Lennox Industries, of Dallas, Texas, and Kaiser Air Conditioning, of Oxnard, California, for Project 15-01R, Building C HVAC Replacement at Medea Creek Middle School on certain real property hereinbefore described: that said building and improvements were actually completed on April 30, 2015: 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.

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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

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: MAY 19, 2015**

**SUBJECT: B.1.k. APPROVE NOTICE OF COMPLETION FOR PROJECT 15-04R,  
OAK PARK HIGH SCHOOL SOFTBALL FIELD WALKWAY**

CONSENT

**ISSUE:** Shall the Board approve a notice of completion for Project 15-04R, Oak Park High School Softball Field Walkway, contracted with Hughes General Engineering, Inc. and Fence Factory?

**BACKGROUND:** On April 21, 2015, the District entered into contracts with Hughes General Engineering, Inc. of Camarillo, California, and Fence Factory of Agoura Hills, California, for Project 15-04R, Oak Park High School Softball Field Walkway.

The work under this contract is now complete, and District staff has inspected the finished project and is 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 15-04R, Oak Park High School Softball Field Walkway, contracted with contracted with Hughes General Engineering, Inc. and Fence Factory.
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	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
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 21, 2015 the said Oak Park Unified School District of Ventura County entered into contracts with Hughes General Engineering, Inc., of Camarillo, California, and Fence Factory, of Agoura Hills, California, for Project 15-04R, Oak Park High School Softball Field Walkway on certain real property hereinbefore described: that said building and improvements were actually completed on May 19, 2015; 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.

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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF VENTURA

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: MAY 19, 2015**

**SUBJECT: B.1.1. AUTHORIZATION TO PURCHASE SHADE STRUCTURES FROM USA SHADE & FABRIC STRUCTURES, INC., PER THE PIGGYBACK PROVISIONS OF PCC SECTION 20118**

ACTION

**ISSUE:** Shall the Board authorize the purchase of shade structures from USA Shade & Fabric Structures, Inc., under the cooperative purchase (piggyback) provision of Santa Ana Unified School District Bid No. 07-13, and as permitted by Public Contract Code (PCC) 20118?

**BACKGROUND:** At its meeting on April 21, 2015, the Board approved the award of a contract to USA Shade & Fabric Structures for Project 15-02R, Shade Sail Structures at All District Elementary Schools. The Board's approval inadvertently omitted language stating that the purchase of the structures would be made utilizing the piggyback provision of Santa Ana Unified School District Bid No. 07-13. As specific Board approval is required in order to use the piggyback provision, and in order to conform to the bidding requirements of PCC 20111-20118, staff is recommending the Board's authorization to utilize the Santa Ana Unified School District Bid No. 07-13 for the previously authorized purchase and installation of shade structures from USA Shade & Fabric Structures.

**ALTERNATIVES:**

1. Approve the purchase of shade structures from USA Shade & Fabric Structures, Inc., using the cooperative purchase provision of Santa Ana Unified School District Bid No. 07-13.
2. Do not approve the use of Santa Ana Unified School District Bid No. 07-13.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

**SUBJECT: B.2.a. ACCEPT OAK PARK CITIZENS' OVERSIGHT COMMITTEE  
ANNUAL REPORTS FOR MEASURES C, C6, AND R**

REPORT/DISCUSSION

**ISSUE:** Shall the Board receive and accept the annual report of the Oak Park Citizens' Oversight Committee for Measures C, C6 and R?

**BACKGROUND:** A major provision of Bond Measures C6 and R, and Parcel Tax Measure C, was the establishment of a citizen's oversight committee to monitor the use of monies expended from these sources. As required by its bylaws, the full membership of the Board-appointed committee met four times, with two subcommittees for Measure C6 and for Measure R each meeting on multiple occasions. On May 7, 2015 the full Committee met to complete its annual reports for Measures C, C6 and R. The written reports were undergoing final proofing as this agenda was going to press and will be sent to the Board and posted on the website as soon as the documents are complete. It is anticipated that members of the Oak Park Citizens' Oversight Committee will present its reports at this evening's meeting.

**ALTERNATIVES:**

1. Review and accept the reports from the Oak Park Citizens' Bond Oversight Committee, with thanks for its service.
2. Do not accept the report.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.b. APPROVE AWARD OF CONTRACT FOR PROJECT 15-12R, HVAC REPLACEMENT, LIBRARY BUILDING AT MEDEA CREEK MIDDLE SCHOOL**

ACTION

**ISSUE:** Shall the Board approve the award of a contract for HVAC equipment for Project 15-12R, HVAC Replacement, Library Building at Medea Creek Middle School?

**BACKGROUND:** In its approval of the District's Facility Master Plan on January 20, 2015, the Board authorized the replacement of HVAC systems for the Medea Creek Middle School library. The established District standard for HVAC equipment is Lennox, who has proposed to furnish 14 units at a total cost of \$83,838.00, including sales tax (proposal attached). The budget established for this project is \$310,900 for both equipment and installation, with a 20% contingency of \$62,180, for a total budget of \$373,080. Proposals have been solicited from several qualified contractors for installation of the HVAC equipment, but had not yet been received as this agenda was going to press. A recommendation for award of the equipment installation is anticipated at the Board's next meeting.

The equipment proposal submitted by Lennox for this project has been evaluated and analyzed by Balfour Beatty Construction and District staff, who recommends the award of a contract for HVAC equipment to Lennox Industries.

**ALTERNATIVES:**

1. Award a contract for HVAC equipment for Project 15-12R, HVAC Replacement, Library Building at Medea Creek Middle School, to Lennox Industries in the amount of \$83,838.00.
2. Do not award a contract for this project.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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





## Project Quotation

### Project Information

Project Name: Medea Creek Summer Replacement

Project Number: 3000486852

Project Location: OAK PARK, CA 92584, US

### Customer Information

Company Name: Oak Park Unified School District

Company Address: 5801 E Conifer St

Company Location: Oak Park, CA 91377

Contact:

Phone: 818-735-3200

Fax: 818-865-8467

### Engineer Information

Company Name:

Company Address:

Company Location:

Contact:

Phone:

Fax:

*We are pleased to provide the attached project quotation. The total quotation price is specific to the bill of materials listed on the quotation. If you have any questions or need additional information, please feel free to call our office.*



*Need replacement equipment fast?*

*Call Lennox Rapid Replacement 877-792-0024*



*Earn \$500 when your client finances.*

*Contact Corinne Beyer at 800-606-0049 x140*

# Lennox Industries Inc. – Project Quotation

Project Name: Medea Creek Summer Replacement

Project Location: OAK PARK, CA 92584, US

Qty	Description	Material
-----	-------------	----------

## RTU 60

9	KGA060S4BS PKGGE/5 TON/65KB/460-3	L0911
9	K1ECON32A-1 HIGH PERF ECON-SHORT	10U56
9	C1SNSR64FF1 SINGLE ENTHALPY	53W64
9	C1PWRE10A-1G PEF 460V SHORT	79W88

## C 16

1	CURB ADAPTER	COMSD
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## RTU 102

2	LGH102H4... PKGGE/8.5TON/CONFIGURABLE	LGH102H4-PKG
2	Supply Motor - 2.0 Hp High- w/ MSAV	(Factory)
2	Environ Coil System	(Factory)
2	Standard Cap, Std Packaging	(Factory)
2	Hinged Access Doors	(Factory)
2	Supply Drive Kit 01 (590-890 RPM)	(Factory)
2	Fan Drive Type: Belt Drive	(Factory)
2	2in MERV4 Std Filters	(Factory)
2	130KBTU 2-Stage Aluminized Steel	(Factory)
2	Unit Orientation Downflow	(Factory)
2	Phase Monitor	(Factory)
2	Unit Refrigerant - R410A	(Factory)
2	440V/460V/480V 3Phase	(Factory)
2	E1ECON17B-1 HIGH PERF ECONOMIZER	10U59
2	C1SNSR64FF1 SINGLE ENTHALPY	53W64
2	C1PWRE10B-1G POWER EXHAUST 460 V	53W45
2	CURB ADAPTER	COMSD

## RTU 150

3	LGH150S4... PKGGE/12.5TON/CONFIGURABLE	LGH150S4-PKG
3	Supply Motor - 2.0 Hp High- w/ MSAV	(Factory)
3	Environ Coil System	(Factory)
3	Standard Cap, Std Packaging	(Factory)
3	Hinged Access Doors	(Factory)
3	Supply Drive Kit 01 (590-890 RPM)	(Factory)
3	Fan Drive Type: Belt Drive	(Factory)
3	2in MERV4 Std Filters	(Factory)
3	130KBTU 2-Stage Aluminized Steel	(Factory)
3	Unit Orientation Downflow	(Factory)
3	Phase Monitor	(Factory)
3	Unit Refrigerant - R410A	(Factory)
3	440V/460V/480V 3Phase	(Factory)
3	E1ECON17B-1 HIGH PERF ECONOMIZER	10U59
3	C1SNSR64FF1 SINGLE ENTHALPY	53W64
3	C1PWRE10B-1G POWER EXHAUST 460 V	53W45
3	CURB ADAPTER	COMSD

# Lennox Industries Inc. – Project Quotation

## Notes:

- This quotation is contingent upon the successful contractor meeting all of Lennox Industries standard terms and conditions including satisfactory credit arrangements.
- Payment terms subject to credit review.
- Written permission must be obtained from Lennox for all returns. Returns for standard stocked product are subject to a restocking charge to cover incurred costs. ALL SALES OF SPECIAL ORDER OR CONFIGURED PRODUCTS ARE FINAL. RETURNS WILL NOT BE ALLOWED.
- If all or any portion of an order for special order or configured products is cancelled after production confirmation, the buyer is subject to a cancellation charge.
- All accessories are field installed unless specifically indicated.
- It is the responsibility of the installing contractor to ensure that all installed equipment complies with the governing building codes and energy laws.
- CONTRACTOR TO VERIFY VOLTAGE.
- F.O.B. Point of Shipment, Freight Prepaid to First Destination.
- At the point of delivery, the buyer is responsible for verifying that the product is correct as ordered (model numbers, voltages, etc.) before it is un-crated and/or lifted into place.
- Is this job Tax Exempt? If so please supply a tax exempt form.
- Product must be verified by the contractor to ensure compliance with the current Title 24/ASHRAE 90.1-2010 codes as applicable. NOTE: There are new Title 24/ASHRAE 90.1-2010 requirements for unitary air conditioning equipment and air-handling units with mechanical cooling capacity at ARI conditions greater than or equal to 110,000 Btu/hr that serve single zones. These units MAY require variable supply air volume with their supply fans IF following the prescriptive method for Title 24/ASHRAE 90.1-2010 compliance.
- The State of California energy code Title 24 requires the use of high performance economizers for jobs permitted after 7/1/14. The Lennox factory-installed high performance economizer selection comes with a certificate of compliance to Title 24. Field installed high performance economizers may require jobsite inspections by code officials. Minimum efficiency standards and multi-stage blower capability also apply to Title 24.
- U.S. Dept. of Energy Regional Standards prohibit the install of non-compliant units manufactured after January 1, 2015. Please assure this product is installed in a compliant region.
  - Excludes: Any items not listed Above

**Company Name: Oak Park Unified School District**

**PROJECT TOTAL SELL PRICE (Tax Not Included): \$83,838.00**

**Quote valid from: 04/01/2015**

**Quote pricing firm to: 05/01/2015**

Any use or disclosure of this information to anyone other than the identified Lennox customer, or any use of equipment provided pursuant to this quote for anyone other than the identified Lennox customer, is a breach of the terms under which this information and/or equipment was provided to you, for which you may incur legal liability to Lennox.

**TO PLACE AN ORDER, PLEASE FAX THIS QUOTE TO YOUR LENNOX SALES OFFICE OR NATIONAL ACCOUNT DEPARTMENT, COMPLETE WITH THE FOLLOWING INFORMATION:**

P.O.#: \_\_\_\_\_

CUSTOMER ACCOUNT#: \_\_\_\_\_

SHIP TO: \_\_\_\_\_

DESIRED DELIVERY DATES: \_\_\_\_\_

UNITS: \_\_\_\_\_

CURBS: \_\_\_\_\_

CONTROLS: \_\_\_\_\_

VOLTAGE VERIFIED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CALIFORNIA TITLE 24 COMPLIANCE YES or NO

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.c. APPROVE AGREEMENT FOR ARCHITECTURAL SERVICES FOR DSA PROJECT CLOSEOUT AND CERTIFICATION**

ACTION

**ISSUE:** Shall the Board approve an agreement for architectural services for Division of the State Architect (DSA) project closeout and certification?

**BACKGROUND:** Included in its contract for bond program management for OPUSD, Balfour Beatty Construction is charged with assisting the District with the closeout of open DSA applications. During the course of this work, it has become necessary to engage a qualified architect to provide professional services and interaction as required by DSA. At BBC's recommendation, district staff has requested a proposal for these services from its current architect, Mainstreet Architects + Planners, Inc.

As this agenda was going to press the Mainstreet proposal was under review by BBC and district staff. Upon completion of the review, the proposed agreement will be sent to the Board with a recommendation and posted on the District's website with the Board's agenda.

**ALTERNATIVES:**

1. Approve the proposed agreement with Mainstreet Architects + Planners, Inc. for architectural services in connection with DSA project closeout and certification.
2. Do not approve an agreement for architectural services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.d. APPROVE CONSULTANT AGREEMENT FOR BOND COUNSEL SERVICES**

ACTION

**ISSUE:** Shall the Board approve a consultant agreement with Stradling Yocca Carlson & Rauth for bond counsel services?

**BACKGROUND:** At its meeting on January 20, 2015, the Board authorized the formation of a broad-based district committee for the purpose of generating a comprehensive District needs assessment in the areas of facilities, technology, student safety, and energy conservation and environmental concerns. The charge of the Oak Park Needs Assessment Committee (OPNAC) is the development of a comprehensive needs assessment and recommendation of an implementation plan, including possible funding resources, for the Board's future consideration.

In order to support the OPNAC in this effort, staff is recommending that the Board approve a consultant agreement with Stradling Yocca Carlson & Rauth (SYCR) for bond counsel and advisory services. As noted in the attached agreement, SYCR will provide counseling and legal advice to OPNAC as it considers various funding mechanisms for inclusion in its recommendation to the Board, as well as legal services in the event the Board subsequently decides to call for a bond election.

**ALTERNATIVES:**

1. Approve a consultant agreement with Stradling Yocca Carlson & Rauth for bond counsel services.
2. Do not approve an agreement for bond counsel services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

STRADLING YOCCA CARLSON & RAUTH

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

44 MONTGOMERY STREET, SUITE 4200

SAN FRANCISCO, CA 94104

TELEPHONE (415) 283-2240

FACSIMILE (415) 283-2255

ORANGE COUNTY  
(949) 725-4000

SAN DIEGO  
(858) 720-2150

SAN FRANCISCO  
(415) 283-2240

SANTA BARBARA  
(805) 564-0065

SACRAMENTO  
(916) 449-2350

DAVID G. CASNOCHA  
DIRECT DIAL: (415) 283-2241  
DCASNOCHA@SYCR.COM

**BOND COUNSEL AGREEMENT**

THIS AGREEMENT, entered into as of the 1<sup>st</sup> day of June, 2015 by and between the OAK PARK UNIFIED SCHOOL DISTRICT (the "District"), a school district duly organized and existing under and pursuant to the laws of the State of California, and the law firm of STRADLING YOCCA CARLSON & RAUTH, a Professional Corporation ("Bond Counsel").

**WITNESSETH:**

WHEREAS, the District desires bond counsel services in connection with the District's potential solicitation of voter approval for issuance of general obligation bonds (the "Bonds");

NOW, THEREFORE, the District and Bond Counsel do mutually agree as follows:

**Pre-Election Services**

- a. meet and confer with District staff, stakeholders, the Governing Board, and the Needs Assessment Committee, as requested, regarding facility and technology funding options, including, but not limited to, the sale of bonds;
- b. confer with the District on the legal issues relating to calling for a bond election, conducting a voter opinion survey and organizing a bond campaign committee;
- c. draft the resolution necessary to call the bond election;
- d. confer with and advise the District as to the ballot measure, tax rate statement and ballot statements;
- e. confer and consult with the officers and administrative staff of the District and Ventura County to the procedures applicable to such election and financing proceedings and as to any other matters relating to the elections and financing proceedings;
- f. attend all meetings of the District, as well as any administrative meetings at which the election and financing proceedings are to be discussed, when requested to attend or when attendance is deemed necessary for the proper planning or conduct of the financing proceedings.

### **Post-Election Services**

3. Bond Counsel shall provide the necessary legal services in connection with the authorization, sale and consummation of the financing proceedings. Such services shall include the following:

- a. prepare all resolutions (of the District and Ventura County), and other legal documents necessary for the proper conduct of the financing proceedings;
- b. prepare, review and explain to the District relevant tax certificates, including all rebate requirements;
- c. prepare the arbitrage certificate, the signature and incumbency certificate and all other certificates and closing documents required to accompany delivery of the Bonds;
- d. provide the legal opinion that the interest borne by the Bonds is excludable from Federal income taxes and State of California personal income taxes and approving in all regards the legality of all proceedings for the authorization, sale and delivery of the Bonds relating to the financing;
- e. prepare the Preliminary and Final Official Statement and advise the District as to their compliance with applicable securities laws;
- f. deliver advice on ongoing disclosure requirements and prepare certificates and agreements required to comply with all applicable federal securities laws;
- g. assist the District in preparing for rating agency presentations, and attend all rating agency and bond insurance company presentations in connection with the Bonds;
- h. engage in negotiations with the bond insurance companies over the terms of any bond insurance commitment;
- i. provide all other necessary services generally expected of Bond Counsel not listed above;
- j. prepare and provide a complete transcript of the conduct of the proceedings necessary to accompany delivery of the Bonds; and
- k. prepare formation documents of a Citizens' Oversight Committee, attend meeting of such committee and advise the District and Committee on all Proposition 39 requirements;
- l. answer follow-up questions relating to the Bond issuance after the closing for no fee.

4. Bond Counsel shall assign primary responsibility for providing these services to David G. Casnocha.

### Fees

In connection with a potential future bond election, payment of any fee to Bond Counsel is contingent on the successful election and issuance of bonds. Subject to a minimum fee per issuance of \$45,000, the Bond Counsel fees for bonds issued under a new voter authorization are based on the following formula:

1%	first \$1 million, plus
1/5 of 1%	next \$13 million, plus
1/8 of 1%	next \$35 million, plus
1/10 of 1%	all amounts thereafter

In addition to that fee, Bond Counsel shall be reimbursed for all out-of-pocket expenses. Out-of-pocket expenses include word processing, photocopying, travel, express mail charges and the like. If the ballot measure authorizing the bond does not receive the requisite votes, Bond Counsel shall not charge any fee for time or out-of-pocket disbursements.

As Disclosure Counsel, Bond Counsel will prepare both the Official Statement for the bonds and provide other services described herein. For preparation of the Official Statement, Bond Counsel shall charge a fixed fee of \$20,000 per series of bonds. This fee for the Official Statement is in addition to the fee for acting as Bond Counsel.

5. Such aforesaid fees are payable at the time of delivery of the financing documents and consummation of the financing and are expected to be paid from the proceeds of the financing.

6. Bond Counsel warrants that no person has been employed to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the District the right to terminate this contract, or in its discretion to deduct from the Bond Counsel's fee. The foregoing rights are not intended to limit other remedies available to the District in the event of a breach contemplated by section 5, nor is it intended to limit the right to terminate this contract to a breach contemplated by this section.

7. Bond Counsel shall not assign or transfer any interest in this contract except that claims for moneys due or to become due under the contract may be assigned to a bank, trust company, or other financial institution.

8. This Agreement shall also govern the issuance of any refunding bonds issued to refund the Bonds.

9. Bond Counsel shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status, or physical handicap. Bond Counsel shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, national origin, marital status, or physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10. The term of this Agreement shall commence as of the date hereof and extend until termination by Bond Counsel or the District. This Agreement may be terminated by either party with



or without cause following 30 days written notice of such termination.

11. It is expressly understood and agreed by both parties that Bond Counsel is an independent contractor and not an officer, agent or employee of the District.

IN WITNESS WHEREOF, the District and Bond Counsel have executed this Agreement the day and year first above written.

**STRADLING YOCCA CARLSON &  
RAUTH, a Professional Corporation**

**OAK PARK UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
David G. Casnocha  
Shareholder

By: \_\_\_\_\_  
Martin Klauss  
Assistant Superintendent, Business and  
Administrative Services

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.e. APPROVE CONSULTANT AGREEMENT FOR FINANCIAL ADVISOR SERVICES**

ACTION

**ISSUE:** Shall the Board approve a consultant agreement with Piper Jaffray & Co. for financial advisor services?

**BACKGROUND:** At its meeting on January 20, 2015, the Board authorized the formation of a broad-based district committee for the purpose of generating a comprehensive District needs assessment in the areas of facilities, technology, student safety, and energy conservation and environmental concerns. The charge of the Oak Park Needs Assessment Committee (OPNAC) is the development of a comprehensive needs assessment and recommendation of an implementation plan, including possible funding resources, for the Board's future consideration.

In order to support the OPNAC in this effort, staff is recommending that the Board approve a consultant agreement with Piper Jaffray & Co. for financial advisor services. As noted in the attached agreement, Piper Jaffray will provide financial advice regarding facility and technology funding options to OPNAC as it considers various funding mechanisms for inclusion in its recommendation to the Board, as well as financial services in the event the Board subsequently decides to call for a bond election.

The proposed agreement also re-categorizes the role of Piper Jaffray in its long-standing relationship with the District from that of Bond Underwriter to that of Financial Advisor in order to comply with new Securities and Exchange Commission regulations governing the role of financial services companies.

**ALTERNATIVES:**

1. Approve a consultant agreement with Piper Jaffray & Co. for financial advisor services.
2. Do not approve an agreement for financial advisor services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**AGREEMENT BETWEEN  
OAK PARK UNIFIED SCHOOL DISTRICT AND PIPER JAFFRAY & CO.  
FOR GENERAL FINANCIAL ADVISORY SERVICES**

THIS AGREEMENT, made this 19<sup>th</sup> day of May, 2015, by and between OAK PARK UNIFIED SCHOOL DISTRICT (hereinafter called "District"), party of the first part, and PIPER JAFFRAY & CO., 2321 Rosecrans Avenue, Suite 3200, El Segundo, California, (hereinafter called "Piper Jaffray"), party of the second part:

**WITNESSETH**

WHEREAS, the professionals currently at Piper Jaffray, in the capacity of Bond Underwriter, have previously assisted the District in issuing Election of 2006 Measure "C-6" and Election of 2008 Measure "R" General Obligation Bonds to finance and/or refinance the design, acquisition and construction of school facilities and other related projects as the Bond Underwriter; and

WHEREAS, the District has authorized but unissued Bonds under the Election of 2006 Measure "C-6"; and

WHEREAS, the District from time to time in the future will require the services of a financial services firm experienced in Financial Advisory work to advise it with respect to matters of the District, including, but not limited to, capital facilities, financial strategy and planning, changes in State and Federal law, best practices for debt instruments and the analysis of the feasibility of General Obligation Bonds, Certificates of Participation and other forms of debt instruments; and

WHEREAS, the District since 2006 has retained the professionals currently employed at Piper Jaffray to serve it in similar capacities and now wishes to continue that relationship by entering into this Agreement with Piper Jaffray; and

WHEREAS, Piper Jaffray is an experienced financial services firm highly qualified and capable of providing Financial Advisory services to the District; and

WHEREAS, the District, in order to comply with new Securities and Exchange Commission regulations governing the role of financial services companies, desires to recategorize the role of Piper Jaffray from that of Bond Underwriter to that of Financial Advisor; and

WHEREAS, the District may take certain actions in the future with respect to planning for the sale and issuance of General Obligation Bonds under the Election of 2006 Measure "C-6" and possible additional General Obligation Bond elections and the issuance and sale of additional General Obligation Bonds to finance the cost of construction, acquisition, and/or rehabilitation of certain school facilities and equipment; and

WHEREAS, the District, in order to be successful in said possible future elections and in the issuance and sale of said Bonds, requires the services of a financial services firm experienced in school bond election planning and Financial Advisory work to advise it with respect to the ad valorem tax rates and the amount of the General Obligation Bond authorization

and issuances, to assist it in securing favorable credit ratings and/or bond insurance for its General Obligation Bonds and to coordinate the marketing and distribution of the General Obligation Bonds through negotiated or competitive sales, series by series; and

NOW THEREFORE, it is mutually agreed as follows, to wit:

The District hereby contracts with Piper Jaffray and Piper Jaffray hereby accepts such agreement from the District to perform the services upon the terms, subject to the conditions and in consideration of the payments as hereinafter set forth:

A) Term of Agreement

This Agreement is intended to apply to all Financial Advisory work that may be required by the District from time to time.

B) Services to be Provided to the District

I. General Financial Advisory Services

1. Piper Jaffray will assist the District in the analysis and evaluation of major capital and technology improvements and alternative financing sources and strategies, including but not limited to future General Obligation Bond elections, Certificates of Participation and others that can be employed to finance those capital and technology improvements, including public or private financings.
2. Piper Jaffray will assist in the preparation and presentation of workshops or study sessions, relating to topics deemed appropriate by the District, for the Board, District Staff, community, needs assessment committee and/or bond oversight committee members.
3. Piper Jaffray will advise the District on pending or enacted State or Federal legislation, regulations and rulings pertaining to school districts in California.
4. Piper Jaffray will advise the District with regard to the potential benefits of refinancings of outstanding debt obligations.
5. Piper Jaffray will assist the District in the periodic review and development of plans and policies for best practices for debt issuances.
6. Piper Jaffray will annually evaluate the District's assessed valuation performance and trends then advise the District on reasonable assessed valuation growth projections.
7. Piper Jaffray will advise and assist the District on matters related to the 2006 Measure "C-6" and 2008 Measure "R" General Obligation Bond programs.
8. Piper Jaffray will advise and assist the District on consolidating and/or restructuring outstanding General Obligation Bonds, where appropriate.

9. Piper Jaffray will assist the District with potential future local General Obligation Bond elections by providing appropriate Financial Advisory services as they relate to the elections, including, but not limited to, review of proposed ballot language, selection of appropriate consultants and participation in committees and panels as deemed appropriate.
10. Piper Jaffray will assist the District in the analysis of any future General Obligation Bond authorization options based on reviews of capital needs, outstanding debt obligations, tax rates and the District's goals and objectives.
11. Piper Jaffray, from time to time, will advise the District on monthly, quarterly or annual budgetary cash flow needs of the District as well as advise it on issuance of Tax and Revenue Anticipation Notes or other forms of short-term debt instruments to address budgetary cash flow needs.
12. Piper Jaffray will perform such other services normally provided by Financial Advisors related to financings, including, but not limited to, attendance at meetings to create financing plans, discussions with County or County Office of Education staff, organization of meetings of financing team participants to determine the feasibility of any financing plans, assistance in the preparation of financing schedules, review of legal and disclosure documents, advice to the District on market conditions, execution of competitive sales of debt and/or negotiation with underwriters.
13. Piper Jaffray will advise and assist the District on investments of specific bond proceeds, as appropriate.
14. Piper Jaffray will assist with the selection of such other professional services firms as may be needed by the District.
15. Piper Jaffray will work with the District team and its other advisors/consultants on overall finance elements of its 2006 Measure "C-6" and Election of 2008 Measure "R" General Obligation Bond programs and other capital facilities financings.

## II. Debt Issuance Financial Advisory Services

To the extent that the District proceeds with the issuance of General Obligation Bonds under the Election of 2006 Measure "C-6" or under future General Obligation Bond measures, Certificates of Participation and other forms of debt instruments (collectively, "Bonds").

1. Piper Jaffray will recommend to the District a marketing plan for each series of Bonds including: the amount and timing of the bond sales (if in series), the exact terms and conditions under which the Bonds are to be sold and issued, the repayment schedule for the Bonds, the early prepayment features for the Bonds, paying agent provisions, the delivery of the Bonds, the receipt and application of property tax or other revenues to service the Bonds and other pertinent details.

2. Piper Jaffray will evaluate the advantages and disadvantages of various financing structures and then advise the District on the appropriate structure as well as propose financing methods to be considered to meet the District's objectives.
3. Piper Jaffray will assist the District's Bond Counsel and District Counsel with preparation of the necessary resolutions of issuance or other legal documents for the Bonds and coordination of bond issuance activities with the appropriate County or County Office of Education officials.
4. Piper Jaffray will assist in the preparation of an Official Statement or Bond Prospectus for each series of Bonds describing the District's projects, the Bonds, the security for payment of the Bonds and the economic and financial background of the District.
5. Piper Jaffray will arrange for electronic posting and distribution of the Official Statement or Bond Prospectus to a comprehensive list of prospective bond purchasers.
6. Piper Jaffray will assist the District in obtaining one or more credit ratings and/or commitments for Municipal Bond Insurance for the Bonds to the end that such Bonds may be sold for the lowest possible interest cost. Piper Jaffray will provide the rating services and/or municipal bond insurance providers with all information required by such agencies necessary to establish such ratings and issue such commitments and make such trips and schedule such conferences with such agencies as may be necessary to obtain the highest possible ratings on and most competitive insurance commitments for the Bonds.
7. On an ongoing basis, Piper Jaffray will inform the District of current municipal bond market conditions, assist the District in selecting the optimal time for entry into the municipal bond market and conduct on its behalf the necessary premarketing of each bond issue.
8. Piper Jaffray will evaluate the projected cash flow from any revenue sources that may constitute security for any obligation incurred.
9. Piper Jaffray will review existing revenue sharing agreements, tax rebate agreements and debt commitments to determine potential impacts, if any, on any proposed financing and make appropriate recommendations to the District's financing team.
10. Piper Jaffray will advise the District as to the selection of other professionals, such as Bond Underwriter and Official Statement printer, whose services would be of greatest benefit to the District.
11. During a competitive sale of any Bond issue, Piper Jaffray will carry out the steps necessary to conduct such sale, including 1) preparing and distributing the Official Notice of Sale, Bid Form and Preliminary Official Statement to prospective bond underwriters, 2) responding to their questions regarding the Bond financing, 3)

actively soliciting their bids, 4) coordinating publication of Notices of Sale, 5) coordinating the bid opening process and 6) calculating the net interest cost of each bid received to determine the lowest bidder. We will provide such evidence as may be satisfactory to the District that the interest rates on the Bonds are as low as could be obtained anywhere in the marketplace.

12. During a publicly or privately negotiated sale of any Bond issue, Piper Jaffray will carry out the steps necessary to conduct such sale, including 1) direct the work of the financing team, 2) determine the financial structure of each Bond issue, 3) direct the preparation of the underwriting documents, 4) coordinate with the rating agencies and prepare any rating presentations, 5) determine the feasibility of municipal bond insurance, 6) advise the District on the timing of the sale of each Bond issue and 7) analyze and advise the District on the proposed interest rates for each Bond issue prior to awarding the Bonds to an underwriter.
13. Piper Jaffray will assist in representing the District at information meetings, if such meetings are necessary or desirable.
14. Piper Jaffray will assist County and District officials, Bond Counsel and the ultimate bond purchasers in coordinating the delivery of the Bonds and receipt of the bond proceeds.
15. On an ongoing basis, Piper Jaffray will assist the District in verifying that the amount of its bonded indebtedness outstanding at any one time does not exceed the 2.50% of assessed valuation State statutory limit.
16. On an ongoing basis, Piper Jaffray will work annually with the Ventura County Auditor-Controller's Office to monitor the levy of the Tax Rate required to repay the District's General Obligation Bonds.

### III. Special Financial Advisory Services

At the request of the District, Piper Jaffray may perform special assignments related to matters not covered by this Agreement including, but not limited to, assistance with Lease-Purchase arrangements, short-term cash flow-related financings or negotiations with real estate developers regarding the mitigation of future development on school facilities.

#### C) Compensation of Piper Jaffray

1. Piper Jaffray will not charge the District for General Financial Advisory Services provided under Section I this Agreement.
2. Piper Jaffray's fees for providing Debt Issuance Financial Advisory Services provided under Section II of this Agreement shall be computed in accordance with the following schedule, plus reasonable out-of-pocket expenses, payable upon the closing of each series of bonds or other debt instruments.

Size of Debt Issuance	Fee Per Series		
	General Obligation Bonds	Certificates Of Participation	Refinancings Or Other Debt Instruments
\$5,000,000 or Less	\$65,000	\$65,000	\$60,000
\$5,000,001 to \$15,000,000	\$70,000	\$75,000	\$70,000
\$15,000,001 or More	\$75,000	\$85,000	\$75,000

3. Piper Jaffray's fees for providing Special Financial Advisory Services provided under Section III of this Agreement shall be determined between the District and Piper Jaffray on a case-by-case basis at the onset of the assignment.
4. Piper Jaffray's compensation for participating in each series of bonds or other debt instruments shall be derived solely from the sale of the District's bonds or other debt instruments. If no sale occurs, then neither the District nor any of its agents or employees are under any obligation to compensate Piper Jaffray for any services performed.

D) Termination

1. Either party may terminate this Amendment of Agreement at any time by giving the other party thirty (30) days written notice of termination.

E) Additional Provisions

Additional Provisions

1. Piper Jaffray is a registered municipal advisor.
2. Independent Contractor Status. Piper Jaffray, in the performance of this Agreement, shall be and act as an independent contractor. Piper Jaffray understands and agrees that it shall not be considered an officer, employee, agent, partner, or joint venture of the District, and is not entitled to benefits of any kind or nature normally provided to employees of the District and/or to which the District's employees are normally entitled.
3. Assignment/Successors and Assigns. Piper Jaffray shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations under this Agreement without the prior written consent of the District. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.



4. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
5. Section 11. Notices. Any written notice or communications required or permitted by this Agreement or by law to be served on, given to, or delivered to either party hereto, by the other party shall be in writing and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is addressed or in lieu of such personal services, when deposited in the United States' mail, first-class postage prepaid, addressed to the following:

If to the District:

Martin Klauss  
Assistant Superintendent  
Business & Administrative Services  
5801 East Conifer Street  
Oak Park, CA 91377

If to Piper Jaffray

Timothy Carty  
Managing Director  
2321 Rosecrans Avenue, Suite 3200  
El Segundo, CA 90245

And With a copy to: Piper Jaffray & Co.

Legal Department  
800 Nicollet Mall  
Minneapolis, MN 55402-7020

6. Execution in Counterparts/Authority. This agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.
7. Entire Agreement/Amendments. This Agreement, including any amendments hereto which are expressly incorporated herein, constitutes the entire Agreement between the parties hereto and sets forth the rights, duties, and obligations of each to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be modified except in writing executed by both the District and Piper Jaffray.
8. Warranty of Authority. The persons indicated above are legally authorized to execute this Agreement on behalf of the respective parties, and to bind the respective parties to this Agreement.
9. Legal Advice. Piper Jaffray is not legal counsel or an accountant and is not providing legal or accounting guidance. None of the services contemplated in this Agreement shall be construed as or a substitute for legal services. The District acknowledges and understands that State and federal laws relating to disclosure in connection with municipal securities, including but not limited

to the Securities Act of 1933 and Rule 10b-5 promulgated under the Securities Exchange Act of 1934, may apply to the District and that the failure of Piper Jaffray to advise the District respecting these laws shall not constitute a breach by Piper Jaffray or any of its duties and responsibilities under this Agreement. The District acknowledges that the Preliminary Official Statement and the final Official Statement are statements of the District and not of Piper Jaffray.

10. Waiver of Jury Trial. THE PARTIES EACH HEREBY AGREES TO WAIVE ANY RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY CLAIM, COUNTERCLAIM OR ACTION ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY OR THE RELATIONSHIP BETWEEN THE PARTIES. PARTIES AGREE TO WAIVE CONSEQUENTIAL AND PUNATIVE DAMAGES.
  
11. The District and Piper Jaffray intend and agree that, to the extent the performance of services by Piper Jaffray with respect to a financing constitutes municipal advisory activities within the meaning of rule 15Ba1 of the Securities Exchange Act of 1934 or otherwise creates a duty of Piper Jaffray under Section 15B(c)(1) of the Securities Exchange Act of 1934 or Rule G-23 of the Municipal Securities Rulemaking Board, such duty does not extend beyond the services to be provided with respect to that financing and such duty does not extend to any other contract, agreement, relationship, or understanding of any nature between the District and Piper Jaffray.

IN WITNESS WHEREOF, said District, party of the first part, has caused these presents to be properly executed, and Piper Jaffray, party of the second part, has caused these presents be executed by one of its officers, as of the date hereinabove set forth.

By \_\_\_\_\_  
Timothy Carty  
Managing Director  
Piper Jaffray & Co.

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.f. APPROVE MEASURE C6 BOND FUND EQUIPMENT PURCHASES**

ACTION

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

**BACKGROUND:** On March 25, 2015 and April 29, 2015, the District Technology committee met to consider the attached requests for Measure C6 bond funds for the following technology equipment purchases for the 2015-16 school year:

1. OPHS C-4 Computer Lab Refresh (approximately 36 devices); total estimated cost \$80,000 to be split 50/50 with Ventura County Innovates grant funding, therefore, approximately \$40,000 requested from C6.
2. OVHS COW Refresh with MacBook Airs (approximately 36 devices and covers); approximately \$41,200 requested from C6.
3. Districtwide COW Computer Refresh with Chromebooks (6 carts, approximately 216 devices); these Chromebook carts will replace 7-9 years old COW carts; other COW carts will be refreshed using repurposed teacher laptops, distributed to all sites; approximately \$90,000 requested from C6.

Details of the requested purchases will be sent to the Board under separate cover and posted simultaneously on the District's website with the Board's agenda.

The Technology Committee voted unanimously to recommend the Board's approval of these 2015-16 projects to be funded from the Measure C6 bond.

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.g. APPROVE CONSULTANT AGREEMENT FOR PROPOSITION 39 GRANT APPLICATION SERVICES**

ACTION

**ISSUE:** Shall the Board approve a consultant agreement with KW Engineering for Proposition 39 grant application services?

**BACKGROUND:** Passed in November 2012, Proposition 39, the California Clean Energy Jobs Act, is expected to provide \$550 million annually to the State's Clean Energy Job Creation Fund for five years beginning with the 2013-14 fiscal year. Oak Park Unified School District is eligible for more than \$800,000 of the funds over the next five years. One of the program's basic requirements is a survey and audit of the current energy infrastructure and usage, which was completed for the District by KW Engineering through the Bright Star Schools Program provided by the California Energy Commission (CEC).

At the request of District staff, KW Engineering has prepared the attached proposal to take the next step, preparing an Energy Expenditure Plan for submission to the CEC to obtain the District's Proposition 39 Year 1 and Year 2 funding allocation for a fee of \$10,560. District staff, Balfour Beatty Construction, and the Facility Planning subcommittee have reviewed the proposed agreement, and the Board's approval is recommended.

**ALTERNATIVES:**

1. Approve a consultant agreement with KW Engineering, in the amount of \$10,560, for Proposition 39 grant application services.
2. Do not approve an agreement for grant application services.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

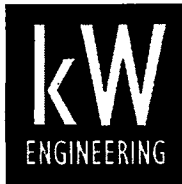
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Anthony W. Knight, Ed.D.  
Superintendent

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

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



920 Atlantic Ave, Suite 200  
Long Beach, CA 90813  
tel (562) 439-1600  
fax (562) 439-1655  
www.kw-engineering.com

**Technical Contact**  
David Gilliland, P.E.  
(562) 200-7046  
gilliland@kw-engineering.com

**Contractual Contact**  
Christina Summary  
csummary@kw-engineering.com

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## **Proposal for Proposition 39 Energy Expenditure Planning Support**

<b>Client</b>	Oak Park Unified School District
<b>Client Contact</b>	Julie Suarez, (818) 735-3210, JSuarez@oakparkusd.org
<b>Proposal Issued</b>	March 24 <sup>th</sup> , 2015

---

### **Proposal Summary**

kW Engineering is very pleased to present this proposal to Oak Park Unified School District to prepare the District's Proposition 39 Energy Expenditure Plan (EEP) for Year 1 & Year 2.

We expect Oak Park USD to be allocated roughly \$800,000 in Prop 39 funds over the 5-year cycle, including \$46,519 for Year 1 (\$176,519 less \$130,000 total planning funds) and \$161,742 for Year 2. To obtain these funds, the District is required to submit an EEP to the California Energy Commission (CEC), and may use the requested Prop 39 Planning Funds to cover the costs associated with EEP development. The goals of the planning stage are to meet the CEC's EEP requirements to receive the District's Proposition 39 allocation while ensuring Oak Park USD gets the most value from their allocation in line with the District's goals, resources, and constraints.

kW Engineering has an extensive history of success working with K-12 school districts on energy initiatives in general and Prop 39 in particular. As an independent, objective third-party engineering firm, we are only motivated by our clients' best interests. Achieving and managing energy savings can be a very complex process, so kW Engineering has developed expertise in all steps – from project identification through economic analysis, incentives procurement, implementation support, and final verification of delivered savings. We passionately support our K-12 clients in cost-effectively achieving significant and persistent cost savings while also attaining non-energy benefits such as improved infrastructure reliability, decreased maintenance costs, student engagement, and healthier classrooms.

## Goals and Approach

We have prepared this proposal based on the latest CEC Guidelines for Proposition 39 (approved December 10 2014), and the latest CEC Energy Expenditure Plan Handbook.

Through the Bright Schools program, Oak Park USD has already completed the critical steps of benchmarking and energy auditing at key District facilities. Based upon this benchmarking and auditing effort and feedback, and direction from the District, we will prepare an Energy Expenditure Plan for submission to the CEC in 2015 to obtain the District's Prop 39 Year 1 & 2 funding allocation.

## Energy Expenditure Plan

We will create an Energy Expenditure Plan (EEP) for the first two years of Prop 39 projects (\$208,261). The EEP will include projects from up to six schools: Brookside, Oak Hills, Red Oak, Medea Creek, Oak Park High, and Oak View. Based on the CEC Prop 39 Guidelines, the EEP will include the following.

- Utility Data Release
- Benchmarking Summary
- Sequencing Approach and Scoring
- Effectiveness Determination
- Project Financial Metrics
- Funding Request Summary
- Job Creation Benefits Calculations – Expected Online Calculator Tool
- LEA Certifications - Sequencing, Prioritization, Commitment, Truthfulness, Environmental, DSA compliance, Auditing
- Planning Summary – Summary of Planning Tasks and Expenditures (Benchmarking, Auditing)

Following the submittal of the Expenditure Plan, kW Engineering will support the district by responding to any and all comments, questions, data requests, or modifications resulting from the CEC review of the submitted EEP.

## Client to Provide

- School information, including location addresses, square footage, vintage, student counts, utility meter information, building drawing and mechanical plans (where available).
  - This information will be pulled from the Bright Schools audits wherever possible, but additional supplemental information may be required.
- Documentation, Certifications, and Data Release forms for Energy Expenditure Plan.
- Input and guidance on district needs and priorities.
- Feedback and guidance on recommended energy efficiency projects.
- District username and password for Prop39 online submittal

## Schedule

Work to begin upon approval from Client.

Kickoff meeting will be scheduled and conducted within two weeks of the project commencement.

The Year 1&2 Energy Expenditure Plan will be created within 6 weeks of the district's agreement of the selected energy efficiency measures.

## Deliverable(s)

- Year 1&2 Energy Expenditure Plan, including the following:
  - Audit Reports including energy savings and cost calculations (previously generated through Bright School Program)
  - Online Prop39 Submittal forms – previously called Form A and Form B
  - Utility Data Release Forms

## Cost

Total cost for Year 1&2 Energy Expenditure Plan is \$10,560. Planning cost and hours breakdown detail provided on the final page.

## Terms

Terms are net 30 days after receiving invoice. Cost to be billed 90% upon submittal of EEP; balance upon approval by CEC. This proposal is valid for thirty (30) days of proposal issued date.

Benchmarking

**Schools**

Implementation

M&V

Retrocommissioning

Renewables

Schools are a specialty at kW Engineering. We provide school districts with objective, independent consulting services to manage and reduce their energy use. Achieving energy savings is a complex process. kW Engineering serves as owner's representative in preparing and executing energy plans to reduce energy costs and improve infrastructure reliability, while involving students to provide valuable education opportunities.



California  
Energy Efficiency  
Industry Council



[www.kw-engineering.com](http://www.kw-engineering.com)





287 17th Street, Suite 300  
Oakland, CA 94612  
tel (510) 834-6420  
fax (510) 834-6421  
www.kw-engineering.com

CONFIDENTIAL

1/30/2015

Projected Prop39 Total \$ 800,000  
Yr 1 Allocation \$ 176,519  
Yr 2 Allocation \$ 161,742  
Actual Planning Allocation \$ 130,000

**Budget Cost Proposal - Oak Park Unified**

	Principal	Director	Project Manager	Senior Engineer II	Senior Engineer	Project Engineer	Engineer	Technician	Cost per item	Qty	Total Value
<b>Tasks</b>	<b>Rate</b>	<b>\$ 220.00</b>	<b>\$ 196.00</b>	<b>\$ 180.00</b>	<b>\$ 172.00</b>	<b>\$ 166.00</b>	<b>\$ 158.00</b>	<b>\$ 150.00</b>	<b>\$ 95.00</b>		
<b>Prop 39 Assistance</b>											
<b>Audit Summary Review</b>	0	3	0	8	0	12	0	0	\$ 3,860	100%	\$ 3,860
Kickoff Meeting				6		6					
Review Bright School Audits and Calcs		2		1		5					
Follow-ups		1		1		1					
<b>Energy Expenditure Plan</b>	0	2	0	4	0	29	0	0	\$ 5,662	100%	\$ 5,662
Collate Data Release						2					
Benchmarking Summary						2					
Sequencing Approach and Scoring						3					
Effectiveness Determination						2					
Project Financial Metrics						3					
Funding Request Summary						3					
Job Creation Benefits Calculations						1					
Collate LEA Certifications						1					
QC		2		2		2					
Coordination with Utility						3					
Coordination with District						1					
CEC Submission				1		2					
Address CEC Comments				1		4					
<b>PM, Contingency</b>										10%	\$ 952
<b>Labor Subtotal</b>	0	5	0	12	0	40	0	0	\$ 9,522		\$ 10,474
<b>Direct Expenses</b>	Quantity					Units	Rate				
Airline Travel	0					flights	\$ 250		\$ -		\$ -
Mileage	150					miles	\$ 0.575		\$ 86	100%	\$ 86
Auto Rental	0					days	\$ 75		\$ -		\$ -
Lodging / Meals	0					nights	\$ 165		\$ -		\$ -
<b>Expenses subtotal</b>									\$ 86		\$ 86
<b>Prop39 Assistance Subtotal</b>											\$ 10,560
<b>TOTAL Year 1&amp;2 Energy Expenditure Plan COST</b>											<b>\$ 10,560</b>



287 17th Street, Suite 300  
Oakland, CA 94612  
tel (510) 834-6420  
fax (510) 834-6421  
www.kw-engineering.com

1/30/2015

#### CONSULTANT CONTACT AND PAYMENT INFORMATION

##### Contract Information

Please note that our legal contractual name is Kilowatt Engineering, Inc. dba kW Engineering, Inc.

##### Contractual Information and Payments To

kW Engineering, Inc.  
c/o Christina Summary  
287 17th Street, Suite 300  
Oakland, CA 94612  
[adminstaff@kw-engineering.com](mailto:adminstaff@kw-engineering.com)  
510-834-6420, ext. 615  
510-834-6421 fax

In witness whereof, the duly authorized representative hereto has executed this Agreement to be effective as of the date written below.

##### kW Engineering Representative

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

#### CLIENT CONTACT AND BILLING INFORMATION

##### Client Contact

OPUSD  
Company Name  
JULIE SUAREZ  
Contact Name  
DIRECTOR  
Title  
5801 CONIFER ST.  
Address  
OAK PARK CA 91377  
City State Zip Code  
818-735-3210  
Telephone  
818-865-8467  
Fax

##### Client Billing

OPUSD  
Company Name  
LYNN FRAMER  
Contact Name  
Purchase Order Number (if applicable)  
5801 CONIFER ST.  
Address  
OAK PARK CA 91377  
City State Zip Code  
818-735-3211  
Telephone  
818-865-8467  
Fax

In witness whereof, the duly authorized representative hereto has executed this Agreement to be effective as of the date written below.

##### Client Representative

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.h. APPROVE MODIFICATIONS TO FACILITY USE AGREEMENT  
WITH WESTLAKE-AGOURA GIRLS SOFTBALL ASSOCIATION**

ACTION

**ISSUE:** Shall the Board approve modifications to the facility use agreement with Westlake-Agoura Girls Softball Association?

**BACKGROUND:** The administrations of Oak Park High School and Oak View High School are working with the Westlake-Agoura Girls Softball Association (WAGS) to modify the existing agreement between WAGS and the District. Specifically, rather than maintain the current single agreement encompassing both school sites, the parties are seeking to establish two separate agreements for ease of administration.

As this agenda was going to press the parties were finalizing the proposed modifications. Upon completion of that process, the proposed agreement modifications will be sent to the Board and posted on the District's website with the Board's agenda.

**ALTERNATIVES:**

1. Approve the modifications to the facility use agreement between Oak Park High School and Oak View High School are working with the Westlake-Agoura Girls Softball Association.
2. Do not approve the modifications to the facility use agreement.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

---

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.2.i. APPROVE SAFE SCHOOL PLAN**

ACTION

**ISSUE:** Shall the Board review and approve the Safe School Plan for each District school as required by Education Code 35294.2?

**BACKGROUND:** The Oak Park Unified School District must annually review and update its Safe School Plans in order to remain in compliance with EC 35294.2. This year the each of the District's schools has updated their plans, providing specific site information to update the District master copy. These updates include specific names and responsibilities in the event of disaster or emergency. EC 35294.2 requires that the revised plans be approved by the Board of Education and be available for public display each school year. Each site's updated plan and certification of compliance will be provided to the Board under separate cover prior to this evening's meeting and each school will have their plan displayed in a prominent place at their site for public review upon the Board's approval.

**ALTERNATIVES:**

1. Approve the amended Safe School Plans as presented.
2. Do not approve the amended Safe School Plans.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Stew McGugan, Director, Alternative Education  
Julie Suarez, Director, Business Operations  
Martin Klauss, Assistant Superintendent, Business and Administrative Services

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

**SUBJECT: B.2.j. GOVERNOR'S 2015-16 BUDGET PROPOSAL - MAY REVISION**  
DISCUSSION

---

**ISSUE:** Shall the Board receive and discuss information pertaining to the Governor's May Revision to his 2015-16 budget proposal and its implications for the Oak Park Unified School District?

**BACKGROUND:** As required by State law, by May 15, 2015, Governor Brown will present the May Revision to the 2015-16 budget proposal unveiled in January of this year. Staff will provide a report on the May Revision and its implications for Oak Park Unified School District at this evening's meeting. On May 21, 2015, staff will also be attending the School Services of California budget workshop in Santa Barbara providing further information and analysis of the Governor's May Revision.

**RECOMMENDATION:** None – information only.

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

Respectfully submitted:

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

---

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

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.3.a. APPROVE 2015-2016 SCHOOL HANDBOOK/DISCIPLINE PLANS**

ACTION

**ISSUE:** Shall the Board of Education review and approve the 2015-2016 Handbooks/Discipline Plan?

**BACKGROUND:** Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. In developing the rules and procedures, each school is to solicit the participation, views, and advice of parents, teachers, school administrators, and in some cases, students.

Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. (Copies were sent to the Board under separate cover.)

**ALTERNATIVES:** 1. Review and approve 2015-2016 Handbook/Discipline Plans as presented.  
2. Do not approve 2015-2016 Handbook/Discipline Plans.

**RECOMMENDATION:** Alternative # 1.

Respectfully Submitted:

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

**SUBJECT: B.3.b APPROVE REVISED DISTRICT INSTRUCTIONAL CALENDAR  
FOR SCHOOL YEAR 2015-2016**

**Action**

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

**BACKGROUND:** With the revamping and approval of the 2015-2016 Instructional Calendar in October, 2014, the elementary staff has decided that their pupil free day in the fall would be better held on October 26, 2015 rather than November 2, 2015. This will allow more time for preparing report cards and parent conferences. Therefore we are asking the Board to approve this change.

**ALTERNATIVES:** 1. Approve the revised 2015-2016 school year calendar as presented.  
2. Do not approve the revised 2015-2016 school year calendar as presented.

**RECOMMENDATION:** Alternative #1

Respectfully Submitted,

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

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

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

# Oak Park Unified School District

## July 2015 - June 2016 – Student/Teacher Calendar

### July 2015

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

4 - Independence Day

### January 2016

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

1 – Winter Break  
4 – Secondary Prep Day (Secondary Students out of School/Elementary Students In School)  
18 - Martin Luther King Day  
18 days

### August 2015

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

6 – K-12 Staff Development Day (Optional Buy Back Day)  
7 – K-12 Staff Development Day (Optional Buy Back Day)  
10 – Teacher Prep Day  
11 – First Day of School  
15 Days

### February 2016

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

12 – K-12 Staff Development Day (Optional Buy Back Day)  
15 – Washington's Birthday  
19 Days

### September 2015

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

7 - Labor Day  
14 – Local Holiday  
23 – Local Holiday  
19 Days

### March 2016

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

25 – Local Holiday  
28-31 – Spring Break  
18 Days

### October 2015

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

26 - Elementary Prep Day (Elementary Students Out of School – Secondary Students In School)  
21 Days

### April 2016

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

1 – Spring Break  
20 Days

### November 2015

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

11 - Veterans Day  
23-25 – Local Holiday  
26 - Thanksgiving Day  
27 – Local Holiday – Lincoln's Day  
16 Days

### May 2016

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

27 – Last Day of School  
30 - Memorial Day  
20 Days = 95 Days

### December 2015

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

21 – 31 Winter Break  
14 Days = 85 Days

### June 2016

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

# Denotes School Holiday

# Denotes Beginning and Ending of School

# Denotes Prep Day for Teachers (Some Students In School/Some Student Not In School)

Board Approved 10-21-14



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.3.c. APPROVE COMPUTING WITH ROBOTICS COURSE FOR OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Should Oak Park High School add Computing with Robotics course to its course selections?

**STATEMENT:** Oak Park High School would like to add Computing with Robotics to its program. This modular and project based curriculum teaches the design process in an engaging, hands-on manner. Students will move through an actual engineering project. Detailed plans are attached for this new course.

**ALTERNATIVES:**

1. Approve the addition of Computing with Robotics to the course offerings at Oak Park High School.
2. Do not approve the addition of Computing with Robotics to the course offerings at Oak Park High School.

**RECOMMENDATION:** Alternative No. 1.

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

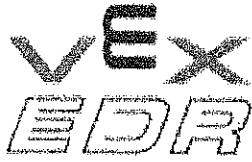
Respectfully submitted,

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

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

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

Oak Park High School  
Proposed Course Outline 2015~2016



Course Title: Computing with Robotics  
Grade Level(s): 9<sup>th</sup> or 10<sup>th</sup> grade, primarily 9<sup>th</sup>  
Length/Credit: One semester – 5 Credits Offering: 2<sup>nd</sup> Semester, spring 2016  
Delivery Model: 100% computer lab assignments, research, projects  
Prerequisite: None

OPUSD Moral Imperatives Goals Addressed, quoted from district documentation:  
1e. STEM instruction will emphasize experiential learning at all grade levels.  
Continue to offer Introductory & AP Computer Programming @ OPHS.

**Course Description** – short paragraph (for use in Course Advisement)

Autodesk's VEX Robotics Curriculum is divided up into twelve primary units and one optional unit. In a flexible format, students learn about engineering and engineering problem solving. They will be given introductions to the VEX Robotics Design System and Autodesk® Inventor® while learning key STEM principles through a process that captures the excitement and engagement of robotics competition. The curriculum is heavily focused on mechatronic principles; as such, programming is NOT required. This curriculum leverages the "coolness" of robotics, and the excitement of head to head competition to inspire and engage students. Students will walk through the design and build a mobile robot to play a sport-like game. During this process they will learn key STEM principles, and robotics concepts. At the culmination of this class, they will compete head-to-head against their peers in the classroom. This modular and project-based curriculum teaches the design process in an engaging, hands-on manner to help teachers challenge, motivate, and inspire their students. By moving students through an actual engineering project, students quickly understand the relevance of what they are learning. The curriculum is created to ensure that students with varying learning styles and levels can accomplish the lesson goals. No prior robotics experience is required; beginners are able to advance sequentially through the units to gradually increase their knowledge and skill level.



## Course Syllabus

**Grade Level:** 9-12

**Course Duration:** One semester, meeting daily with opportunities to expand course

**Course Content Access:** <http://curriculum.vexrobotics.com>

**Course Resources Provided:**

- Curriculum Lesson Content - thirteen units and associated resources
- Teacher Materials – lesson plans, assessment tools, and standards matching
- Appendices – help with troubleshooting and more

**Course Description, Goals, & Options:**

Autodesk's VEX Robotics Curriculum is divided up into twelve primary units and one optional unit. In a flexible format, students learn about engineering and engineering problem solving. They will be given introductions to the VEX Robotics Design System and Autodesk® Inventor® while learning key STEM principles through a process that captures the excitement and engagement of robotics competition. The curriculum is heavily focused on mechatronic principles; as such, programming is NOT required. However this course is structured in such a way that teachers and students who want to include a more Computer Science heavy layer with the course can do so. For information on the programming options available, consult <http://www.vexrobotics.com/programming>

**Course Materials (see individual units for details):**

Unit Guides	Storage Containers
Paper	Online Resources
Pencils	Large Container
Rulers	Empty Plastic Bottles or Aluminum Cans
Internet Access	Engineering Notebooks
Dictionaries	Protractor
VEX Robotics Kit	Compass
Computers with Autodesk Inventor	

**Course Outline:**

Unit 1: Introduction to Engineering	Unit 8: Mechanical Power Transmission
Unit 2: Introduction to Robotics	Unit 9: Drivetrain Design
Unit 3: Introduction to VEXnet	Unit 10: Lifting Mechanisms
Unit 4: Introduction to Autodesk Inventor	Unit 11: Systems Integration
Unit 5: THE GAME!	Unit 12: Testing and the Iteration Process
Unit 6: Object Manipulation	Unit 13: Design your Own Part (optional unit)
Unit 7: Speed, Power, Torque & DC Motors	

**Course Materials (see individual units for details):**

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Paper	Online Resources
Pencils	Large Container
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Process	
Unit 6: Object Manipulation	Unit 13: Design your Own Part
(optional unit)	
Unit 7: Speed, Power, Torque & DC Motors	

**(See Standards Attached)**



Standards: all

Grades: 9, 10, 11, 12

Units: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

Code	Chapter	Grades	Standard	Specifics
RST.9-10.1	Reading	9-10	Key Ideas and Details	Cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions.
RST.9-10.2	Reading	9-10	Key Ideas and Details	Determine the central ideas or conclusions of a text; trace the text's explanation or depiction of a complex process, phenomenon, or concept; provide an accurate summary of the text.
RST.9-10.3	Reading	9-10	Key Ideas and Details	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text.
RST.9-10.4	Reading	9-10	Craft and Structure	Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9-10 texts and topics.
RST.9-10.8	Reading	9-10	Integration of Knowledge and Ideas	Assess the extent to which the reasoning and evidence in a text support the author's claim or a recommendation for solving a scientific or technical problem.
RST.9-10.10	Reading	9-10	Range of Reading and Level of Text Complexity	By the end of grade 10, read and comprehend science/technical texts in the grades 9-10 text complexity band independently and proficiently.
RST.11-12.1	Reading	11-12	Key Ideas and Details	Cite specific textual evidence to support analysis of science and technical texts, attending to important distinctions the author makes and to any gaps or inconsistencies in the account.
RST.11-12.2	Reading	11-12	Key Ideas and Details	Determine the central ideas or conclusions of a text; summarize complex concepts, processes, or information presented in a text by paraphrasing them in simpler but still accurate terms.
RST.11-12.3	Reading	11-12	Key Ideas and Details	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.
RST.11-12.4	Reading	11-12	Craft and Structure	Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 11-12 texts and topics.
RST.11-12.10	Reading	11-12	Range of Reading and Level of Text Complexity	By the end of grade 12, read and comprehend science/technical texts in the grades 11-CCR text complexity band independently and proficiently.

Code	Chapter	Grades	Standard	Specifics
WHST.9-10.1a	Writing	9-10	Text Types and Purposes	Introduce precise claim(s), distinguish the claim(s) from alternate or opposing claims, and create an organization that establishes clear relationships among the claim(s), counterclaims, reasons, and evidence.
WHST.9-10.1b	Writing	9-10	Text Types and Purposes	Develop claim(s) and counterclaims fairly, supplying data and evidence for each while pointing out the strengths and limitations of both claim(s) and counterclaims in a discipline-appropriate form and in a manner that anticipates the audience's knowledge level and concerns.
WHST.9-10.1c	Writing	9-10	Text Types and Purposes	Use words, phrases, and clauses to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims.
WHST.9-10.2d	Writing	9-10	Text Types and Purposes	Use precise language and domain-specific vocabulary to manage the complexity of the topic and convey a style appropriate to the discipline and context as well as to the expertise of likely readers.
WHST.9-10.6	Writing	9-10	Production and Distribution of Writing	Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.
WHST.9-10.7	Writing	9-10	Research to Build and Present Knowledge	Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.
WHST.9-10.8	Writing	9-10	Research to Build and Present Knowledge	Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation.
WHST.9-10.9	Writing	9-10	Research to Build and Present Knowledge	Draw evidence from informational texts to support analysis, reflection, and research.
WHST.9-10.10	Writing	9-10	Range of Writing	Write routinely over extended time frames (time for reflection and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.
WHST.11-12.1a	Writing	11-12	Text Types and Purposes	Introduce precise, knowledgeable claim(s), establish the significance of the claim(s), distinguish the claim(s) from alternate or opposing claims, and create an organization that logically sequences the claim(s), counterclaims, reasons, and evidence.
WHST.11-12.1b	Writing	11-12	Text Types and Purposes	Develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant data and evidence for each while pointing out the strengths and limitations of both claim(s) and counterclaims in a discipline-appropriate form that anticipates the audience's knowledge level, concerns, values, and possible biases.
WHST.11-12.2b	Writing	11-12	Text Types and Purposes	Support the claim(s) with relevant data and evidence, including extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's knowledge of the topic.
WHST.11-12.6	Writing	11-12	Text Types and Purposes	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.

Code	Chapter	Grades	Standard	Specifics
WHST.11-12.7	Writing	11-12	Research to Build and Present Knowledge	Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.
WHST.11-12.8	Writing	11-12	Research to Build and Present Knowledge	Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the specific task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.
WHST.11-12.9	Writing	11-12	Research to Build and Present Knowledge	Draw evidence from informational texts to support analysis, reflection, and research.
WHST.11-12.10	Writing	11-12	Range of Writing	Write routinely over extended time frames (time for reflection and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.
1.J	The Nature of Technology	9-12	Students will develop an understanding of the characteristics and scope of technology.	The nature and development of technological knowledge and processes are functions of the setting.
1.K	The Nature of Technology	9-12	Students will develop an understanding of the characteristics and scope of technology.	The rate of technological development and diffusion is increasing rapidly.
1.L	The Nature of Technology	9-12	Students will develop an understanding of the characteristics and scope of technology.	Inventions and innovations are the results of specific, goal-directed research.
1.M	The Nature of Technology	9-12	Students will develop an understanding of the characteristics and scope of technology.	Most development of technologies these days is driven by profit motive and the market.
2.W	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Systems thinking applies logic and creativity with appropriate compromises in complex real-life problems.
2.X	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Systems, which are the building blocks of technology, are embedded within larger technological, social, and environmental systems.
2.Z	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Selecting resources involves tradeoffs between competing values, such as availability, cost, desirability, and waste.
2.AA	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Requirements involve the identification of the criteria and constraints of a product or system and the determination of how they affect the final design and development.
2.BB	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Optimization is an ongoing process or methodology of designing or making a product and is dependent on criteria and constraints.
2.CC	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	New technologies create new processes.
2.EE	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Management is the process of planning, organizing, and controlling work.
2.FF	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Complex systems have many layers of controls and feedback loops to provide information.

Code	Chapter	Grades	Standard	Specifics
3.G	The Nature of Technology	9-12	Students will develop an understanding of the relationships among technologies and the connections between technology and other fields of study.	Technology transfer occurs when a new user applies an existing innovation developed for one purpose in a different function.
3.H	The Nature of Technology	9-12	Students will develop an understanding of the relationships among technologies and the connections between technology and other fields of study.	Technological innovation often results when ideas, knowledge or skills are shared within a technology, among technologies or across other fields.
3.I	The Nature of Technology	9-12	Students will develop an understanding of the relationships among technologies and the connections between technology and other fields of study.	Technology ideas are sometimes protected through the process of patenting.
3.J	The Nature of Technology	9-12	Students will develop an understanding of the relationships among technologies and the connections between technology and other fields of study.	Technological progress promotes the advancement of science and mathematics.
4.H	Technology and Society	9-12	Students will develop an understanding of the cultural, social, economic, and political effects of technology	Changes caused by the use of technology can range from gradual to rapid and from subtle to obvious.
4.I	Technology and Society	9-12	Students will develop an understanding of the cultural, social, economic, and political effects of technology	Making decisions about the use of technology involves weighing the trade-offs between the positive and negative effects.
5.H	Technology and Society	9-12	Students will develop an understanding of the effects of technology on the environment.	When new technologies are developed to reduce the use of resources, considerations of tradeoffs are important.
5.K	Technology and Society	9-12	Students will develop an understanding of the effects of technology on the environment.	Humans devise technologies to reduce the negative consequences of other technologies.
8.H	Design	9-12	Students will develop an understanding of the attributes of design.	The design process includes defining a problem, brainstorming, researching and generating ideas, identifying criteria and specifying constraints, exploring possibilities, selecting an approach, developing a design proposal, making a model or prototype, testing and evaluating the design using specifications, refining the design, creating or making it, and communicating processes and results.
8.I	Design	9-12	Students will develop an understanding of the attributes of design.	Design problems are seldom presented in a clearly defined form.
8.J	Design	9-12	Students will develop an understanding of the attributes of design.	The design needs to be continually checked and critiqued, and the ideas of the design must be redefined and improved.
8.K	Design	9-12	Students will develop an understanding of the attributes of design.	Requirements of a design, such as criteria, constraints, and efficiency, sometimes compete with each other.
9.I	Design	9-12	Students will develop an understanding of engineering design.	Established design principles are used to evaluate existing designs, to collect data, and to guide the design process.
9.J	Design	9-12	Students will develop an understanding of engineering design.	Engineering design is influenced by personal characteristics, such as creativity, resourcefulness, and the ability to visualize and think abstractly.



Code	Chapter	Grades	Standard	Specifics
9.K	Design	9-12	Students will develop an understanding of engineering design.	A prototype is a working model used to test a design concept by making actual observations and necessary adjustments.
9.L	Design	9-12	Students will develop an understanding of engineering design.	The process of engineering design takes into account a number of factors.
10.I	Design	9-12	Students will develop an understanding of the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving.	Research and development is a specific problem-solving approach that is used intensively in business and industry to prepare devices and systems for the marketplace.
10.J	Design	9-12	Students will develop an understanding of the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving.	Technological problems must be researched before they can be solved.
10.K	Design	9-12	Students will develop an understanding of the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving.	Not all problems are technological, and not every problem can be solved using technology.
10.L	Design	9-12	Students will develop an understanding of the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving.	Many technological problems require a multidisciplinary approach.
12.L	Abilities for a Technological World	9-12	Students will develop the abilities to use and maintain technological products and systems.	Document processes and procedures and communicate them to different audiences using appropriate oral and written techniques.
12.P	Abilities for a Technological World	9-12	Students will develop the abilities to use and maintain technological products and systems.	Use computers and calculators to access, retrieve, organize, process, maintain, interpret, and evaluate data and information in order to communicate.
13.J	Abilities for a Technological World	9-12	Students will develop the abilities to assess the impact of products and systems.	Collect information and evaluate its quality.
13.K	Abilities for a Technological World	9-12	Students will develop the abilities to assess the impact of products and systems.	Synthesize data, analyze trends, and draw conclusions regarding the effect of technology on the individual, society, and the environment.
17.L	The Designed World	9-12	Students will develop an understanding of and be able to select and use information and communication technologies.	Information and communication technologies include the inputs, processes, and outputs associated with sending and receiving information.
17.M	The Designed World	9-12	Students will develop an understanding of and be able to select and use information and communication technologies.	Information and communication systems allow information to be transferred from human to human, human to machine, machine to human, and machine to machine.
17.N	The Designed World	9-12	Students will develop an understanding of and be able to select and use information and communication technologies.	Information and communication systems can be used to inform, persuade, entertain, control, manage, and educate.

Code	Chapter	Grades	Standard	Specifics
17.O	The Designed World	9-12	Students will develop an understanding of and be able to select and use information and communication technologies.	Communication systems are made up of source, encoder, transmitter, receiver, decoder, storage, retrieval, and destination.
17.P	The Designed World	9-12	Students will develop an understanding of and be able to select and use information and communication technologies.	There are many ways to communicate information, such as graphic and electronic means.
17.Q	The Designed World	9-12	Students will develop an understanding of and be able to select and use information and communication technologies.	Technological knowledge and processes are communicated using symbols, measurement, conventions, icons, graphic images, and languages that incorporate a variety of visual, auditory, and tactile stimuli.
19.L	The Designed World	9-12	Students will develop an understanding of and be able to select and use manufacturing technologies.	Servicing keeps products in good operating condition.
19.M	The Designed World	9-12	Students will develop an understanding of and be able to select and use manufacturing technologies.	Materials have different qualities and may be classified as natural, synthetic, or mixed.
19.N	The Designed World	9-12	Students will develop an understanding of and be able to select and use manufacturing technologies.	Durable goods are designed to operate for a long period of time, while non-durable goods are designed to operate for a short period of time.
19.O	The Designed World	9-12	Students will develop an understanding of and be able to select and use manufacturing technologies.	Manufacturing systems may be classified into types, such as customized production, batch production, and continuous production.
19.P	The Designed World	9-12	Students will develop an understanding of and be able to select and use manufacturing technologies.	The interchangeability of parts increases the effectiveness of manufacturing processes.
19.R	The Designed World	9-12	Students will develop an understanding of and be able to select and use manufacturing technologies.	Marketing involves establishing a product's identity, conducting research on its potential, advertising it, distributing it, and selling it.
20.J	The Designed World	9-12	Students will develop an understanding of and be able to select and use construction technologies.	Infrastructure is the underlying base or basic framework of a system.
20.K	The Designed World	9-12	Students will develop an understanding of and be able to select and use construction technologies.	Structures are constructed using a variety of processes and procedures.
20.L	The Designed World	9-12	Students will develop an understanding of and be able to select and use construction technologies.	The design of structures includes a number of requirements.
20.N	The Designed World	9-12	Students will develop an understanding of and be able to select and use construction technologies.	Structures can include prefabricated materials.

Code	Chapter	Grades	Standard	Specifics
HS-ETS1-1	Engineering Design	9-12	Analyze a major global challenge to specify qualitative and quantitative criteria and constraints for solutions that account for societal needs and wants.	Analyze a major global challenge to specify qualitative and quantitative criteria and constraints for solutions that account for societal needs and wants.
HS-ETS1-2	Engineering Design	9-12	Design a solution to a complex real-world problem by breaking it down into smaller, more manageable problems that can be solved through engineering.	Design a solution to a complex real-world problem by breaking it down into smaller, more manageable problems that can be solved through engineering.
HS-ETS1-3	Engineering Design	9-12	Evaluate a solution to a complex real-world problem based on prioritized criteria and trade-offs that account for a range of constraints, including cost, safety, reliability, and aesthetics, as well as possible social, cultural, and environmental impacts.	Evaluate a solution to a complex real-world problem based on prioritized criteria and trade-offs that account for a range of constraints, including cost, safety, reliability, and aesthetics, as well as possible social, cultural, and environmental impacts.
2.Y	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	The stability of a technological system is influenced by all of the components in the system, especially those in the feedback loop.
11.M	Abilities for a Technological World	9-12	Students will develop the abilities to apply the design process.	Identify the design problem to solve and decide whether or not to address it.
11.N	Abilities for a Technological World	9-12	Students will develop the abilities to apply the design process.	Identify criteria and constraints and determine how these will affect the design process.
11.O	Abilities for a Technological World	9-12	Students will develop the abilities to apply the design process.	Refine a design by using prototypes and modeling to ensure quality, efficiency, and productivity of the final product.
11.P	Abilities for a Technological World	9-12	Students will develop the abilities to apply the design process.	Evaluate the design solution using conceptual, physical, and mathematical models at various intervals of the design process in order to check for proper design and to note areas where improvements are needed.
11.Q	Abilities for a Technological World	9-12	Students will develop the abilities to apply the design process.	Develop and produce a product or system using a design process.
11.R	Abilities for a Technological World	9-12	Students will develop the abilities to apply the design process.	Evaluate final solutions and communicate observation, processes, and results of the entire design process, using verbal, graphic, quantitative, virtual, and written means, in addition to three-dimensional models.
12.M	Abilities for a Technological World	9-12	Students will develop the abilities to use and maintain technological products and systems.	Diagnose a system that is malfunctioning and use tools, materials, machines, and knowledge to repair it.
12.N	Abilities for a Technological World	9-12	Students will develop the abilities to use and maintain technological products and systems.	Troubleshoot, analyze, and maintain systems to ensure safe and proper function and precision.

Code	Chapter	Grades	Standard	Specifics
12.O	Abilities for a Technological World	9-12	Students will develop the abilities to use and maintain technological products and systems.	Operate systems so that they function in the way they were designed.
13.L	Abilities for a Technological World	9-12	Students will develop the abilities to assess the impact of products and systems.	Use assessment techniques, such as trend analysis and experimentation to make decisions about the future development of technology.
13.M	Abilities for a Technological World	9-12	Students will develop the abilities to assess the impact of products and systems.	Design forecasting techniques to evaluate the results of altering natural systems.
2.DD	The Nature of Technology	9-12	Students will develop an understanding of the core concepts of technology.	Quality control is a planned process to ensure that a product, service, or system meets established criteria.
HS-PS4-6	Waves and Their Applications in Technologies for Information Transfer	9-12	Communicate technical information about how some technological devices use the principles of wave behavior and wave interactions with matter to transmit and capture information and energy.	Communicate technical information about how some technological devices use the principles of wave behavior and wave interactions with matter to transmit and capture information and energy.
N-RN.B	HS - Number and Quantity	9-12	The Real Number System	Use properties of rational and irrational numbers.
N-Q.A	HS - Number and Quantity	9-12	Quantities*	Reason quantitatively and use units to solve problems.
G-CO.A	HS - Geometry	9-12	Congruence	Experiment with transformations in the plane
G-CO.B	HS - Geometry	9-12	Congruence	Understand congruence in terms of rigid motions
G-CO.C	HS - Geometry	9-12	Congruence	Prove geometric theorems
G-CO.D	HS - Geometry	9-12	Congruence	Make geometric constructions
G-SRT.A	HS - Geometry	9-12	Similarity, Right Triangles, and Trigonometry	Understand similarity in terms of similarity transformations
G-SRT.B	HS - Geometry	9-12	Similarity, Right Triangles, and Trigonometry	Prove theorems involving similarity
G-SRT.C	HS - Geometry	9-12	Similarity, Right Triangles, and Trigonometry	Define trigonometric ratios and solve problems involving right triangles
G-SRT.D	HS - Geometry	9-12	Similarity, Right Triangles, and Trigonometry	Apply trigonometry to general triangles
G-CA	HS - Geometry	9-12	Circles	Understand and apply theorems about circles
G-GMD.A	HS - Geometry	9-12	Geometric Measurement and Dimension	Explain volume formulas and use them to solve problems
G-GMD.B	HS - Geometry	9-12	Geometric Measurement and Dimension	Visualize relationships between two-dimensional and three-dimensional objects
G-MG.A	HS - Geometry	9-12	Modeling with Geometry	Apply geometric concepts in modeling situations
S-ID.A	HS - Statistics and Probability	9-12	Interpreting Categorical and Quantitative Data	Summarize, represent, and interpret data on a single count or measurement variable

Code	Chapter	Grades	Standard	Specifics
RST.9-10.7	Reading	9-10	Integration of Knowledge and Ideas	Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words.
RST.11-12.7	Reading	11-12	Integration of Knowledge and Ideas	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem.
HS-ETS1-4	Engineering Design	9-12	Use a computer simulation to model the impact of proposed solutions to a complex real-world problem with numerous criteria and constraints on interactions within and between systems relevant to the problem.	Use a computer simulation to model the impact of proposed solutions to a complex real-world problem with numerous criteria and constraints on interactions within and between systems relevant to the problem.
A-REI.A	HS - Algebra	9-12	Reasoning with Equations and Inequalities	Understand solving equations as a process of reasoning and explain the reasoning
S-ID.B	HS - Statistics and Probability	9-12	Interpreting Categorical and Quantitative Data	Summarize, represent, and interpret data on two categorical and quantitative variables
S-IC.A	HS - Statistics and Probability	9-12	Making Inferences and Justifying Conclusions	Understand and evaluate random processes underlying statistical experiments
S-IC.B	HS - Statistics and Probability	9-12	Making Inferences and Justifying Conclusions	Make inferences and justify conclusions from sample surveys, experiments, and observational studies
S-CP.A	HS - Statistics and Probability	9-12	Conditional Probability and the Rules of Probability	Understand independence and conditional probability and use them to interpret data
S-MD.B	HS - Statistics and Probability	9-12	Using Probability to Make Decisions	Use probability to evaluate outcomes of decisions
RST.9-10.9	Reading	9-10	Integration of Knowledge and Ideas	Compare and contrast findings presented in a text to those from other sources (including their own experiments), noting when the findings support or contradict previous explanations or accounts.
RST.11-12.8	Reading	11-12	Integration of Knowledge and Ideas	Evaluate the hypotheses, data, analysis, and conclusions in a science or technical text, verifying the data when possible and corroborating or challenging conclusions with other sources of information.
RST.11-12.9	Reading	11-12	Integration of Knowledge and Ideas	Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
N-CN.A	HS - Number and Quantity	9-12	The Complex Number System	Perform arithmetic operations with complex numbers.
7.G	Technology and Society	9-12	Students will develop an understanding of the influence of technology on history.	Most technological development has been evolutionary, the result of a series of refinements to a basic invention.
16.J	The Designed World	9-12	Students will develop an understanding of and be able to select and use energy and power technologies.	Energy cannot be created nor destroyed; however, it can be converted from one form to another.

Code	Chapter	Grades	Standard	Specifics
16.K	The Designed World	9-12	Students will develop an understanding of and be able to select and use energy and power technologies.	Energy can be grouped into major forms: thermal, radiant, electrical, mechanical, chemical, nuclear, and others.
16.L	The Designed World	9-12	Students will develop an understanding of and be able to select and use energy and power technologies.	It is impossible to build an engine to perform work that does not exhaust thermal energy to the surroundings.
16.M	The Designed World	9-12	Students will develop an understanding of and be able to select and use energy and power technologies.	Energy resources can be renewable or nonrenewable.
16.N	The Designed World	9-12	Students will develop an understanding of and be able to select and use energy and power technologies.	Power systems must have a source of energy, a process, and loads.
19.Q	The Designed World	9-12	Students will develop an understanding of and be able to select and use manufacturing technologies.	Chemical technologies provide a means for humans to alter or modify materials and to produce chemical products.
20.M	The Designed World	9-12	Students will develop an understanding of and be able to select and use construction technologies.	Structures require maintenance, alteration, or renovation periodically to improve them or to alter their intended use.
HS-PS2-2	Motion and Stability: Forces and Interactions	9-12	Use mathematical representations to support the claim that the total momentum of a system of objects is conserved when there is no net force on the system.	Use mathematical representations to support the claim that the total momentum of a system of objects is conserved when there is no net force on the system.
HS-PS3-3	Energy	9-12	Design, build, and refine a device that works within given constraints to convert one form of energy into another form of energy	Design, build, and refine a device that works within given constraints to convert one form of energy into another form of energy
A-CED.A	HS - Algebra	9-12	Creating Equations <sup>a</sup>	Create equations that describe numbers or relationships
5.G	Technology and Society	9-12	Students will develop an understanding of the effects of technology on the environment.	Humans can devise technologies to conserve water, soil, and energy through such techniques as reusing, reducing and recycling.
7.O	Technology and Society	9-12	Students will develop an understanding of the influence of technology on history.	The Information Age places emphasis on the processing and exchange of information.

**TO: BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

**SUBJECT: B.3.d. APPROVE CREATIVE WRITING COURSE FOR OAK PARK INDEPENDENT SCHOOL**

ACTION

**ISSUE:** Should Oak Park Independent School add a Creative Writing class to its course selections?

**STATEMENT:** Oak Park Independent School would like to add a creative writing class to its program. This elective will offer a study of fiction from a writer's point of view, focusing on elements including poetry, fiction, nonfiction, journalism, drama and the graphic novel. Narrative elements and literary techniques will be studied as well. Attached is a detailed plan for this new course.

**ALTERNATIVES:** 1. Approve the addition of a creative writing class to the curriculum at Oak Park Independent School.  
2. Do not approve the addition of a creative writing class to the curriculum at Oak Park Independent School.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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

8. **Course Content:** These courses offer a detailed study of fiction from a writer's point of view, focusing on the elements of creative writing from a number of genres--including poetry, fiction, nonfiction, journalism, drama and the graphic novel--and emphasizing narrative elements and literary techniques found in all of the above.

Students will learn to use an active, analytical approach to the reading of poetry and fiction in order to broaden and deepen their understanding of the craft of writing. They will analyze and practice a variety of poetic and fiction techniques through extensive reading of a wide variety of literary and informational texts. Student will discuss and analyze published texts as well as original works by fellow students from the class.

Students will expand their writing skills, deepen their conceptual understanding of writing as an art form, and increase their confidence to share their work with others in print and aloud. Each week, students will complete at least one writing exercise chosen to develop a particular literary element or technique. Frequent writing in a variety of styles and genres is a key component of this course. The course goal is for students to be informed, intelligent, critical readers and writers.

Since these courses are taught as workshops, some of the content (students' stories, poems, etc.) will be different each time the course is offered.

Some of the elements and techniques of fiction writing which will be studied include:

- Character Development
- Plot & Story Structure
- Showing and Telling
- Point of View
- Dialogue
- Narrative
- Setting and Description
- Symbolism
- Theme
- Style
- Outlining
- Editing, Revising and Polishing
- Publishing



A-G Submission Instructions - For each unit of the course, provide:

- A brief description (5-10 sentences) of topics to be addressed that demonstrates the critical thinking, depth and progression of content covered.
- A brief summary (2-4 sentences) of at least one assignment that explains what a student produces, how the student completes the assignment and what the student learns.

**Unit 1 - Fiction:** A survey of selected works of contemporary and classic fiction and related texts with an emphasis on the craft of writing and how form, style and structure contribute to meaning. Students will develop the craft of fiction writing through in-class exercises and the discussion and analysis of a diverse range of published stories. Focus will be on the fundamental elements of fiction including: story structure, point of view, character, plot development, setting, dialogue, and theme. Students will consider how fiction both affects and reflects culture through close reading of various works. Additionally, they will learn different approaches to reading and understanding fiction. Each semester, one full-length novel will be assigned for in-depth study and analysis.

NOTE TO JEREMY: BLUE IS NEW!

**Summary of Assignment - Plot:** "*A Rose for Emily*" (Faulkner) Workshop participants will read and analyze "*A Rose for Emily*," closely considering the importance of plot as an element of fiction. They will also perform a writing exercise to help them apply their understanding of plot. Students will demonstrate facility of the various aspects of the writing process including brainstorming, prewriting, writing, revising, editing and evaluating of their own work and that of their peers. Through a group activities, students will learn habits and skills of critical thinking, listening and speaking.

**Unit 2 - Poetry:** Students will learn about the essential elements of poetry such as: imagery, lyricism, narrative, and dramatic content through a survey of traditional and contemporary poets. Included will be analysis of common patterns of rhythm, meter and form. Students will explore topics such as the texture and rhythm of language, the importance of word choice, and metaphor. Students will gain practice reading poetry aloud as an integral means to its understanding, beauty and power. Students will learn placement, timing, focus, and especially how to use rhythm in language expressively.

**Summary of Assignment - Symbolism:** *Acquainted with the Night*, Robert Frost. Students will learn to differentiate between literal meanings and symbolic. They will consider the importance of repetition as a poetic device. Students will evaluate both explicit and implicit statements as clues to interpretation.

**Unit 3 - Dramatic Writing: Screen & Playwriting workshop:** This unit will begin with a brief overview of the history of Western drama beginning with ancient Greek traditions, through Shakespearean theater and conclude with modern forms of contemporary drama. They will be introduced to character creation and dramatic structure through readings of contemporary and historically important dramatic texts. Students will write their own scenes to explore character, action, theatricality, and dialogue. Scenes from both published plays and student work will be performed in class. Students will learn about all performance media used to realize these creative forms: stage, film and television and related forms: opera and the musical. The function and importance of staging, the roles of the actors, the audience, and music will be analyzed as part of this unit.

**Summary of Assignment - Elements of Drama:** Students will read the one-act play *Trifles* by Susan Glaspell. They will analyze the play for the basic elements drama, specifically: scenes, conventions, setting, theme, plot and exposition, and dialogue as means for character development. The unit will conclude with an in-class performance by the students.

**Unit 4 - Creative Nonfiction:** Nonfiction covers a wide range of genres and subjects: Politics and war, science and sports, memoir and biography. This unit is an academic exploration of how the literary craft and techniques of fiction writers can be employed to present nonfiction—factually accurate prose about real people and events—in a compelling, vividly dramatic manner. Students will analyze and learn to recognize ways that nonfiction is similar to and different from fiction. Students will be introduced to the foundational skills needed to write their own compelling personal essays, memoirs as well as historical nonfiction.

**Summary of Assignment - Memoir:** Students will begin with an exercise to start their own memoir. They will choose a particular moment or experience that had profound significance to them; identify a theme of universal significance from that moment; write a draft memoir. Assignment length: 250 - 750 words.

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**Workshop Format:** Although the content of each unit will differ, the format of study will be the same. Students will learn through a combination of reading and analyzing multiple examples of literature from the unit (short fiction, poetry, etc.) as well as through corresponding writing

exercises chosen to aid them in understanding and gaining facility with the elements and techniques of fiction under consideration.

All workshop participants will have one or more reading and writing assignments each week. For the weekly reading(s), students will submit responses electronically to Google classroom. Their writing exercises will also be submitted electronically for peer review. Each class meeting will be divided into three parts. The first part will be for class discussion of the prior week's reading(s); then for peer review and discussion of student work. The remaining portion of the class will be to prepare students for the coming week's assignments.

The workshop format exposes students to various aspects of the writing process, including generating ideas, writing and revising drafts, and editing. To support this work, students will read excerpts from outstanding works of literature. Students write also extensively and participate in candid, helpful critiques of their own work and that of their peers. Through these group activities, students will learn habits and skills of critical thinking, listening and speaking.

Through frequent writing exercises, participants develop such writing resources as voice, imagery, characterization, dialogue, and narration. Experimentation is encouraged.

9. **Course Materials** - The primary texts used for these course will be:

**Student Textbooks:**

- *What If? - Writing Exercises for Fiction Writers*, 3rd Edition, (2010), by Anne Bernays and Pamela Painter, (Longman/Pearson) - This textbook contains a large number of writing exercises for fiction writers. Selected exercises will be chosen to correspond to the core concepts and literary techniques of each week's topic of study.
- *The Practice of Poetry*, (1992) by Robin Behn and Chase Twichell, (William Morrow Paperbacks) - A collection of exercises from a variety of different poets. Each exercise includes commentary from the poet who contributed the exercise. Selected exercises will be chosen to correspond to the core concepts and literary techniques for each week's topic of study.

**Teacher Textbooks/Resources & Supplemental Materials:**

- *The Art of the Short Story*, (2006), Dana Gioia and R. S. Gwynn, (Longman/Pearson) - A robust volume of 63 stories from 52 authors from 20 different countries, this anthology will be used as a source for many of the short stories to be studied in this course. This volume includes many well known works as well some lesser known ones. In addition to

a short biography of each featured author, this text include a short essay by them discussing a particular element or technique of fiction writing. It also includes a section on the elements of fiction, writing about fiction and how to conduct a critical analysis of literature. Selected features and stories from this anthology will be excerpted for classroom use.

- ***The Compact Bedford Introduction to Literature***, 10th Edition, (2013), by Michael Meyer, (Bedford/St. Martin's) - A collection of 47 stories, 333 poems, and 14 plays, this textbook contains classic works drawn from many periods and cultures appearing alongside a strong showing from today's notable authors. It will be used as an additional resource for content as well as for the study of critical reading, thinking and writing skills. A website hosted by Macmillan Higher Education featuring, study guides, quizzes, videos and multimedia resources is available for instructors and students to use in connection with this book.

Additionally, each semester one full-length novel will be assigned for in-depth study and analysis. This novel will be chosen from the Oak Park High School English Department Reading List and/or the Common Core State Standards (CCSS), English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects (Appendix B: Text Exemplars). Supplemental literary and informational texts may also be chosen from the CCSS list as appropriate. Additional materials from relevant articles, websites, videos and other supplemental readings and literature may also be included.

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**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.3.e. APPROVE ADDITIONAL NOVELS FOR OAK PARK HIGH SCHOOL**

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**ISSUE:** Should Oak Park High School add additional novel to its curriculum?

**STATEMENT:** Oak Park High School would like to add additional literature to its program. The classes requesting additional material are:

English 1V - The Power of the Myth by Joseph Campbell; Modern American Literature- Sports and Culture - Friday Night Lights by H. G. Bissinger; Shoeless Joe by W. P. Kinsella; The Blind Side Y Michael Lewis; Wooden: A Lifetime of Observations and Reflections on and Off the Court by John Wooden;

Children's Literature- Wonder by R.J. Palacio; The One and Only Ivan by Katherine Applegate; A Long Walk to Water by Linda Sue Park; Call it Courage by Armstrong Sperry; Gracefully Grayson by Ami Polonsky.

Attached are detailed descriptions of each novel.

**ALTERNATIVES:** 1. Approve the additional novels to the curriculum at OPHS.  
2. Do not approve the additional novels to the curriculum at OPHS.

**RECOMMENDATION:** Alternative No. 1.

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

Respectfully submitted,

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

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

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

## Modern American Literature: Sports and Culture

Dear Curriculum Council,

I would like to solicit your approval for the following texts. These texts will be used in the new senior English class, Modern American Literature: Sports and Culture. *Friday Night Lights*, by H.G. Bissinger, will be read as part of our unit, "The Importance of Sports in American Society and Our Local Communities." *Shoeless Joe*, by W.P. Kinsella, is a novel that will be read as part of our unit, "The Literary Study of Sports Literature." *The Blind Side*, by Michael Lewis, will be read as part of our unit, "Race and Sports." *Wooden: A Lifetime of Observations and Reflections on and off the Court*, by John Wooden, will be read in our final unit, "What Do Sports Mean to You?" I have included a brief summary of each book taken from either Googlebooks or Amazon.com but you may refer to the course description submitted for board approval for further explanation as to how the texts will be employed.

### **Friday Night Lights -- H. G. Bissinger**

- ISBN-10: 0306809907
- ISBN-13: 978-0306809903

"The timeless account of the Permian Panthers of Odessa--the winningest high-school football team in Texas history. Odessa is not known to be a town big on dreams, but the Panthers help keep the hopes and dreams of this small, dusty town going. Socially and racially divided, its fragile economy follows the treacherous boom-bust path of the oil business. In bad times, the unemployment rate barrels out of control; in good times, its murder rate skyrockets. But every Friday night from September to December, when the Permian High School Panthers play football, this West Texas town becomes a place where dreams can come true. With frankness and compassion, H. G. Bissinger chronicles a season in the life of Odessa and shows how single-minded devotion to the team shapes the community and inspires--and sometimes shatters--the teenagers who wear the Panthers' uniforms" (Amazon.com).

### **Shoeless Joe -- W.P. Kinsella**

- ISBN-10: 0395957737
- ISBN-13: 978-0395957738

"Ray Kinsella is sitting quietly on the back porch of his Iowa farm one evening when he hears the ghostly voice of a baseball announcer who says to him, "If you build it, he will come." Needing no further explanation, Kinsella immediately sees in his mind's eye a baseball field that he is being asked to create in the middle of a corn field. The voice will speak only two other things to Ray: "Ease his pain" and "Go the distance," and yet the dreaming, idealistic man knows just what he is supposed to do. He knows that digging up the corn field in the back of his house will inspire the

return of baseball legend Shoeless Joe Jackson, a man whose reputation was forever tarnished by the scandalous 1919 World Series. So opens the award-winning novel by W.P. Kinsella which was the inspiration for the incredibly popular film *Field of Dreams* starring Kevin Costner.

W.P. Kinsella has been called a great writer of baseball novels but this title transcends that description. Kinsella doesn't merely treat baseball as a subject in and of itself; instead, he uses it as a metaphor to discuss larger issues such as innocence, belief, and perhaps above all of these things, America. *Shoeless Joe* is a parable about one of the most fundamental American ideals: beginning anew.

By plowing up a large section of his farmland, Ray Kinsella is both building and rebuilding, creating what has never been as well as re-creating in a sense what had come before. The land had been a place where past sins could be expunged and a new vision realized. It is exactly this sort of renewal that Kinsella's quixotic creation brings about. Most importantly, this is a story about renewal and redress of trauma and sins of the past.

*Shoeless Joe* is #47 on the *Sports Illustrated* Greatest 100 Sports books" (Googlebooks.com).

#### **The Blind Side – Michael Lewis**

- ISBN-10: 039306123X
- ISBN-13: 978-0393061239

"The young man at the center of this extraordinary and moving story will one day be among the most highly paid athletes in the National Football League. When we first meet him, he is one of thirteen children by a mother addicted to crack; he does not know his real name, his father, his birthday, or any of the things a child might learn in school such as, say, how to read or write. Nor has he ever touched a football.

What changes? He takes up football, and school, after a rich, Evangelical, Republican family plucks him from the mean streets. Their love is the first great force that alters the world's perception of the boy, whom they adopt. The second force is the evolution of professional football itself into a game where the quarterback must be protected at any cost. Our protagonist turns out to be the priceless combination of size, speed, and agility necessary to guard the quarterback's greatest vulnerability: his blind side" (Amazon.com).

#### **Wooden: A Lifetime of Observations and Reflections on and off the Court – John Wooden**

- ISBN-10: 0809230410
- ISBN-13: 978-0809230419

**“Evoking days gone by when coaches were respected as much for their off-court performances as for their success on the court, *Wooden* presents the timeless wisdom of legendary basketball coach John Wooden.**

**In honest and telling passages about virtually every aspect of life, Coach shares his personal philosophy on family, achievement, success, and excellence. Raised on a small farm in south-central Indiana, he offers lessons and wisdom learned throughout his career at UCLA, and life as a dedicated husband, father, and teacher.**

**These lessons, along with personal letters from Bill Walton, Denny Crum, Kareem Abdul-Jabbar, and Bob Costas, among others, have made *Wooden: A Lifetime of Observations and Reflections on and off the Court* an inspirational classic” (Amazon.com).**



## **Children's Novels**

Dear Curriculum Council,

I would like to solicit your approval for the following novels. The novels will be used in the senior English class, Children's Literature. I plan to use them during the first unit where we concentrate on themes found in children's literature. Students will be broken into reading groups and each reading group will get to choose one of the following novels to read, discuss and present to the class.

Novel descriptions from Amazon and goodreads.com.

***Wonder*, by R.J. Palacio, ISBN # 0375873066**

Born with a terrible facial abnormality, Auggie has been home-schooled by his parents his whole life, in an attempt to protect him from the cruelty of the outside world. Now, for the first time, he's being sent to a real school - and he's dreading it. All he wants is to be accepted - but can he convince his new classmates that he's just like them, underneath it all?

Narrated by Auggie and the people around him whose lives he touches forever, *Wonder* is a funny, frank, astonishingly moving debut to read in one sitting, pass on to others, and remember long after the final page.

***The One and Only Ivan*, by Katherine Applegate, ISBN # 0061992275**

Ivan is an easygoing gorilla. Living at the Exit 8 Big Top Mall and Video Arcade, he has grown accustomed to humans watching him through the glass walls of his domain. He rarely misses his life in the jungle. In fact, he hardly ever thinks about it at all.

Instead, Ivan thinks about TV shows he's seen and about his friends Stella, an elderly elephant, and Bob, a stray dog. But mostly Ivan thinks about art and how to capture the taste of a mango or the sound of leaves with color and a well-placed line.

Then he meets Ruby, a baby elephant taken from her family, and she makes Ivan see their home—and his own art—through new eyes. When Ruby arrives, change comes with her, and it's up to Ivan to make it a change for the better.

***A Long Walk to Water*, by Linda Sue Park, ISBN # 0547577311**

The *New York Times* bestseller *A Long Walk to Water* begins as two stories, told in alternating sections, about two eleven-year-olds in Sudan, a girl in 2008 and a boy in 1985. The girl, Nya, is fetching water from a pond that is two hours' walk from her home: she makes two trips to the pond every day. The boy, Salva, becomes one of the "lost boys" of Sudan, refugees who cover the African continent on foot as they search for their families and for a safe place to stay. Enduring every hardship from loneliness to attack by armed rebels to contact with killer lions and crocodiles, Salva is a survivor, and his story goes on to intersect with Nya's in an astonishing and moving way. *Non-Fiction*.

***Call it Courage*, by Armstrong Sperry, ISBN # 0689713916**

Maftu was afraid of the sea. It had taken his mother when he was a baby, and it seemed to him that the sea gods sought vengeance at having been cheated of Mafatu. So, though he was the son of the Great Chief of Hikuero, a race of Polynesians who worshipped courage, and he was named Stout Heart, he feared and avoided the sea, until everyone branded him a coward. When he could no longer bear their taunts and jibes, he determined to conquer that fear or be conquered-- so he went off in his canoe, alone except for his little dog and pet albatross. A storm gave him his first challenge. Then days on a desert island found him resourceful beyond his own expectation. This is the story of how his courage grew and how he finally returned home. This is a legend. It happened many years ago, but even today the people of Hikuero sing this story and tell it over their evening fires.

***Gracefully Grayson*, by Ami Polonsky, ISBN# 1423185277**

Alone at home, twelve-year-old Grayson Sender glows, immersed in beautiful thoughts and dreams. But at school, Grayson grasps at shadows, determined to fly under the radar. Because Grayson has been holding onto a secret for what seems like forever: "he" is a girl on the inside, stuck in the wrong gender's body.

The weight of this secret is crushing, but leaving it behind would mean facing ridicule, scorn, and rejection. Despite these dangers, Grayson's true self itches to break free. Strengthened by an unexpected friendship and a caring teacher who gives her a chance to step into the spotlight, Grayson might finally have the tools to let her inner light shine.

Debut author Ami Polonsky's moving, beautifully-written novel shines with the strength of a young person's spirit and the enduring power of acceptance.

**The Power of Myth**  
**By Joseph Campbell**  
**With Bill Moyers**

From the back cover....**The Power of Myth** launched an extraordinary resurgence of interest in Joseph Campbell and his work.. A preeminent scholar, writer, and teacher, he has had a profound influence on millions of people. To him, mythology was the "song of the universe, the music of the spheres." With Bill Moyers, one of America's most prominent journalists, as his thoughtful and engaging interviewer, **The Power of Myth** touches on subjects from modern marriage to virgin births, from Jesus to John Lennon, offering a brilliant combination of intelligence and wit.

"The symbols of mythology and legend are all around us, embedded in the fabric of our daily lives, and the Moyers-Campbell dialogues are a welcome guide to recognizing and understanding their meanings." ---Cincinnati Post

This is the kind of non-fiction, explanatory text that will encourage breadth and depth to our classroom conversations as we investigate the significance of the myths that continue to inform and influence our culture.

**<sup>1</sup>TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: B.4.a. APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION  
MEMBERSHIP DUES (\$7261) AND EDUCATION LEGAL  
ALLIANCE MEMBERSHIP DUES (\$1,815) FOR 2015-2016  
Action**

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**ISSUE:** Shall the Board of Education approve California School Boards Association Membership Due and Education Legal Alliance Membership Dues for 2015-2016?

**STATEMENT:** The Oak Park Unified School District has been a member of the California School Boards Association for many years. As an additional part of membership in CSBA, OPUSD is a member in the Education Legal Alliance at an additional cost. The cost of CSBA membership has increased \$218 and Education Legal Alliance Membership Dues has increased \$54 from last year.

**ALTERNATIVES:** 1. Approve California School Boards Association Membership and Education Legal Alliance Membership Dues for 2015-2016.  
2. Approve only the California School Boards Association Membership for 2015-2016.  
3. Do not approve California School Boards Association Education Legal Alliance Membership Dues for 2015-2016.

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

**RATIONALE:** Membership in the Education Legal Alliance is optional. Past Board Member who served on Delegate Assembly strongly recommends that the District support the Education Legal Alliance by renewing membership.

Respectfully submitted,

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

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

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

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<sup>1</sup> CS June

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

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

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**ISSUE:** Shall the Board receive and review a status report on Measure C6 Fund income and expenditures through April 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. Details of the report were being finalized as this agenda was going to press. Upon the report's completion, it will be provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

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

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**ISSUE:** Shall the Board receive and review a status report on Measure R Fund income and expenditures through April 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. Details of the report were being finalized as this agenda was going to press. Upon the report's completion, it will be provided to the Board under separate cover, and simultaneously posted with the Board's meeting agenda on the District's website.

**RECOMMENDATION:** None. Information only.

Prepared by: 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: MAY 19, 2015**  
**SUBJECT: VII. 3. MONTHLY ENROLLMENT AND ATTENDANCE REPORT**  

INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 8 of the 2014-15 school year?

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

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting, May 19, 2015

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	94	90.27	96	94.41	94	92.94	93	91.61	93	88.18
1	80	77.78	81	79.65	81	78.63	81	79.50	81	78.00
2	85	83.35	87	87.18	86	83.79	86	85.00	86	82.53
3	106	101.50	104	102.88	104	101.05	104	102.39	104	100.65
4	127	122.79	125	123.24	125	121.63	126	123.11	126	120.94
5	128	122.65	127	124.06	126	121.95	127	123.72	127	123.47
SDC	2	1.99	2	2.00	2	2.00	2	1.94	2	2.00
Total	622	600.33	622	613.42	618	601.99	619	607.27	619	595.77
ADA % **		96.52%		98.62%		97.41%		98.11%		96.25%
<b>OHES</b>										
K	89	85.24	88	86.88	91	87.11	90	88.44	89	84.29
1	80	75.26	77	75.53	77	75.21	78	75.06	78	74.41
2	80	78.21	81	78.94	82	79.58	81	79.00	81	78.18
3	83	80.52	84	82.06	84	81.58	83	82.28	82	78.35
4	95	92.50	94	92.06	94	92.32	95	92.11	95	92.35
5	93	93.04	96	93.18	96	93.74	96	94.11	96	93.12
SDC	1	0.97	1	0.94	1	0.89	1	1.00	1	1.00
Total	521	505.74	521	509.59	525	510.43	524	512.00	522	501.70
ADA % **		97.07%		97.81%		97.22%		97.71%		96.11%
<b>ROES</b>										
K	117	110.40	112	108.00	114	110.21	114	110.78	114	108.06
1	109	106.64	112	109.41	111	108.58	109	107.50	108	105.06
2	85	80.21	81	78.06	84	80.47	84	81.00	85	80.35
3	112	107.79	112	110.59	113	109.37	112	108.17	113	107.65
4	97	91.98	94	92.59	95	93.16	96	92.44	96	92.12
5	124	119.19	123	120.53	122	120.21	122	118.33	123	118.76
SDC	0	0.39	1	0.88	1	0.89	1	0.89	0	0.41
Total	644	616.60	635	620.06	640	622.89	638	619.11	639	612.41
ADA % **		95.75%		97.65%		97.33%		97.04%		95.84%
<b>MCMS</b>										
6	385	372.63	385	377.00	386	375.47	385	374.11	385	372.24
7	358	348.11	364	355.24	362	353.26	361	353.61	360	345.00
8	380	370.42	385	378.41	384	372.05	384	373.06	381	370.29
SDC	4	4.56	5	4.24	5	4.74	5	4.94	5	4.71
Total	1127	1,095.72	1139	1,114.89	1137	1,105.52	1135	1,105.72	1131	1,092.24
ADA % **		97.22%		97.88%		97.23%		97.42%		96.57%
<b>OPHS</b>										
9	402	395.82	408	402.35	407	399.32	408	397.89	408	395.65
10	365	358.64	376	366.47	377	364.16	373	361.83	372	356.65
11	373	362.32	381	370.47	380	364.84	378	361.11	379	360.53
12	367	352.70	372	362.18	371	356.68	369	354.28	369	353.12
SDC	5	4.76	6	4.88	6	4.79	6	4.89	6	4.76
Total	1512	1,474.24	1543	1,506.35	1541	1,489.79	1534	1,480.00	1534	1,470.71
ADA % **		97.50%		97.62%		96.68%		96.48%		95.87%
<b>OVHS</b>										
10-12	39	28.25	24	21.71	25	24.27	26	24.71	27	25.04
ADA % **		72.44%		90.46%		97.08%		95.04%		92.74%
<b>OPIS</b>										
K-12	232	215.91	206	200.53	213	208.79	220	210.94	221	214.88
ADA % **		93.06%		98.42%		98.02%		95.88%		97.23%
<b>Other ***</b>										
	2	5.62	1	3.24	1	3.43	1	3.65	2	3.49
<b>TOTALS</b>										
K-12	4699	4,542.41	4691	4,589.79	4700	4,567.11	4697	4,563.40	4695	4,516.24
ADA % **		96.67%		97.84%		97.17%		97.16%		96.19%

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

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

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



# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting, May 19, 2015

Page 2

Site/ Grade	Month 5		Month 6		Month 7		Month 8		Month 9		Month 10	
	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>												
K	93	86.80	92.00	87.39	94	90.58	94	90.42				
1	81	76.84	80.00	76.33	80	78.05	80	76.93				
2	85	81.68	85.00	81.56	85	82.95	85	83.29				
3	104	99.79	105.00	100.67	106	102.00	106	101.50				
4	127	122.79	127.00	123.94	127	123.26	127	123.50				
5	128	122.26	128.00	122.44	129	121.16	128	122.29				
SDC	2	2.00	2	2.00	2	2.00	2	2.00				
Total	620	592.16	619	594.33	623	600.00	622	599.93				
ADA % **		95.51%		96.01%		96.31%		96.45%				
<b>OHES</b>												
K	86	81.57	87.00	83.23	88	84.47	89	84.57				
1	79	75.89	79.00	73.56	79	75.95	80	75.86				
2	80	77.32	80.00	76.78	80	78.26	80	77.50				
3	82	79.53	82.00	79.83	82	80.05	83	80.50				
4	95	93.11	95.00	91.72	95	92.68	95	93.57				
5	96	92.58	96.00	93.11	95	92.22	93	91.71				
SDC	1	1.00	1	0.94	1	0.95	1	1.00				
Total	519	501.00	520	499.17	520	504.58	521	504.71				
ADA % **		96.53%		95.99%		97.03%		96.87%				
<b>ROES</b>												
K	116	108.00	117.00	111.95	118	113.10	117	112.79				
1	110	105.00	110.00	105.61	110	105.84	109	105.07				
2	84	79.84	84.00	80.39	84	80.58	85	80.93				
3	112	105.58	112.00	106.44	112	107.53	112	106.64				
4	95	91.00	94.00	90.56	94	91.84	97	92.21				
5	123	116.47	123.00	119.16	124	119.58	124	120.07				
SDC	0	-	0	-	0	-	0	-				
Total	640	605.89	640	614.11	642	618.47	644	617.71				
ADA % **		94.67%		95.95%		96.33%		95.92%				
<b>MCMS</b>												
6	385	367.21	385.00	368.78	385	374.16	385	370.71				
7	357	345.42	358.00	341.38	358	345.53	358	344.64				
8	382	366.59	381.00	366.89	380	366.79	380	368.65				
SDC	5	4.89	5	4.56	4	4.26	4	4.00				
Total	1129	1,084.11	1129	1,081.61	1127	1,090.74	1127	1,088.00				
ADA % **		96.02%		95.80%		96.78%		96.54%				
<b>OPHS</b>												
9	408	397.53	405.00	389.33	404	392.58	402	389.72				
10	372	357.63	368.00	354.39	367	353.63	365	353.00				
11	380	362.11	377.00	359.50	373	359.89	373	358.71				
12	367	349.84	367.00	348.61	367	348.32	367	346.79				
SDC	6	4.63	6	4.78	5	4.68	5	4.64				
Total	1533	1,471.74	1523	1,456.61	1516	1,459.10	1512	1,452.86				
ADA % **		96.00%		95.64%		96.25%		96.09%				
<b>OVHS</b>												
10-12	29	28.52	34.00	29.94	38	34.28	41	36.11				
ADA % **		98.34%		88.06%		90.21%		88.07%				
<b>OPIS</b>												
K-12	224	215.37	230	220.83	233	227.21	232	226.86				
ADA % **		96.15%		96.01%		97.52%		97.78%				
Other ***	2	4.65	2	4.86	2	5.41	2	5.62				
<b>TOTALS</b>												
K-12	4696	4,503.44	4697	4,501.46	4701	4,539.79	4701	4,531.80				
ADA % **		95.90%		95.84%		96.57%		96.40%				

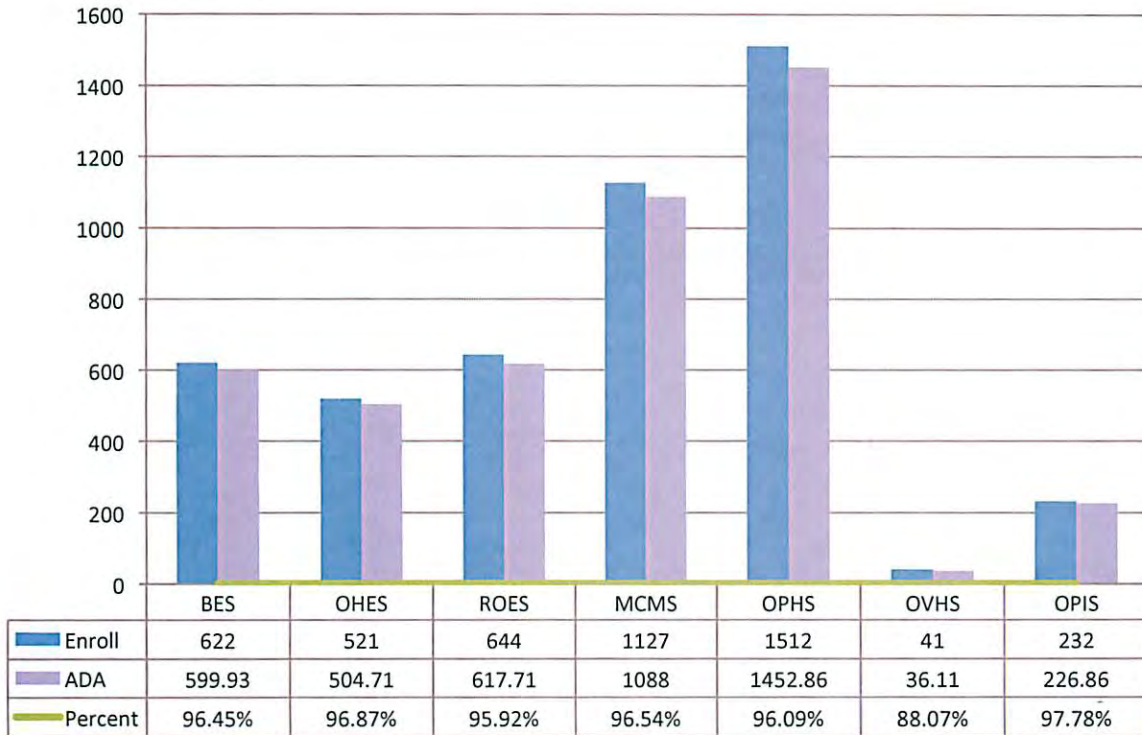
\* Enrollment is as of last day of school month.

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

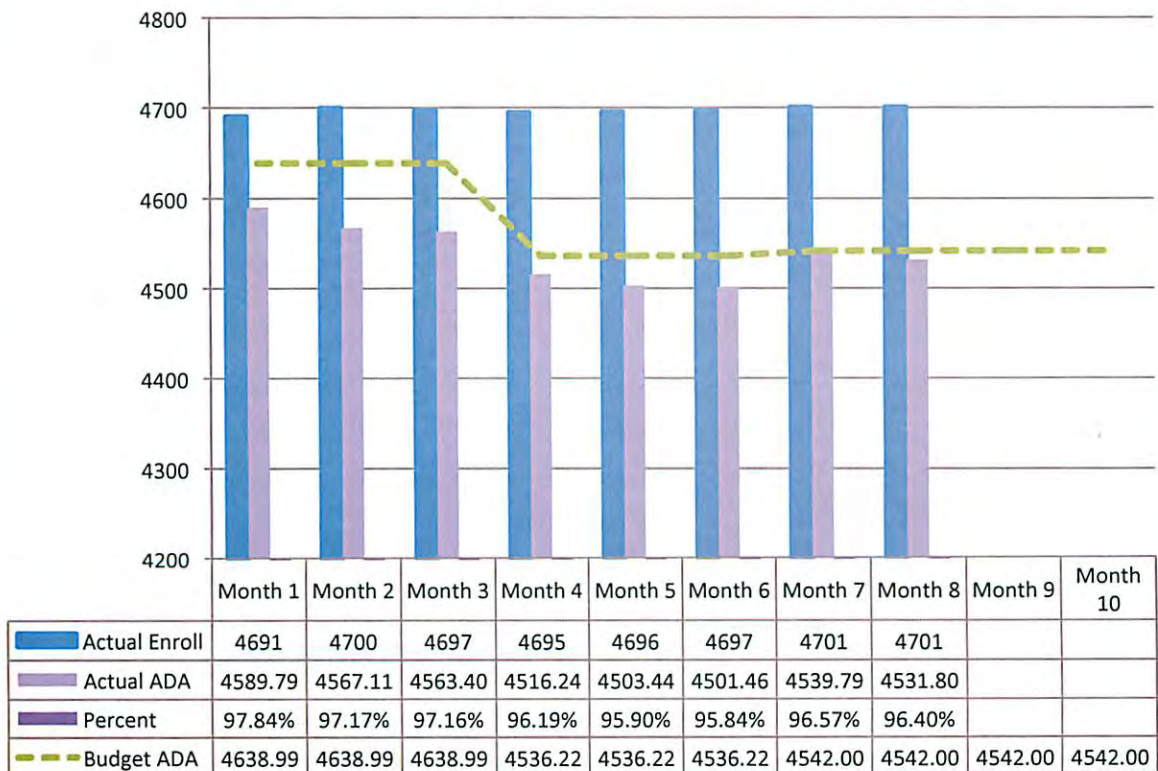
\*\*\* Other is Home Hospital, Non Public Schools, and Extended Year

## OAK PARK USD - ATTENDANCE

### Month 8 - OPUSD 2014-15



### OPUSD - Total District Enrollment & ADA



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: MAY 19, 2015**  
**SUBJECT: VII.4. MONTHLY CASH FLOW REPORT**

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow through April 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 of this date, no decision has been provided. 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 produces a cash flow report each month as an ongoing tool to assist the Administration and Board in analyzing and managing its cash and remaining cash-solvent. The current report is attached for the Board's information and review.

**RECOMMENDATION:** None; for information only.

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

Respectfully submitted,

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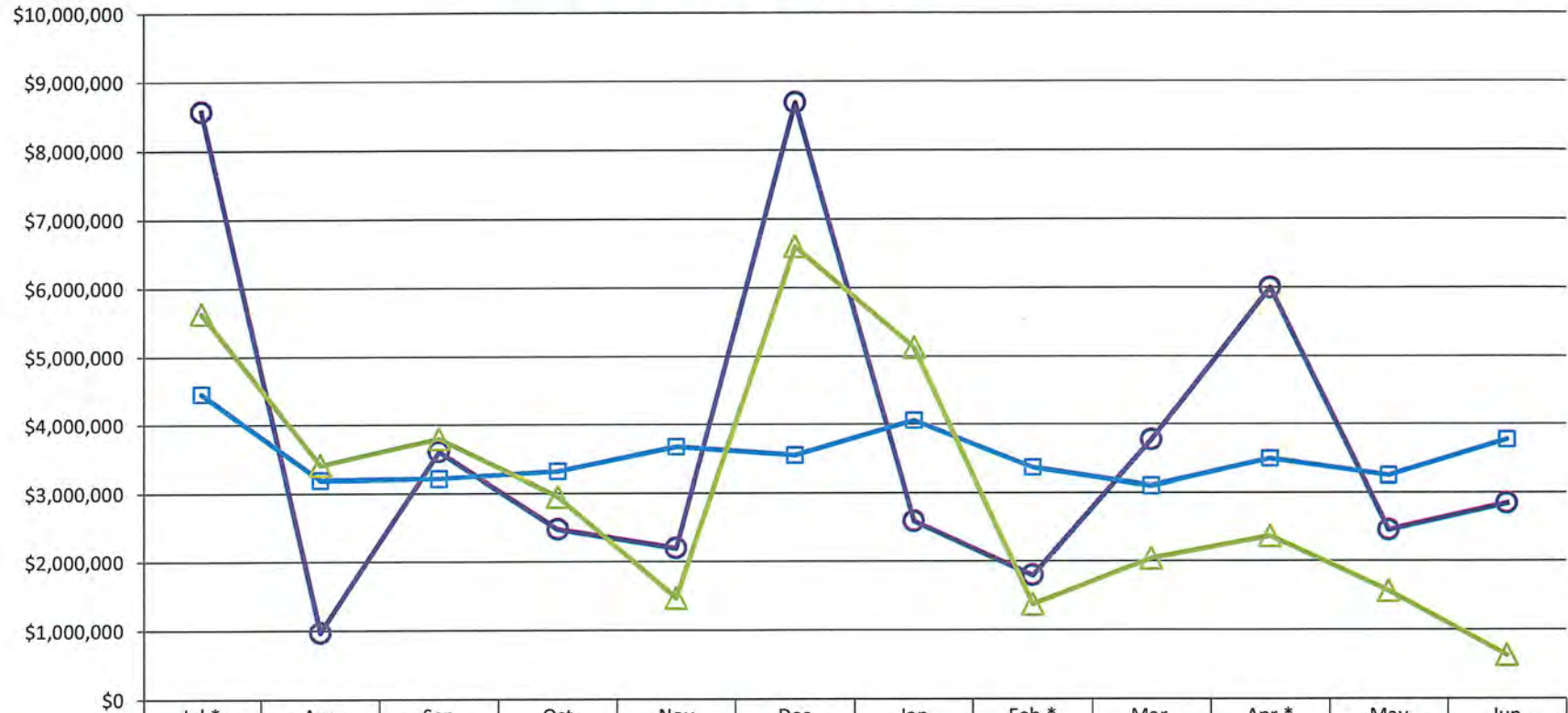
Anthony W. Knight, Ed.D.  
Superintendent

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2014-15 Budget										
Budget Used: 2nd Interim Budget										
ACTUAL POSTINGS THROUGH APRIL 2015										
	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	\$2,955,068	\$1,468,736	\$6,607,854	\$5,131,395	\$1,378,278
B. RECEIPTS										
Revenue Limit Sources										
Principal Apportionment	8010-8019	782,116	782,116	2,712,851	1,407,808	1,407,808	2,712,852	1,407,808	1,434,523	2,854,846
Property Taxes	8020-8079	0	56,894	0	29,185	15,171	5,123,934	66,890	33,251	46,120
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	0	88,577	30,154	0	0	3,474	4,921	412,999
Other State Revenue	8300-8599	1,090	0	174,022	-165,214	446,078	0	226,405	0	6,400
Other Local Revenue	8600-8799	173,567	112,155	396,287	460,532	326,749	880,662	300,859	295,962	454,951
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	580,713	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		956,773	951,165	3,371,737	1,762,464	2,195,805	8,717,448	2,586,149	1,768,657	3,775,316
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	135,288	1,595,706	1,624,727	1,625,128	1,996,103	1,713,565	1,701,061	1,757,937	1,748,982
Classified Salaries	2000-2999	155,275	254,298	438,302	441,876	565,968	478,232	448,811	524,812	494,019
Employee Benefits	3000-3999	49,351	249,401	646,541	647,826	714,414	667,774	666,363	683,986	678,458
Books, Supplies	4000-4999	3,046	83,957	100,623	127,583	188,448	75,469	235,687	65,950	87,308
Services	5000-5999	51,823	477,998	336,124	292,586	286,980	598,677	322,739	148,973	270,802
Capital Outlay	6000-6599	4,710	73,284	229,194	117,289	16,354	114,371	640,223	50,279	-125,454
Other Outgo - Excess Costs	7000-7499	0	0	0	33,604	-6,000	0	14,518	181,407	21,897
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	3,285,892	3,762,268	3,648,087	4,029,402	3,413,344	3,176,011
D. BALANCE SHEET TRANSACTIONS										
Accounts Receivable	9200	3,265,993	16,545	237,613	711,378	600	-24,347	-121	26,073	0
Accounts Payable	9500	-1,265,312	-459,766	155,527	-34,815	79,530	94,105	-33,086	40,498	70,196
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	-2,175,000	
TOTAL PRIOR YEAR TRANSACTIONS		3,555,681	-443,221	393,140	676,562	80,130	69,757	-33,207	-2,108,430	70,196
E. NET INCREASE/DECREASE (B-C+D)		4,112,960	-2,226,699	389,365	-846,865	-1,486,333	5,139,118	-1,476,459	-3,753,117	669,501
F. ENDING CASH (A+E)		5,639,268	3,412,568	3,801,934	2,955,068	1,468,736	6,607,854	5,131,395	1,378,278	2,047,779
G. ENDING CASH, PLUS ACCRUALS										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2014-15 Budget						
Budget Used: 2nd Interim Budget						
	Object	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$2,047,779	\$2,370,565	\$1,570,123		
B. RECEIPTS						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,516,007	1,406,783	2,210,534	346,431	20,982,483
Property Taxes	8020-8079	3,354,045	85,599	242,865	0	9,053,955
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	237,679	3,746	170,066	951,616
Other State Revenue	8300-8599	223,234	601	0	448,089	1,360,704
Other Local Revenue	8600-8799	986,748	423,097	468,073	181,746	5,461,389
Interfund Transfers In	8910-8929	0	300,000	0	0	300,000
All Other Financing Sources	8930-8979	0	0	0	0	580,713
Other Receipts/Non-Revenue		0	0	0	0	0
TOTAL RECEIPTS		6,080,035	2,453,758	2,925,218	1,146,332	38,690,860
C. DISBURSEMENTS						
Certificated Salaries	1000-1999	1,728,824	1,714,623	1,716,318	150,146	19,208,408
Classified Salaries	2000-2999	468,831	432,215	579,792	69,199	5,351,630
Employee Benefits	3000-3999	677,352	728,429	727,836	65,795	7,203,526
Books, Supplies	4000-4999	62,277	76,629	76,629	52,405	1,236,010
Services	5000-5999	190,370	235,821	453,079	369,240	4,035,214
Capital Outlay	6000-6599	276,571	55,384	39,245	1	1,491,450
Other Outgo - Excess Costs	7000-7499	18,717	14,518	145,717	88,886	513,264
Interfund Transfers Out	7600-7629	50,000	0	42,153	0	92,153
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
TOTAL DISBURSEMENTS		3,472,941	3,257,619	3,780,770	795,673	39,131,655
D. BALANCE SHEET TRANSACTIONS						
Accounts Receivable	9200	-81,484	0	-79,414	0	4,072,836
Accounts Payable	9500	-27,823	3,418	0	0	(1,377,529)
Current Loans (Cross Yr TRAN)	9640	0	0	0	0	(2,795,000)
Current Loans (Current Yr TRANS)	9640	-2,175,000			0	0
TOTAL PRIOR YEAR TRANSACTIONS		-2,284,307	3,418	-79,414	0	(99,693)
E. NET INCREASE/DECREASE (B-C+D)		322,786	-800,443	-934,966	350,660	(540,489)
F. ENDING CASH (A+E)		2,370,565	1,570,123	635,157	350,660	(540,489)
G. ENDING CASH, PLUS ACCRUALS					985,817	



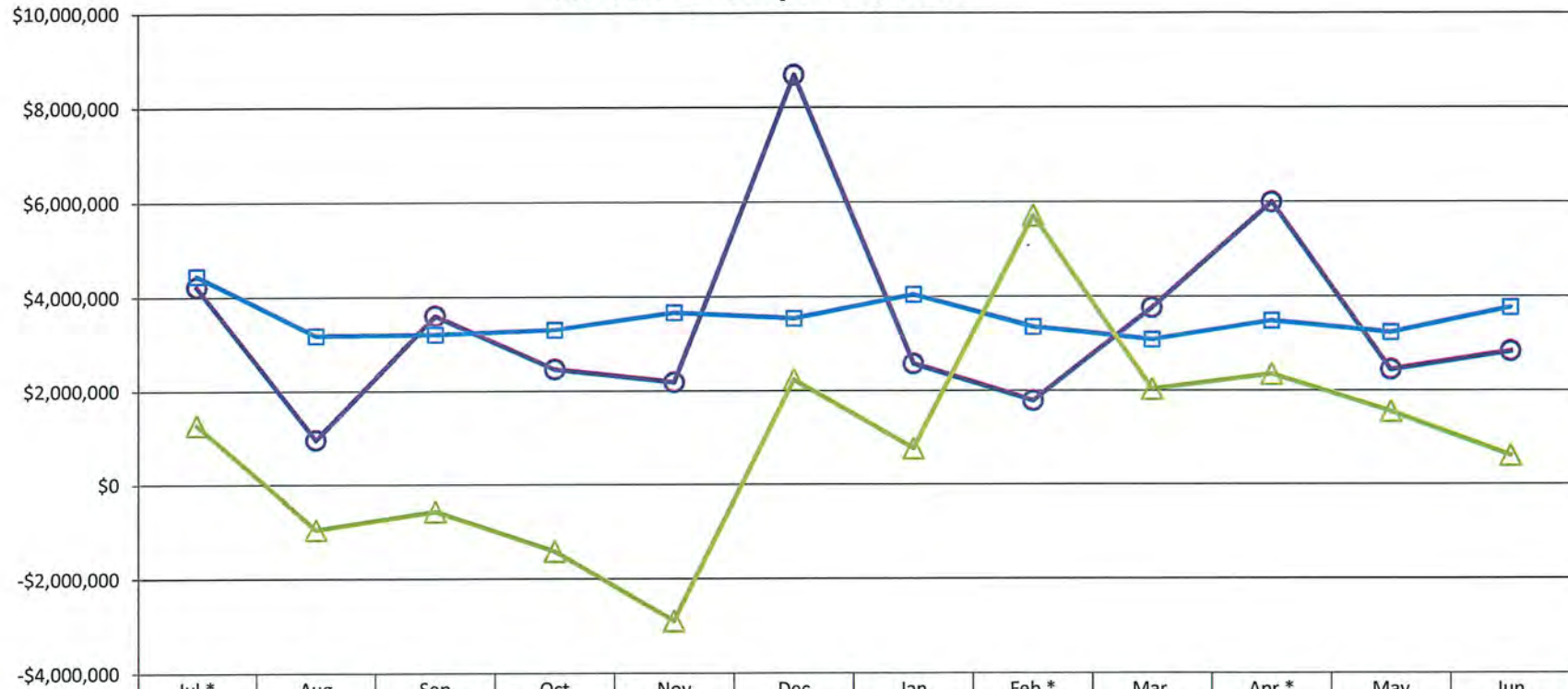
# **OPUSD - Cashflow** **Actuals thru April 30, 2015**



	Jul *	Aug	Sep	Oct	Nov	Dec	Jan	Feb *	Mar	Apr *	May	Jun
Revenue + AR	8,572,767	967,710	3,609,350	2,473,842	2,196,405	8,693,101	2,586,029	1,794,730	3,775,316	5,998,551	2,453,758	2,845,804
Expense + AP	4,459,806	3,194,409	3,219,985	3,320,707	3,682,738	3,553,982	4,062,488	3,372,846	3,105,815	3,500,764	3,254,201	3,780,770
Cash Balance	5,639,268	3,412,568	3,801,934	2,955,068	1,468,736	6,607,854	5,131,395	1,378,278	2,047,779	2,370,565	1,570,123	635,157

**\* 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 \$2,175,000 and April \$2,175,000.

# **OPUSD - Cashflow without TRAN** **Actuals thru April 30, 2015**



**\* 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 \$2,175,000 and April \$2,175,000).

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: Sara Ahl, Principal, Brookside Elementary School**  
**DATE: May 19, 2015**  
**SUBJECT: Monthly Board Report for Brookside Elementary School**

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**SCHOOL EVENTS:**

- Brookside's "Wormiversity," sponsored by our PTA and coordinated by our garden chair, was a huge success. The children had a wonderful time learning the ins and outs of worm life and worm composting. We can't wait to see the results of the composting in the near future!
- Big Sunday was a great success on the Brookside Campus. The campus looks better than ever, and all of the volunteers who came to help certainly put in hard work!
- The very popular annual Bingo Night is coming up on May 8<sup>th</sup> (now sold out!).
- Family Science Night is on May 21<sup>st</sup>. PTA works in conjunction with the Discovery Center for Science and Technology to offer a family-friendly event for all of our students to enjoy.
- The 7<sup>th</sup> Annual Brookside PTA Science Fair is on May 28<sup>th</sup>. Students are busy working through their projects and preparing their presentations.
- Open House is on May 20<sup>th</sup>, and will begin with a welcome meeting and PTA general association meeting at 6:00pm. Classrooms will be open from 6:45pm – 7:30pm.
- CAASP Testing has begun, taking place at Brookside from May 4<sup>th</sup> through May 21<sup>st</sup>. Our 3<sup>rd</sup> through 5<sup>th</sup> grade students take the SBAC in Language Arts and Mathematics, and our 5<sup>th</sup> grade also takes the California Standards Test (CST) in Science.
- The 3<sup>rd</sup> grade presented their musical performance about the solar system to a packed house of parents and fans on May 5<sup>th</sup>.
- Brookside's annual Carnival and Campout is scheduled for May 30<sup>th</sup>! Our PTA volunteers are hard at work putting together the final arrangements.

**FIELD TRIPS:**

- The 5<sup>th</sup> graders will be visiting the Discovery Center at the Reagan Library on May 22<sup>nd</sup>.
- As part of the 5<sup>th</sup> grade culmination celebration, 5<sup>th</sup> graders will spend the day at Camp Keystone on Thursday, June 11<sup>th</sup>.

**SCHOOL SITE COUNCIL:**

Brookside School Site Council meets on May 12, 2015. The agenda for this meeting includes recommendations to the Needs Assessment Committee.

**CALENDAR HIGHLIGHTS:**

May 20:	Open House 5:00pm - 7:30pm.....Sharky's Food Truck Serving Dinner 6:00pm.....Welcome and PTA Meeting 6:45pm - 7:30pm.....Classrooms Open! 7:30pm.....Evening Concludes
May 21:	Brookside's Family Science Night 6:30pm – 8:00pm
May 28:	Science Fair
May 30:	Carnival and Campout

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent



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

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

**DATE: May 19, 2015**

**SUBJECT: Monthly Board Report**

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### **CAASPP Testing**

Our CAASPP testing has been moving along with good success. There have been plenty of glitches along the way, but overall the testing is going very well. Our teachers have been great at adapting to whatever technological challenges present themselves. We have been extremely grateful to our technology team who has been on site to trouble shoot and find solutions quickly. Our students have worked very hard giving their best effort on these assessments.

### **Dance-a-Thon!**

Our annual Dance-a-Thon was held Friday, April 24<sup>th</sup>. Students danced their hearts out for over an hour, had lots of fun and got some great exercise. The sponsorships our students gathered raised critical funds to support essential programs. We are very appreciative of not only our students' hard work, but also the generosity of friends and relatives who contributed to this exciting fundraiser.

### **Super Sunday**

Oak Hills Students and their families, along with some other members of the community showed up in force to do some deep cleaning of our campus. This included everything from washing windows, cleaning computers, to weeding flowerbeds and adding mulch to our new DK garden. The event shows how dedicated our school community is to taking care of Oak Hills, and that many hands make light work.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: May 19, 2015**

**SUBJECT: Monthly Board Report**

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**Volunteer Brunch**

To thank our parent and community volunteers, our Red Oak staff invited them to a brunch on Friday, April 17. The brunch had a western theme and featured a variety of wonderful foods. The staff performed a dance as one staff member sang an original song of thanks to all the volunteers at our Morning Assembly.

**California Geography Bee**

Our tenth annual Fourth Grade Geography Bee was on Monday, April 20 in our Multi-purpose Room. Students answered questions specifically about California Geography. Instead of one winner, students were deemed “Finalists” if they could answer a set number of questions correctly. We had eight Finalists this year. They received certificates at a morning assembly.

**Earth Week**

Earth Week was observed this year from April 13 to 17<sup>th</sup>. Walk to School Day was on Wednesday of that week. A number of activities were planned particularly for our Computer lab centered on the themes of worms and soil. We had three assemblies about the usefulness of worms, their biology and about their interaction with the environment. Each student had an opportunity to hold a worm. A coin collection was held to raise funds for soil conservation in Haiti. Additionally, our library provided books on soil and worms for students use this week.

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: MAY 19, 2015**

**SUBJECT: MONTHLY SCHOOL REPORT**

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**ASB Dance May 1<sup>st</sup>-5:30-8:00:** Another great dance sponsored by ASB. There is food, games a D.J. and dancing, of course!

**SBAC and STAR Science Testing May 4-19<sup>th</sup>** (various days per grade level)

6<sup>th</sup> grade: SBAC: May 4-7

7<sup>th</sup> grade: SBAC: May 8, 11-13 and May 18, 19

8<sup>th</sup> grade: STAR Science, May 4-7; SBAC: May 8, 11-3 and 14, 15

**Culmination Photographs May 5<sup>th</sup>-6<sup>th</sup>:** 8<sup>th</sup> graders will have their pictures taken after school (2:45-4:00) on these days. Pictures are free by Life Touch and will appear, with the Culmination Certificate, in a beautiful folio at Culmination in June.

**MCMS Music in the Parks Festival on May 9, 2015:**

Intermediate Band and Choir compete at the event located at Universal Studios, with their teachers Ms. Levine and Mr. Borquez.

**MCMS Students Play Softball at Lindero Middle School May 14, 2015:** 8<sup>th</sup> graders compete against each other at their annual match.

**Surf Club Sponsors Movie Night May 15<sup>th</sup> 6:00-8:30 p.m.:** Join us in the MCMS gym for a great movie, *Chasing Mavericks*, in the company of friends.

**Read 180 Orientation Meeting May 18<sup>th</sup>, 3:00 p.m. in Room C-3:** Parents of students who have been recommended to this program will have the chance to see the Reading Lab, meet the teacher and see some students demonstrating what they do in the class.

**MCMS Open House May 21<sup>st</sup> 6:30-8:00:** Come for dinner and other treats, visit classrooms and celebrate a great year at Medea.

**Gold Ribbon Schools Award Ceremony in San Diego May 22<sup>nd</sup>:** MCMS faculty and staff are recognized for this State honor for excellence. We also thank and recognize our supportive and wonderful District.

**Spring Band Concert May 28<sup>th</sup> 6:00-8:00p.m. MCMS Gym :** Our annual spring musical treat, the fruit of students' hard work, under the dedicated musical leadership of Elana Levine and Zach Borquez.

**Chorus Concert May 29<sup>th</sup> 6:00-7:30:** Come and join us for our 6<sup>th</sup>-8<sup>th</sup> grade performances, under Elana Levine's direction.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**DATE: May 19, 2015**

**SUBJECT: Monthly Board Report**

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**NATIONAL MERIT SCHOLARSHIP**

Twenty six Oak Park High School juniors were recently informed that they had achieved high enough scores on the PSAT exam to qualify for the next round in the competition for a 2015 National Merit Scholarship. These students are among the top 50,000 highest-scoring participants of over one million that took the test. Students will be notified during the month of September as to their status as either a commended student or a semi-finalist student.

**2015 RONALD REAGAN PRESIDENTIAL FOUNDATION SCHOLAR**

OPHS student semi-finalists for the 2015 Ronald Reagan Presidential Foundation Scholars Program will be announced at a special dinner on May 21 at the Ronald Reagan Presidential Library. This distinction is bestowed upon students in recognition of their academic achievement, leadership ability and outstanding character.

**TESTING**

OPHS 11<sup>th</sup> grade students participate in the CAASPP tests on May 15 through May 20. Special activities are held for our seniors during this time. Advanced Placement Exams were held May 4-14. This year sophomore students will also take the NCLB Life Science test.

**WESTLAKE VILLAGE ART GUILD SENIOR ART SHOW WINNERS**

Congratulations to ALL of our OPHS Artists who proudly displayed their Art work in the Westlake Art Show this past Friday, May 2. Congratulations to Lauryn Wood who won Best in Show, Laura Woo who took 1st place in Drawing/Painting, and Hannah Rose Balke who won an Honorable Mention and Scholarship in Drawing/Painting. News article below: <http://conejovalley.happeningmag.com/photo-gallery-the-best-in-teen-art-presented-at-the-2015-student-award-show/>

**OPHS PROM and SENIOR ACTIVITIES**

This year's prom will be held in Hollywood on Friday May 16<sup>th</sup>. Senior activities begin that day and continue through the end of SBAC testing and into graduation week.

**CALIFORNIA GOLD RIBBON SCHOOLS AWARD**

OPHS has been named a California Gold Ribbon School after submitting an application highlighting the science program and its implementation of the Next Generation Science Standards. An awards ceremony will be held in San Diego on May 22<sup>nd</sup>.

**SENIOR AWARDS**

Forty-two OPHS students participated in the level 3 National Spanish Exam did an outstanding job. The students received 9 Gold medals, 17 Silver medals, 9 Bronze and 6 Honor placements. 97.6% of all students received Medals or Honor placement.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**DATE: May 19, 2015**

**SUBJECT: Monthly Board Report (May)**

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**BOTH SCHOOLS**



### **SBAC TESTING**

Both schools are in the process of SBAC testing for the next two weeks. We have had some students decide to opt out of this test. Administratively speaking, I learn strategies that make administering this test easier each year. Having said that, I think that I left too small of a window to complete all of our testing. Next year, I will allow for a bigger window, where we will be able to test over several weeks.

### **PE TESTING**

We are completing P.E. testing at both schools right now. It is really fun to see the OPIS students come together to do this activity as a group. Most of these students do not get the social interaction with their peers, so bringing them all together in an event such as P.E. testing is very healthy for the students in many ways.



**OPIS**



### **STAFF LUNCHEON**

OPIS parents are organizing a staff luncheon for our teachers to show their appreciation for all of the hard work that goes into our school. They have been able to collect donations to present to our teachers. This will occur on May 14<sup>th</sup> on campus.

### **OPEN HOUSE/INFORMATION NIGHT**

We will be holding our Open House and Information Night on May 14<sup>th</sup>. We combined these two meetings last year and it was a big success. The new parents interested in the school were able to see what kind of projects our students are doing throughout the year and they are also able to ask current parents and students questions about the program. It will be a fun night because it will be on our new site.



### **PARENT INFORMATION MEETING**

Our Parent Information Night was a great success. We had Barbara Laifman and Tony Knight attend the event. About 40% of our parent population came to hear about the great changes we are doing at OVHS. We shared information with them about our Incentive Policy, Internship Program, New Schedule for next year and the WASC process for next year.

### **SENIOR DINNER**

On Tuesday, May 19<sup>th</sup>, we will be holding our Senior Dinner at Cisco's in Westlake. All seniors and their parents are invited. This is traditionally a night for the teachers to "roast" the seniors in a very friendly, light-hearted and appropriate manner. This night is one of the most enjoyable and comical evenings of the year. Mr. Rodgers and I will most likely perform a skit.

### **SENIOR WEEK**

Next week is Senior week at OVHS. During this week the class will go on a CLU field trip, take a Senior Photo in their gowns, and they have an IHOP breakfast. The CLU field trip to a great way for the students to see what a college campus is like. Although these students will not be able to attend a university right away, it is inspiration to hear them talk about their future and the possibility of someday attending a university.

### **BASKETBALL TOURNEMENT**

On May 15<sup>th</sup>, OVHS will be participating the county basketball tournament that is held at the Thousand Oaks Recreational Center. Schools from across the county, Ventura, Oxnard, TO, all will participate. Last year, our best team won several games but ended up suffering a loss to the team who went on to win the tournament. At the end of the tournament, there is a BQQ for all of the students and staff from the participating schools.

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

**FROM: Kim Gregorchuk, Director, Oak Park Neighborhood School**

**DATE: May 19, 2015**

**SUBJECT: Monthly Board Report**

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With just five weeks of school left, we hope that we have instilled a sense of belonging to the children in our care. The preschool teachers have spent the last nine months encouraging, challenging, and loving the children in their care. They have worked, together with parents, to instill a sense of confidence and self-reliance in all of the children, encouraging them to problem solve, negotiate situations with their peers, and trust in their ability to learn new things. The early years are truly formative years; where brain growth and development occurs faster than at any other time in a child's life, where social skills are developed and taught, and where children complete the individuation process of knowing that they are separate beings from their mothers. We feel very fortunate to work in a Reggio Inspired preschool, with active, supportive parents, and a very supportive partnership with Oak Park Unified School District.

As we are finishing up the school year, we are enrolling students for our summer program. We are offering a four-week summer program that will be separate from Extended School Year (ESY). In the past we have had an inclusive program, but this year ESY will be a separate class of Kindergarten through 2<sup>nd</sup> Grade students. We will be together for outside time.

We are also enrolling for the fall. We have seventeen children going on to kindergarten, and have already enrolled nineteen new families. Since parents can choose to send their children either Monday through Friday, Monday/Wednesday/Friday, or Tuesday/Thursday, we have space for thirteen more children.

We are having our "End of the Year Picnic" on Saturday, June 6<sup>th</sup> from 4:30 to 6:30 p.m. We have invited our new families to come be a part of our community. Our "End of the Year Concert" is on June 8<sup>th</sup> at 9:30 a.m. Please come join in our celebrations!

Respectfully Submitted;

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Anthony W. Knight, Ed.D.  
Superintendent

"It's our continual care for children that helps them learn to care about what's important to us. We help them develop a sense of belonging to our planet when we help them know that they belong in other people's lives - that they are loved, lovable, and capable of loving." ~~Fred Rogers