

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #898**

DATE: August 19, 2014

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

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

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

**BOARD OF EDUCATION**

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

**EDUCATING TOMORROW'S LEADERS**

**ADMINISTRATION**

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

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

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, ACCESSIBLE SEATING OR DOCUMENTATION IN ACCESSIBLE FORMATS, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 OR FAX (818) 879-0372 or e-mail: [lsheridan@oakparkusd.org](mailto:lsheridan@oakparkusd.org).

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

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

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

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

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

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

### **NEXT REGULAR MEETING**

**Tuesday, September 16, 2014**

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

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

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

District Office, 5801 East Conifer St.

Brookside Elementary School, 165 N. Satinwood Ave.

Oak Hills Elementary School, 1010 N. Kanan Rd.

Red Oak Elementary School, 4857 Rockfield St.

Medea Creek Middle School, 1002 Double Tree Rd

Oak Park High School, 899 N. Kanan Rd.

Oak View High School, 5701 East Conifer St

Oak Park Library, 899 N. Kanan Rd.

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

# **OAK PARK UNIFIED SCHOOL DISTRICT**

## **AGENDA – REGULAR BOARD MEETING #897**

**August 19, 2014**

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

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

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

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

**I. CALL TO ORDER: \_\_\_\_\_ p.m.**

**II. PUBLIC SPEAKERS – CLOSED SESSION AGENDA ITEMS**

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

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**B. PUBLIC EMPLOYEE EMPLOYMENT: Student Workers, Sign Language Interpreter, Behavior Specialist, Director, Student Nutrition, Certified IT Repair Technician, Occupational Therapist, Instructional Assistants I, Substitute Custodian, Clerical Substitute, Substitute Food Service Staff, TOSA Science, Social Science Teacher, Art Teacher, Math Teachers, Counselor, Elementary Teachers, Special Education Elementary Teacher, Elementary PE Teachers**

**C. CONFERENCE WITH LABOR NEGOTIATORS:**

Agency designated representatives: Leslie Heilbron and Martin Klauss

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

**IV: CALL TO ORDER – RECONVENE IN OPEN SESSION AT: \_\_\_\_\_ p.m.**

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. REPORT OF CLOSED SESSION ACTIONS TAKEN**

**D. ADOPTION OF AGENDA**

**V. PUBLIC SPEAKERS: SPEAKERS ON AGENDA AND NON-AGENDA ITEMS**

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Remarks from Board Members
2. Remarks from Superintendent
3. Report from Facilities Planning Committee
4. Report from Technology

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

**1. Update on School Safety**

**C. BUSINESS SESSION:**

**1. CONSENT AGENDA**

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

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

- a. [Approve Minutes of Regular Board Meeting June 17, 2014, Special Board Meeting June 23, 2014, Special Board Meeting June 24, 2014 and Board Retreat, July 21, 2014](#)
- b. [Public Employee/Employment Changes 01CL22445-01CL22524 & 01CE06814-01CE06924](#)
- c. [Approve Purchase Orders –June 1 – July 31, 2014](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Advanced Peer Counselors Retreat – September 21-22 2014](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Renewal Agreement with Ventura County Office of Education for 2014-15 Student Information System Hosting Services](#)  
*Board policy 3312 requires Board approval for contracts for services*
- f. [Approve Certification of 2013-14 Annual Attendance Report](#)  
*Education Code requires Board approval of actual student attendance at the conclusion of the school year*
- g. [Approve Student Teaching Agreement with University of La Verne](#)  
*Board policy 3312 requires Board approval for contracts for services*
- h. [Approve Student Teaching Agreement with Loyola Marymount University](#)  
*Board policy 3312 requires Board approval for contracts for services*
- i. [Approve Student Teaching Agreement with Azusa Pacific University](#)  
*Board policy 3312 requires Board approval for contracts for services*
- j. [Approve Quarterly Report on Williams Uniform Complaints – July 2014](#)  
*Education Code 35185 requires Board approval of each quarterly report regarding complaints against the District by the public regarding textbooks and instructional materials, teacher vacancy or misassignment or facility conditions*

**ACTION**

**2. BUSINESS**

- a. [Approve Amendment #1 to Project 14-29F, Solar Project Design/Build Contract with SK Solar Inc.](#)  
*Board policy 3312 requires Board approval for contracts for services*
- b. [Approve Resolution #14-14, Authorizing the Execution and Delivery of Equipment Lease Purchase Agreement and Program Agreement for Project 14-29F Oak Park High School Solar Installation](#)  
*Board policy 3312 requires Board approval for contracts for services*
- c. [Approve Houston-Galveston Area Council Interlocal Agreement for Cooperative Purchasing – Project 14-29F, Solar Installation at Oak Park High School](#)  
*Board policy 3312 requires Board approval for contracts for services*



- d. [Approve Final Lease-Lease Back Agreement for Project 14-25R, Classroom Replacement Project at Oak Park High School](#)  
*Board policy 3312 requires Board approval for contracts for services*
- e. [Approval Purchase of Equipment from Measure C6 Bond Fund – School Furniture and Equipment](#)  
*Board required to approve purchases made from Measure C6 Bond Fund*
- f. [Approve Increase to Student Nutrition Services Menu for 2014-2015 School Year](#)  
*Board required to approve increases to Student Nutrition prices*
- g. [Approve Donations](#)  
*Board required to approve donations to the district*
- 3. HUMAN RESOURCES**
  - a. [Approve Authorization to Employ an Administrative Consultant](#)  
*Board approval required to employ an administrative consultant*
  - b. [Approve Compensation Adjustment for Guest Teachers](#)  
*Board approval required for compensation adjustment for nonrepresented employees*
  - c. [Approve 2014-2015 Declaration of Need for Fully Qualified Educators](#)  
*Commission on Teacher Credentialing required certification of Board approval on Declaration of Need for Fully Qualified Educators*
- 4. BOARD**
  - a. [Approve Board Goals for 2014-2015](#)  
*Board approval of Board Goals for 14-15*
  - b. [Approve Revised 2014 Governance Handbook](#)  
*Board approval of revised 2014 Governance Handbook*
  - c. [Approve Proposed Board Meeting Schedule for the 2014-2015 School Year](#)  
*Board approval of Board Meeting Schedule for 2014-15 school year*
  - d. [Review, Amend and Approve Moral Imperatives and Goals for 2014-2015](#)  
*Board will review, amend and approve Moral Imperatives and Goals for 2014-15*
- 5. BOARD POLICIES**
  - a. [Approve Amendment to Board Policy 0200 – Goals for the School District – First Reading](#)  
*Mandated policy updated to delete sample goals and add concepts related to new law (AB 97, 2013) which requires districts to develop annual goals aligned with specified state priorities and any local priorities and to include those goals in the district's local control and accountability plan.*
  - b. [Adopt Board Policy 3280 – Sale or Lease of District-Owned Real Property – First Reading](#)  
*Policy updated to reflect new law (AB 86, 2013) which requires districts to first offer to sell surplus district property to a charter school that projects an in-district average daily attendance of at least 80 students, has requested to be notified of surplus property to be offered for sale or lease, and intends to use the property exclusively to provide instruction or instructional support.*
  - c. [Adopt Board Policy 3513.3 – Tobacco Free Schools – First Reading](#)  
*Mandated policy updated to expand list of prohibited products to include electronic hookahs and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.*
  - d. [Approve Amendment to Board Policy 5131.6 – Tobacco – First Reading](#)  
*Policy updated to prohibit student possession or use of electronic hookahs and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco product.*

*Policy also recommends provision of counseling, intensive education, or other intervention services to assist in the cessation of tobacco use as an alternative to suspension for tobacco possession.*

**e. Approve Amendment to Board Policy 5144 - Discipline – First Reading**

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

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

*Mandated policy updated to reflect new law (AB 97, 2013) which requires development of LCAP goals and actions addressing school climate and new federal guidance encouraging appropriate interventions and supports rather than exclusionary discipline practices.*

**VII. INFORMATION ITEMS**

**1. Enrollment and Attendance Report – Month 10**

**VIII. OPEN DISCUSSION**

**IX. ADJOURNMENT:**

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

**MINUTES OF REGULAR BOARD MEETING      6-17-14      #894**  
**BOARD OF EDUCATION**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Mary Pallant, called the regular meeting to order at 4:50 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, and Ms. Barbara Laifman, Member

**BOARD ABSENT**

Mr. Allen Rosen, Member

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 4:51 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mary Pallant, reconvened the regular meeting to order at 6:00 p.m. at Oak Park High School Presentation Room, G9, 899 N. Kanan Road, Oak Park.

**BOARD PRESENT**

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, and Ms. Barbara Laifman, Member

**BOARD ABSENT**

Mr. Allen Rosen, Member

**STAFF PRESENT**

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

**FLAG SALUTE**

Jan Iceland led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

No action was taken in Closed Session held this evening and on June 3, 2014.

**ADOPTION OF AGENDA**

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

**PUBLIC SPEAKERS**

Brad Lewis – Communication with community

Gary Arendts – Installing fence around District Office upper playing field

Barbara Armstrong – School security

## **PRESENTATIONS**

Oak Park High School students, Raizi Simons and Ashwarya Srinivas, reported on their experience with the Conejo/Las Virgenes Future Foundation during the 2013-14 school year.

## **REPORT FROM BOARD MEMBERS**

Board Member Sepideh Yeoh reported she attended the Calendar Committee meeting, ROES Open House, MCMS Open House, MCMS Band Concert, OPHS concert, Rancho Simi Parks meeting, ROES culmination, MCMS culmination, OVHS graduation and OPHS graduation. Board Member Barbara Laifman reported she also attended all the graduations and culminations as well as she attended OHES Open House, read to students at ROES, attended OPHS choral and orchestral concerts, OPHS senior department awards, and ROES Math/Science Olympiad. Board Member Mary Pallant reported she attended the graduations and culminations and was proud of everyone and how all the events come together and how hard the administrators work to make it happen.

## **REPORT FROM SUPERINTENDENT**

Dr. Knight thanked the Board for their attendance during the last two weeks at the concerts, culminations and graduations. He reported the year ended well and now the summer construction projects are off and running.

## **Report from Facilities Planning Committee**

Keith Henderson reported on the summer construction work going in the District and the continuing work of the Facilities Planning Committee.

## **DISCUSSION ITEMS**

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

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

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

- a. [Approve Minutes of Special Board Meeting May 12, 2014, Regular Board Meeting May 20, 2014 and Special Board Meeting June 3, 2014](#)
- b. [Public Employee/Employment Changes 01CL22418-01CL22444 & 01CE06640-01CE06813](#)
- c. [Approve Purchase Orders –May 1 – May 31, 2014](#)
- d. [Ratify Overnight Trip for Oak Park High School ASB Retreat – August 16-17 2014](#)
- e. [Approve Overnight Trip for Oak Park High School Cross Country Team – August 10-15, 2014](#)
- f. [Approve Overnight Trip for Oak Park High School Cheerleading Team – June 17-20, 2014](#)
- g. [Approve Overnight Trip for Oak Park High School Volleyball Team – September 12-13, 2014](#)
- h. [Approve Renewal Agreement with Ventura County Office of Education for 2014-2015 Data Processing Services](#)
- i. [Approve Resolution #14-10, Appropriation and Budgeted Transfers Fiscal Year 2014-2015](#)
- j. [Approve Resolution #14-11, Temporary Loans Between District Funds for Fiscal Year 2014-2015](#)
- k. [Approve Resolution #14-12, Year End Budget and Interfund Transfers for Fiscal Year 2013-2014](#)
- l. [Approve Renewal Agreement for 2014-2015 Crossing Guard Services](#)

- m. [Approve Renewal Agreement for School Services of California for Fiscal Information Services](#)
- n. [Approve and Certify 2014-2015 School Bell Schedules and Minimum Instructional Minutes](#)

## **ACTION**

### **2. BUSINESS**

- a. [Receive and Approve District of Choice Reporting Requirements](#)

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the District of Choice Reporting Requirements Report. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent – Rosen.

- b. [Approve Notice of Exemption from CEQA Requirements – Project 14-28F, Relocatable Classrooms for Oak Park Independent School](#)

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Notice of Exemption from CEQA Requirements – Project 14-28F – Relocatable Classrooms for Oak Park Independent School. Motion carried Aye: Laifman, Pallant, Yeoh, No – 1, Absent: Rosen.

- c. [Approve Mitigation Plan for Oak Park Independent School Relocatable Classroom Installation](#)

Lenore Lewis addressed the Board about the mitigation plan and hopes for continued oversight of unanticipated items that might need to be addressed because of the addition of OPIS to the OVHS campus.

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Mitigation Plan for Oak Park Independent School Relocatable Classroom Installation including ongoing mitigation as needed. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

- d. [Approval Final Lease-Lease Back Agreement for Project 14-25R, Classroom Replacement Project at Oak Park High School](#)

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education tabled this item. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

- e. [Approve Resolution #14-13, Approve of Findings Pursuant to Government Code 4217.12, Approval of Solar Power Design/Build Contract with SK Solar, Inc.](#)

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved Resolution #14-13, Finding Pursuant to Government Code 4217.12, Approval of Solar Power Design/Build Contract with SK Solar, Inc. with recommendation from Dr. Parish and Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

- f. [Approve 2014-2015 Employer/Employee Health Benefit Plans](#)

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved 2014-2015 Employer/Employee Health Benefit Plan to continue with California Value Trust. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

- g. [Approve Adoption of 2014-2015 Local Control Accountability Plan \(LCAP\)](#)

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the adoption of the 2014-2015 Local Control Accountability Plan (LCAP). Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**h. Approve Adoption of 2014-2015 Annual Budget**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the adoption of the 2014-2015 Annual Budget. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**i. Approve Spending Plan for 2014-2015 Education Protection Account Funds**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the Spending Plan for 2014-2015 Education Protection Account Funds. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**j. Approve Safe School Plans**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved Safe School Plans for MCMS and OPHS. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**k. Approve Purchase of Equipment from Measure C6 Bond Fund – 3D Printer**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the purchase of equipment from Measure C6 Bond Fund – 3D Printer. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**l. Approve Award of Contract for District-Wide Wireless Network Installation**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Award of Contract for District-Wide Wireless Network Installation to Ruckus/CompuVision for \$180,328. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**3. HUMAN RESOURCES**

**a. Approve Job Description for Support Services Coordinator Position**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Job Description for Support Services Coordinator Position. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**4. BOARD POLICIES**

**a. Approve Amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities – First Reading**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 0410 – Nondiscrimination in District Programs and Activities on first reading. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**b. Adopt Board Policy 0460 – Local Control and Accountability Plan – First Reading**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved adoption of Board Policy 0460 – Local Control and Accountability Plan on first reading. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**c. Approve Amendment to Board Policy 0500 – Accountability – First Reading**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 0500 – Accountability on First Reading. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent – Rosen.

**d. Adopt Board Policy 5145.3 – Nondiscrimination/Harassment – First Reading**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 5145.3 – Nondiscrimination/Harassment on first reading. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent – Rosen.

**e. Approve Amendment to Board Policy 5030 – School Wellness – First Reading**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 5030 – School Wellness on first reading. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**f. Approve Amendment to Board Policy 3260 – Fees and Charges – First Reading**

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the amendment to Board Policy 3260 – Fees and Charges on first reading. Motion carried Aye: Laifman, Pallant, Yeoh, No – 0, Absent: Rosen.

**V. OPEN DISCUSSION**

There being no further business before this Board, the Regular meeting is declared adjourned at 8:29 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING  
BOARD OF EDUCATION**

**6-23-14**

**#895**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Mary Pallant, called the special meeting to order at 4:08 p.m. at Oak Park Unified School District Office Conference Room, 5801 E. Conifer Street, Oak Park.

**BOARD PRESENT**

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, Ms. Barbara Laifman, Member, and Mr. Allen Rosen, Member

**STAFF PRESENT**

Dr. Tony Knight, Superintendent and Linda Sheridan, Executive Assistant to the Superintendent

**FLAG SALUTE**

Sepideh Yeoh led the Pledge of Allegiance to the Flag

**PUBLIC SPEAKERS**

None

**ACTION**

1. The Board reviewed and amended the questions for the Provisional Appointment for the Board of Education interviews
2. The Board interviewed nine candidates for the Provisional Appointment to the Board of Education: Richard Gilman, Drew Hazelton, GS Jha, Julie Dunlap-John, Allison Kaufman, Daniel Lee, Lenore Lewis, Derek Ross and Cherie Sweeterman.

There being no further business before this Board, the Board adjourned the meeting at 7:21 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board



**MINUTES OF SPECIAL BOARD MEETING  
BOARD OF EDUCATION**

**6-24-14**

**#896**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Mary Pallant, called the special meeting to order at 4:11 p.m. at Oak Park Unified School District Office Conference Room, 5801 E. Conifer Street, Oak Park.

**BOARD PRESENT**

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, Ms. Barbara Laifman, Clerk, and Mr. Allen Rosen, Member

**STAFF PRESENT**

Dr. Tony Knight, Superintendent and Linda Sheridan, Executive Assistant to the Superintendent

**FLAG SALUTE**

Linda Sheridan led the Pledge of Allegiance to the Flag

**PUBLIC SPEAKERS**

None

**ACTION**

**BUSINESS SERVICES**

**1. Deliberate and Appoint Provisional Board Member**

The Board ranked the nine candidates one through nine. The ranks were added and the Board discussed the outcome of the ranking. They discussed each candidate and spoke as to why they came to their decisions. The Board came to a unanimous decision.

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Provisional Appointment of Drew Hazelton to the Board of Education Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0.

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

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education tabled this item to a future Board Meeting. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0.

**3. Approve Contract for Project 14-19R, District-wide Upgrade of Bell and Public Address Systems**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the contract for Project 14-19R, District-wide Upgrade of Bell and Public Address Systems to Pacific Coast Sound and Communications (PacifiCom) in the amount of \$81,714. plus cost of required 50% payment bond and directed staff to inquire about battery backup. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0.

**4. Approve Power Efficiency Agreement for Installation of EV Charging and Storage System**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Power Efficient Agreement for Installation of EV Charging and Storage System with Green Charge Networks, LLC. Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0.

**5. Approve Technology Map Progress Report and Authorization to Proceed with Summer 2014 Projects**

On motion of Sepideh Yeoh, seconded by Allen Rosen, the Board of Education approved the technology map progress report and authorization to proceed with summer 2014 projects.

Motion carried Aye: Laifman, Pallant, Rosen, Yeoh, No – 0.

There being no further business before this Board, the Board adjourned at 5:05 p.m.

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Date

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President of the Board

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Date

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Clerk or Secretary of the Board

**MINUTES OF SPECIAL BOARD MEETING  
BOARD OF EDUCATION**

**7-21-14**

**#897**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Mary Pallant, called the special meeting to order at 5:00 p.m. at the home of Sepideh Yeoh, 6028 Alexandra Court, Oak Park, CA.

**BOARD PRESENT**

Ms. Mary Pallant, President, Ms. Sepideh Yeoh, Vice President, Ms. Barbara Laifman, Clerk, Mr. Andrew Hazelton, Member, and Mr. Allen Rosen, Member

**STAFF PRESENT**

Dr. Tony Knight, Superintendent

**FLAG SALUTE**

Sepideh Yeoh led the Pledge of Allegiance to the Flag.

**PUBLIC SPEAKERS**

None

**ACTION**

1. The Board reviewed and amended the Board Goals for 2014-2015
2. The Board reviewed and amended the Governance Handbooks
3. The Board reviewed and amended the Moral Imperative and Goals – Teaching and Learning. The Board will continue the review of Moral Imperatives and Goals at the August meeting.
4. On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Resolution #14-14, District Intent to Reimburse Expenses from Financing Solar Project. Motion carried Yes: Hazelton, Laifman, Pallant, Rosen and Yeoh, No – 0.
5. On motion of Sepideh Yeoh, seconded by Andrew Hazelton, the Board of Education approved the Purchase of Relocatable Restroom Facilities for Oak Park Independent School. Motion carried: Yes: Hazelton, Laifman, Pallant, Rosen and Yeoh, No – 0.
6. On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education tabled the approval of the final lease-lease back agreement until the Regular Board meeting in August. Motion carried: Yes: Hazelton, Laifman, Pallant, Rosen and Yeho, No – 0.

There being no further business before this Board, the Board adjourned the meeting at 9:40 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: AUGUST 19, 2014**  
**SUBJECT: C.1.c. APPROVE PURCHASE ORDERS ISSUED JUNE 1-JULY 31, 2014**

CONSENT

**ISSUE:** Shall the Board approve the purchase orders issued June 1-July 31, 2014?

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

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B14-00032	Organized Sports Inc.	Open PO for any add'l PE/lock supplies	Medea Creek Middle School	010	500.00
B14-00257	School Speciality	Summer School Art Supplies OPHS	Summer School	010	300.00
B14-00258	Office Depot Customer Service Center	OPHS & MCMS Supplies Summer School	Summer School	010	124.61
B14-00259	House Sanitary Supply	Summer School Supplies MCMS & OPHS	Summer School	010	210.51
				010	39.49
B14-00260	Precision Data Products	Scantrons, etc/mat & supp - Summer School	Summer School	010	200.00
B14-00261	Filnn Scientific, Inc	Summer School Chemistry supply	Summer School	010	500.00
B14-00262	Trane Glendale Parts Center	2012/13 for HVAC Parts	Business Administration	010	96.66
B14-00263	Graphaids	Summer School Art Supplies OPHS	Summer School	010	495.59
				010	311.27
B15-00002	AARDVARK CLAY & SUPPLIES	Don/Art/mat & supp	Oak Park High School	010	3,000.00
B15-00003	Dick Blick	Art/Don/mat & supp	Oak Park High School	010	3,000.00
B15-00004	Conejo Hardwoods	Woodshop/Don/mat & supp	Oak Park High School	010	8,500.00
B15-00005	COSTCO WHOLESALE	Admin/mat & supp	Oak Park High School	010	3,500.00
B15-00006	Dan Amihud dba Dan's Piano Ser vice	Piano/mt lse rpr	Oak Park High School	010	600.00
B15-00007	Document Systems	Copying/Lott/mat & supp	Oak Park High School	010	4,000.00
B15-00008	Harland Technology	Scantron/Lott/mt lse rpr	Oak Park High School	010	1,700.00
B15-00009	Office Depot Customer Service Center	Office & Classroom/mat & supp	Oak Park High School	010	7,000.00
B15-00010	Pitney Bowes Lease Global	Mail/mt lse rpr	Oak Park High School	010	1,800.00
B15-00011	PRECISION BUSINESS MACHINES	Copiers/mt lse repr	Oak Park High School	010	200.00
B15-00012	Precision Data Products	Scantrons, etc/mat & supp	Oak Park High School	010	2,500.00
B15-00013	Rayvern Lighting Supply Co.Inc	Lighting & overhd projector bulbs/mat & supp	Oak Park High School	010	500.00
B15-00014	School Speciality	Art/Don/mat & supp	Oak Park High School	010	5,000.00
B15-00015	James Sullivan	KlIn/wheel/Disc/lse,mt, rpr	Oak Park High School	010	200.00
B15-00016	21ST CENTURY TONER CARTRIDGES dba: IMAGING PROD.SPEC.INC.	Toner Cartridges/mat & supp	Oak Park High School	010	2,200.00
B15-00017	Waste Management	Trash/Custodial/mt lse rpr	Oak Park High School	010	500.00
B15-00018	Western Industrial Machine Rep	Woodshop/Gen Ed/mt lse repair	Oak Park High School	010	1,000.00
B15-00019	Top Quality Printing	Printing/non-instrut supp	Oak Park High School	010	3,500.00
B15-00020	Do-It Center	Custodial/mat & supp	Oak Park High School	010	200.00
B15-00021	House Sanitary Supply	Custodial/mat & supp	Oak Park High School	010	25,000.00
B15-00022	Regency Enterprises, Inc	Lighting/Custodial/mat & supp	Oak Park High School	010	900.00
B15-00023	Tri-Valley Supply	Custodial/mt lse rpr	Oak Park High School	010	200.00
B15-00024	Perma-Bound	PFC: A/R Program & Book Order 2014-15	Medea Creek Middle School	010	2,000.00

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

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00025	Apperson Print Management	Open PO for Scantrons	Medea Creek Middle School	010	2,000.00
B15-00026	Compuwave Inc.	Open PO for computer/printer supplies	Medea Creek Middle School	010	2,000.00
B15-00027	Conejo Awards	Open PO for Engraving, Placques & Signs	Medea Creek Middle School	010	150.00
B15-00028	COSTCO WHOLESALE	Open PO for various supplies	Medea Creek Middle School	010	500.00
B15-00029	Demco	Open PO for Library and School Supplies	Medea Creek Middle School	010	125.00
B15-00030	Document Systems	Open PO for supplies for all Ricoh Copiers	Medea Creek Middle School	010	1,800.00
B15-00031	Galapagos Studios	DON: Band & Choir Spiritwear	Medea Creek Middle School	010	1,500.00
B15-00032	Graphids	PFA: Art Supplies	Medea Creek Middle School	010	400.00
B15-00033	Jones School Supply Co. Inc.	Open PO for Quarterly Awards	Medea Creek Middle School	010	300.00
B15-00034	J.W. Pepper & Son Inc.	PFA: Band and Chorus Music	Medea Creek Middle School	010	1,500.00
B15-00035	Agoura Lock Technologies, Inc.	Open PO for locks & keys for site	Medea Creek Middle School	010	200.00
B15-00036	At & T CALNET2	Open PO for Telephone Charges	Medea Creek Middle School	010	3,000.00
B15-00037	Cintas Document Management	DON: Open PO - Document Mgmt Service Fees	Medea Creek Middle School	010	100.00
B15-00038	Formal Fashions, Inc	DON: Dresses/Tux Pkg for Choir	Medea Creek Middle School	010	2,500.00
B15-00039	Lego Education	Open PO for Tech Supplies	Medea Creek Middle School	010	400.00
B15-00040	NICK RAIL MUSIC	PFA: Open PO for Instrument Repairs	Medea Creek Middle School	010	3,000.00
B15-00041	Noritsu American Corp	Open PO for Spin Bike Service	Medea Creek Middle School	010	1,664.00
B15-00042	Office Depot Customer Service Center	Open PO for office supplies	Medea Creek Middle School	010	6,000.00
B15-00043	Organized Sports Inc.	Open PO for any add'l PE/lock supplies	Medea Creek Middle School	010	500.00
B15-00044	Pitney Bowes Reserve Account	Open PO for postage & power purchase	Medea Creek Middle School	010	500.00
B15-00045	Pitney Bowes Lease Global	Open PO for postage machine lease	Medea Creek Middle School	010	2,532.00
B15-00046	Renaissance Learning, Inc	PFA: Open PO for AR Tests	Medea Creek Middle School	010	1,200.00
B15-00047	Robert Selman	PFA: Open PO for radio-related expenses	Medea Creek Middle School	010	500.00
B15-00048	Ward's Natural Science	Open PO for consumable Science supplies	Medea Creek Middle School	010	500.00
B15-00049	Southwest School Supply	PFA: Open PO for supplies	Medea Creek Middle School	010	500.00
B15-00050	Town & Country Printing	Open PO for printing	Medea Creek Middle School	010	1,000.00
B15-00051	Witt Company	Open PO for Riso Supplies & Service	Medea Creek Middle School	010	1,000.00
B15-00052	Orb Technologies	PFA: Open PO for printer cartridges, supplies	Medea Creek Middle School	010	1,500.00
B15-00053	Jones School Supply Co. Inc.	Open PO for Quarterly Awards	Medea Creek Middle School	010	300.00
B15-00054	Southwinds Transportation	DON: Bus Transport for Astrocamp Trip	Medea Creek Middle School	010	5,600.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00055	Southwinds Transportation	DON: Open PO for Catalina Bus Transport	Medea Creek Middle School	010	9,300.00
B15-00056	Southwinds Transportation	DON: Bus Transportation for Outdoor Ed	Medea Creek Middle School	010	10,000.00
B15-00057	Southwinds Transportation	DON: Open PO-bus transportation Band trips	Medea Creek Middle School	010	3,200.00
B15-00058	Teacher's Discovery	Open PO: Books to support classroom curriculum	Medea Creek Middle School	010	200.00
B15-00059	SCHOOL NURSE SUPPLY INC	Open PO for Health Office Supplies	Medea Creek Middle School	010	500.00
B15-00060	Nasco	DON: Open PO Science Lab Supplies	Medea Creek Middle School	010	100.00
B15-00061	School Specialty	Open PO for Art Class Supplies	Medea Creek Middle School	010	450.00
B15-00062	Staples	PFA: Open PO for Office Supplies	Medea Creek Middle School	010	500.00
B15-00063	Document Systems	Staples, Color Copies and Maintenance for RICOH	Oak Hills Elementary School	010	1,500.00
B15-00064	Witt Company	Maintenance and Supplies for RISO	Oak Hills Elementary School	010	1,200.00
B15-00065	Southwest School Supply	Misc. School Supplies for 2014-2015 School Year	Oak Hills Elementary School	010	5,000.00
B15-00066	Office Depot Customer Service Center	Misc. School Supplies for 2014-2015 School Year	Oak Hills Elementary School	010	500.00
B15-00067	SOS Survival Products	2014-2015 Emergency Kit Supplies	Business Administration	010	1,000.00
B15-00068	Document Systems	Open purchase order for color copies	Brookside School	010	1,400.00
B15-00069	Moore Medical Corp.	Health supplies	Brookside School	010	500.00
B15-00070	Office Depot Customer Service Center	office supplies	Brookside School	010	2,000.00
B15-00071	Southwest School Supply	school supplies	Brookside School	010	4,500.00
B15-00072	Witt Company	maintenance and supplies for Riso	Brookside School	010	1,500.00
B15-00073	Do-It Center	DISC: Custodial /maintenance supplies	Medea Creek Middle School	010	200.00
B15-00074	Home Depot	Open PO-misc hardware, mainten.supp. needs	Medea Creek Middle School	010	500.00
B15-00075	House Sanitary Supply	Open PO for MCMS custodial supplies	Medea Creek Middle School	010	5,000.00
B15-00076	SOS Survival Products	DON: Earthquake/Emergency Supplies	Medea Creek Middle School	010	2,800.00
B15-00077	House Sanitary Supply	Misc. Custodial Supplies for 2014-2015 School Year	Oak Hills Elementary School	010	5,000.00
B15-00078	Do-It Center	Misc. Custodial Supplies for 2014-2015 School Year	Oak Hills Elementary School	010	400.00
B15-00079	Brian Hoover	Maintenance and Supplies for Fish Tank	Oak Hills Elementary School	010	1,200.00
B15-00080	AT & T MCI	Blanket P.O. for ATT Landlines 2014-2015	Oak Hills Elementary School	010	2,300.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00081	Regency Enterprises, Inc	Light Bulbs for 2014-2015 School Year	Oak Hills Elementary School	010	250.00
B15-00082	CCI Mail Systems	2014-2015 Postage and Lease	Business Administration	010	3,000.00
B15-00083	Document Systems	2014-15 Copier Color Copies and Staples	Business Administration	010	1,500.00
B15-00084	Jackie MacDonald DBA JM Enterp rise	Open PO for 2014-15 Recycled Paper	Business Administration	010	17,200.00
B15-00085	House Sanitary Supply	open purchase order - custodial supplies	Brookside School	010	2,000.00
B15-00086	At & T CALNET2	telephone services	Brookside School	010	2,000.00
B15-00087	Do-It Center	Blanket PO for custodial supplies	Brookside School	010	250.00
B15-00088	Agoura Lock Technologies, Inc.	keys/locks	Brookside School	010	100.00
B15-00089	Southwest School Supply	Open order – custodial supplies	Brookside School	010	4,000.00
B15-00090	U S POSTAL SERVICE(AMS-TMS) US PS/ASCOM HASLER	postal supplies	Brookside School	010	200.00
B15-00091	Air Cold Supply Inc	2014-2015 HVAC Parts Supplier	Business Administration	010	1,000.00
B15-00092	Better World Club	2014-15 PO Vehicle Roadside Assistance	Business Administration	010	599.40
B15-00093	California Pest Management	2014-2015 for pest management	Business Administration	010	9,000.00
B15-00094	Carlson's Building Materials	2014-2015 Masonry Materials & Supplies	Business Administration	010	500.00
B15-00095	Carrot-Top Industries, Inc.	2014-15 M & O Supplies and Equipment	Business Administration	010	500.00
B15-00096	A-1 Lawnmower	2014-2015 Grounds equipment Repair & Supplies	Business Administration	010	1,000.00
B15-00097	Agoura Lock Technologies, Inc.	2014-15 Locksmith Services	Business Administration	010	2,000.00
B15-00098	Agoura Lube & Smog	2014-15 Vehicle Lube and Smog	Business Administration	010	500.00
B15-00099	Arrowhead Processing Center	2014-15 Drinking Water - Grounds/Maintenance Crew	Business Administration	010	500.00
B15-00100	Cedar Valley Plumbing Supple	2014-15 Plumbing Supplies & Tools	Business Administration	010	500.00
B15-00101	Commercial Door Company Inc	Annual Fire Door Maintenance MCMS	Business Administration	010	500.00
B15-00102	Dunn-Edwards Corporation	2014-15 for Paint & Supplies	Business Administration	010	1,000.00
B15-00103	Fence Factory	2014-15 - Install Fences as Required	Business Administration	010	500.00
B15-00104	Golden State Fire Extinguisher	2014-15 Fire Extinguisher Svs	Business Administration	010	1,000.00
B15-00105	Grainger Industrial Supply	2014-15 Electrical Supplies	Business Administration	010	15,000.00
B15-00106	Graybar	2014-15 Maintenance Supplies and Tools	Business Administration	010	500.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00107	Home Depot	2014-15 Maintenance Supplies and Tools	Business Administration	010	3,000.00
B15-00108	House Sanitary Supply	2014-15 Janitorial Supplies & Equipment	Business Administration	010	1,500.00
B15-00109	Javier Avalos	2014-15 Vehicle Cleaning Maintenance	Business Administration	010	500.00
B15-00110	M/M Mechanical, Inc	2014-15 M & O Supplies and Equipment	Business Administration	010	500.00
B15-00111	Crowder Backflow Services, Inc	2014-15 Backflow Services	Business Administration	010	500.00
B15-00112	Dial Security	2014-15 Security for IT Room @ the DO	Business Administration	010	444.00
B15-00113	G.I. Industries	2014-15 for Sanitation Services	Business Administration	010	24,000.00
B15-00114	SMITH PIPE & SUPPLY	2014-2015 for grounds pipe supplies	Business Administration	010	3,000.00
B15-00115	Pep Boys	2014-2015 for Vehicle Parts and Supplies	Business Administration	010	1,000.00
B15-00116	MC2 Wholesale Lighting	2014-2015 Lighting and Electrical Supplies	Business Administration	010	200.00
B15-00117	Oak Park Water Service	2014-2015 For Water Utility	Business Administration	010	150,000.00
B15-00118	Office Depot Customer Service Center	2014-2015 Office Supplies for District Office	Business Administration	010	2,000.00
B15-00119	O'Linn Security	2014-2015 Patrol Services	Business Administration	010	1,500.00
B15-00120	Pacific Plumbing Specialists	2014-2015 Plumbing Parts and Supplies	Business Administration	010	2,000.00
B15-00121	Pacificom	2014-2015 Communication Repairs and Supplies	Business Administration	010	1,000.00
B15-00122	Pacwest Air Filter, LLC	2014-2015 HVAC Parts/Supplies	Business Administration	010	4,000.00
B15-00123	Pierres Welding & Maint.	2014-2015 Welding Services District-Wide	Business Administration	010	1,500.00
B15-00124	Pyro-Comm Systems, Inc.	2014-2015 Fire Alarm Monitoring Service	Business Administration	010	2,880.00
B15-00125	Regency Enterprises, Inc	2014-2015 for Lighting Supplies	Business Administration	010	1,000.00
B15-00126	RICHARDS TIRE MAN	2014-2015 Vehicle Maintenance/Repair-Tires/Bra kes	Business Administration	010	1,000.00
B15-00127	Robert Selman	2014-2015 Emergency Radio Supplies and Equipment	Business Administration	010	500.00
B15-00128	Russell Sigler Inc	2014-2015 HVAC Parts/Supplies	Business Administration	010	1,000.00
B15-00129	Shell Oil Co	2014-2015 Gas for District Vehicles	Business Administration	010	12,500.00
B15-00130	So Cal Edison	2014-2015 Electrical Utility Svs District-Wide	Business Administration	010	502,000.00
B15-00131	Southern California Gas Co.	2014-2015 for Gas Utility Svs District-Wide	Business Administration	010	23,900.00
B15-00132	Staples	2014-2015 Office Supplies	Business Administration	010	600.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B15-00133	Thousand Oaks Electric	2014-15 Electrical Supplies and Equipment	Business Administration	010	500.00
B15-00134	Venco Western Inc.	2014-2015 for All Sites Mowing/Fertilization	Business Administration	010	78,000.00
B15-00135	Ventura County office of Education	2014-2015 Escape Finance/PayRoll/Personnel	Business Administration	010	46,406.00
B15-00136	WELLS FARGO PAYMENT REMITTANCE CENTER	2014-2015 For Credit Card Purchases	Business Administration	010	6,500.00
B15-00137	Triunfo Cty San Dist	2014-2015 Sewer Service Annual Fee	Business Administration	010	89,284.80
B15-00138	Christy White Accountancy Corp	2014-2015 Annual Financial Audit Services	Business Administration	010	38,500.00
B15-00139	Ventura County office of Education	2014-15 Q, SIS Hosting & Support + Food Srv	Business Administration	010	43,711.81
				130	4,369.19
B15-00140	School Innovations & Advocacy Deposits	2014-15 Consulting mandated costs claims 2014-15	Business Administration	010	17,400.00
B15-00141	Document Systems	2014-2015 Copier Maintenance Agreement	Business Administration	010	55,000.00
B15-00142	Do-It Center	2014-15 Supplies for Maintenance & Op	Business Administration	010	2,600.00
B15-00143	DEPARTMENT OF SOCIAL SERVICES MS B-67	License fees for 14/15 school year	Neighborhood Pre-School Progm	010	440.00
B15-00144	Farmer Bros. Co.	2014-15 Coffee Supplies	Business Administration	010	1,300.00
B15-00145	Southwest School Supply	General supplies blanket purchase order	Red Oak Elementary School	010	5,000.00
B15-00146	Office Depot Customer Service Center	Personnel/Curriculumn Supplies 2014-2015	Human Resources	010	1,612.50
B15-00147	Office Depot Customer Service Center	Technology Supplies 2014-2015	Technology Coordinator	010	2,150.00
B15-00148	Walnut Investment,LLC dba Acou stical Material Supply	2014/15 for Accoustical Tiles	Business Administration	010	1,000.00
B15-00149	Time Warner Cable	2014-15 Internet Access	Business Administration	213	1,200.00
B15-00150	Roadside Lumber & Hardware,	2014-2015 Playground Sand All Sites	Business Administration	010	1,300.00
B15-00151	Ventura County Schools	2014-15 Liability & Property Contribution	Business Administration	010	177,540.78
FS15-00001	At & T CALNET2	Phone Bills	Food Services	130	400.00
FS15-00002	SCVSFSA-SUPER Co-Op	Commodity Food Co-Op	Food Services	130	600.00
FS15-00003	D J Co-Ops	Commodity Food Co-Op	Food Services	130	100.00
FS15-00004	Marx Bros. Fire Extinguisher	Fire System Service /MCMS	Food Services	130	230.00
FS15-00005	Marx Bros. Fire Extinguisher	Fire System Service/ OPHS-CAFE	Food Services	130	375.00
FS15-00006	Marx Bros. Fire Extinguisher	Fire System Service /BES	Food Services	130	230.00
FS15-00007	P&R Paper Supply Company,Inc.	Paper Products / BES-OHES-ROES	Food Services	130	8,000.00
FS15-00008	P&R Paper Supply Company,Inc.	Paper Products/ MCMS	Food Services	130	12,000.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS15-00009	P&R Paper Supply Company, Inc.	Paper Products/ OPHS-	Food Services	130	12,000.00
FS15-00010	Alta Dena Certified Dairy	Dairy Products - Brookside Elem.	Food Services	130	4,000.00
FS15-00011	Alta Dena Certified Dairy	Dairy Products Oak Hills Elem	Food Services	130	4,000.00
FS15-00012	Alta Dena Certified Dairy	Dairy Products Medea Creek	Food Services	130	9,000.00
FS15-00013	Alta Dena Certified Dairy	Dairy Products Red Oak Elem.	Food Services	130	4,000.00
FS15-00014	Alta Dena Certified Dairy	Dairy Products Oak Park High	Food Services	130	8,000.00
FS15-00015	Produce Available Inc.	Fresh Produce - Brookside Elem.	Food Services	130	3,000.00
FS15-00016	Produce Available Inc.	Fresh Produce Oak Hills Elem.	Food Services	130	4,000.00
FS15-00017	Gold Star Foods	Cooler, Dry, & Frozen Storage Charges	Food Services	130	400.00
FS15-00018	Produce Available Inc.	Fresh Produce / Red Oak Elem.	Food Services	130	3,500.00
FS15-00019	Produce Available Inc.	Fresh Produce / Medea Creek	Food Services	130	9,000.00
FS15-00020	Produce Available Inc.	Fresh Produce / Oak Park High	Food Services	130	8,000.00
FS15-00021	Right Away Pizza, Inc. Db	Pizza / Brookside	Food Services	130	7,000.00
FS15-00022	Right Away Pizza, Inc. Db	Pizza / Oak Hills	Food Services	130	7,000.00
FS15-00023	Right Away Pizza, Inc. Db	Pizza / Red Oak	Food Services	130	5,000.00
FS15-00024	Right Away Pizza, Inc. Db	Pizza / Medea Creek	Food Services	130	15,000.00
FS15-00025	Right Away Pizza, Inc. Db	Pizza / Oak Park High	Food Services	130	10,000.00
FS15-00026	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Brookside Elem	Food Services	130	3,000.00
FS15-00027	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Hills Elem	Food Services	130	2,000.00
FS15-00028	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Red Oak Elem	Food Services	130	3,000.00
FS15-00029	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Medea Creek	Food Services	130	45,000.00
FS15-00030	Sysco Ventura, Inc.	Food Items, Drinks, Snacks / Oak Park High	Food Services	130	50,000.00
FS15-00031	Controlled Elements HVAC	Freezer & Refrig. Repairs - District Wide	Food Services	130	3,000.00
FS15-00032	Western Bagel	Bagels/ Brookside	Food Services	130	400.00
FS15-00033	Western Bagel	Bagels/ Oak Hills	Food Services	130	300.00
FS15-00034	Western Bagel	Bagels/ Red Oak	Food Services	130	300.00
FS15-00035	Western Bagel	Bagels/ Medea Creek	Food Services	130	3,000.00
FS15-00036	Western Bagel	Bagels / OPHS	Food Services	130	2,000.00
FS15-00037	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Brookside	Food Services	130	1,000.00
FS15-00038	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls- Oak Hills	Food Services	130	1,500.00
FS15-00039	Wildflour Bakery & Cafe, LLC	Fresh Bread & Rolls - Red Oak	Food Services	130	1,500.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
FS15-00040	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls / Medea Creek	Food Services	130	5,000.00
FS15-00041	Wildflour Bakery & Cafe, LLC	Wheat Bread & Rolls / OPHS	Food Services	130	6,000.00
FS15-00042	Taylor Freezers of California	Sanitizer for Soft Serve Machine	Food Services	130	322.50
FS15-00043	Planglow c/o American Express	Natural Paper Goods	Food Services	130	1,000.00
FS15-00044	Gold Star Foods	Frozen Food/ BES-OH-RO	Food Services	130	15,000.00
P14-00745	AP Exams	Don/AP Exams/mat & supp	Oak Park High School	010	67,813.00
P14-00746	Thousand Oaks Electric	OHES repair damaged electrical Junction box	Business Administration	010	345.00
P14-00747	Johnstone Supply	ROES HVAC Server Room	Business Administration	010	2,025.85
P14-00748	Blackboard Inc	Connect Ed/Blackboard All Call System	Business Administration	010	11,847.50
P14-00749	Fun Raising School Gear	OPIS Stickers	Home Independent Study Program	010	516.00
P14-00750	Baudville, Inc.	DON: Satin Ribbons for 8th Grade Diplomas	Medea Creek Middle School	010	203.93
P14-00751	C & A Safety Consultants	Ath Trng Cert/Don/mat & supp	Oak Park High School	010	449.38
P14-00752	Southwinds Transportation	Parent funded field trip, 2nd gr, Agoura High	Red Oak Elementary School	010	1,096.80
P14-00753	Crowder Backflow Services, Inc	Repair DO Backflow	Business Administration	010	1,162.00
P14-00754	Quality Paving	Proj 14-28F Asphalt Foundation Classrooms OPIS	Business Administration	010	19,695.00
P14-00755	Division of State Architect	Proj 10-01R DSA Inspections Fire Alarm DO	Business Administration	213	62.38
P14-00756	Division of State Architect	Proj 10-01R DSA Inspections Fire Alarm MCMS	Business Administration	213	745.04
P14-00757	Environmental Testing Associa	Proj 13-15R Testing Services Bldg A Gym OPHS	Business Administration	213	5,235.00
P14-00758	Environmental Testing Associa	Proj 13-12R Testing Services Bldg 100 BES	Business Administration	213	6,120.00
P14-00759	Division of State Architect	Proj 13-01R & 13-12R DSA Fees Mod BES	Business Administration	213	7,850.00
P14-00760	CTE CAL, Inc.	Proj 13-12R Inspection Services Bldg 100 BES	Business Administration	213	312.00
P14-00761	Custom Modular Services Corp	Proj 14-25R Relocate Classrooms OPHS	Business Administration	213	35,765.75
P14-00762	Leader Carpet	Proj 14-05F Flooring Discovery Kindergarten OPNS	Business Administration	010	5,992.00
P14-00763	BizClicks Office	Proj 14-05F Partitions Rm 18 DK OHES	Business Administration	010	5,539.00
P14-00764	Document Systems	Proj 14-06C Ricoh Copiers OPHS	Technology Coordinator	212	54,627.20
P14-00765	Kramer's Pharmacy	Nurse supply - epi pens	District-wide	010	2,311.90
P14-00766	Enhanced Landscape Mgmt, Inc	ROES Field repairs	Business Administration	010	10,820.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00767	Southwinds Transportation	Parent funded field trip, Ronald Reagan library	Red Oak Elementary School	010	881.20
P14-00768	Division of State Architect	Proj 13-05R DSA Inspect Field Improvements OPHS	Business Administration	213	390.90
P14-00769	KPI Architects, Inc.	Proj 13-12R Food Facility Plan Check Fee BES	Business Administration	213	817.00
P14-00770	Town & Country Printing	Cash Receipt Books - Accounting Department	Accounting & Payroll	010	1,205.44
P14-00771	Omega Construction Company	Project 14-05F Demolition & Construction OHES	Business Administration	010	14,900.00
P14-00772	SolarGnosis	Proj 14-29F Consulting Services Solar OPHS	Business Administration	010	3,125.00
P14-00773	A and S Fire Protection, Inc	Proj 10-14R Water Flow Test Mod OPHS	Business Administration	213	660.00
P14-00774	Enhanced Landscape Mgmt, Inc	Plants and Soil MCMS	Business Administration	010	680.00
P14-00775	Fun Raising School Gear	OPUSD Sticker for Podium	Home Independent Study Program	010	30.10
P14-00776	Advantra Graphics	Summer Reading and Passport to summer	District-wide	010	748.61
P14-00777	Follett School Solutions, Inc.	DISC: Barcode Labels for Library books	Medea Creek Middle School	010	159.68
P14-00778	Balfour Beatty Construction	Proj 14-25R Lease/Classroom Replacement OPHS	Business Administration	213	232,682.31
				213	1,313,488.49
P14-00779	Kohburg, Inc.	C-6 Furniture Discovery Kindergarten OHES	Business Administration	212	9,503.77
P14-00780	Demco	C-6 Discovery Kindergarten Cubby Storage OHES	Business Administration	212	1,421.52
P14-00781	House Sanitary Supply	C6 - Custodial Equipment DO, MCMS, OHES, OPHS, BES	Business Administration	212	20,798.93
P14-00782	School Outfitters	C-6 Student Chairs OHES	Business Administration	212	1,403.28
P14-00783	Belson Outdoors	C-6 Outdoor Benches MCMS	Business Administration	212	6,553.40
P14-00784	Culver Newlin	C6- Lunch Tables MCMS	Business Administration	212	3,312.89
P14-00785	Grainger Industrial Supply	C-6 Maintenance & Operations Equipment DO	Business Administration	212	2,948.65
P14-00786	School Outfitters	C-6 Student Desks & Chairs MCMS	Business Administration	212	785.83
P14-00787	K-Log Company, Inc.	C-6 Teacher Chairs OPHS	Business Administration	212	2,202.92
P14-00788	Krueger International, Inc.	C-6 Student Desks and Chairs New Classrooms OPHS	Business Administration	212	44,302.36
P14-00789	Worthington Direct	C-6 Picnic Tables ROES	Business Administration	212	4,542.42
P14-00790	Belson Outdoors	C-6 Tables and Umbrellas OPIS	Business Administration	212	8,723.41
P14-00791	School Outfitters	C-6 Student chairs and bookcases BES.	Business Administration	212	4,653.74
P14-00792	School Outfitters	C-6 File Cabinets and Teachers' Desks ROES	Business Administration	212	1,676.55
P14-00793	School Outfitters	C-6 Student Desks ROES	Business Administration	212	2,706.65

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00794	Anti-Defamation League	Anti Defamation League Assemblies at OPHS	District-wide	010	2,000.00
P14-00795	Herff Jones	OPIS Cap & Gown Rental	Home Independent Study Program	010	982.16
P14-00796	Enhanced Landscape Mgmt, Inc	Prune Trees DO	Business Administration	010	1,950.00
P14-00797	Environmental Testing Associa	Investigation & Report TO-15 Canisters OPHS	Business Administration	010	2,495.00
P14-00798	Community Educational Ent Ramo na Brandes	Donation - 1st grade show	Brookside School	010	100.00
P14-00799	Demco	C-6 Storage Units ROES	Business Administration	212	4,657.75
P14-00800	School Outfitters	C-6 Tables, Reception Chairs & Desks OPIS	Business Administration	212	2,560.51
P14-00801	School Outfitters	C-6 Filing Cabinets, Tables & Chairs OPIS	Business Administration	212	4,408.94
P14-00803	School Outfitters	C-6 Activity Table BES	Business Administration	212	260.67
P14-00804	KPI Architects, Inc.	Architectural Services Ball Wall ROES	Business Administration	010	336.00
				010	464.00
P14-00805	Red Oak PFA	ROES PFA 3rd Grade Muvico Fieldtrip	Business Administration	010	720.00
P14-00806	Amerimacs	Riso EZ-220 repair	Red Oak Elementary School	010	85.00
P14-00807	Frontline Technologies, Inc	AESOP add additional employees	Accounting & Payroll	010	1,031.41
P14-00808	Southwinds Transportation	Parent funded field trip, 3rd gr., Muvico	Red Oak Elementary School	010	731.20
P14-00809	Custom Modular Services Corp	Proj 14-28F Refurbish Classrooms OPIS	Business Administration	010	59,910.00
P14-00810	Custom Modular Services Corp	Proj 14-28F Re-Insulate Sub-Floors Classrooms OPIS	Business Administration	010	21,750.00
P14-00811	Enhanced Landscape Mgmt, Inc	Proj 14-28F Landscaping/Tree Removal OPIS	Business Administration	010	64,201.50
P14-00812	VCOE	VPSS Math: D. O'Brien OPIS & K.Kelem OVHS	Human Resources	010	650.00
P14-00813	VCOE	Common Core Math 3 M. Deel	Human Resources	010	120.00
P14-00814	VCOE	Common Core Math 8th P. Franco	Human Resources	010	120.00
P14-00815	VCOE	Common Core K Math	Human Resources	010	720.00
P14-00816	VCOE	Common Core Principals McGugan, DuIm	Human Resources	010	160.00
P14-00817	VCOE	Common Core Math Trowbridge	Human Resources	010	120.00
P14-00818	VCOE	Common Core Textbooks - geometry	Human Resources	010	600.00
P14-00819	VCOE	ELD Sp Ed Instruct Aide Support Training	Human Resources	010	773.00
P14-00820	G.I. Industries	Proj 13-15R Trip Charge OPHS	Business Administration	213	50.00

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P14-00821	Newman, Aaronson and Vanaman	Attorney Fees - Settlement Agreement	District-wide	010	5,000.00
P14-00822	Perter & Kristi Pollard	2013/14 Reimbursement - tutoring services	District-wide	010	14,000.00
P14-00823	Home Depot DEPT 32 2500369867	Proj 14-09R Supplies Exterior Painting OPHS	Business Administration	213	353.47
P14-00824	VCOE	CCSS ELA Math K-5; Barber, Duffy and Thomas	Human Resources	010	180.00
P14-00825	UPS Freight	Shipping Charge Technology	Technology Coordinator	010	128.50
P14-00826	Home Depot DEPT 32 2500369867	Proj 13-15R Supplies Bldg A Mod OPHS	Business Administration	213	210.73
P14-00827	Home Depot DEPT 32 2500369867	Proj 14-09R Supplies Exterior Painting OPHS	Business Administration	213	1,154.85
P14-00828	Home Depot DEPT 32 2500369867	Proj 13-12R Supplies Building 100 Mod BES	Business Administration	213	520.30
P14-00829	Pacificom	Proj 14-01C DW Network-Data Cabinet OHES	Business Administration	212	4,609.83
P14-00830	Home Depot DEPT 32 2500369867	Proj 14-28F Exterior Siding Classrooms OPIS	Business Administration	010	8,750.32
P14-00831	CTE CAL, Inc.	Proj 14-25R DSA Inspection Classrooms OPHS	Business Administration	213	2,128.00
P14-00832	Do-It Center	Proj 14-28F Supplies Relocatable Classrooms OPIS	Business Administration	010	46.95
P14-00833	Division of State Architect	Proj 10-01R DSA Fees Fire Alarms OHES	Business Administration	213	349.90
P14-00834	CTE CAL, Inc.	Proj 13-12R DSA Fees Bldg 100 Modernization BES	Business Administration	213	5,944.00
P14-00835	Environmental Testing Associa	Proj 13-12R Testing Services Bldg 100 Mod BES	Business Administration	213	1,295.00
P14-00836	PR&P Architects	Proj 14-05F Architectural Services DK OHES	Business Administration	010	832.90
P14-00837	KPI Architects, Inc.	DSA Fee Reimbursement Ball Wall ROES	Business Administration	010	750.00
P14-00838	KPI Architects, Inc.	Proj 14-28F Architectural Services Classrooms OPIS	Business Administration	010	40,856.99
P14-00839	CTE CAL, Inc.	MCMS DSA Amphitheater Inspection	Business Administration	010	2,512.00
P15-00003	Hellas Construction Inc	Resurface Track OPHS	Business Administration	010	111,500.00
P15-00004	SBS Corporation	Proj 13-12R (Rebid) Bldg 100 Modernization BES	Business Administration	213	1,225,755.00
P15-00005	Pars Arvin Construction, Inc.	Proj 13-15R Bldg A Gym Modernization OPHS	Business Administration	213	1,003,000.00
P15-00006	Pitney Bowes Reserve Account	Postage/mat & supp	Oak Park High School	010	2,000.00
P15-00007	ACSA Membership Processing	ACSA Membership for Leadership	School Site Salaries-NonTeach	010	18,341.00
P15-00008	Houghton Mifflin Harcourt c/o American Express	Go Math BES - Common Core	Curriculum	010	25,824.74
P15-00009	Houghton Mifflin Harcourt c/o American Express	Go Math OHES Common Core	Curriculum	010	21,740.46

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00010	Houghton Mifflin Harcourt c/o American Express	Go Math ROES - Common Core	Curriculum	010	25,439.36
P15-00011	Houghton Mifflin Harcourt c/o American Express	Go Math OPIS Common Core	Curriculum	010	3,554.82
P15-00012	Follett School Solutions, Inc. American Express	MCMS Textbooks 2014-2015	Curriculum	010	28,308.35
P15-00013	Follett School Solutions, Inc. American Express	MCMS Consumable 2014-2015	Curriculum	010	15,044.30
P15-00014	Follett School Solutions, Inc. American Express	OHES Consumable 2014-2015	Curriculum	010	1,240.10
P15-00015	Follett School Solutions, Inc. American Express	OHES Texts ELA 2014-2015 - Common Core	Curriculum	010	4,855.69
P15-00016	Textbook Warehouse c/o AMEX	MCMS Textbooks 2014-2015	Curriculum	010	3,932.35
P15-00017	Follett School Solutions, Inc. American Express	BES Consumable 2014-2015	Curriculum	010	1,585.12
P15-00018	Follett School Solutions, Inc. American Express	BES Textbooks 2014-2015	Curriculum	010	427.25
P15-00019	Follett School Solutions, Inc. American Express	ROES Texts ELA 2014-2015 - Common Core	Curriculum	010	11,427.48
P15-00020	Follett School Solutions, Inc. American Express	ROES Consumable 2014-2015	Curriculum	010	2,200.20
P15-00021	Agoura Lock Technologies, Inc.	Keys/Custodial/mat & supp	Oak Park High School	010	400.00
P15-00022	Premier - A School Speciality	DON: 2014-15 Student Assignment Books	Medea Creek Middle School	010	9,380.83
P15-00023	Follett School Solutions, Inc. American Express	ROES Textbooks Making a New Nathion 2014-2015	Curriculum	010	2,928.10
P15-00024	Follett School Solutions, Inc. American Express	ROES Texts ELA 2014-2015 - Common Core	Curriculum	010	3,245.96
P15-00025	Follett School Solutions, Inc. American Express	BES Texts ELA 2014-2015 - Common Core	Curriculum	010	9,426.62
P15-00026	Ventura County Graphic Service	Badger Claws Grade 3 ROES	Curriculum	010	645.00
P15-00027	Worthington Direct	C-6 Bookcase and Desks OPHS	Business Administration	212	8,758.02
P15-00028	Perma-Bound	ROES PermaBound Textbooks	Curriculum	010	1,462.82
P15-00029	Handwriting Without Tears	BES DK Consumable 2014-2015	Curriculum	010	264.38
P15-00030	Handwriting Without Tears	OHES DK Consumable 2014-2015	Curriculum	010	275.54
P15-00031	Handwriting Without Tears	ROES DK Consumable 2014-2015	Curriculum	010	264.38
P15-00032	Bridges in Mathematics	DK Book Orders Math OHES	Curriculum	010	1,259.50
P15-00033	Delta Education, LLC c/o American Express	BES FOSS ScienceTextbooks 2014-2015	Curriculum	010	891.84
P15-00034	Delta Education, LLC c/o American Express	OHES FOSS ScienceTextbooks 2014-2015	Curriculum	010	4,951.48
P15-00035	Delta Education, LLC c/o American Express	ROES FOSS ScienceTextbooks 2014-2015	Curriculum	010	9,980.63

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00036	Pierres Welding & Maint.	Safety Credits Vents Disaster Bins Districtwide	Business Administration	010	3,420.00
P15-00037	Follett School Solutions, Inc. American Express	BES - Readers Charlottes Web	Curriculum	010	641.61
P15-00038	Follett School Solutions, Inc. American Express	OPHS Textbooks 2014-2015	Curriculum	010	18,196.50
P15-00039	Follett School Solutions, Inc. American Express	OPHS Biology Textbook 2013-2014	Curriculum	010	530.08
P15-00040	Hotmath, Inc.	LOTT: Catchup Math for SpEd	Medea Creek Middle School	010	999.00
P15-00041	Textbook Warehouse c/o AMEX	OPHS Textbooks 2014-2015	Curriculum	010	73,642.12
P15-00042	Delta Mechanical	Proj 14-05F HVAC Discovery Kindergarten	Business Administration	010	1,345.00
P15-00043	Signature Signs	Proj 14-16R Signage District Office	Business Administration	213	2,007.48
P15-00044	Signature Signs	Proj 14-16R Signage OVHS	Business Administration	213	5,678.98
P15-00045	Signature Signs	Proj 14-16R Signage BES	Business Administration	213	2,731.13
P15-00046	Signature Signs	Proj 14-16R Signage OPHS	Business Administration	213	8,370.13
P15-00047	Signature Signs	Proj 14-16R Signage MCMS	Business Administration	213	4,075.63
P15-00048	Signature Signs	Proj 14-16R Signage ROES	Business Administration	213	7,254.45
P15-00049	Leader Carpet	Proj 14-14R Carpet OPHS	Business Administration	213	8,900.00
P15-00050	Fence Factory	Proj 14-28F Fence & Trash Enclosures OPIS	Business Administration	010	12,720.00
P15-00051	Leader Carpet	Carpet Replacement Field House OPHS	Business Administration	010	4,600.00
P15-00052	Leader Carpet	Proj 14-28F Carpet R1-R5 OPIS	Business Administration	010	21,250.00
P15-00053	Pacificom	Proj 14-19R PA/Bell System Districtwide	Business Administration	213	83,349.00
P15-00054	Wayne Watson DBA Buena Concrete	Proj 14-25R Concrete Removal OPHS	Business Administration	213	12,696.00
P15-00055	Pacificom	Proj 14-27F WAP/Camera/Energy Cabling Districtwide	Business Administration	010	30,364.14
				212	30,364.13
				213	30,364.14
P15-00056	Office Depot Customer Service Center	Blanket PO for Office supplies	Oak View High School	010	1,500.00
P15-00057	Leader Carpet	Proj 14-14R Carpet OPHS R16 & R17	Business Administration	213	8,500.00
P15-00058	Office Depot Customer Service Center	Blanket PO for OPIS Office Supplies	Home Independent Study Program	010	2,500.00
P15-00059	M/M Mechanical, Inc	Proj 14-05F Bathroom Discovery Kindergarten OHES	Business Administration	010	30,000.00
P15-00060	School Outfitters	C-6 Furniture for Director of Child Nutrition DO	Business Administration	212	1,373.36
P15-00061	Textbook Warehouse c/o AMEX	OPHS Textbooks 2014-2015	Curriculum	010	1,149.18

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00062	McGraw-Hill Education c/o American Express	OPHS Textbooks Health 2014-2015	Curriculum	010	20,015.66
P15-00063	Cengage Learning Inc c/o American Express	OPHS Textbooks Calculus 2014-2015	Curriculum	010	51,324.00
P15-00064	CTE CAL, Inc.	DSA Inspection Svs BES 13-12R, Bldg 100	Brookside School	213	3,120.00
P15-00065	Blue Violet Networks, LLC	Proj 14-17R Campus Security Cameras Districtwide	Business Administration	213	267,029.57
P15-00066	Signature Signs	Proj 14-16R Signage OHES	Business Administration	213	5,185.88
P15-00067	Follett School Solutions, Inc. American Express	OPIS Textbooks 2014-2015	Curriculum	010	2,618.56
P15-00068	Acom Media	Fire Rated Cabinet Dolly M&O	Business Administration	010	1,015.23
P15-00069	Airtek Indoor Air Solutions	Clean Admin Build - OPHS	Business Administration	010	2,950.00
P15-00070	Grainger Industrial Supply	Air Compressor M&O	Business Administration	010	1,007.28
P15-00071	Grainger Industrial Supply	Pallet Jack M&O	Business Administration	010	4,149.34
P15-00072	Division of State Architect	DSA Application Fee for Project 14-28F	Business Administration	010	3,960.00
P15-00073	Division of State Architect	DSA Application Fee for Project 14-08F	Business Administration	010	750.00
P15-00074	CUE Gold Coast	Intergrating Tech into Classroom, Fadgen MCMS	Human Resources	010	80.00
P15-00075	Sports Facilities Group	Annual Maint Agreement Bleachers/Seating OPHS	Business Administration	010	9,500.00
P15-00076	Lloyd's Plumbing, Inc.	2014-2015 Emergency Plumbing Repairs	Business Administration	010	500.00
P15-00077	Omega Construction Company	2014-15 Open PO for Repairs as Needed District-Wide	Business Administration	010	3,000.00
P15-00078	Leader Carpet	Proj 14-10R Carpet Replacement BES	Business Administration	213	8,500.00
P15-00079	Us Bank Trust Nat'l Assn.	Admin Services 2009 GOB Election 2008 Series A	Business Administration	010	700.00
P15-00080	Us Bank Trust Nat'l Assn.	Admin Services 2009 GOB Election 2006 Series B	Business Administration	010	700.00
P15-00081	Action Sales	Proj 13-12R Cafeteria Equip Modernization BES	Brookside School	213	5,628.70
P15-00082	Demco	C-6 L Shaped Desk for HR Dept.	Business Administration	212	1,230.08
P15-00083	Prestwick House, Inc co AMEX	Donation/Eng.Workbooks/mat & supp	Oak Park High School	010	9,238.37
P15-00084	Hayden-McNeil Pub c/o AMEX	Donation/SciWorkbooks/mat & supp	Oak Park High School	010	18,450.00
P15-00085	Pearson AGS Globe c/o AMEX	Donation/APFrenchWbks/mat & supp	Oak Park High School	010	475.52
P15-00086	Ventura County Graphic Service	Cumulative and health folders	Red Oak Elementary School	010	161.25
P15-00087	CTE CAL, Inc.	Project 14-01R, DSA Inspection IOR Svs	Oak Park High School	213	880.00
P15-00088	Houghton Mifflin Harcourt c/o American Express	Go Math Training - Common Core	Curriculum	010	2,800.00

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00089	Textbook Warehouse c/o AMEX	OPIS Textbooks 2014-2015	Curriculum	010	737.99
P15-00090	Oak Meadow school	OPIS World Literature Grade 12 2014-2015	Curriculum	010	1,265.63
P15-00091	Compuwave Inc.	Computer Upgrade - Fiscal Services	Business Administration	010	1,384.60
P15-00092	The Paton Group	Equipment Purchase: Elite 3-D Printer	Business Administration	212	38,433.75
P15-00093	SMITH PIPE & SUPPLY	Proj 14-01R Irrigation Supplies Mod OPHS	Business Administration	213	400.37
P15-00094	Advantra Graphics	School Watch Summer Newsletter & Postage	District-wide	010	1,816.97
P15-00095	Enhanced Landscape Mgmt, Inc	Repair 3/4 of MCMS Field	Business Administration	010	24,375.00
P15-00096	Enhanced Landscape Mgmt, Inc	School Site "Back to School" Landscape Clean-Up	Business Administration	010	14,800.00
P15-00097	Taft Electric Company	Proj 14-25R Disconnect Electricity Classrooms OPHS	Business Administration	213	4,771.01
P15-00098	Thousand Oaks Electric	Proj 14-05F Electrical Work Discovery Kindergarten	Business Administration	010	1,585.00
P15-00099	Thousand Oaks Electric	Proj 14-08F Utilities Installation Field House	Business Administration	010	4,750.00
P15-00100	Van Nuys Awning Co. Inc	Proj 14-07R Awning Installation ROES	Business Administration	213	2,176.23
P15-00101	Ferguson Enterprises #1350	Proj 14-05F Dyson Airblade DK OHES	Business Administration	010	798.80
P15-00102	Custom Modular Services Corp	Proj 14-28F Continuous Deck Classrooms OPIS	Business Administration	010	47,545.00
P15-00103	South Coast Funding Group Inc. DBA Qwikresponse	Proj 14-25R Asbestos Remediation Classrooms OPHS	Business Administration	213	1,294.29
P15-00104	Filnn Scientific, Inc	Science Don/mat & supp	Oak Park High School	010	975.42
P15-00105	CTE CAL, Inc.	Proj 14-25R DSA Fees Classrooms OPHS	Business Administration	213	6,930.00
P15-00106	CTE CAL, Inc.	Proj 13-12R DSA Fees Bldg 100 Modernization BES	Business Administration	213	13,090.00
P15-00107	CTE CAL, Inc.	Proj 14-01R DSA Fees ADA Modernization OPHS	Business Administration	213	8,360.00
P15-00108	CTE CAL, Inc.	Proj 13-15R DSA Fees Bldg A Modernization OPHS	Business Administration	213	13,530.00
P15-00109	Houghton Mifflin Harcourt c/o American Express	OPIS - Science Fusion Textbooks	Curriculum	010	1,475.76
P15-00110	Sports Facilities Group	Repair JV Baseball Field Backstop at OPHS	Business Administration	010	6,775.00
T15-00001	JAMF	JAMF Casper Suite District License	Technology Coordinator	010	22,930.00
T15-00002	CV Enterprises	Ruckus Wireless Solution	Accounting & Payroll	212	181,953.53
T15-00003	CV Enterprises, Inc.	Ruckus Wireless Managed Services	Accounting & Payroll	212	18,375.00

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

ESCAPE **ONLINE**

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Includes Purchase Orders dated 06/01/2014 - 07/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
T15-00004	Apple Computer MS 198-3ED c/o American Express	Apple Desktops and Laptops	Technology Coordinator	212	196,763.14
T15-00005	Apple Computer MS 198-3ED c/o American Express	Apple iPads	Technology Coordinator	212	75,347.70
T15-00006	Collaboration Solutions	Smartboard Installations 21st CC	Technology Coordinator	212	171,263.03
T15-00007	Component Systems Inc.	Modular Office Equipment Project 14-09-C	Oak Park High School	212	5,112.31
T15-00008	Pasco Scientific	iPad PASCO AirLink data logger	Technology Coordinator	212	4,732.20
T15-00009	SHI International	Microsoft licensing CAMSA Districtwide	Technology Coordinator	010	9,238.20
T15-00010	Uzibull	Uzibull iPad Air Cases (Shockwave) 300	Technology Coordinator	212	12,400.13
T15-00011	PCMG Inc,	Anthro iPad/Tablet40 Cart (1)	Technology Coordinator	212	1,057.96
T15-00012	PCMG, Inc.	Dell Chromebook11 (Qty 60)	Technology Coordinator	212	20,554.67
T15-00013	Tangent	Tangent Hosted Spam Filter	Technology Coordinator	010	1,125.00
TB15-00001	Apple Computer, Inc. Ms:198-3E D	Blanket PO for Computer Equip < \$500	Technology Coordinator	010	10,000.00
TB15-00002	CDW GOVERNMENT INC	Blanket PO - Equipment/Supplies <\$500	Technology Coordinator	010	5,000.00
TB15-00003	Compuwave Inc.	Blanket PO - Equipment & Supplies <\$500	Technology Coordinator	010	5,000.00
TB15-00004	School Tech Supply	Blanket PO for device repairs (iPads)	Technology Coordinator	010	2,000.00
TB15-00005	PCMG Inc,	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	5,000.00
TB15-00006	Monoprice	Blanket PO Equipment & Supplies <\$500	Technology Coordinator	010	5,000.00
TB15-00007	All Connected Inc	Network Support and Monitoring	Technology Coordinator	010	40,000.00
Total Number of POs			424	Total	8,398,881.26

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	51	253,742.50
212	Measure C6 Technology Bond Fun	6	76,271.97
213	Measure R FACILITIES Bond Fund	19	266,680.88
		ear 2014	596,695.35
010	General Fund	251	2,567,518.73
130	Cafeteria Fund	45	282,526.69
212	Measure C6 Technology Bond	30	858,108.26
213	Measure R FACILITIES Bond	30	4,094,032.23
		ear 2015	7,802,185.91
		Total	8,398,881.26

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

ESCAPE ONLINE

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.1.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL ADVANCED PEER COUNSELORS RETREAT – SEPTEMBER 21-22, 2014**

CONSENT

**ISSUE:** Shall the Board approve overnight trip for the Oak Park High School Advanced Peer Counselors?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for this overnight retreat scheduled for September 21-22, 2014 in Malibu, CA. Approximately 41 male and female students, two OPHS counselors, four adults, former OPHS chaperones (one male, one female) and one additional staff member will travel by district approved drivers in private vehicles. They will depart on Sunday morning and return Monday evening. They will stay in cabins at the Shalom Institute in Malibu. Students will pay approximately \$100 per student to cover the cost of meals, transportation and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.1.e. APPROVE RENEWAL AGREEMENT WITH THE VENTURA COUNTY OFFICE OF EDUCATION FOR 2014-15 STUDENT INFORMATION SYSTEM HOSTING SERVICES**

CONSENT

**ISSUE:** Shall the Board approve a renewal agreement with the Ventura County Office of Education (VCOE) to provide student information system (SIS) hosting services for the 2014-15 fiscal year?

**BACKGROUND:** The District has historically contracted annually with VCOE to provide student information system (SIS) hosting services. The scope of services includes VCOE's hosting of the District's SIS, annual software support, and annual support of the foodservice module utilized by Child Nutrition Services. The current contract with VCOE for these services expired June 30, 2014. The fee for services is calculated on the District's prior year P-2 ADA. The amount-per-ADA for SIS hosting and software support is unchanged from last school year, while the amount for the food service module increases by \$1/ADA. VCOE has proposed to renew the 2014-15 agreement in the total amount of \$53,952 as follows:

- Annual Software Support: \$22,480 (2013-14 P-2 ADA [4496 x \$5.00])
- Annual Hosting Fee: \$22,480 (2013-14 P-2 ADA [4496 x \$5.00])
- Annual Food Services Support: \$8,992 (2013-14 P-2 ADA [4496 x \$2.00])

A copy of the renewal agreement is attached for the Board's review.

**FISCAL IMPACT:** The cost of the proposed services is included in the Business and Administrative Services and Child Nutrition Services budgets for 2014-15.

**ALTERNATIVES:**

1. Approve the renewal agreement with VCOE for student information system hosting and support services for the 2014-15 fiscal year.
2. Do not approve the renewal.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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



## Technology Services

Stephen K. Carr, Executive Director

scarr@vcoe.org

5189 Verdugo Way, Camarillo, CA 93012  
805-383-1966 • FAX: 805-383-1997

# VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

**DATE:** June 13, 2014

**To:** Chief Business Official

**FROM:** Stephen K. Carr, Executive Director  
Colleen A. Steed, Applications Manager  
Technology Services

**SUBJECT:** **2014-15 Q Student Information System Service Level Agreements**

Attached is one copy of the 2014-15 annual service level agreements for Q/Zangle services provided by the Ventura County Office of Education. In reviewing the agreement you will see some of the value-added features that a VCOE contract will provide. Also, attached is the invoice for the annual fee, based on June 1 P-2 ADA from the 2013-2014 fiscal year.

Please review this contract carefully and sign. LEAs should also designate the appropriate employees for the SIS customer support contacts. The signed agreement may be scanned and emailed to Technology Services – Rachel Lopez [rlopez@vcoe.org](mailto:rlopez@vcoe.org). Payment of the invoiced amount should be received within 30 days.

If you have any questions regarding these agreements, please feel free call me at (805) 383-1966 or Colleen at (805) 383-1953.

Attachments



## Technology Services

Stephen K. Carr, Executive Director

scarr@vcoe.org

5189 Verdugo Way, Camarillo, CA 93012

805-383-1966 • FAX: 805-383-1997

# VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

## Annual Q SIS Hosting Service Level Agreement

This document identifies the terms of the Annual Q Hosting Service Level Agreement. This Service Level agreement is for the period beginning July 1, 2014 and ending June 30, 2015.

VCOE Annual Q Hosting Service Level Agreement includes the following:

1. **Point of contact calls and e-mails to VCOE Service Center** The LEA will designate a **point person(s)** to communicate with VCOE Service Center and in turn relay information to their respective staff. VCOE Service Center is open between the hours of 8:00 a.m. and 5:00 p.m. M-F. A reasonable expectation for response time, either by phone or e-mail, is 2 hours. A timely resolution to the service request depends on the nature of the problem. *LEA determined **Emergency Requests** will be billed at prevailing VCOE rates.*
2. **VCOE makes all reasonable efforts to assure security and integrity of the Q/ server(s) including:**
  - Storing data on current server-regularly patched and protected from viruses.
  - Completing all backups
  - Server is located behind VCOE firewall.
  - Server is mirrored on a Storage Area Network (SAN) and is backed up regularly with tapes being stored off premises in a locked vault.
  - VCOE data center has secure key access at all times.
  - VCOE data center has filtered UPS power and a diesel generator which initiates when street and UPS power fails.
  - VCOE assures that servers have up to date SSL certificates (included as part of the hosting cost).
  - database administration and monitoring
3. **Review and deploy software enhancements and hot fixes** All Q software releases will be reviewed prior to deployment by VCOE staff. Reasonable efforts will be made to schedule deployment so as not to negatively impact LEA.

*"Commitment To Quality Education For All"*



**Hosting services include:**

- SQL Administration and management including:
  - a. Stored Procedures
  - b. Execution hooks
  - c. Views
- VCOE is not responsible for errors and omissions of data entered by LEA staff. It is the responsibility of the LEA to assure that integrity of data is maintained.

VCOE requires the LEA to do the following:

- institute a password change policy of no greater than 90 days
- Require all users to sign an "acceptance of responsibility form" that they understand the criticality of account name/password security. An "acceptance of responsibility form" includes:

*Account names and passwords should **never** be written out and available to other's access.*

LEA's hosting responsibilities includes the following:

- maintain Active Directory structure, i.e., account creation, deletion, password change, and general maintenance of accounts
- Point of contact person (responsible for communicating to LEA staff of software releases, hot fixes, and system availability)
- communicating the importance of password security to their respective staff
- maintaining connectivity infrastructure between LEA and VCOE
- request for access to the data source must be jointly approved by authorized LEA staff and VCOE

## Annual Q Hosting Service Level Agreement

This Annual Q Hosting Service Level Agreement is by and between VCOE and LEA. Notification of non-renewal of this agreement must be submitted in writing no less than 180 days prior to expiration.

The annual fee is based on a rate of \$5.00 per ADA, calculated from the LEA's P-2 ADA as of June 1 of the prior fiscal year. Payment of the attached invoice and return of the signed agreement are due net 30 days upon receipt.

### VCOE:

### CUSTOMER:

LEA: \_\_\_\_\_

By:  \_\_\_\_\_

Authorized Signature

Name: \_\_\_\_\_ Thomas V. Etchart

Title: \_\_\_\_\_ Director, Internal Business

Date: \_\_\_\_\_ June 13, 2014

By: \_\_\_\_\_

Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### Point Person Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



VCOE Technology Services  
5189 Verdugo Way  
Camarillo, CA 93012  
805-383-1955

Bill To:
Oak Park Unified Attn: Laura Almada 5801 East Conifer Street Oak Park, CA 91377

Date	Invoice
06/13/2014	5166
Account	
Oak Park Unified	

Terms	Due Date	PO Number	Reference	
Net 30 days	07/13/2014			

Other Charges	Quantity	Price	Amount
Agreement: SIS 2014/2015			
VCOE Annual Software Support for SIS Student Information System.	4496.00	5.00	22,480.00
SIS Food Service Software License	4496.00	2.00	8,992.00
Hosting Fee for Districts using SIS in a hosted environment. VCOE/TS will maintain infrastructure of servers, backups, and patch management.	4496.00	5.00	22,480.00
<b>Total Other Charges:</b>			<b>53,952.00</b>
Make checks payable to VCOE Technology Services Prices on the receipt or invoice are the standard academic prices for the products or services.	<b>Invoice Subtotal:</b>		53,952.00
	<b>Sales Tax:</b>		0.00
	<b>Invoice Total:</b>		<b>53,952.00</b>

Thank you for your business!  
"Commitment to Quality Education for All"

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.1.f. APPROVE CERTIFICATION OF 2013-14 ANNUAL ATTENDANCE REPORT**

CONSENT

**ISSUE:** Shall the Board receive and certify the 2013-14 Annual Attendance Report recording the District's Average Daily Attendance (ADA) ending with the tenth and final school month of the reporting period?

**BACKGROUND:** The District's Local Control Funding Formula (LCFF) funding is based on its ADA, which requires the governing board of each school district to certify actual student attendance to the State Superintendent of Instruction at three key times each school year. The First Period Attendance Report, commonly referred to as P-1, is certified and filed with the State at the end of the fourth school month. The Second Period Attendance Report, referred to as P-2, certifies the ADA through April 15 of the reporting year, typically Month 7. The District's actual LCFF funding is based on the P-2 Report. The third and final report, the Annual Report, is certified and filed at the conclusion of the fiscal year. Lottery funding is based on the Annual ADA Report.

The third reporting period of 2013-14 has concluded, and the District's Annual ADA Report is attached for the Board's review and certification.

**RECOMMENDATION:** Certify the 2013-14 Annual Attendance Report.

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

Respectfully submitted:

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

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

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

**Attendance School District**

County: Ventura

Fiscal Year: 2013-14

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: A0CF7588

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	1,076.30	1,010.30	791.63	1,619.41	4,497.64
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	0.72	0.39	0.65	0.79	2.55
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.92	0.00	1.00	1.92
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	0.14	0.00	0.18	0.32
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>1,077.02</b>	<b>1,011.75</b>	<b>792.28</b>	<b>1,621.38</b>	<b>4,502.43</b>
<b>Other</b>						
ADA for Students in Full-Time Independent Study included in Section A	B-1	211.38				
ADA not eligible for general funding through Independent Study NOT included in Section A	B-2	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	26.43				
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-4	34.97				
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

2013-13.02

Page 1 of 3

7/3/2014 10:57:23 AM

# Attendance School District

County: Ventura

Fiscal Year: 2013-14

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: A0CF7588

Prior Year ADA Adjustment	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 (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
ADA Totals (C-1 + C-2)	C-3	0.00	0.00	0.00	0.00
<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. The ADA may not be greater than the ADA reported for that pupil by the school district in the current year [EC 42238.051 (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
ADA Totals (C-4 + C-5)	C-6	0.00	0.00	0.00	0.00

# **Attendance School District**

County: Ventura

Fiscal Year: 2013-14

District: Oak Park Unified

Annual

CDS CODE 56 73874

Certificate Number: A0CF7588

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
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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
--------------------------	------	------	------	------	------	------

# Certification

County: Ventura

Fiscal Year: FY 2013-14

District: Oak Park Unified

Annual

CDS CODE 56 73874

AOCF7588 ✓

## 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. MANCOSKE  
COUNTY SUPERINTENDENT OF SCHOOLS

Date:

7/3/14

County Superintendent of Schools By

  
Heather Kempner  
Deputy

Date:

7/9/14

Any inquiries concerning this report should be directed to:

CONTACT NAME bdickerson

PHONE (818) 735-3215 \*

FAX (818) 865-8467

E-Mail bdickerson@oakparkusd.org



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.1.g. APPROVE STUDENT TEACHING AGREEMENT WITH  
UNIVERSITY OF LA VERNE**

CONSENT

**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with University of La Verne, commencing June 25, 2014?

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

**ALTERNATIVES:**

1. Approve Student Teaching Agreement with University of La Verne, commencing June 25, 2014 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with University of La Verne.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

---

Anthony W. Knight Ed.D.,  
Superintendent

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

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

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

**University of La Verne  
College of Education and Organizational Leadership  
University/District Fieldwork Agreement**

**Undergraduate Level Programs**

**Liberal Studies  
Child Development**

**Graduate Level Programs**

**Multiple Subject and Single Subject Credential Candidates**

**Multiple and Single Subjects Intern Credential Candidates**

**Educational Specialist Level I: Mild/Moderate Credential  
Candidates**

**Educational Specialist Level II: Mild/Moderate Candidates**

**Educational Specialist Level I: Mild/Moderate Intern Credential  
Candidates**

**School Counseling Credential Candidates**

**School Counseling Intern Credential Candidates**

**School Psychology Credential Candidates**

**School Psychology Intern Credential Candidates**

**Administrative Services Credential Candidates**

**Administrative Services Intern Credential Candidates**

**THIS AGREEMENT** entered into this **25th day of June 2014** with **Oak Park Unified School District** by and between the University of La Verne through the Provost of the University of La Verne on behalf of the Board of Trustees hereinafter called the University and, hereafter called the District, referred to in the collective as the Parties.

**WITNESSETH**

**WHEREAS**, the University is accredited by the California Commission on Teacher Credentialing (CCTC) and the National Council of Accreditation for Teacher Education (NCATE) as a credential granting institution and desires to provide fieldwork experiences through directed teaching, practicum experiences and/or fieldwork experiences to its students enrolled in the University's undergraduate programs: Liberal Studies and Child Development programs and graduate programs: Multiple and Single Subject Teacher Education program,

Educational Specialist program, School Counseling program, School Psychology program, and Administrative Services program curricula; and

**WHEREAS**, District agrees to allow University's students to gain the necessary fieldwork, practicum, and teaching, counseling, psychology, and administrative services experiences by interacting with and observing, assessing/assessment of students and teachers, counselors, psychologists, and administrators and teaching classes and working with students at its schools; and

**WHEREAS**, the Parties agree to provide for the payment in money for multiple and single subject candidates and educational specialist candidates or in services for school counseling, school psychology, administrative services, and the liberal studies and child development undergraduate programs, for the services rendered by the District of an amount not to exceed the actual cost to the District of the services rendered; and

**WHEREAS**, it has been determined between the Parties hereto that the payments for multiple and single subject candidates and educational specialist candidates be made to the District under this agreement do not exceed the actual cost of the District of the services rendered by the District and that there is an understanding that the University does not provide stipends to the District for the school counseling, school psychology, administrative services, and the liberal studies and child development programs;

**NOW, THEREFORE**, it is mutually agreed between the Parties hereto as follows:

1. The District shall provide experiences through multiple and single subject and educational specialist fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences and fieldwork, and fieldwork experiences in liberal studies, and fieldwork and supervised teaching experiences in child development in schools and classes of the District for students of the University qualified for such assignments and assigned by the University to multiple and single subject and educational specialist candidates fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences, and/or fieldwork, and fieldwork in the liberal studies program, and fieldwork and supervised teaching in child development in schools or classes of the District, and under the direct supervision and instruction of such credentialed employees of the District, as the district and the University, through their duly authorized representatives, may agree upon.

Directed teaching for multiple and single subject credential candidates shall be deemed to include all supervised student teaching in the University's two supervised teaching courses,

Educational Specialist Level I: Mild/Moderate credential candidates complete a minimum of 40 hours in a general education classroom setting and a ten-week supervised teaching experience over a fifteen-week semester in SPED 409: Supervised teaching in the fall and spring semesters.

School Counseling and School Psychology programs require practicum experiences and fieldwork experiences that must be completed under the supervision of a credentialed District employee to meet the required number of practicum hours. Administrative Services program requires fieldwork experiences only.

At the undergraduate level, fieldwork experiences are required for the Liberal Studies program and the Child Development program.

The Child Development program also requires a supervised teaching experience in EDUC 454: Early Childhood Student Teaching.

Fieldwork experiences are completed as part of the curricula requirements in both the undergraduate level for the bachelor's degree requirements and the graduate level credential programs. These fieldwork experiences are hourly based and require the undergraduate candidates and graduate credential candidates to complete the requirements in appropriate districts and school classes.

### **Intern Programs**

The University of La Verne College of Education and Organizational Leadership offers Internship Programs in Multiple and Single Subject Teaching, Educational Specialist Mild/Moderate Level I, School Counseling, School Psychology, and Administrative Services for qualified students. These internship programs provide a process whereby selected, qualified individuals may be employed as multiple and single subject teachers, education specialist teachers, counselors, psychologists, and school administrators in participating public schools and concurrently meet the University of La Verne's requirements in professional education. These internship requirements are consistent with the current multiple and single subject teaching, educational specialist teaching, counseling, psychology, and administrative services credential programs.

Under this contract, the District shall provide intern experiences for multiple and single subject credential program, educational specialist program, school counseling program, school psychology program, and the administrative services program.

Full explanation of the University's undergraduate and graduate programs can be found in: **Exhibit A**

Intern Programs Eligibility can be found in: **Exhibit B**

Intern Programs Agreement can be found in: **Exhibit C**

Prior to any University student entering a District or school-site to complete fieldwork, practicum, or supervised teaching, he/she must have TB clearance and be cleared by the state with either a Certificate of Clearance or other form of DOJ clearance.

The District may, in its sole discretion, refuse to accept for directed teaching, practicum, or fieldwork, any student of the University assigned in the district. Upon request of the District, the University shall terminate the directed teaching, practicum, or fieldwork assignment of any student of the University in the District.

Multiple and single subject and educational specialist and liberal studies and child development directed teaching and fieldwork students, and students completing practicum and fieldwork experiences in school counseling, school psychology, and administrative services programs as used herein and elsewhere in this agreement mean active participation in the duties and function of classroom teaching, school counseling, school psychology, and administrative services practicum, and fieldwork experiences under the direct supervision and instruction of employees of the District holding a valid credential, with a minimum of three years of exemplary experience as a classroom teacher, school counselor, school psychologist, or site administrator, issued by the California Commission on Teacher Credentialing.

2. In the multiple and single subject and educational specialist programs, the University will pay the District directly for the performance by the District of all services required to be performed by the District under this agreement. There is no payment provision for the University's fieldwork assignments that must be completed in the University's coursework or for the school counseling, school psychology, and administrative services programs or the undergraduate programs, liberal studies and child development.

The number of semester units of directed teaching or fieldwork to be provided for each student of the University assigned to directed teaching, practicum, or fieldwork under this agreement shall be determined by the University.

3. An assignment of a student of the University to directed teaching, practicum, or fieldwork in schools or classes of the District shall be at the

discretion of the University. A student may be given more than one assignment by the University for placement in directed teaching, practicum or fieldwork experiences in such schools or classes. The assignment of a student of the University to directed teaching, practicum, or fieldwork in the District shall be deemed to be effective for the purposes of this Agreement as of the date the student presents to the proper authorities of the District the assignment letter or other document given him/her by the University effecting such assignments, but not earlier than the date of such assignments as shown on such letter or other document. In the event the assignment of a multiple subject, single subject, or educational specialist student of the University to directed teaching, practicum or fieldwork is terminated by the University or the District for any reason, the District shall receive payment on account of such student as though there had been no termination of the assignment, except that if such assignment is terminated before half the term of the assignment is completed, the District shall receive payment for an assignment for one-half services only. There is no payment for students in the school counseling, school psychology, administrative services, or liberal studies and child development programs.

4. Within a reasonable time following the close of each semester of the University the District shall submit an invoice, in duplicate, to the University for payment at the rate provided herein, for all students who participated in directed teaching in the multiple and single subject programs and the education specialist program provided by the District under and in accordance with this Agreement during said semester or term.

The District shall attach to the invoice a certificate, in duplicate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such directed teaching an amount not less than the amount of the invoice.

#### **2042 Multiple and Single Subject Credential Program Educational Specialist Credential Program**

ED 468: Introductory Supervised Teaching - \$100.00 per student teaching assignment for each student in full-day introductory directed teaching.

ED 478 and SPED 409: Advanced Supervised Teaching - \$200.00 per student teaching assignment for each student in full-day directed teaching.

ED 467: Intern Teaching: Multiple and Single Subjects and SPED 459: Intern Teaching Educational Specialist school-site support providers receive a stipend of \$400 for each semester they have an intern.

**Child Development: Liberal Studies: School Counseling: School Psychology: Administrative Services**

The university does not pay a stipend to school-site supervisors for these programs.

5. The term of the agreement shall commence on the **25<sup>th</sup> day of June 2014**. This agreement may be terminated by either District or University immediately for cause upon giving written notice to the other party. If not terminated, this contract will remain in effect until either the District or the University requests to alter the existing contract or write a new contract.
6. Notwithstanding anything herein contained to the contrary, this Agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual written consent of both parties hereto.
7. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay the District any amount in excess of a total of Two Hundred (\$200.00) for ED 478 and SPED 409 or One Hundred (\$100.00) per student for ED 468, or Four Hundred (\$400) per student for ED 467 and SPED 459.
8. Parties agree District is not responsible for maintaining workers' compensation coverage for students of the University.

**INDEMNIFICATION:** The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims, demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this agreement by such indemnifying party, or its officers, agents, servants and employees, but only in proportion to and to the extent such liability, claims demands, debts, suits, actions, causes of action, or attorneys fees are caused by or result from the negligent or intentional acts of omissions of either party.

UNIVERSITY shall carry and maintain at least \$1,000,000 per occurrence and \$3,000,000 in General Aggregate commercial general liability insurance and provide DISTRICT with an additional covered party endorsement naming the DISTRICT as an additional covered party. Copies of renewal notices during the term of this contract must be provided to the DISTRICT within thirty (30) days to keep the contract in force. If the UNIVERSITY changes insurance carriers, DISTRICT must be notified thirty (30) days prior to change.

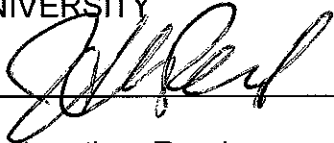
For purposes of this paragraph, the student teacher shall not be deemed to be an officer, agent, servant, or employee of **UNIVERSITY OF LA VERNE** or **OAK PARK UNIFIED SCHOOL DISTRICT**.

The following signature hereby indicates approval of this contract:

**University of La Verne**

UNIVERSITY

By



Dr. Jonathan Reed  
Provost

**Oak Park Unified School  
District**

District

By

\_\_\_\_\_

\_\_\_\_\_  
TITLE



### CERTIFICATION

I, the duly appointed and acting Secretary to the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on \_\_\_\_\_, 2014.

It was moved, seconded and carried that the attached contract with **Oak Park Unified School District** whereby the University may assign students to the schools in the School District for multiple and single subject and educational specialist internship, directed teaching and/or fieldwork, school counseling and school psychology internship, practicum and/or fieldwork, and administrative services internship and fieldwork be approved; and the Secretary to the Board is hereby authorized to execute the same.

\_\_\_\_\_  
DISTRICT

\_\_\_\_\_  
COUNTY

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

## **EXHIBIT A**

### **Program Descriptions**

#### **Fieldwork Experiences**

The University of La Verne requires fieldwork experiences for students at both the undergraduate and graduate levels.

#### **UNDERGRADUATE LEVEL PROGRAMS**

**Liberal Studies Program**  
**Child Development Program**

#### **Fieldwork Experiences**

At the undergraduate level, the University seeks to place students in fieldwork experiences where each student can observe and interact with regularly certified or credentialed teachers.

These fieldwork experiences may or may not be observed by the University's instructors and may involve observations and small group instruction with limited whole class involvement.

These fieldwork experiences are totally different from the fieldwork experiences required for the graduate programs. These experiences are not graduate level supervised teaching assignments and undergraduate students do not have to meet the same requirements as the graduate students.

Each undergraduate student must hold a State of California Certificate of Clearance (Liberal Studies) or State of California Department of Justice Bureau of Criminal Information and Analysis (Child Development Program) allowing him/her to engage with children in a public or private school setting and a verification of negative TB screening.

Each undergraduate candidate will be issued a letter of introduction listing the requirements of the fieldwork experience to be presented to the school-site and/or the District to request fieldwork placement.

These undergraduate experiences are designated as "Field Study Candidates."

At the undergraduate level, the University seeks to place two classifications of field- work students: 1) Field Study Candidates and 2) Undergraduate Student Teaching Candidates.

## **Field Study Candidates**

Field Study Candidates can observe and interact with regularly certified or credentialed teachers. At this level, students may or may not be supervised by the University's instructors and the experience may involve observations and small group instruction with limited whole class involvement.

## **Undergraduate Student Teaching Candidates**

Undergraduate Student Teaching is a requirement of the Child Development Program. Requirements for this program are completely different from the supervised teaching assignments that must be completed at the graduate and credential level. At this level, students are supervised by the University on a weekly basis. The University works solely with the cooperating school or school district to request placement with a certified or credentialed school-site supervisor for each supervised student teacher.

## **GRADUATE LEVEL PROGRAMS**

**Teacher Education: Multiple and Single Subject Credential Program**  
**Educational Specialist Credential Program**  
**School Counseling Credential Program**  
**School Psychology Credential Program**  
**School Administration Credentials Program**  
**Level I Administrative Credential Program**  
**Level II Administrative Credential Program**

Graduate level students are placed in participating districts and schools for the purpose of meeting individual course work requirements for field experiences relating to the individual course or for supervised teaching or practicum experiences.

Supervised teaching is a requirement of the Teacher Education and Educational Specialist Credential programs.

Practicum and fieldwork experiences are requirements of the School Counseling and School Psychology programs.

The Administrative Credential program requires fieldwork experiences only.

## **TEACHER EDUCATION: MULTIPLE AND SINGLE SUBJECT CREDENTIAL PROGRAMS**

### **Fieldwork Requirements**

Teacher education programs require fieldwork experiences in classrooms that are not supervised by the University, but are approved by the course instructor, and the placements must be approved by the individual school-sites and districts. Each individual candidate will arrange cooperatively with the school-site administrator and/or the district for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

### **Supervised Teaching**

Teacher Education supervised teaching assignments are set up by the University with the cooperating partner districts and are supervised by the University's supervisors on a weekly schedule.

The University works solely with the cooperating partner school districts to request placements for supervised teaching. Candidates are never permitted to seek to placement for themselves.

Placement requests for multiple subject candidates are any two assignments either K-2: 3-5: or 6-8 core middle school.

Placement requirements for single subject candidates are grades 7-12 in the credential area. Students may be placed in a middle school/junior high school assignment for one of the supervised teaching assignments or they can complete the two assignments in a comprehensive high school.

ED 468: Introductory Supervised Teaching: five-week supervised teaching experience.

ED 478: Advanced Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

### **Intern Teaching: Multiple and Single Subject**

Intern teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements. Completed: ED 460: Diversity, Interaction, and the Learning Process

ED 470: Theories and methods of Education for Linguistically  
Diverse Students

Passed: CBEST: CSET or subject matter competency: University's writing  
requirement

Verified: Certificate of Clearance: TB clearance: U.S. Constitution

The maximum amount of time for a candidate to remain as an intern is two years.

University of La Verne's interns are supervised on a weekly basis by the University supervisor and by a qualified District employee until the intern has completed all of the state and University's credential requirements. The school-site support provider must be teaching at the same school-site within the same subject area as the intern, and must hold the appropriate credential, has taught in the subject area for a minimum of three years, is EL proficient, and would be an exemplary teacher who can successfully mentor and monitor the supervised teacher.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

## **EDUCATION SPECIALIST CREDENTIAL PROGRAM**

### **Fieldwork Requirements**

Education Specialist Credential program requires fieldwork experiences in appropriate special education classrooms, or mainstreamed classrooms, or included classrooms, that are not supervised by the university, but are approved by the course instructor and the placements must be approved by the individual school-sites and districts.

Each individual candidate will arrange cooperatively with the school-site administrator and/or the District for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

### **Supervised Teaching**

Education Specialist supervised teaching assignments are set up by the university with the cooperating partner districts and are supervised by the university's supervisors every two weeks.

The university works solely with the cooperating partner school Districts to request placements for supervised teaching. Candidates are never permitted to seek to place themselves.

Placement assignment requests are for RSP, SDC classrooms, an included classroom, or a mainstream classroom.

SPED 409: Education specialist Mild-Moderate Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

### **Intern Teaching: Education Specialist Credential Program**

Intern special education teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements.

The maximum amount of time for a candidate to remain as an intern is two years. University of La Verne's educational specialist interns are supervised on a bi-weekly basis until they have completed all of the state and university's credential requirements.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

## **PRACTICUM REQUIREMENTS**

### **SCHOOL COUNSELING CREDENTIAL PROGRAM**

School Counseling unsupervised fieldwork assignments and supervised practicum assignments are arranged by the University with the cooperating Districts. Supervised practicum assignments are supervised by the University on a regularly scheduled calendar.

All School Counseling candidates hold a Certificate of Clearance and a clear TB verification.

### **Graduate Level School Counselor Trainee**

Graduate Level School Counselor Trainees are University recommended master's degree candidates who have been approved to engage in unpaid educational observation or service for the purpose of gaining professional experience under the supervision of an appropriately trained or credentialed

professional of the district. Arrangements for this experience will be made cooperatively between the counselor trainee and the principal of the participating school.

### **School Counseling Fieldwork Candidate**

School Counseling Fieldwork candidates are University recommended master's degree candidates who have been approved to engage in unpaid counseling experiences under the supervision of a fully credentialed school counselor from the district and a University supervisor. Assignment of a University candidate to placement in a district school shall be at the discretion of the University working cooperatively with the District. The school-site supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing and the American School Counselor Association standards. This information will be noted in writing prior to beginning the fieldwork experience. The University reserves the right to issue or deny the PPS credential at the end of the fieldwork experience. Either the District or the University may remove the school counseling candidate for unsatisfactory performance.

### **School Counseling Intern**

School counseling interns are University recommended master's degree candidates who possess a Pupil Personnel Service (PPS) Internship Credential. School counseling interns have been approved to engage in paid counseling services under the supervision of a fully credentialed school counselor from the district and a university supervisor. The district supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing. This information will be noted in writing prior to beginning the internship. The University reserves the right to issue or deny the PPS credential at the end of the internship experience. Either the District or the University may remove the school counseling intern for unsatisfactory performance.

## **SCHOOL PSYCHOLOGY CREDENTIAL PROGRAM**

### **School Psychology Practicum Trainees**

School Psychology Practicum Trainees are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to participate in unpaid school psychology experiences, that occur prior to the field experience. These experiences are conducted in laboratory field-based settings under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor.

The District supervisor or the on-site supervisor and the school psychology practicum trainee will decide how the 450 prescribed clock hours (spread over two years) will be accomplished in fulfillment of the National Association of School Psychology domains, to be completed at the site. These hours are prescribed by the School Psychology curriculum: the district supervisor is not necessarily involved. This information will be noted in writing, in the Planning Document, prior to beginning the practicum experience. Either the district or the university may remove the school psychology practicum trainee for unsatisfactory performance.

### **School Psychology Fieldwork Candidates**

School Psychology Fieldwork Candidates are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to engage in unpaid school psychology experiences under supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The District supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished in fulfillment of the National Association of School Psychology domains to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the fieldwork experience, based on passing the PRAXIS at the University of La Verne required level. Either the District or the University may remove the school psychology candidate for unsatisfactory performance.

### **School Psychology Interns**

School Psychology Interns are candidates recommended by the University, possessing a Certificate of Clearance and an Intern Credential, who have been approved to engage in paid school psychology services under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. The district supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished, in fulfillment of the National Association of School Psychology domains, to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the internship experience. Either the District or the University may remove the school psychology intern for unsatisfactory performance.



## **ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM**

### **Administrative Services Credentials**

The Administrative Services Preliminary and Professional Credential Programs require fieldwork experiences supervised by the University staff at the beginning of the placement. All administrative services placements must be approved by the individual school-sites and Districts prior to starting the program.

### **Administrative Fieldwork Candidates**

Administrative Fieldwork Candidates are candidates recommended by the University, who possess appropriate certification, and have been approved to engage in unpaid administrative services under the supervision of a fully credentialed administrative employee of the district. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. Either the District or the University may remove the administrative fieldwork candidate for unsatisfactory performance.

### **Administrative Interns**

Administrative Interns are candidates recommended by the University, possess an Intern Credential issued by the California Teacher Credentialing Commission, who have been approved to engage in paid administrative duties under the supervision of a fully credentialed employee of the District, and a University supervisor. The University reserves the right to issue or deny the Preliminary Administrative Credential upon completion of the University program. Either the District or the University may remove the administrative Intern for unsatisfactory performance.

### **Professional Administrative Fieldwork Candidates**

Professional Fieldwork Candidates are candidates who hold a valid Preliminary Administrative Credential, have been hired by a District for a full time, paid administrative position, and are under the supervision of a fully credentialed administrative employee of the District and a University supervisor. Recommendation for the Professional Credential shall be at the discretion of the University, working cooperatively with the District.

## **EXHIBIT B**

### **Intern Credential Program Eligibility**

These programs permit the students to become eligible for the intern credential if the student has:

#### **Multiple and Single Subject Intern Eligibility**

1. Bachelor's degree
2. Admitted into program and completed the program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as a classroom teacher in the credential subject area.
8. U.S. Constitution
9. Speech

Internship must be completed within two years.

Interns are observed by the University weekly.

#### **Education Specialist Intern Eligibility**

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as an educational specialist-mild-moderate teacher
8. Complete previous experience in a special education classroom.

Internship must be completed within two years.

Interns are observed by the University bi-weekly.

### **School Counseling Intern Eligibility**

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school counselor

Internship must be completed within two years.

Interns are supervised by the University.

### **School Psychology Intern Eligibility**

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school psychologist

Internship must be completed within two years.

Interns are supervised by the University.

### **Administrative Services Intern Eligibility**

1. Preliminary or clear teaching credential or other appropriate credential
2. Admitted into program and completed program's prerequisite course requirements
3. Minimum three years teaching or other appropriate experience
4. Letters of recommendation
5. Personal statement
6. Been offered employment as a school administrator

Internship must be completed within two years.

Interns are supervised by the University.

## **EXHIBIT C**

### **INTERNSHIP PROGRAMS AGREEMENT**

#### **RESPONSIBILITIES OF PARTICIPATING PUBLIC SCHOOL DISTRICTS**

The participating public school district has the following responsibilities:

1. To assist in the screening of interns;
2. To screen and employ qualified interns;
3. To determine the salary of each intern in accordance with district policies;
4. To identify and assign an individual who holds a valid California teaching credential to provide on-site supervision of the internship teacher, counselor, psychologist, administrative services candidate throughout the internship experience
5. To assume appropriate responsibilities for preparing the intern for full credentialing, including advising, supervising, evaluating and recommending the intern for the credential.
6. District shall assign each intern a site supervisor who, along with the University, shall supervise the intern on a regular basis.

#### **EVALUATION**

The Multiple and Single Subject Teacher Internship Program, Special Education Level I - Mild/Moderate Internship Program, School Counseling Intern Program, School Psychology Intern Program, and the Administrative Services Intern Program Evaluation Plan will be conducted by the individual Departments of the College of Education and Organizational Leadership of the University in cooperation with approved participating public school districts. The evaluation plan will include the following components:

1. evaluation of candidates prior to admission to the program;
2. continuing evaluation during the period of internship counseling;
3. final evaluation prior to recommendation to CCTC;
4. follow-up of graduates; and
5. evaluation of the program.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/16/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. License #0726293 505 North Brand Boulevard, Suite 600  Glendale, CA 91203-3944 Jeff Russell	<b>CONTACT NAME:</b> Jason Westfall <b>PHONE (A/C, No, Ext):</b> 818-539-1286 <b>E-MAIL ADDRESS:</b> jason_westfall@ajg.com <b>FAX (A/C, No):</b> 818-539-1586
<b>INSURED</b> University of La Verne  1950 Third Street  La Verne, CA 91750	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> TRAVELERS PROP CAS CO OF AMER <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

CERTIFICATE NUMBER: 40755323

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

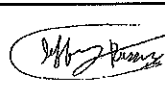
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			630-6C538878	07/01/14	07/01/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is additional insured for general liability coverage as required by virtue of a contract or agreement and to the extent insurable as respects their interest in the operations of the Named Insured.

Subject to all policy terms and conditions.

## CERTIFICATE HOLDER

<b>CERTIFICATE HOLDER</b> Oak Park Unified School District  5801 East Conifer Street  Oak Park, CA 91377  USA	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2010/05)  
jasonwest  
40755323

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**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.1.h. APPROVE STUDENT TEACHING AGREEMENT WITH LOYOLA MARYMOUNT UNIVERSITY**

CONSENT

**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with Loyola Marymount University, commencing August 1, 2014 until July 31, 2017?

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

**ALTERNATIVES:**

1. Approve Student Teaching Agreement with Loyola Marymount University, commencing August 1, 2014, until July 31, 2017 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Loyola Marymount University.

**RECOMMENDATION:** Alternative #1

Respectfully submitted,

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

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

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

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

**STUDENT TEACHING AGREEMENT**  
(Practice Teaching and Demonstration Teaching)

**THIS AGREEMENT** is entered into the twelfth day of August 2014 under the authority of Section 1065 of the California Education code by and between:

**LOYOLA MARYMOUNT UNIVERSITY**  
School of Education  
One LMU Drive, Suite UH-2100  
Los Angeles, California 90045-2659

Hereinafter called the "University," and the **School District** therein after called the "District": The parties agree as follows:

1. The term of this agreement shall be from **August 1, 2014 through July 31, 2017** unless terminated by either party on advance written notice to the other a minimum of 60 days prior to the end of the semester.
2. The District shall provide practice teaching in schools and classes of the District in terms of "semester units" for students of the University possessing valid Character Identification Clearances.

Practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University, through their duly authorized representatives, may agree upon.

The District may, for good cause, refuse to accept for practice teaching any student of the University assigned to practice teaching in the District; likewise for good cause, the University shall terminate the assignment of any student practice teaching in the District.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of permanent or probationary employees of the District holding valid credentials issued by the Commission on Teacher Credentialing.

The number of semester units of practice teaching to be provided for each student of the University assigned to practice teaching under this agreement shall be determined by the University.

An assignment of a student of the University to practice teach in schools or classes of the District shall be at the discretion of the University, but a student may be given more than one assignment by the University with prior approval of the District, to practice teach in such schools or classes.

The assignment of a student of the University to practice teaching in the District shall be deemed to be effective for the purpose of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given him by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

3. The University shall pay the Master Teacher for performance of the services required under this agreement at the rate of \$25.00 per semester unit of practice teaching.

In the event the assignment of a student of the University to practice teaching is terminated by the University for any reason, the District shall receive payment for such student as though there had been no termination of the assignment, except that if such assignment is terminated before one half of the term of the assignment has elapsed, the District shall receive payment for one half of the assignment only. If a student is assigned by both the University and the District another Master Teacher, after an assignment has become effective, the payment due the Master Teachers shall be prorated to both Master Teachers based on the amount of their service.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. Within a reasonable time following the close of each semester the Master Teacher(s) shall submit a properly executed final evaluation form for all semester units of practice teaching. After receipt of the evaluation form, the University will make payment to the Master Teacher(s) for all practice teaching provided under and in accordance with this agreement during the said semester.

It is understood that the District shall not be obligated to accept assignments of training students beyond the ability of the District to effectively provide services pursuant to this agreement.

5. At the time the University designated a student for participation pursuant to this agreement, the University shall verify the student is covered by the Loyola Marymount University's mandatory Student Accident Insurance.
6. It is understood that, for purposes of this agreement, the student is not an employee of the University or District, regardless of the nature and extent of the acts performed by the student; that inasmuch as the student shall not be an employee of the University or the District, the University and District do not assume, and shall not assume, any liability under any law on account of any act of student while performing, receiving training, or traveling pursuant to this agreement, and that student shall not be entitled to any monetary remuneration for any services performed by student in the course of training.

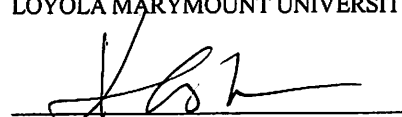
**Mutual Indemnification; Limits on Liability:** Each party (the "Indemnifying Party") agrees to protect, indemnify, defend and hold harmless the other party and its respective employees, agents, and independent contractors (the "Indemnified Party") against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out or resulting from (i) any breach of any representation, warranty, covenant, obligation or undertaking made by such indemnifying Party hereunder, or (ii) the negligence or willful misconduct of the Indemnifying Party in connection with the subject matter of this Contract, including but not limited to the provision of food and beverage and other services and facilities (including the exhibition premises, as applicable) to the Indemnified Party or (iii) any violation of domestic or foreign law or regulation. The Indemnifying Party obligations hereunder shall survive the termination of this agreement.

Notwithstanding any other provisions in this agreement, the preceding paragraph governs the parties' indemnity obligations to each other hereunder and no limitation of liability is applicable to such obligations.

IN WITNESS THEREOF, the parties hereto have executed this agreement that day and year first above written.


- University -

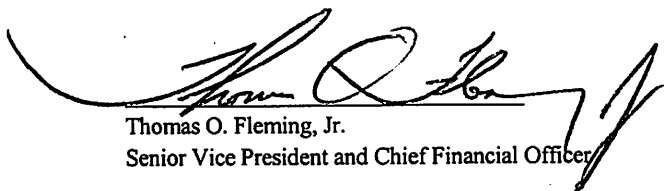
LOYOLA MARYMOUNT UNIVERSITY

  
Kathleen M. Ash  
Associate Dean, Business and Operations  
School of Education

- District -

OAK PARK UNIFIED SCHOOL DISTRICT

  
Leslie Heilbron, Ed.D.  
Assistant Superintendent, Human Resources

  
Thomas O. Fleming, Jr.  
Senior Vice President and Chief Financial Officer



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.1.i. APPROVE STUDENT TEACHING AGREEMENT WITH AZUSA  
PACIFIC UNIVERSITY**

CONSENT

**ISSUE:** Shall the Board of Education enter into Student Teaching Agreement with Azusa Pacific University, commencing September 1, 2014 until June 30, 2017?

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

**ALTERNATIVES:**

1. Approve Student Teaching Agreement with Azusa Pacific University, commencing September 1, 2014, until June 30, 2017 and authorize the Superintendent to sign the agreement on behalf of the District.
2. Do not approve Student Teaching Agreement with Azusa Pacific University.

**RECOMMENDATION:** Alternative #1

Respectfully Submitted:

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

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

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

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



## **STUDENT TEACHING MEMORANDUM OF UNDERSTANDING**

**THIS AGREEMENT** entered into by and between **Azusa Pacific University**, hereinafter called the **UNIVERSITY** and **Oak Park Unified School District**, hereinafter called the **DISTRICT**:

### **W I T N E S S E T H**

**WHEREAS**, the governing board of a school district may enter into agreements with a college or university approved by the Commission on Teacher Credentialing as a teacher education institution (Ed. Code Section 44227), to provide student teaching experience and to provide supervised field experience as may be called for in the requirements of the various authorized credentials for public school service; and

**WHEREAS**, any such agreement may provide for the payment in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

**WHEREAS**, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District;

**NOW, THEREFORE**, it is mutually agreed upon between the parties as follows:

#### **I.**

The District shall provide teaching experience through student teaching in schools and classes of the district for students of the University who possess a valid certificate of clearance and are assigned by the University to student teaching in schools or classes of the District. Such student teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for student teaching any student of the University assigned to student teaching in the District and upon request of the District, made for good cause, the University shall terminate the assignment of any student of the University to student teaching in the District.

"Student teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid credentials issued by the Commission on Teacher Credentialing, other than emergency or intern credentials, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching is provided.

## **II.**

### **Student Teaching**

“Full-time student teaching” is an assignment for the regular school day for the full 18-week public school semester, including all adjunct duties normally performed by a teacher.

At the secondary level, a full-time assignment is four periods of student teaching, one period of planned observation, and one preparation period for eighteen weeks. For this, the University will pay the District for performance by the District of all services required at the rate of two hundred dollars (\$200) for each full-time student teacher. For the summer internship program, a full-time assignment is four periods of student teaching for six weeks.

For special education, a full-time assignment is a full school day in an appropriate mild/moderate or moderate/severe setting for eighteen weeks. For this, the University will pay the District for performance by the District of all services required at the rate of two hundred dollars (\$200) for each full-time student teacher.

At the elementary level a full-time assignment is nine weeks in a primary (K-3) classroom and nine weeks in an intermediate (4-6) classroom. For this, the University will pay the District for performance by the District of all services required at a rate of one hundred dollars (\$100) for each full-time student teacher.

## **III.**

An assignment of a student of the University to student teaching in schools or classes of the District shall be, at the discretion of the University for approximately one semester and, as much as possible, shall begin on the first day of the District semester and continue through the last day of the District semester.

## **IV.**

Within a reasonable time following the close of each assignment, the District shall submit an invoice, in duplicate, to the University for payment, at the rate provided herein, for all student teaching assignments provided by the District under and in accordance with this agreement during said semester.

## **V.**

Neither the University nor the District will provide transportation for students between the UNIVERSITY and the District school. Each student shall be responsible for his or her transportation.

## **VI.**

The District shall maintain minimum insurance coverage for Worker’s Compensation, including Employer’s Liability, covering its employees. The University shall maintain minimum insurance coverage for Worker’s Compensation, including Employer’s Liability, covering its employees and students.

The District shall carry professional liability insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees and agents. The University shall carry professional liability

insurance coverage in the amount of \$1,000,000 per limit and \$3,000,000 in the aggregate, for its employees, agents, and students. The District shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees and agents. The University shall maintain general liability insurance coverage in the amount of \$1,000,000 per incident and \$3,000,000 in the aggregate, covering its employees, agents, and students.

The District maintains proof of all insurance coverage and will provide said proof to the University upon request. The University maintains proof of all insurance coverage and will provide said proof to the District upon request.

#### **VII.**

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District or the project shall remain strictly confidential and shall not be disclosed without consent of the District. The University agrees to notify students that they are responsible for respecting and maintaining the confidentiality of all information with respect to all students of the District.

#### **VIII.**

The District shall exercise exclusive control over the administration, operation, maintenance and management of the District and its schools, and the University's students while they are in residence at the District. Subject thereto, the University shall exercise control and supervision over the operation, curriculum, faculty and students of the University within the prescribed framework.

#### **IX.**

The University shall indemnify, save and hold harmless the District, its officers, directors, agents and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorneys fees) that may arise out of negligent acts or omissions of the University, and its officers, directors, agents, students and employees during the course and scope of a University student's clinical training.

The District shall indemnify, save and hold harmless the University, its officers, directors, agents and employees from and against all obligations, claims and liabilities of any kind under state or federal law (including costs and attorneys fees) that may arise out of negligent acts or omissions of the District, and its officers, directors, agents or employees during the course and scope of a University student's clinical training.

#### **X.**

The term of this agreement shall commence on **September 1, 2014** and terminate on **June 30, 2017**.

#### **XI.**

Notwithstanding anything herein contained to the contrary, either party may terminate this agreement with thirty (30) days written notice to the undersigned. In the event of early termination of this agreement,

students who have not yet completed their student-teaching assignment may complete their assignment at the discretion of the University. Nothing in this agreement shall limit the right of the University, acting in its sole discretion, to remove a student from the classroom at any time.

The provisions of this agreement may be altered, changed, or amended, by mutual written consent of the parties hereto.

**Execution in Counterparts and by Facsimile or Email.** This Agreement may be executed in one or more counterparts, all of which shall constitute one and the same document. Counterparts may be exchanged by facsimile or email. Each counterpart, whether an original signature or a facsimile copy, shall be deemed an original as against any Party who signed it.

The following signatures hereby indicate approval of this contract:

**Azusa Pacific University**

**Oak Park Unified School District**



By \_\_\_\_\_

Rebekah C. Harris

Director of Credentials and Student Placements

By \_\_\_\_\_

Title \_\_\_\_\_

Date 08/01/2014

Date \_\_\_\_\_

**TO: BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.1.j. APPROVE QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS – JULY 2014**

Consent

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

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

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

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

**RECOMMENDATION:** Alternative #1.

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

Respectfully submitted,

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

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

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

Quarterly Report on Williams and Valenzuela Uniform Complaints  
For Districts With Grades 10-12 Offering CAHSEE Intensive Instruction and Services  
[Education Code Section 35186(d)]  
Fiscal year 2013-2014

District: Oak Park Unified School District

Person completing this form: Dr. Leslie Heilbron

Title: Assistant Superintendent, Human Resources

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

Date for information to be reported publicly at governing board meeting: August 19, 2014  
Please check the box that applies:

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

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

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

\_\_\_\_\_  
Signature of District Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.2.a. APPROVE AMENDMENT #1 TO SOLAR POWER DESIGN/BUILD CONTRACT WITH SK SOLAR INC. (PROJECT 14-29F)**

ACTION

**ISSUE:** Shall the Board approve Amendment #1 to the solar power design/build contract with SK Solar, Inc., Project 14-29F at Oak Park High School?

**BACKGROUND:** At its meeting on June 17, 2014 the Board adopted Resolution 14-13, approving a solar power design/build contract with SK Solar, Inc., now designated Project 14-29F. The Board's approval was contingent upon an amendment to the contract that incorporated the findings presented by Solar Gnosis, the independent third-party project evaluator. Amendment #1 to the agreement was under final review by the respective legal counsels for the parties as this agenda was going to press. The finalized amendment will be sent to the Board and posted on the District's website in advance of this evenings meeting.

**ALTERNATIVES:**

1. Approve Amendment #1 to the solar power design/build contract with SK Solar, Inc. as presented.
2. Do not approve Amendment #1 to the solar power design/build contract.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.2.b. APPROVE RESOLUTION #14-15: AUTHORIZING THE EXECUTION AND DELIVERY OF EQUIPMENT LEASE PURCHASE AGREEMENT AND PROGRAM AGREEMENT - PROJECT 14-29F, SOLAR INSTALLATION AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve Resolution #14-14, authorizing the execution and delivery of Equipment Lease Purchase Agreement and Program Agreement for Project 14-29F, Solar Installation at Oak Park High School?

**BACKGROUND:** At its meeting on June 17, 2014 the Board adopted Resolution #14-13, accepting the findings by an independent third-party evaluator and approving a solar power design/build contract with SK Solar, Inc. The Board's approval of the resolution also authorized staff to formalize the project loan financing, including the Equipment Lease Purchase Agreement and Program Agreement. District staff and legal counsel have been negotiating financing details with Kutak Rock LLP of Arizona, acting on behalf of Dubuque Bank & Trust Company and U.S. Bank National Association. The formal documents were under final review by the respective legal counsels for the parties as this agenda was going to press. Resolution #14-14, authorizing the execution and delivery of Equipment Lease Purchase Agreement and Program Agreement for Project 14-29F will be sent to the Board and posted on the District's website in advance of this evening's meeting.

**ALTERNATIVES:**

1. Approve Resolution #14-14, authorizing the execution and delivery of Equipment Lease Purchase Agreement and Program Agreement for Project 14-29F, Solar Installation at Oak Park High School, as presented.
2. Do not approve Resolution #14-14.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.2.c. AUTHORIZE HOUSTON-GALVESTON AREA COUNCIL INTERLOCAL AGREEMENT FOR COOPERATIVE PURCHASING - PROJECT 14-29F, SOLAR INSTALLATION AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board Authorize the District to enter into the Houston-Galveston Area Council (HGAC) Interlocal Agreement for Cooperative Purchasing in connection with Project 14-29F, Solar Installation at Oak Park High School?

**BACKGROUND:** At its meeting on June 17, 2014, the Board approved an agreement with SK Solar for the construction of a solar shade structure and installation of solar panels on the new modular classrooms at Oak Park High School. Now designated Project 14-29F, the acquisition of solar equipment under the agreement is predicated on the use of the piggyback provisions of the Houston-Galveston Area Council (H-GAC) SolarWorld Americas LLC Contract, Proposal AE02-13. In order to access the quality equipment and favorable pricing afforded by the H-GAC purchasing cooperative, the Board is asked to authorize the District to enter into the attached Interlocal Agreement for Cooperative Purchasing. There is no cost to join the cooperative, and there is no additional cost to the District beyond its current commitment with SK Solar for solar equipment.

**ALTERNATIVES:**

1. Authorize the District to enter into the Houston-Galveston Area Council Interlocal Agreement for Cooperative Purchasing.
2. Do not authorize the agreement.

**RECOMMENDATION:** Alternatives No 1.

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

---

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

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



## INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING

ILC

No.: \_\_\_\_\_

Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and \* \_\_\_\_\_, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at \* \_\_\_\_\_

### W I T N E S S E T H

**WHEREAS**, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on \* \_\_\_\_\_ (Date), and that it desires to contract with H-GAC on the terms set forth below;

**NOW, THEREFORE**, H-GAC and the End User do hereby agree as follows:

#### **ARTICLE 1: LEGAL AUTHORITY**

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

#### **ARTICLE 2: APPLICABLE LAWS**

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

#### **ARTICLE 3: WHOLE AGREEMENT**

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

#### **ARTICLE 4: PERFORMANCE PERIOD**

The period of this Contract shall be for the balance of the fiscal year of the End User, which began \* \_\_\_\_\_ and ends \* \_\_\_\_\_. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

#### **ARTICLE 5: SCOPE OF SERVICES**

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through [HGACBuy.com](http://HGACBuy.com) and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

**ARTICLE 6: PAYMENTS**

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

**ARTICLE 7: CHANGES AND AMENDMENTS**

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

**ARTICLE 8: TERMINATION PROCEDURES**

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

**ARTICLE 9: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

**ARTICLE 10: FORCE MAJEURE**

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

**ARTICLE 11: VENUE**

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

**THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:**

\*  
\_\_\_\_\_  
Name of End User (*local government, agency, or non-profit corporation*)

\*  
\_\_\_\_\_  
Mailing Address

\*  
\_\_\_\_\_  
City State ZIP Code

\*By: \_\_\_\_\_  
Signature of chief elected or appointed official

\*  
\_\_\_\_\_  
Typed Name & Title of Signatory Date

***Houston-Galveston Area Council***  
3555 Timmons Lane, Suite 120, Houston, TX 77027

By: \_\_\_\_\_  
Executive Director

Attest: \_\_\_\_\_  
Manager

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

*\*Denotes required fields*

## \*Request for Information

To expedite service, please complete the following blanks relevant to your agency's administrative/elective personnel and return the completed for to **H-GAC, Cooperative Purchasing Program,**  
**P.O. Box 22777, Houston, TX 77227-2777.**

Name of End User Agency: \_\_\_\_\_ County Name: \_\_\_\_\_  
(Municipality/County/District/etc.)

Mailing Address: \_\_\_\_\_  
(Street Address/P.O. Box) (City) (State) (ZIP Code)

Main Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
(Street Address, if different from mailing address) (City) (State) (ZIP Code)

Web Site Address: \_\_\_\_\_

Official Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
(Point of Contact for HGACBuy Interlocal Contract) Ph No.: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fx No. : \_\_\_\_\_ - \_\_\_\_\_  
(Street Address/P.O. Box) E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (ZIP Code)

Authorized Official: \_\_\_\_\_ Title: \_\_\_\_\_  
(Mayor/City Manager/Executive Director etc.) Ph No.: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fx No. : \_\_\_\_\_ - \_\_\_\_\_  
(Street Address/O.O. Box) E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (ZIP Code)

Official Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
(Purchasing Agent/Auditor etc.) Ph No.: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fx No. : \_\_\_\_\_ - \_\_\_\_\_  
(Street Address/O.O. Box) E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (ZIP Code)

Official Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
(Public Works Director/Police Chief etc.) Ph No.: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fx No. : \_\_\_\_\_ - \_\_\_\_\_  
(Street Address/O.O. Box) E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (ZIP Code)

Official Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
(EMS Director/Fire Chief etc.) Ph No.: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fx No. : \_\_\_\_\_ - \_\_\_\_\_  
(Street Address/O.O. Box) E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (ZIP Code)

\* denotes required fields

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.2.d. APPROVE FINAL LEASE-LEASE BACK AGREEMENT FOR  
PROJECT 14-25R, CLASSROOM REPLACEMENT PROJECT AT  
OAK PARK HIGH SCHOOL**

ACTION

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.2.e. APPROVE PURCHASE OF EQUIPMENT FROM MEASURE C6  
BOND FUND – SCHOOL FURNITURE AND EQUIPMENT**

ACTION

**ISSUE:** Shall the Board approve the purchase of school furniture and equipment for various school sites utilizing Measure C6 bond funds?

**BACKGROUND:** As approved by Oak Park voters, Bond Measure C6 specifically provides for replacement of “aging school equipment and furnishings, and...replacing aging student desks and chairs”. For the 2014-15 school year, each of the District’s schools has identified aging student furniture and equipment in need of replacement. The proposed replacement equipment is identified on the attached list, accompanied by the estimated cost. The total cost of the proposed purchase is \$125,059, plus applicable sales tax and shipping. It is recommended that the Board approve the purchase, to be funded from the Measure C6 bond fund.

**ALTERNATIVES:**

1. Approve the purchase of school furniture and equipment for various school sites as recommended, in the amount of \$125,059, plus applicable sales tax and shipping, to be funded from the Measure C6 bond fund.
2. Do not approve the purchase of school furniture and equipment.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

Oak Park Unified School District  
Board of Education  
Regular Meeting, August 19, 2014

**PURCHASE OF EQUIPMENT FROM MEASURE C6 BOND FUND – SCHOOL FURNITURE AND EQUIPMENT**

Site	Description	Qty	Room	Distributor	Total Cost
OHES	DK Classroom Set-Up: Tables, Chairs, Cubbies, Play Kitchen Shelves, Storage etc.	1 Lot	24	Kohburg	\$9,503.77
	Cubbies	3	16	Demco	\$1,421.52
	Sled-Base Chairs	20	Site	School Outfitters	<u>\$1,403.28</u>
					<b>\$12,328.57</b>
OPHS	Teacher Chairs	7	R1-R7	K-Log	\$2,085.32
	Bookcases & Teacher Desks	7	R1-R7	Worthington	\$8,250.95
	Student Desks & Chairs	250	R1-R7	KI	<u>\$44,838.64</u>
					<b>\$55,174.91</b>
MCMS	Teacher Desk & Chair	2	Site	School Outfitters	\$830.83
	Lunch Tables	4	Site	Culver-Newlin	\$3,119.08
	Benches	6	Site	Belson	<u>\$6,133.10</u>
					<b>\$10,083.01</b>
OPIS	Fire Rated File Cabinet	1	Site	School Outfitters	\$1,000.00
	Folding Tables	10	Site	Culver-Newlin	\$7,797.70
	Student Chairs	56	Site	Culver-Newlin	\$4,408.92
	Lunch Tables/Umbrellas	5	Site	Belson	\$8,243.26
	Reception Tables/Chairs	6	Site	School Outfitters	<u>\$1,821.49</u>
					<b>\$23,271.37</b>
ROES	File Cabinets/Teachers Desks	2	Site	School Outfitters	\$1,676.56
	Student Desks	16	Site	School Outfitters	\$2,706.65
	Mobile Storage	6	Site	Demco	\$4,657.75
	Lunch Tables	5	Site	Worthington	\$4,272.44
	Pocket Chart Stand	4	K Rooms	Staples	<u>\$252.37</u>
					<b>\$13,565.77</b>
BES	Student Chairs	52	Site	School Outfitters	\$3,648.53
	Bookcase	10	Site	School Outfitters	<u>\$4,653.74</u>
					<b>\$8,302.27</b>
District	Desks/Partion/Bookcase	2	FS/HR	School Outfitters	<b>\$2,332.73</b>

**Grand Total                    \$125,058.63**



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.2.f. APPROVE INCREASE TO STUDENT NUTRITION SERVICES MENU FOR 2014-2015**

ACTION

**ISSUE:** Shall the Board approve an increase in school lunch prices and use of an online meal payment option for the 2014-2015 school year?

**BACKGROUND:** Prices for lunch and nutrition have been stagnant since 2009, yet our costs have climbed over the past five years. We are experiencing various pressures to increase prices due to new and unexpected fees from the county, elevated staff compensation, rising distributor costs, and higher price points for better ingredients. The student nutrition program must be self-sustaining. Whereas the goal is to break even, we would ideally be able to generate a nominal security that would enable us to prepare for unforeseeable costs such as equipment replacement and staff overtime. In order to maintain the current standard of our nutrition program while continuing to progress toward excellence, we request authorization for a \$0.25 price increase on all meals and a la carte items. We also seek approval for the implementation of and assessment of a \$4 flat processing fee for use of an online meal payment option for parents.

**ALTERNATIVES:**

1. Approve a \$0.25 price increase on all meals and a la carte items for the 2014-2015 school year.
2. Approve the implementation of an online meal payment option and right to assess a flat fee of \$4 per transaction to payees for the 2014-2015 school year.
3. Do not approve the proposed price increase and use of online payment option.

**RECOMMENDATION:** Alternatives Nos. 1 and 2.

**FISCAL IMPACT:** Without increasing current meal prices, the Student Nutrition program will operate at a deficit, adversely impacting the District's General Fund.

Prepared by: Carole Ly, Director, Student Nutrition and Wellness  
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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Rep	_____	_____	_____	_____

## STUDENT NUTRITION & WELLNESS

TO: Members, Board of Education  
Dr. Anthony Knight, Superintendent

FROM: Carole Ly, Director of Student Nutrition & Wellness

DATE: August 1, 2014

SUBJECT: BOARD AGENDA BACKGROUND - APPROVAL OF PRICE INCREASE TO  
STUDENT NUTRITION & WELLNESS MENU FOR 2014-2015

At the meeting on August 19, 2014, I am recommending that the Board authorize an increase to the Child Nutrition Services (CNS) lunch and nutrition prices, and approve the implementation of a new online meal payment option via PayPal.

Prices for lunch and nutrition have been stagnant since 2009, yet our costs have climbed over the past five years. We are experiencing various pressures to increase prices due to new and unexpected fees from the county, elevated staff compensation, rising distributor costs, and higher price points for better ingredients. The student nutrition program must be self-sustaining. Whereas the goal is to break even, we would ideally be able to generate a nominal security that would allow us to prepare for other unexpected costs such as equipment replacement and staff overtime. In order to maintain the current standard of our nutrition program while continuing to progress toward excellence, we request authorization for a \$0.25 price increase on all meals and a la carte items.

The following chart delineates the current and proposed rates for all meals and a la carte items that will be offered in the cafeterias.

TABLE 1: CURRENT V. PROPOSED PRICES AT OPUSD

	Current Price	Proposed Change	New Price
Breakfast	\$2.75	+\$0.25	\$3.00
Lunch (Elementary)	\$3.75	+\$0.25	\$4.00
Lunch (Secondary)	\$4.25	+\$0.25	\$4.50
Milk	\$0.50	+\$0.25	\$0.75
All a la carte	\$0.50 - \$3.00	+\$0.25	\$0.75-\$3.25

The following is a sampling of the 2013-2014 school year meal prices at other districts in the Los Angeles and Ventura counties. La Canada and Las Virgenes have demographics similar to Oak Park, with a very small number of students qualifying for the free & reduced program. The other districts listed have larger proportions of students eligible for the

## BOARD AGENDA BACKGROUND

### Price Increase To Student Nutrition & Wellness Menu For 2014-2015

Page 2 of 3

benefit and receive overwhelmingly more funding from federal and state programs, and thus are able to price their meal offerings at a much lower rate.

TABLE 2: COMPARISON OF MEAL PRICES WITH OTHER SCHOOL DISTRICTS

School District	% Free & Reduced*	Breakfast (ES)	Breakfast (MS/HS)	Lunch (ES)	Lunch (MS)	Lunch (HS)
La Canada	1.3%	-	-	\$3.25	\$5.00	\$5.00
Las Virgenes	5.6%	\$3.00	\$3.00	\$4.00	\$4.50	\$4.50
<i>Oak Park</i>	6.1%	<i>\$2.75</i>	<i>\$2.75</i>	<i>\$3.75</i>	<i>\$4.25</i>	<i>\$4.25</i>
Conejo	22.5%	\$2.00	N/A	\$3.50	\$4.50	\$4.50
Moorpark	33.5%	\$1.50	\$1.75	\$2.50	\$2.50	\$3.00
Ojai	46.7%	\$1.75	\$2.00	\$2.50	\$3.00	\$3.00
Ventura	53.8%	\$1.50	\$1.50	\$2.50	\$2.50	\$3.00
Oxnard	78.9%	Free	Free	\$2.15	\$2.15	-

\* Data available at [www.kidsdata.org](http://www.kidsdata.org)

**UNEXPECTED FEES FROM COUNTY:** The County of Ventura Health Department has begun assessing all school districts a fee to issue permits to operate, which was never before implemented. Last year, we paid a base rate of \$408 for each facility, totaling \$2125 in permits to operate for our five campuses. We were recently informed that the rate has increased to \$502 for the 2014-2015 school year. Moreover, the Health Department has also reclassified Medea Creek as a restaurant facility, which is associated with a higher fee.

The Ventura County Office of Education (VCOE) increased the software support fee for the CNS Point-of-Sale (POS) system in 2013-14. We paid \$4,370 in the prior school year, and the fee is projected to increase by 5% in 2014-2015.

**EMPLOYEE WAGE INCREASES:** After enduring a 5-year pay freeze, the entire CNS staff received a 3% raise last year. This constituted a total of \$11,510 in ongoing expense that must be allocated for wages and salaries for the coming school year.

**DISTRIBUTORS & VENDORS COSTS:** In response to the rising cost of food, our distributors and local vendors have had to pass on their price increases to us. Sysco, our main

## BOARD AGENDA BACKGROUND

### Price Increase To Student Nutrition & Wellness Menu For 2014-2015

Page 3 of 3

distributor, and Western Bagel, supplier of a staple for our nutrition program, are among those who have notified us recently of their price hikes. Last year, Tony's Pizza bumped up their charge for a large pie from \$9.50 to \$9.75. Two years ago, our primary bread artisan, Wildflower, raised their prices on all items they provide.

**HIGHER PRICE POINTS FOR BETTER INGREDIENTS:** In accordance with the District's Wellness Policy, we have established as one of our main goals this school year to begin eliminating items containing the top GM ingredients. These include corn, soy, canola, squash, and sugar beets. As these items are ubiquitous and insidious, we are committed to sourcing only Non-GMO Verified or organic products in these categories, which carry higher price points. We also plan to phase out the use of highly processed items, such as the Hidden Valley Ranch dressing mix, which includes a cocktail of GM corn ingredients as well as MSG. As we look into more cost-effective ways to incorporate better ingredients into the meals we serve, we seek greater flexibility with our budget that can be tempered with this proposed meal price increase.

We also aim to shift toward greater adherence to federal policy requirements by offering more whole grain products; and to increase plant-based protein options while reducing our current reliance on commodity poultry and eggs. As 95% of poultry produced in this country originates from factory farms that feed their animals GM-corn and soy meal laced with arsenic and antibiotics, we can safely assume that the poultry we currently use in our kitchens is such. We plan to redirect the focus of our entrees from animal to plant protein, shifting toward using poultry and eggs in more of a supporting role for flavor and texture. We are looking into sourcing our cooked poultry from a more sustainable producer, whose prices are more than double the amount we have typically spent. We refrain from using raw poultry products in the kitchen to minimize health risks and to avoid re-categorization of our food facility type by the Health Department. This convenience also comes with a heftier price point.

**NEW ONLINE MEAL PAYMENT OPTION FOR PARENTS:** We are seeking approval for the implementation of a new online meal payment option using PayPal that will offer parents greater convenience to pre-pay for their children's meals using a credit or debit card, options not previously available. It is anticipated that this new service will also greatly streamline the process for the cafeteria staff, promoting greater efficiency during nutrition and lunch service. PayPal assesses a 2.9% + \$0.30 processing fee per transaction, and we are proposing to charge payees a flat fee of \$4 which constitutes a more tangible amount and would motivate parents to pay larger sums at a lower frequency. We are projecting that many parents would opt to pay in this way, thereby minimizing the likelihood of students being without funds, and reducing the effort of our staff to notify parents and/or seek payment of outstanding fees at year's end. We also predict that a proportion of parents will pay smaller amounts more frequently, and the processing fees associated with these more frequent transactions will balance out those for which the opposite is true.

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.2.g. APPROVE ACCEPTANCE OF DONATIONS**

ACTION

**ISSUE:** Shall the Board acknowledge and accept donations made to the Oak Park Unified School District?

**BACKGROUND:** The following donations have been made to the District:

<u>Site</u>	<u>Gift/Donor</u>	<u>Est. Value</u>
OPHS	Kawai Ebony Grand Piano/James Rohlf	\$ 9,300.00

**RECOMMENDATION:** Accept the donations with thanks.

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

Respectfully submitted,

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.3.a. APPROVE AUTHORIZATION TO EMPLOY AN ADMINISTRATIVE CONSULTANT**

ACTION

**ISSUE:** Shall the Board authorize the employment of an administrative consultant?

**BACKGROUND:** Prior to the significant reduction in funding for schools that began in 2008, the OPUSD District Office supported our district's personnel and educational programs with a full time Assistant Superintendent of Human Resources and a Director of Curriculum and Instruction. Five years ago, as drastic budget cuts impacted local school budgets, the Assistant Superintendent of Human Resources absorbed the responsibilities for curriculum and instruction. During this same time period the district added and expanded a number of programs, including the implementation of the Common Core Standards and related new assessment protocols. Additionally, the District of Choice program has required increased time and resources from the district office staff. The hiring of an experienced administrative consultant supports the needs of the District of Choice program and provides additional assistance to the Human Resources office allowing the Assistant Superintendent to focus on human resources and curriculum and instruction.

**ALTERNATIVES:** 1. Approve the authorization to employ an administrative consultant.  
2. Do not approve the authorization to employ an administrative consultant.

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted,

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

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

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

Oak Park Unified School District  
Human Resources Department  
5801 East Conifer Street, Oak Park, CA 91377

Employment Agreement  
Between Clifford Moore and the Oak Park Unified School District  
For Administrative Consulting Services

This employment Agreement between Clifford Moore, retired administrator, and the Oak Park Unified School District is required to support the educational services throughout the district during the 2014-2015 school year. This agreement will renew the services provided by Mr. Moore to the district during the 2013-2014 school year under the conditions outlined below.

Mr. Moore has agreed to continue to provide services to the District for the 2014-2015 school year in support of the administrative functions in the Human Resources and the Educational Services departments. Under this agreement Mr. Moore will receive a daily per diem rate of \$350 and continuing family health benefits coverage in PPO Plan 3B. Health benefits coverage will be effective for Mr. Moore and his dependents through September 30, 2015.

Mr. Moore will develop with the Superintendent a calendar of scheduled work days that will best support the District's mission and goals. Based on the needs of the District this work schedule will include a minimum of 90 days and a maximum of 100 days of support throughout the year in the areas assigned by the Superintendent. In the event of budget cutbacks, it is acknowledged that the work year may be subject to a reduction in days and the consultant will work with the Superintendent to reduce days as may be necessary.

Mr. Moore shall be deemed an employee of the District serving under a temporary contract for purposes of employment and health benefits. Contracted days will be submitted monthly to the business department on a soft time card and monitored by the Superintendent's Office.

  
Clifford E. Moore, Consultant

  
Date

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

\_\_\_\_\_  
Date

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.3.b. APPROVE COMPENSATION ADJUSTMENT FOR GUEST TEACHERS**

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**ISSUE:** Shall the Board approve an increase in compensation for guest teachers?

**STATEMENT:** The Guest Teachers in OPUSD receive a daily rate of \$106 and a long-term rate of \$129. This salary schedule was adopted by the Board on May 1, 2008 and has been in effect since that time. It is recommended that the Board approve an increase that would bring the compensation amount to \$110 as a daily rate and \$135 as a long-term rate.

**ALTERNATIVES:** 1. Authorize increases in compensation for OPUSD Guest Teachers  
2. Do not approve the increases in compensation for OPUSD Guest Teachers.

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.3.c. APPROVE 2014-2015 DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS**

**ACTION**

**ISSUE:** Shall the Board of Education approve the Declaration of Need For Fully Qualified Educators form CL-500 for the 2014/2015 denoting our potential need for use of emergency credentials?

**BACKGROUND:** In compliance with the new California requirement to submit annual declaration of need in anticipation of need for emergency credentialed staff, the Commission on Teacher Credentialing now requires each Board of Education to approve in public session, a declaration of anticipated needs in terms of staffing vacancies where emergency credentials may be needed.

**ALTERNATIVES:**

1. Approve the accompanying form CL-500 denoting a revision for our potential need for the use of emergency credentials.
2. Do not approve this Declaration of Need.

**RECOMMENDATION:** Alternative #1

**RATIONALE:** While we rarely have need to use other than a fully credentialed teacher, the “declaration of need” process allows us the option to retain the services of a partially credentialed teacher in hard to fill teaching areas, if needed.

Respectfully submitted,

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

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

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

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



## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2014-15  
☐ Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Oak Park USD District CDS Code: 73874

Name of County: Ventura County CDS Code: 56

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 19 / 14 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

#### ► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2015.

Submitted by (Superintendent, Board Secretary, or Designee):

Leslie Heilbron, Ed.D.

Name



Signature

Assistant Superintendent, HR

Title

818-879-0372

Fax Number

818-735-3226

Telephone Number

08-07-2014

Date

5801 Conifer Street Oak Park, CA 91377

Mailing Address

lheilbron@oakpakusd.org

E-Mail Address

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

#### ► Enclose a copy of the public announcement

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

### AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	5 _____
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	_____
<input type="checkbox"/> Resource Specialist	_____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

### LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	2
Special Education	
TOTAL	2

### EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes

☒ No

If no, explain. We use University Interns if required

Does your agency participate in a Commission-approved college or university intern program?

☐ Yes

☒ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an intern program.

CSUN

If no, explain why you do not participate in an intern program.

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.4.a. APPROVE 2014 BOARD GOALS**

**ACTION**

---

**ISSUE:** Shall the Board approve 2014 Board Goals?

**BACKGROUND:** The Board held a Board Retreat on July 21, 2014 and reviewed and revised the Board Goals from 2013 to create new Goals for 2014.

**ALTERNATIVES:** 1. Approve the 2014 Board Goals.  
2. Do not approve the 2014 Board Goals

**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	_____	_____	_____	_____	_____	_____	_____
Laifman	_____		_____		_____		_____
Pallant	_____		_____		_____		_____
Rosen	_____		_____		_____		_____
Yeoh	_____		_____		_____		_____

**BOARD OF EDUCATION  
GOALS  
2014-2015**

Board will provide monthly report of Board meetings, developed by the Board President and/or Superintendent, to be given to the School Newsletters, the *Star* School Watch and post on the website. The superintendent will draft the monthly report and the board president will review and embellish, if desired.

Create a concise/easy to follow chart of the moral imperatives, goals and action plans as a means to more effectively communicate them to staff, parents and community

Review the governance handbook biannually and during an election year.

Conduct a Board self-evaluation ever other year and non-election year.

Define Board role during an emergency, i.e., earthquake, fire, etc. Staff will come up with a plan for the board role during emergencies and when devised will be added to the governance handbook when completed.

Increased involvement and integration with CSBA. Become increasingly informed of legislative issues that impact education.

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.4.b. APPROVE GOVERNANCE HANDBOOK**

**ACTION**

---

**ISSUE:** Shall the Board approve Governance Handbook?

**BACKGROUND:** The Board held a Board Retreat on July 21, 2014 and reviewed and revised the Governance Handbook.

**ALTERNATIVES:** 1. Approve Governance Handbook.  
2. Do not approve Governance Handbook.

**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	_____	_____	_____	_____
Laifman	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student	_____	_____	_____	_____

**Oak Park Unified School District Board of Education**

**GOVERNANCE HANDBOOK**

**Board of Trustees**

**Mary Pallant, President**  
**Sepideh Yeoh, Vice President**  
**Barbara Laifman, Clerk**  
**Andrew Hazelton**  
**Allen Rosen**

**Superintendent**

**Dr. Tony Knight**

**Approved October 16, 2012**

Amended 6-17-14



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## OPUSD FACTS

### **Oak Park Neighborhood School**

Director: Kim Gregorchuk  
Office Manager: Jan Straughan ([JStraughan@oakparkusd.org](mailto:JStraughan@oakparkusd.org))  
1010 North Kanan Road  
Oak Park, CA 91377  
(818) 707-7742  
Enrollment: 73

### **Brookside Elementary School**

Principal: Sara Ahl ([sahl@oakparkusd.org](mailto:sahl@oakparkusd.org))  
Office Manager: Virginia Standring ([vstandring@oakparkusd.org](mailto:vstandring@oakparkusd.org))  
PTA President: ([BESPTAPresident@gmail.com](mailto:BESPTAPresident@gmail.com))  
SSC Chair:  
165 North Satinwood Ave  
Oak Park, CA 91377  
(818) 597-4200  
Enrollment

### **Oak Hills Elementary School**

Principal: Erik Warren ([ewarren@oakparkusd.org](mailto:ewarren@oakparkusd.org))  
Office Manager: Maureen Frey ([MFrey@oakparkusd.org](mailto:MFrey@oakparkusd.org))  
PTA President: Tracy Kaufman ([tracy.kaufmann@gmail.com](mailto:tracy.kaufmann@gmail.com))  
SSC Chair:  
1010 North Kanan Road  
Oak Park, CA 91377  
(818) 707-4224  
Enrollment

### **Red Oak Elementary School**

Principal: Jon Duim ([jduim@oakparkusd.org](mailto:jduim@oakparkusd.org))  
Office Manager: Susan Crumpley ([SCrumpley@oakparkusd.org](mailto:SCrumpley@oakparkusd.org))  
PFA CO-President:)  
PFA CO-President:)  
SSC Chair:)  
4857 Rockfield Street  
Oak Park, CA 91377  
(818) 707-7972  
Enrollment

**Medea Creek Middle School**

Principal: Brad Benioff ([bbenioff@oakparkusd.org](mailto:bbenioff@oakparkusd.org))  
Office Manager: Debbie Church ([DChurch@oakparkusd.org](mailto:DChurch@oakparkusd.org))  
PFA President: Debbie Cleary  
SSC Chair: Toni Caruso  
1002 Doubletree Road  
Oak Park, CA 91377  
(818) 707-7922  
Enrollment

**Oak Park High School**

Principal: Kevin Buchanan ([kbuchanan@oakparkusd.org](mailto:kbuchanan@oakparkusd.org))  
Office Manager: Toni Paulson ([TPaulson@oakparkusd.org](mailto:TPaulson@oakparkusd.org))  
PFC President: ([ophspfc@gmail.com](mailto:ophspfc@gmail.com))  
SSC Chair:  
899 North Kanan Road  
Oak Park, CA 91377  
(818) 735-3300  
Enrollment

**Oak View High School**

Principal: Stew McGugan ([imcgugan@oakparkusd.org](mailto:imcgugan@oakparkusd.org))  
Office Manager: Linda Roberts ([LRoberts@oakparkusd.org](mailto:LRoberts@oakparkusd.org))  
SSC Chair:  
5701 Conifer Avenue  
Oak Park, CA 91377  
(818) 735-3217  
Enrollment

**Oak Park Independent School**

Principal: Stew McGugan ([imcgugan@oakparkusd.org](mailto:imcgugan@oakparkusd.org))  
Office Manager: Cristina Sanchez ([csanchez@oakparkusd.org](mailto:csanchez@oakparkusd.org))  
SSC Chair:  
5701 Conifer Avenue  
Oak Park, CA 91377  
(818) 735-3200  
Enrollment (As Of October 3, 2012): 165

## Who's Who in OPUSD

Superintendent:  
Executive Assistant  
Assistant Superintendent - Business Services  
Assistant Superintendent –Human Resources  
Director, Educational Technology  
Director, Child Nutrition  
Director, Business Services  
Director, Fiscal Services  
Director, Pupil Services  
Director, Alternative Education  
Director, Preschool Education  
Program Specialist  
District Science Specialist  
District Technology Specialist  
Senior Accountant  
Educational Consultant  
High School Counselors

Middle School Counselors

OVHS, OPIS Counselor  
Elementary Counselor  
District Nurse  
Legal Counsel

Auditor

Anthony W. Knight, Ed.D.  
Linda Sheridan  
Martin Klauss  
Leslie Heilbron, Ed.D.  
Enoch Kwok  
Carole Ly  
Julie Suarez  
Barbara Dickerson  
Susan Roberts  
Stew McGugan  
Kim Gregorchuk  
Sharie Strasburger  
Debra Hammill  
Jessica Kudlacek  
Shannon Kaesberg  
Cliff Moore  
Randy McLelland  
Janet Svoboda  
Julie Heeney  
Debi Fries  
Dianne Large  
Carol Gallivan  
Robert Sitmore  
Jeremy Rogers  
Deborah King  
JoAnn Housman  
Fagen Friedman & Fulfro  
6300 Wilshire Boulevard  
Suite 1700  
Los Angeles, CA 90048  
(323) 330-6300  
James Fernow, Partner  
Christy White Accountancy  
2727 Camino Del Rio South  
Suite 219  
San Diego, CA 92108  
(619) 270-8222  
Christy White, CPA, President  
Valerie McMasters-Shaw, Audit Mgr

## **Who's Who in Oak Park and Ventura County**

Supervisor Linda Parks  
Ventura County District 2  
625 W. Hillcrest Drive, Thousand Oaks, CA 91360, 805-214-2510  
linda.parks@ventura.org

Assemblyman. Jeff Gorrell  
44<sup>th</sup> Assembly District  
2659 Townsgate Road, Suite 236, Westlake Village, CA 91362  
805-230-9167  
assemblymember.gorrell@assembly.ca.gov

Senator Fran Pavley  
27<sup>th</sup> Senate District  
5016 N. Parkway Calabasas, Suite 222, Calabasas, CA 91302  
818-876-3352

U.S. Representative Julia Brownley  
26<sup>th</sup> Congressional District  
223 E. Thousand Oaks Boulevard, Suite 411, Thousand Oaks, CA 91360  
805-379-1799

Rancho Simi Recreation and Park District  
1692 Sycamore Drive, Simi Valley, CA 93065 818-865-9304  
Renee Pease, Oak Park Community Center  
Larry Peterson, General Manager

Oak Park Municipal Advisory Council  
Michael Paule, Chair, Michael Green, Vice Chair  
Contact through Linda Parks office

Friends of Oak Park Schools  
Barry Myerson, Chair  
Robert Brown, Vice Chair  
info@friendsofoakparkschools.org

Community Foundation of Oak Park  
info@OakParkFoundation.org

## **CURRENT SCHOOL BONDS**

### **MEASURE C PARCEL TAX**

This is a flat tax of \$197 per parcel in Oak Park. Seniors 65 years of age and older who own and live in the property are exempt from this tax if they file for an exemption annually. To file for an exemption, please call Linda Sheridan (818) 735-3206. This tax raises nearly \$1 million in general fund revenues for the schools. It helps to keep class sizes lower and programs in place such as art, music, practical arts, and technology education. This tax was voted on by Oak Park residents and was passed and then renewed with over 80% of the vote. It expires in 2017.

### **OAK PARK USD BOND**

This was the original school bond that was passed in 1978 that built all of the schools in Oak Park with the exception of Brookside School, which was built by the Simi Valley USD prior to the formation of the Oak Park USD in 1978. The amount of this tax is going down each year as it is paid back. This year the tax is \$90.30 per \$100K of assessed valuation. So, if your property is valued at \$500,000, then your tax amount would be 5 x \$90.30. This tax is expected to be paid off in 2016.

### **MEASURE R**

Measure R was passed by Oak Park voters in 2008 and is a \$29.5 million facilities repair and modernization program. The proceeds from this bond are being used to replace roofs, paint, repair, and generally upgrade the existing facilities to ensure that they are safe and modern. The tax is \$45.40 per \$100K of assessed valuation.

### **MEASURE C6**

Measure C6 was passed in 2006 and is a \$17.5 million bond limited in scope to pay for technology and equipment. It funds one of the most comprehensive programs in educational technology innovation in any California school system. The tax is \$24.10 per \$100K of assessed valuation.

## EFFECTIVE GOVERNANCE

*School district governance creates and maintains the framework through which high-quality leadership can be exercised throughout the educational system. An effective governance team is one that transforms the beliefs and values of the Community into goals and policies that direct the community's schools.*

The board and superintendent working together as a governance team, serve to lead the district to achieve the desired goals. Their actions embody the basic characteristics and behaviors that enable each governance team member to work with the others to effectively create a climate for excellence in the school district and maintain a focus on student learning and achievement. This is accomplished by:

- Maintaining a unity of purpose
- Agreeing upon and governing within appropriate roles
- Creating and sustaining a positive governance culture
- Creating a supportive structure for effective governance
- Ensuring accountability to the students, parents, teachers and Community

## RESPONSIBILITIES OF THE BOARD

### **Set the direction for the community's schools**

- Keep the District focused on learning and achievement for all students
- Generate, review and revise direction setting documents (moral imperatives, vision, priorities, strategic goals, success indicators *and LCAP*)
- Ensure that the established direction and goals are the driving force for all district efforts

### **Establish an effective and efficient structure for the school district**

- Employ, support and work collaboratively with the Superintendent and recognize the distinct roles of each
- Establish a human resources framework that includes policies for hiring and evaluating personnel
- Establish a framework for the district's collective bargaining process and adopt responsible agreements
- Oversee the development of and adopt district policies and keep them up to date
- Set the direction for and adopt the curriculum

- Establish budget priorities, adopt a fiscally responsible annual budget and regularly monitor the fiscal health of the District
- Oversee facilities issues and ensure that a safe and appropriate educational environment is provided to all students

### **Provide support through our behavior and actions**

- Operate openly, with trust and integrity
- Govern within Board adopted policies, procedures and norms
- Act with professional demeanor that models the district's beliefs and vision, treating everyone with civility and respect
- Support staff implementation of Board direction and policy
- Ensure a positive working climate exists
- Be knowledgeable about district efforts and issues
- Keep private information private, and stay within accordance of the Brown Act
- *Conduct announced school site visits and attend special events*

### **Ensure accountability**

- Hire, support and collaborate with the superintendent so that the vision, goals, and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals, and performance of the district, and ensure that the superintendent holds district personnel accountable
- Monitor, review and revise policies to ensure consistency with the law and the District's vision and goals
- Serve as a judicial and appeals body or appoint others to serve in that capacity
- Monitor student achievement and program effectiveness
- Monitor and adjust district finances
- Monitor the collective bargaining process
- Take collective responsibility for the Board's performance and periodically evaluate its own effectiveness
- Take collective responsibility for all board actions



## **Act as community leaders**

- Speak with a common voice about the district vision, direction, priorities, goals and issues
- Engage and involve the community in district schools and activities
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.
- Communicate clear information about policies, programs and fiscal condition of the district
- ***Work with individuals and groups within our community to maintain the common good***
- Educate the community and the media about the issues facing students, the district and public education
- Advocate for children, district programs and public education to the general public, key community members and local, state and national leaders

## RESPONSIBILITIES OF INDIVIDUAL TRUSTEES

Authority is granted to the board as a whole, not each trustee individually; therefore the board along with the superintendent must work together to make decisions that best serve all students. As such, each Trustee must:

- Keep learning and achievement for all students as the primary focus
- Value, support and advocate for public education
- Recognize and respect differences of perspective and style on the board and among staff, students, parents, and community
- Act with dignity, and understand the implications of demeanor and behavior
- Keep confidential matters confidential
- Commit the time and energy necessary to be an informed and effective leader.
- Understands the role and responsibility of the Board
- Understand that authority rests with the board as a whole and not with individual Trustees
- Work to build and sustain an effective governance team

## STRUCTURE, PROTOCOLS AND NORMS

The Board's effectiveness is enhanced through the establishment of structure, protocols and norms that define how board members and the Superintendent will operate within the governance team. This section will explicitly define governance *principles*, mutually agreed upon expectations, and specific processes under which the team will operate.

### Board Meeting Agendas

Agendas and all supporting materials for all regularly scheduled board meetings will be available to the board 10 days prior to the board meeting and to the public 72 hours before a meeting (as required by law).

Agendas and supporting materials for other meetings will be distributed as required by law and board policy.

### Trustee Requests for Agenda Items

Trustees should send requests for agenda items to the Board President and copy the Superintendent.

## **Trustee Requests for Information**

All requests for information should be directed to the Superintendent. (S)He will then forward that request to the appropriate staff member. The staff member will then respond to the Superintendent, and the Superintendent will determine whether the response (and the initial request) should be sent out to all Trustees.

If the request is overly time consuming or inappropriate, the Superintendent and Board President will discuss the issue with the requesting Trustee and they will jointly determine whether to move forward with the request.

If a Trustee contacts a staff member directly, the staff has been instructed to route all such requests back to the Superintendent.

If a Trustee is working directly with a staff member as part of a committee or special project, then requests for information pertaining to the committee or project can be sent directly to the staff member, with notification to the superintendent, taking special care to stay within the bounds of an individual trustee.

## **School Visits**

Visiting schools is a reminder to trustees that students and their learning are the primary focus of a trustee's work. These visits provide invaluable insight into how Board policy is implemented at the school site level. Each trustee should have knowledge of each school site and its programs through visits and other forms of communication to ensure that progress towards district goals is being made. School visits also show appreciation and support for the staff's work.

To visit a school, Trustees should contact the individual school's principal, and give notice to the Superintendent, ahead of time to arrange a visit. If possible, trustees will visit sites together to reduce the amount of disruption in the classroom. Trustees should always be cautious about interrupting the learning environment. Teachers will understand that they do not need to interrupt a lesson when a trustee visits a classroom.

Trustees should avoid showing up at a school site unplanned and unannounced.

## **Attending School Events and District Functions**

Trustees should strive to attend school events and district functions whenever possible. Being present at events is an easy way to lend support to the district, administrators, staff and students. It also allows a Trustee to see first-hand what is happening at the schools and

to observe how the programs that have been implemented are supporting district goals. Finally, it is a great way to keep in touch with the Oak Park community.

## **Badges**

- Badges should be worn whenever visiting a school site in the capacity of a Trustee or when attending a district or school function
- **Security badges should be worn by school board members whenever on school site campuses and should at all times be readily available to school board member, as this will provide access to school sites in the event of an emergency**

## **Responding to Community Concerns**

Whether responding to a complaint from a parent, a concern from a community member or an issue from a teacher or student, it is critically important that a Trustee keep these items in mind:

- An individual trustee has no authority. All decision-making authority rests with the board as a whole.
- A Trustee has no operational role in the school district
- Confidential matters must be kept confidential (by law)

With these three items in mind, a Trustee must respond to questions from the community with understanding, honesty and integrity.

When someone brings a concern to the Board, we will listen carefully without jumping to any conclusion, and will then direct that individual to the employee in the district most appropriate and able to help them resolve their concern. We will make sure they understand the appropriate order of who to contact (i.e., teacher, then principal, then district staff) and are aware of any formal forms or policies that might assist them. The Superintendent and principal(s) will be copied on correspondence.

This will ensure everyone is treated fairly, equally and expeditiously and that the processes and procedures of the district are upheld. It will also clarify that one Board member has no individual authority to fix a problem. As a representative of the public, it is important that the Board member invite the person with the complaint to ultimately get back to him if the issue is not resolved.

## **Responding to Email**

If an email is sent to all board members and the superintendent, the Superintendent or Board President will respond to the sender within 24 hours, where possible

If an email is sent to all board members and not the superintendent, the board president will forward to the superintendent and notify the sender that this has been done. The

Superintendent or Board President will then respond to the email within 24 hours, where possible

If an email is sent to some board members but not all, the superintendent will forward the email to the missing trustee(s).

## **Serving on Committees**

Each Trustee is required to sit as a member (or act as an alternate) on any number of school or community committees. The assignment to these committees will occur at the annual organization meeting in December. Serving on committees shall always comply with Board Policy BB-9130.

## **Board Meeting Management**

We understand that Board meetings are meetings of the Board held in public, not open forum town hall meetings. We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted to ensure the multiple voices of the community inform Board deliberations.

However, when the Board deliberates, it will be a time for the Board to listen and learn from each other, taking the public input into consideration, not a time to re-engage with the public.

We will consistently abide by our formal processes relating to this issue so that all persons are treated fairly and equally. We will review our policies, bylaws and protocols relating to Board meeting management (e.g., time limits on input from members of the public), revising or reaffirming them as appropriate.

# BOARD ROLES

## Board President

- Fosters an environment of communication by promoting a culture of open, transparent communication.
- Prepares the Board agendas with the Superintendent.
- Chairs the Board meetings ensuring that the community members as well as all board members have opportunities to participate, and facilitates effective deliberation.
- Serves, in collaboration with the superintendent, as the official media contact for the Board.

## Board Vice-President

- Chairs the Board Meeting if the President is not available.
- Will assume the role of President should the Board President not be able to continue his/her term.

## The Board Clerk

- When required by law:
  - Certifies actions taken by the Board
  - Maintains records and reports.
  - Signs approved Board meeting minutes
  - Signs documents on behalf of the Board

## All Trustees

- Make a concerted effort to attend and be prepared for all regular and special board meetings
- Understand and provide support for district goals
- Maintain a working knowledge of board policies
- Strive to keep current with
  - Local, State and Federal issues dealing with Public Education
  - Issues, processes and legislation relating to the education system
  - The *processes* of funding for Public Schools
- Attend and/or Complete the following (when applicable and funding allows)
  - New Board Member Workshop
  - CSBA's Masters in Governance Program
  - Board President's Workshop
  - Annual CSBA/NSBA conferences
  - Take advantage of any free seminars or webinars that are offered

## GOVERNANCE CALENDAR

### July

- Board *Retreat*

### August

- School Begins
- Report from FPC - Summer Work Update
- Approve Board Meeting Schedule for School Year
- Approve Quarterly Williams Report
- ***Deadline to file for School Board candidacy (even years only)***

### September

- Student Board Rep Starts
- Report from FPC - Summer Work Update
- Approve Moral Imperatives, Goals & Action Plans
- Approve resolution regarding sufficiency of textbooks
- Approve participation in CSR (Class Size Reduction) program
- Receive and approve Special Education NPS/NPA contracts

### October

- Receive STAR Testing Results ***(to be transitioned to SBAC in 14/15)***
- Receive Summer School Report
- Set/Review Superintendent goals
- Approve School Calendar
- Approve Classified Holiday Calendar

### November

- District of Choice Update
- Review Facilities Master Plan
- Approve Quarterly Williams Report

### December

- Board Organizational Meeting (must be held within 15 days after the first Friday)
- Approve Board Meeting schedule for fiscal year
- Approve certification of signatures
- First Interim Financial Report & Budget Update
- District of Choice applications due by December 31
- Approve District of Choice Enrollment Capacity
- Approve Facilities Master Plan

## **January**

- District of Choice Lottery
- Approve External Auditors Reports

## **February**

- Physical Fitness Results
- Approve Single Plan for Student Achievement
- Approve SARCs
- Mid-year review of Moral Imperatives and Goals & Superintendent goals
- Nominate CSBA Delegate Assembly candidates
- Approve Quarterly Williams Report

## **March**

- Second Interim Financial Report & Budget Update
- Reduction or Discontinuing Particular Kinds of Services (RIF) Notices due by March 15

## **April**

- Superintendent Evaluation - Board Discussion
- Approve Safe School Plans

## **May**

- Present Superintendent Evaluation
- Approve Instructional Minutes / Bell Schedule
- Approve School Handbooks & Disciplinary Plans
- Approve CSBA Delegate Assembly elections
- Receive Annual District of Choice Report
- *LCAP*

## **June**

- Budget Study Session
- Adopt the budget (prior to June 30)
- Rescind RIFs
- School Ends / Graduations
- Receive OPCOC Report
- Revise Moral Imperatives & Goals
- Renew Superintendent contract (if needed)
- Approve certification of signatures
- Approve Out of State Travel
- Approve CSBA Membership



**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.4.c APPROVE PROPOSED BOARD MEETING SCHEDULE FOR THE 2014-2015 SCHOOL YEAR**

ACTION

**ISSUE:** Should the Board of Education approve the proposed Board Meeting schedule for the 2014-15 School Year.

**BACKGROUND:** The Board approved the 2014 meeting schedule through December 2014 at the December 10, 2013 Board Meeting. For planning purposes, the meetings for the entire 2014-2015 school year need to be scheduled. The Board has not approved the dates listed below beginning with January 2015 and we are asking the Board to consider the recommended dates at this time:

August 19, 2014	Single Regular Meeting in August
September 16, 2014	Single Regular Meeting in September
October 21, 2014	Single Regular Meeting in October
November 18, 2014	Single Regular Meeting in November
*December 8, 2013	Annual Organizational Meeting
(Falls within 15 days after 1 <sup>st</sup> Friday)	
<b>January 20, 2015</b>	<b>Single Regular Meeting in January</b>
<b>February 17, 2015</b>	<b>Single Regular Meeting in February</b>
<b>March 17, 2015</b>	<b>Single Regular Meeting in March</b>
<b>April 21, 2015</b>	<b>Single Regular Meeting in April</b>
<b>May 19, 2015</b>	<b>Single Regular Meeting in May</b>
<b>**June 2, 2015</b>	<b>Budget Study Session Meeting</b>
<b>June 16, 2015</b>	<b>Single Regular Meeting in June</b>
<b>July TBD</b>	<b>Board Retreat</b>
*Second Tuesday of the month	
**First Tuesday of the month	

Respectfully submitted:

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

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

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

**TO: BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.4.d REVIEW, AMEND, APPROVE 2014-2015 MORAL  
IMPERATIVES, GOALS AND ACTION PLANS**  
**ACTION**

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**ISSUE:** Shall the Board of Education review, amend and approve the 2014-2015 Moral Imperatives, Goals and Action Plans?

**BACKGROUND:** On July 21, 2014 at the Board Retreat, the Board of Education began the process of reviewing and amending the 2014-2015 Moral Imperatives and Goals. The Board was able to make changes to Teaching and Learning and will continue to review and amend Organization and Shared Leadership and Leadership and Finance, Budget and Facilities.

**ALTERNATIVES:** 1. Approve the amended 2014-2015 Moral Imperatives, Goals and Action Plans.  
2. Do not approve the amended 2014-2015 Moral Imperatives, Goals and Action Plans.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**OAK PARK UNIFIED SCHOOL DISTRICT  
2014-2015 TEACHING AND LEARNING  
MORAL IMPERATIVES**

We believe:

- Every student can learn and will reach their individual potential, when presented with the right opportunity including intervention strategies for students not progressing towards or meeting standards.
- The learning experience will include time for thoughtful reflection so that students learn to value and take pride in their work and understand the processes by which they learn most effectively.
- Learning opportunities should be as authentic as possible and personally meaningful. Students need to explore, create and discover.
- Every student should be encouraged to become independent learners, thinkers and producers.
- Each student's natural joy of learning needs to be developed in a safe, stable, balanced and nurturing psychological and social environment so that they will become lifelong learners.
- Every student will meet or exceed state standards, which are a floor not a ceiling, and will not in any way restrict creative, imaginative and/or enriching teaching and learning experiences.
- All students should receive instruction that is differentiated. Learning experiences should emphasize depth, complexity, and novelty.
- All students should participate in programs that foster character development, ethical behavior, **compassion**, social responsibility, leadership skills and community service and exhibit the developed skills in all arenas and modes of interaction, including cyberspace.
- We recognize and celebrate diversity and understand it is our obligation to prepare our students with the appropriate tools and skills to live in a global society.
- Technology is one of the tools to enhance the learning experience and should become an internalized method of learning and expression.
- The infusion of technology in the learning environment should not be to the exclusion of the use of cursive handwriting, reading books, painting, drawing, and constructing with authentic materials.
- All aspects of student wellness are of paramount importance. This includes child nutrition, physical fitness, stress reduction and mental health and well-being.

GOALS	ACTION PLANS/MEASURABLE OUTCOMES
1a. <b>Ensure</b> a successful transition to Common Core standards	<ul style="list-style-type: none"> <li>• Develop a plan that includes material acquisition, professional development, and technology integration.</li> <li>• Explore implementation of Next Generation Science Standards.</li> <li>• Transition from STAR assessments to Smarter Balance</li> <li>• Explore a student data management system.</li> </ul>
1b. <b>Continue</b> our emphasis on differentiated instruction shall continue so that all of our students experience a challenging learning environment through depth, complexity, and novelty.	<ul style="list-style-type: none"> <li>• Provide more specialized professional development for teachers and staff.</li> <li>• Embed this emphasis into the teacher goal setting and evaluation</li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2014-2015 TEACHING AND LEARNING  
MORAL IMPERATIVES**

	<p>process. All instructional staff should have goals related to this.</p> <ul style="list-style-type: none"> <li>• Provide more opportunities for staff who attain expertise in certain areas to train other staff.</li> <li>• Release teachers to observe each other to hone expertise in this area.</li> </ul>
1c. <b><i>Ensure there is a smooth transition in math between elementary and middle school, and middle and high school inclusive of all students at all levels.</i></b>	<ul style="list-style-type: none"> <li>• Math articulation committee (K-12) will focus this year on transitions from grades 5 to 6 and 8 to 9.</li> <li>• Implement the Key Math Program at secondary level</li> <li>• Set new math benchmarks for elementary level</li> </ul>
1d. <b><i>Help our students find and pursue their passion.</i></b> Provide opportunities for students that will guide their future education/career choices, including college and career counseling at our high schools, vocational, technical arts and ROP classes, while increasing the percentage of students attending four year colleges.	<ul style="list-style-type: none"> <li>• <b><i>During annual counselor meetings, review progress towards UC a-g/Cal state requirements.</i></b></li> <li>• <b><i>Ensure resources are made available in student decision-making.</i></b></li> <li>• Maintain the college/career counseling position at OPHS as a priority despite budget issues if possible.</li> <li>• Implement new independent project program at OPHS, OPIS &amp; OVHS.</li> <li>• Encourage more students to opt for 4-year colleges upon graduation from high school and ensure proper guidance throughout a student's academic career.</li> <li>• Explore a post-graduation tracking program to determine post-secondary school success using the Naviance module.</li> <li>• 9<sup>th</sup> &amp; 10<sup>th</sup> grade parent &amp; student College &amp; Career education to create a 4-year plan for students</li> <li>• Continue to expand the use of Naviance</li> <li>• Naviance is being introduced to freshman.</li> </ul>
1e. STEM instruction will emphasize experiential learning at all grade levels.	<ul style="list-style-type: none"> <li>• Expand I2I, QuikScience and other programs (<b>NGSS?</b>) to involve more students and teachers.</li> <li>• Continue marine science focus at all levels.</li> <li>• Offer new Environmental Explorers, Computer Programming &amp; Robotics electives @MCMS. Continue to offer opportunities to participate in robotics, rocketry and solar boat teams and competition.</li> <li>• <b><i>Continue to offer</i></b> Introductory &amp; AP Computer Programming @ OPHS.</li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2014-2015 TEACHING AND LEARNING  
MORAL IMPERATIVES**

	<ul style="list-style-type: none"> <li>• <b><i>Integrate Science Specialist in STEM instruction at all grade levels.</i></b></li> </ul>
1f. Continue to define, communicate and <b><i>enhance</i></b> GATE program.	<ul style="list-style-type: none"> <li>• Update the GATE brochure.</li> <li>• Encourage more professional development for staff and offerings for parents.</li> <li>• Continue to articulate and expand the enrichment opportunities available to students at all of the schools.</li> <li>• Ensure that the three pillars of a quality GATE program are in place at all levels: Differentiation, Acceleration, and Enrichment.</li> <li>• Encourage expanded parent participation on GATE DAC</li> </ul>
1g. Intervention programs will be available to students in reading, writing and mathematics at all levels.	<ul style="list-style-type: none"> <li>• Math intervention program currently in place at grade 6 will be expanded to grade 7 at MCMS.</li> <li>• Explore a software program to better identify students who require intervention and help prescribe the types of intervention needed.</li> <li>• OPHS will continue to reduce the % of students enrolled in lower level math classes and instead provide <b><i>earlier</i></b> intervention <b><i>for those not meeting graduation requirements.</i></b></li> <li>• Implement computer diagnostic assessments across scope &amp; sequence of OPHS Math curriculum.</li> <li>• Create a Math Skills Computer Adaptive Learning Lab to facilitate student acceleration through scope &amp; sequence.</li> <li>• OVHS CASHEE Algebra &amp; Geometry online support.</li> <li>• OPIS is implementing <i>Teaching Texts</i> Math program.</li> </ul>
1h. <b><i>The district shall embrace global stewardship and integrate environmental awareness throughout the curriculum at all levels.</i></b>	<ul style="list-style-type: none"> <li>• EEAC will plan events and areas of focus throughout the school year including community field trips.</li> <li>• <b><i>Learning opportunities about renewables.</i></b></li> <li>• <b><i>Connection of food and environment</i></b></li> <li>• <b><i>Hunger and poverty.</i></b></li> <li>• Recycling programs will be expanded at all levels.</li> <li>• Science enrichment programs will emphasize environmental science.</li> <li>• Energy conservation will be monitored and quantified.</li> <li>• Training for Environmental Education Initiative will begin.</li> <li>• District-wide “No Idling” campaign.</li> <li>• Incorporate student learning opportunities into Prop. 39 projects <b><i>involving energy and water.</i></b></li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2014-2015 TEACHING AND LEARNING  
MORAL IMPERATIVES**

1i. <b><i>Offer a more student centered art program that emphasizes individual creativity and self expression.</i></b>	<ul style="list-style-type: none"> <li>• Continue restructuring &amp; coordinating the elementary art and music programs.</li> <li>• Promote music program at OPHS including a marching band.</li> </ul>
1j. Continue all programs that emphasize wellness and balance.	<ul style="list-style-type: none"> <li>• Child nutrition program will continue to improve food quality and serve more natural food and vegetarian options.</li> <li>• <b><i>Develop a sustainable agriculture program K-12.</i></b></li> <li>• Support new Animal Rights Club at OPHS</li> <li>• Uniformity and balance of the student workload will continue to be reviewed.</li> <li>• Support EEAC theme for this year: Making Peace with Natural World: Peace Begins on Our Plates.</li> <li>• Continue to monitor student stress levels and overall balance.</li> <li>• Support the Stanford University <i>Challenge Success</i> program at OPHS and MCMS. <b><i>Take the Challenge Success ideals to the next level.</i></b></li> <li>• Counselors will continue to develop a Crisis Response Tool for students at risk. Increase professional development in this area of student response.</li> <li>• Continue implementing TUPE (Tobacco Use Prevention Education) in Gr.6-12</li> </ul>
1k. Our athletic programs will develop leadership, teamwork, and individual athletic potential.	<ul style="list-style-type: none"> <li>• Expand athletic opportunities for students by adding additional sports &amp; levels to programs already in place.</li> <li>• Develop positive leadership skills in athletics.</li> <li>• National Federation of State High School Associations, Fundamentals of Coaching course required for new coaches.</li> <li>• Continue administrative oversight of team sports <b><i>and coaches.</i></b></li> <li>• More flexibility will be available in terms of P.E. credit for in school and out of school athletics.</li> </ul>
1l. Our special education programs will provide the best possible outcomes in terms of meeting the specific needs of each child.	<ul style="list-style-type: none"> <li>• Continue specialized staff development for special education teachers, including increasing the number of teachers who have earned the Autism Authorization.</li> <li>• Offer staff development opportunities for general education teachers in specialized instructional strategies for learners with disabilities.</li> <li>• Expand targeted professional development for instructional aides, to</li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2014-2015 TEACHING AND LEARNING  
MORAL IMPERATIVES**

	<p>include district-level and county-level trainings.</p> <ul style="list-style-type: none"> <li>• Increase articulation between sites for transitioning students.</li> <li>• Implement a parent education component that addresses the supports available as students' transition from one site to another.</li> <li>• Provide general education teachers with additional professional development for pre-referral interventions for at-risk students.</li> <li>• Continue district-wide coordination of aide assignments to best serve students.</li> <li>• Structured social skills groups across school sites.</li> </ul>
1m. Counseling programs at all levels will be supported in order to meet the social and emotional needs, academic and career counseling of all students, as well as parent education. <b><i>Recognize and institute the difference between societal norms and the level of functioning that respects ourselves, each other, our differences and all living beings.</i></b>	<ul style="list-style-type: none"> <li>• Authentic learning opportunities for students to implement to improve school climate @MCMS.</li> <li>• <b><i>Anti-bullying programs will be implemented at all school sites.</i></b></li> <li>• <b><i>Anti-bullying strategies will be embedded in the program at each school. Stronger anti-bullying programs at elementary schools and middle school.</i></b></li> <li>• <b><i>Ensure values transfer to after school programs that OPUSD children attend.</i></b></li> <li>• Courses will continue to be offered for elementary and pre-school parents in child development and other topics and explore options for parents of secondary students.</li> <li>• Elementary counselor will continue 'recess groups.'</li> <li>• Maintain counseling positions at all levels despite budget cuts if possible.</li> <li>• Explore the development of an Honor Code across the district.</li> </ul>
1n. <b><i>Help students recognize they are part of a global community.</i></b>	<ul style="list-style-type: none"> <li>• Continue to offer the Chinese (Mandarin) language program</li> <li>• Support the International Gala and other programs that celebrate the cultural diversity of our students.</li> <li>• Provide more authentic learning experiences in language classes.</li> </ul>
1o. Develop elementary technology standards.	<ul style="list-style-type: none"> <li>• Articulate programs at the three elementary schools that center on a single group of outcomes.</li> <li>• Exit skills and outcomes will be identified.</li> <li>• Develop technology standards at the three elementary schools that are consistent.</li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2014-2015 TEACHING AND LEARNING  
MORAL IMPERATIVES**

	<ul style="list-style-type: none"> <li>• Support requirements for Smarter Balance assessments</li> </ul>
1p. Implement a shift in the emphasis of technology from how you use a specific computer program to how do I solve a problem, how do I answer a question, or how do I make something using technology. Imbed the use of technology in students' analytical, critical and creative thinking.	<ul style="list-style-type: none"> <li>• Review and define Technology course descriptions, prerequisites &amp; requirements               <ul style="list-style-type: none"> <li>○ Create/adapt curriculum to utilize authentic learning experiences.</li> </ul> </li> <li>• Review technology/computer graduation requirements.</li> </ul>
1q. <b><i>Ensure the use of technology aligns with curricular goals.</i></b>	<ul style="list-style-type: none"> <li>• Review and update the Technology Plan annually.</li> </ul>
1r. Greater emphasis on creating an environment that maximizes the potential of each child, including increased recognition of day-to-day learning <b><i>and promotes intrinsic learning and motivation.</i></b>	<ul style="list-style-type: none"> <li>• Continue to recognize students for a variety of achievements at all levels. For example, teachers choose a few students for recognition at a monthly school assembly and achievement.</li> <li>• <b><i>Recognize students with service seal/recognition district wide.</i></b></li> <li>• <b><i>Pursue the idea of an annual scholarship offered by Friends of Oak Park Schools</i></b></li> </ul>



**OAK PARK UNIFIED SCHOOL DISTRICT  
2013-2014 ORGANIZATION AND SHARED LEADERSHIP  
MORAL IMPERATIVES**

We Believe:

- That empowering teachers as leaders at the school and district level and continuing to find ways to support this goal will help to meet our strategic objectives.
- The quality of the educational program is directly related to the skills, expertise, commitment, and morale of the teachers, administration, counselors and support staff.
- That the district will work to attract and retain a diverse, talented workforce and continue to provide opportunities for professional development.
- That we must engage students, parents and the community as key participants and full partners in our mission.
- That everyone in the organization is personally responsible for the process of learning and will be held accountable for student success.
- That we will learn from our mistakes and implement continuous improvement.
- That working together with our teachers' and classified associations is essential to ensure positive morale, solve problems jointly, and to model a professional collaborative working relationship.

GOALS	ACTIONS PLANS/MEASURABLE OUTCOMES
2a. Empower teachers as leaders at the school and district levels and we will continue to find ways to enhance teacher leadership throughout the District.	<ul style="list-style-type: none"> <li>• Engage teachers in committees such as math articulation, writing, EEAC, GATE DAC, Curriculum Council, Common Core and more.</li> <li>• Continue to participate in Ventura County Teacher Leadership Academy</li> </ul>
2b. Teachers, parents, administrators, and students need to be fully invested in the decision making process.	<ul style="list-style-type: none"> <li>• Continue to honor the School Site Council model.</li> <li>• Support the PTO Council and use it as a working group to assist with decision-making, ideas, innovations, etc.</li> </ul>
2c. Principals shall work together, support each other, and share innovations.	<ul style="list-style-type: none"> <li>• Principals will work as a part of the Leadership Team on problem solving and ways to further our moral imperatives, goals, and action plans.</li> </ul>
2d. Professional development will be matched to organizational goals and will emphasize choice, relevancy, and district vision. Participants shall be encouraged to share their new learning.	<ul style="list-style-type: none"> <li>• Develop new ways for teachers to share expertise that they have acquired.</li> <li>• Continue to provide quality research based professional development</li> </ul>
2e. Continue moving toward a collective bargaining approach that focuses on joint problem solving with employee associations.	<ul style="list-style-type: none"> <li>• Use the negotiations process to focus on solving issues and finding innovations to better the quality of education, enhance employee morale, and make Oak Park a great place to work.</li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2013-2014 ORGANIZATION AND SHARED LEADERSHIP  
MORAL IMPERATIVES**

2f. Administrators at the school and district level should be engaged with the students in the learning process.	<ul style="list-style-type: none"> <li>Encourage administrators to find ways to work with students on a regular basis. Some ideas are through school gardens, enrichment activities, club sponsorships, etc.</li> </ul>
2g. Develop branding, marketing and advocacy plan.	<ul style="list-style-type: none"> <li>Continue a quarterly newsletter that is mailed out on a regular basis to the community at large.</li> <li>Continue to work with Friends of Oak Park Schools, our Education Foundation</li> </ul>
2h. Continue and expand a community outreach program.	<ul style="list-style-type: none"> <li>Continue a community outreach committee and find new ways to engage our community in the schools and ways for our schools to serve the community in areas beyond our core mission of providing a world-class education.</li> </ul>
2i. Ensure that the moral imperatives, goals and associated action plan are presented to and understood by all levels of the organization and foster a decision making process whereby all decisions are weighed against the current goals.	<ul style="list-style-type: none"> <li>Embed these moral imperatives, goals, and action plans into the core work that we do each day.</li> </ul>
2j. Explore and implement paperless options throughout the program.	<ul style="list-style-type: none"> <li>Principals will emphasize the use of digital technologies over paper whenever possible or appropriate.</li> <li>The Board and Leadership Team will <b><i>continue to</i></b> model this process.</li> <li>Seek a 10% reduction in paper use throughout the district.</li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2013-2014 FINANCE, BUDGET AND FACILITIES  
MORAL IMPERATIVES**

We Believe:

- The district will maintain a balanced budget that reflects our priorities.
- The district will operate with efficiency, effectiveness, integrity and transparency.
- The budget and the facilities should support our moral imperatives and collaborative approach, and reflect our mission.
- The district will maintain an environment that maximizes the safety and security of all those within the facilities and on the grounds

GOALS	ACTION PLAN/MEASURABLE OUTCOMES
3a. To provide safe, clean, and high quality facilities that support the instructional program.	<ul style="list-style-type: none"> <li>• Focus on this goal as the Facility Master Plan projects are re-examined (see 3f).</li> <li>• Enhance the landscape at the schools and ensure that weeds are eradicated, turf and plants are watered and maintained, and the general appearance of the schools is pleasing to the community.</li> </ul>
3b. Continue to evaluate and explore options to create greater efficiency and maximize resources.	<ul style="list-style-type: none"> <li>• Continue to look for ways to save energy, water, gas, and paper, especially when looking at Measure R upgrades.</li> <li>• Develop a plan to utilize Prop. 39 funds to reduce our carbon footprint</li> <li>• Explore solar power options</li> </ul>
3c. Ensure employee total compensation is always a priority in the budgeting process, as part of the effort to provide the highest quality education to all students.	<ul style="list-style-type: none"> <li>• Work with employee associations on common goals such as to maintain reasonable class sizes, provide quality health benefits to employees and ensure total compensation is competitive.</li> </ul>
3d. Maintain fiscal responsibility and transparency throughout the district and to the community at large.	<ul style="list-style-type: none"> <li>• Use our resources fully toward our core mission: To educate our students and maintain our employees while maintaining solvency.</li> <li>• Continue meetings with parents and staff regarding the budget and our financial situation.</li> </ul>
3e. Provide an annual updated spending plan and a long-term strategic vision for Measure R, C6, LCFF, Common Core funding, and Prop 39 funds.	<ul style="list-style-type: none"> <li>• Consult with the schools and then revise the Master Plan and provide costing and prioritization of projects based on the available funds.</li> </ul>
3f. Provide safe learning environment at all of our schools	<ul style="list-style-type: none"> <li>• Increase campus supervision</li> <li>• Provide training for campus supervisors</li> <li>• Add electronic surveillance cameras at all sites</li> <li>• Revise ID badge systems for staff and visitors</li> <li>• Uniforms for campus supervisors, custodians, etc.</li> <li>• Text Alert system from ConnectEd</li> <li>• Building ID on ground and air</li> <li>• Enhanced exterior lighting</li> </ul>

**OAK PARK UNIFIED SCHOOL DISTRICT  
2013-2014 FINANCE, BUDGET AND FACILITIES  
MORAL IMPERATIVES**

3g. Improve Disaster Preparedness to maximize safety of all those within facilities and on the grounds in the event of a disaster	<ul style="list-style-type: none"><li>• Explore acquisition of propane generators</li><li>• Explore acquisition of portable outdoor lighting</li><li>• Explore acquisition of portable restroom facilities</li><li>• Review disaster preparedness plan and equipment at all sites</li></ul>
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**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.5.a. APPROVE AMENDMENT TO BOARD POLICY 0200 – GOALS FOR THE SCHOOL DISTRICT – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 0200 – Goals for the School District?

**BACKGROUND:** Board Policy 0200 is being updated to delete sample goals and add concepts related to new law (AB 97, 2013) which requires districts to develop annual goals aligned with specified state priorities and any local priorities and to include those goals in the district's local control and accountability plan. Board Policy 0200 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 0200 – Goals for the School District.
2. Do not amend Board Policy 0200 – Goals for the School District.
3. Adopt a modified version of the amendment to Board Policy 0200 – Goals for the School District.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0200(a)

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## Goals For The School District

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement and needs of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities ~~shall be limited in number so as to be reasonably achievable within established timelines.~~

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

~~When~~ ***In developing the district's goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs. shall consider the following areas:***

***Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497)***

(cf. 0460 – Local Control and Accountability Plan)

(cf. 3553 – Free and Reduced Price Meals)

(cf. 6159 – Individualized Education Program)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6174 – Education for English Language Learners)

***The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expect progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)***

***Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)***

(cf. 0500 – Accountability)

(cf. 6190 – Evaluation of the Instructional Program)

***In addition to the goals identified in the LCAP, and consistent with those goals, the district***

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 0200(b)

*and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.*

*(cf. 0400 – Comprehensive Plans)*

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

*(cf. 0440 – District Technology Plan)*

*(cf. 5030 – Student Wellness)*

*(cf. 6171 – Title I Programs)*

*(cf. 7110 – Facilities Master Plan)*

- ~~1. Developing curriculum, assessments, and instructional materials that are aligned with the state's content standards, frameworks, and assessments.~~

~~*(cf. 6141 – Curriculum Development and Evaluation)*~~

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

~~*(cf. 6162.51 – Standardized Testing and Reporting Program)*~~

~~*(cf. 6162.52 – High School Exit Examination)*~~

- ~~2. Maintaining safe and orderly campuses which promote learning.~~

~~*(cf. 0450 – Comprehensive Safety Plan)*~~

- ~~3. Ensuring that all students achieve proficiency in essential areas of skill and knowledge and attain the academic, career, and technical skills needed to succeed in a knowledge and skills-based economy~~

~~*(cf. 6142.91 – Reading/Language Arts Instruction)*~~

~~*(cf. 6142.92 – Mathematics Instruction)*~~

~~*(cf. 6146.1 – High School Graduation Requirements)*~~

~~*(cf. 6146.5 – Elementary/Middle School Graduation Requirements)*~~

~~*(cf. 6178 – Career Technical Education)*~~

- ~~4. Providing for the specialized needs of identified groups of students, including providing necessary support and intervention programs and closing the gap between low-achieving and high-achieving students.~~

~~*(cf. 5149 – At-Risk Students)*~~

~~*(cf. 6164.4 – Identification and Evaluation of Individuals for Special Education)*~~

~~*(cf. 6164.6 – Identification and Education under Section 504)*~~

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

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

~~*(cf. 6179 – Supplemental Instruction)*~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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~~5. Providing a system of shared accountability for student achievement with clear performance standards and consequences.~~

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

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

~~(cf. 4115—Evaluation/Supervision)~~

~~(cf. 4215—Evaluation/Supervision)~~

~~(cf. 4315—Evaluation/Supervision)~~

~~(cf. 9400—Board Self-Evaluation)~~

~~6. Promote student health, nutrition and physical activity in order to enhance learning.~~

~~(cf. 3550—Food Service/Child Nutrition Program)~~

~~(cf. 5030—Student Wellness)~~

~~(cf. 6142.7—Physical Education)~~

~~(cf. 6142.8—Comprehensive Health Education)~~

~~6. Developing each student's self-respect, respect for others, appreciation for diversity and sense of personal responsibility.~~

~~(cf. 5137—Positive School Climate)~~

~~(cf. 6141.6—Multicultural Education)~~

~~(cf. 6142.3—Civic Education)~~

~~8. Allocating time and resources for staff collaboration, planning and professional development activities aligned with the district's goals~~

~~(cf. 413/4231/4331—Staff Development)~~

~~9. Maintaining fiscal integrity for the district and aligning resources to instructional needs and priorities for student achievement.~~

~~(cf. 3100—Budget)~~

~~(cf. 3400—Management of District Assets/Accounts)~~

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

~~10. Improving the organization, management and decision-making structure and capabilities of the district to better support the education of students.~~

~~(cf. 0420.5—School Based Decision Making)~~

~~(cf. 2000—Concepts and Roles)~~

~~11. Employing technology in ways that enhance learning, teaching and non-instructional operations.~~



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~~(cf. 0440—District Technology Plan)  
(cf. 4040—Employee Use of Technology)  
(cf. 6163.4—Student Use of Technology)~~

~~12. Providing and maintaining facilities to meet the needs of present and future students.~~

~~(cf. 7000—Concepts and Roles)  
(cf. 7110—Facilities Master Plan)~~

~~13. Maintaining positive relations with parents/guardians and the community, emphasizing communication and inviting participation in the schools.~~

~~(cf. 1100—Communication with the Public)  
(cf. 1113—District and School Web Sites)  
(cf. 1220—Citizen Advisory Committees)  
(cf. 1240—Volunteer Assistance)  
(cf. 1700—Relations between Private Industry and the Schools)  
(cf. 6020—Parent Involvement)~~

~~14. Collaborating with other public agencies and private organizations to ensure that children's physical, social and emotional needs are met.~~

~~(cf. 1020—Youth Services)  
(cf. 1400—Relations between Other Governmental Agencies and the Schools)~~

~~Each goal shall include measurable standards, performance indicators, and benchmarks that can be used to determine the district's progress toward meeting that goal.~~

~~The Superintendent or designee shall, with the involvement of district and school site staff, develop a strategic plan containing short term objectives, actions, and timelines designed to enable the district to achieve its long term goals. The Superintendent or designee shall also ensure that district improvement plans and reform efforts are aligned with the district's goals.~~

~~(cf. 0400—Comprehensive Plans)  
(cf. 0420—Schools Plans/Site Councils)  
(cf. 0520.1—High Priority Schools Grant Program)  
(cf. 0520.2—Title I Program Improvement Schools)  
(cf. 6171—Title I Programs)~~

~~The Superintendent or designee shall ensure that these goals are communicated to staff, parent/guardians, students, and the community and that those groups are given an opportunity to provide feedback to the district about the goals.~~

Monitoring and Evaluation

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

BP 0200(e)

~~The Board shall regularly monitor the progress of the district's efforts in achieving the goals. To that end, the Superintendent or designee shall provide the Board with the necessary data and analysis to help the Board evaluate the effectiveness of the district's efforts. These data shall include an analysis of the progress based on the performance indicators and benchmarks for each goal, as well as other measures of student achievement, such as the Academic Performance Index, Adequate Yearly Progress, student attendance, and graduation rates.~~

~~(cf. 0500—Accountability)~~

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

~~(cf. 9311—Agenda/Meeting Materials)~~

~~If the Board determines that sufficient progress is not being made toward a particular goal, the Board and Superintendent shall determine what types of additional district resources and support should be provided so that progress in increasing student achievement can be made. District goals shall be revised as necessary.~~

Legal Reference:

*EDUCATION CODE*

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

~~33127-33129 Standards and criteria for fiscal accountability~~

~~33400-33407 CDE evaluation of district programs~~

**42238.01-42238.07 Local control funding formula**

**44258.9 County superintendent review of teacher assignment**

~~44660-44665 Evaluation of certificated employees~~

51002 Local development of programs based on stated philosophy and goals

51020 Definition of goal

51021 Definition of objective

51041 Evaluation of the educational program

**51210 Course of study for grades 1-6**

**51220 Course of study for grades 7-12**

52050-52059 Public Schools Accountability Act

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

**60119 Sufficiency of textbooks and instructional materials; hearing and resolution**

64000-64001 Consolidated application process

*CODE OF REGULATIONS, TITLE 5*

~~15440-15463 Standards and criteria for fiscal accountability~~

**15497 Local control and accountability plan template**

*UNITED STATES CODE, TITLE 20*

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

Management Resources:

*CSBA PUBLICATIONS*

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

~~Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007~~

~~Student Wellness: A Health Good and Physical Activity Policy Resource Guide, rev. 2006~~

~~Maximizing School Board Leadership: Vision, 1996~~

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

*Series 0000*

*Philosophy, Goals, Objectives & Comprehensive Plans*

*BP 0200(f)*

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## *WEB SITES*

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

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

Adopted 4-26-78

Amended 5-4-83; 12-17-85; 12-4-01; 9-17-02; 6-17-03, 10-21-08

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.5.b. APPROVE AMENDMENT TO BOARD POLICY 3280 – SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY —First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property?

**BACKGROUND:** Board Policy 3280 is being updated to reflect new laws (AB 86, 2013) which requires districts to first offer to sell surplus district property to a charter school that projects an in-district average daily attendance of at least 80 students, has requested to be notified of surplus property to be offered for sale or lease, and intends to use the property exclusively to provide instruction or instructional support. Board Policy 3280 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property.
2. Do not amend Board Policy 3280 – Sale or Lease of District-Owned Real Property.
3. Adopt a modified version of the amendment to Board Policy 3280 – Sale or Lease of District-Owned Real Property.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3280(a)

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## Sale or Lease of District-Owned Real Property

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities in order to ensure the efficient utilization of space and the effective delivery of instruction.

(cf. 1330 – Use of School Facilities)

(cf. 7110 – Facilities Master Plan)

(cf. 7111 – Evaluating Existing Buildings)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board in the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

(cf. 1220 – Citizen Advisory Committees)

Upon determination that district property is no longer needed, or may not be needed until some future time, the Board shall ***first submit a report to the local planning agency as to what real property the district intends to offer to for sale or lease. Not less than 40 days after issuance of the report to the local planning agency, and prior to entering into any agreement for sale or lease of district real property, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in applicable law.*** ~~district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to;~~ (Education 17230, 17387-17391, 17457.5, 17464, 17485-17500, Government Code 54222, 65402)

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

(cf. 5148.3 – Preschool/Early Childhood Education)

***In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.***

## Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly ***scheduled*** open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a

# OAK PARK UNIFIED SCHOOL DISTRICT

## BOARD POLICY

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BP 3280(b)

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public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

*(cf. 9320 – Meetings and Notices)*

*(cf. 9323.2 – Actions by the Board)*

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive

weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it.

### Acceptance/Rejection of Bids

At a public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477 (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all the terms and conditions of the contract. (Education Code 17475-17478)

*(cf. 1431 – Waivers)*

~~*(cf. 9320 – Meetings and Notices)*~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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## Use of Proceeds

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 – Budget)

(cf. 3460 – Financial Reports and Accountability)

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). ~~Prior to exercising this authority, the Board shall certify to the State Allocation Board that~~ ***Before the district exercises this authority:*** (Education Code 17463.7)

1. The Board shall submit documents to the SAB certifying that:

a. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.

~~(cf. 3111 – Deferred Maintenance Funds)~~

b. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 – General Obligation Bonds)

c. The real property is not suitable to meet projected school construction needs for the next 10 years.

~~Prior to exercising this authority, the Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district. (Education Code 17463.7)~~

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school district

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property



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***17457.5 Offer to charter school***

***17462.3 State Allocation Board program to reclaim funds***

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

***GOVERNMENT CODE:***

54220-54232 Surplus land

54222 Offer to sell or lease property

54950-54963 Brown Act, especially;

54952 Legislative body, definition

***PUBLIC RESOURCES CODE***

21000-21177 California Environmental Quality Act

***CODE OF REGULATIONS, TITLE 2***

1700 Definitions related to surplus property

***COURT DECISIONS***

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.app.4<sup>th</sup> 1356

Management Resources:

~~***CSBA PUBLICATIONS***~~

~~Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009~~

~~***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS***~~

~~Closing a School Best Practices Guide~~

~~***OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS***~~

~~Unused Site Program Handbook, May 2008~~

~~***WEB SITES***~~

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

~~California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/ls/fa>~~

~~Coalition for Adequate School Housing: <http://www.cashnet.org>~~

~~Office of Public School Construction: <http://www.opsc.dgs.ca.gov>~~

Adopted: 9-17-02

Amended: 1-20-04, 6-9-09, 2-16-10, 3-6-12

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.5.c APPROVE AMENDMENT TO BOARD POLICY 3513.3 – TOBACCO-FREE SCHOOLS - First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 3513.3 – Tobacco-Free Schools?

**BACKGROUND:** Board Policy 3513.3 expands the list of prohibited products to include electronic hookahs and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products. Board Policy 3513.3 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 1100 – Communication with the Public.
2. Do not amend Board Policy 1100 – Communication with the Public.
2. Adopt a modified version of the amendment to Board Policy 1100 – Communication with the Public.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3513.3(a)

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## Tobacco-Free Schools

The Governing Board recognizes that smoking and the use of tobacco ***and nicotine*** products, ~~including the breathing of second-hand smoke~~, are inconsistent with its goal to provide a healthy environment for students and staff.

(cf. 3514 – Environmental Safety)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5030 – Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 – Asthma Management)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any district or school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 – Use of School Facilities)

(cf. 1330.1 – Joint Use Agreements)

***The*** products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, ~~and nicotine delivery devices such as~~ electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

***This policy does not prohibit*** ~~Exceptions may be made for~~ the use or possession of prescription ~~nicotine~~ products or other cessation aids ***that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration***, such as nicotine patches or ~~nicotine~~ gum.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste ~~are~~ ***is*** prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. ***In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.*** (Health and Safety Code 104495)

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

*Series 3000*

*Business and Non-Instructional Operations*

*BP 3513.3(b)*

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## **Legal Reference:**

### ***EDUCATION CODE***

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

### ***HEALTH AND SAFETY CODE***

39002 Control of air pollution from non-vehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

### ***LABOR CODE***

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health: use of tobacco products

### ***UNITED STATES CODE, TITLE 20***

6083 Nonsmoking policy for children's services

7100-7117 Safe and Drug Free Schools and Communities Act

### ***CODE OF FEDERAL REGULATIONS, TITLE 21***

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

### ***PERB RULINGS***

Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

## **Management Resources:**

### ***WEB SITES***

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

[Http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp](http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp)><http://www.cde.ca.gov/ls/he/at>><http://www.cde.ca.gov>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

**Adopted: 11-17-92**

**Amended: 5-2-95, 9-17-02, 1-20-04, 10-18-11, 11-19-13**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: C.5.d APPROVE AMENDMENT OF BOARD POLICY 5131.62 – TOBACCO – First Reading**

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**ISSUE:** Should the Board of Education approve amendment of Board Policy 5131.62 – Tobacco?

**BACKGROUND:** Board Policy 5131.62 is updated to prohibit student possession or use of electronic hookahs and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco product. Policy also recommends provision of counseling, intensive education, or other intervention services to assist in the cessation of tobacco use as an alternative to suspension for tobacco possession. Board Policy 5131.62 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:** 1. Approve the amendment of Board Policy 5131.62 – Tobacco.  
2. Do not approve the amendment Board Policy 5131.62 – Tobacco.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5131.62(a)

## Tobacco

The Governing Board recognizes that tobacco use presents serious health risks and desires to ***ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protect by them.*** ~~provide support and assistance in reducing the number of students who begin or continue to use tobacco.~~ The Superintendent or designee shall establish a ***coordinated school health system which comprehensive program that includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.*** ~~consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco use prevention education, and intervention and cessation activities and/or referrals~~

(cf. 5141.23 – Asthma Management)

## Prohibition Against Tobacco Use

Students shall not ***possess***, smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. ~~with the exception of the prescription nicotine products described in Board Policy 3513.3.~~ Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, clove cigarettes, chew packets, betel. ***(Education Code 48900, 48901)***

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 – Conduct)

(cf. 5144 - Discipline)

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

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

***Students' possession or use of*** ~~and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products~~ ***is also prohibited.***

***These prohibitions do not apply to a student's possession or use of his/her own*** ~~However, this section does not prohibit the use or possession of prescription products. However, , or other cessation aids such as nicotine patches or nicotine gum.~~ ***student use or possession of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.*** ~~such products must conform to laws governing student use and possession of medications on school property. (Education Code 48900, 48901)~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5131.62(b)

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*(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)*

## Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 ***pursuant to Education Code 51202***. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

*(cf. 6142.8 – Comprehensive Health Education)*

*(cf. 6143 – Courses of Study)*

## Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. ~~When appropriate,~~ Such intervention services may be provided as an alternative to suspension for tobacco possession.

*(cf. 1020 – Youth Services)*

*(cf. 5146 – Married/Pregnant/Parenting Students)*

*(cf. 5141.6 – School Health Services)*

*(cf. 6164.2 – Guidance/Counseling Services)*

## Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student population that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professional, and/or others with demonstrated expertise in tobacco prevention and cessation.

*(cf. 1230 – Citizen Advisory Councils)*

*(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)*

The Superintendent or designee shall also coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5131.62(c)

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to promote student wellness.

(cf. 5030 – Student Wellness)  
(cf. 5131.6 – Alcohol and Other Drugs)  
(cf. 5131.63 – Steroids)

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may **adapt** ~~modify~~ the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not ~~knowingly~~ accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which **is known to have** ~~has~~ received funding from the tobacco industry.

(cf. 1325 – Advertising and Promotion)  
(cf. 3290 – Gifts, Grants and Bequests)  
(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

## Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 – Accountability)  
(cf. 5022 – Student and Family Privacy Rights)  
(cf. 6162.8 – Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

## Legal Reference:

### *EDUCATION CODE*

48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
51202 Instruction in personal and public health and safety  
60041 Instructional materials, portrayal of effects of tobacco use

### *HEALTH AND SAFETY CODE*

104350-104495 Tobacco use prevention education



# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5131.62(d)*

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119405 Unlawful to sell or furnish electronic cigarettes to minors

*PENAL CODE*

308 Minimum age for tobacco possession

*CODE OF REGULATIONS, TITLE 17*

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

*UNITED STATES CODE, TITLE 20*

7111-7117 Safe and Drug-Free Schools and Communities Act

*CODE OF FEDERAL REGULATIONS, TITLE 21*

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

*ATTORNEY GENERAL OPINIONS*

88 Ops.Cal.Atty.Gen. 8 (2005)

Management Resources:

*CDE PUBLICATIONS*

***TUPE Acceptance of Funds Guidance***

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide To Tobacco Use Prevention Education, 2000

*WEST ED PUBLICATIONS*

Guidebook for the California Healthy Kids Survey

*WEB SITES*

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

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>

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

U.S. Surgeon General: <http://www.surgeongeneral.gov>

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

Adopted: 9-17-02

Amended: 5-18-04, 10-18-11, 11-19-13

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

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

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

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

**ALTERNATIVES:**

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

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

Respectfully submitted,

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144(a)

## Discipline

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

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

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

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

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5144(b)

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

~~(cf. 6164.5 – Student Success Teams)~~

~~(cf. 5137 – Positive School Climate)~~

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

~~(cf. 5145.9 – Hate Motivated Behavior)~~

~~(cf. 6020 – Parent Involvement)~~

~~(cf. 6164.5 – Student Success Teams)~~

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

~~(cf. 5131 - Conduct)~~

~~(cf. 5131.1 - Bus Conduct)~~

~~(cf. 5131.2 – Bullying)~~

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

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

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

~~(cf. 0450 – Comprehensive Safety Plan)~~

~~(cf. 3515 – Campus Security)~~

~~(cf. 4158/4258/4358 – Employee Security)~~

~~(cf. 5136 – Gangs)~~

~~(cf. 5144.1 – Suspension and Expulsion/Due Process)~~

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

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

~~(cf. 6184 – Continuation Education)~~

~~(cf. 6185 – Community Day School)~~

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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BP 5144(c)

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

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

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

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

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

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

## Corporal Punishment

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

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5144(d)

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35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes

44807.5 Restriction from recess

48900-48926 Suspension and expulsion

48980-48985 Notification of parents or guardians

~~49000-49001 Prohibition of corporal punishment~~

49330-49335 Injurious objects

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

**CIVIL CODE**

1714.1 Parental liability for child's misconduct

**CODE OF REGULATIONS, TITLE 5**

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources:

**CSBA PUBLICATIONS**

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

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

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

**CDE PROGRAM ADVISORIES**

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

**STATE BOARD OF EDUCATION POLICIES**

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

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

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

**WEB SITES**

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

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

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

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

Adopted: 5-24-78

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: AUGUST 19, 2014**

**SUBJECT: C.5.f. APPROVE AMENDMENT TO BOARD POLICY 5144.1 –  
SUSPENSION AND EXPULSION/DUE PROCESS – First  
Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process?

**BACKGROUND:** Board Policy 5144.1 is a mandated policy being updated to reflect new law (AB 97, 2013) which requires development of LCAP goals and actions addressing school climate and new federal guidance encouraging appropriate interventions and supports rather than exclusionary discipline practices. Board Policy 5144.1 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.
2. Do not amend Board Policy 5144.1 – Suspension and Expulsion/Due Process.
3. Adopt a modified version of the amendment to Board Policy 5144.1 – Suspension and Expulsion/Due Process.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(a)

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## Suspension And Expulsion/Due Process

The Governing Board desires to provide district students access to education opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

*(cf. 5131 – Conduct)*

*(cf. 5131.2 – Bullying)*

~~To correct the behavior of students who are subject to discipline, the Superintendent or designee, to the extent allowed by law, shall use alternative disciplinary measures that keep students in school during the day.~~

~~*(cf. 1020 – Youth Services)*~~

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

~~*(cf. 5144 – Discipline)*~~

~~*(cf. 6142.4 – Service Learning/Community Service Classes)*~~

~~*(cf. 6164.2 – Guidance/Counseling Services)*~~

~~*(cf. 6164.5 – Student Success Teams)*~~

~~Alternatives to suspension or expulsion also shall be used with students who are truant, tardy or otherwise absent from assigned school activities.~~

~~*(cf. 5113 – Absences and Excuses)*~~

~~*(cf. 5113.1 – Chronic Absence and Truancy)*~~

~~Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct, or the student's presence causes a continuing danger to him/herself or others.~~

~~*(cf. 5131.7 – Weapons and Dangerous Instruments)*~~

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and ***the accompanying*** administrative regulation.

***Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regarding of when it occurs, including, but not limited to, the following: (Education Code 48900(s))***



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BP 5144.1(b)

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1. *While on school grounds*
2. *While going to or coming from school*
3. *During the lunch period, whether on or off the school campus*  
(cf. 5112.5 – Open/Closed Campus)
4. *During, going to, or coming from a school-sponsored activity*

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, ***equally***, and in accordance with the district's nondiscrimination policies.

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

~~Suspended or expelled students shall be denied the privilege of participation in all school-related extracurricular activities during the period of suspension or expulsion.~~

~~(cf. 6145 – Extracurricular and Coextracurricular Activities)~~  
~~(cf. 6145.2 – Athletic Competition)~~

## Progressive Discipline

Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in Education Code 48915 (“possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance listed in section 11053 of the Health and Safety Code; committing or attempting to commit a sexual assault; and possession of explosives”) constitute serious threats to school and individual safety. As a result, they will be dealt with in a swift and appropriate manner as prescribed by Education Code. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's discipline policies and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of these policies.

## Appropriate Use of Suspension and Expulsion

***Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of***

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Students

BP 5144.1(c)

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*correction have failed to bring about proper conduct.*

*Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 – Discipline. (Education Code 48900.5, 48900.6)*

*(cf. 1020 – Youth Services)*

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

*(cf. 5144 – Discipline)*

*(cf. 6142.4 – Service Learning/Community Service Classes)*

*(cf. 6164.2 – Guidance/Counseling Services)*

*(cf. 6164.5 – Student Success Team)*

## Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law **and** administrative regulation. (Education Code 48911, 48915, 48915.5, **48918**)

*(cf. 5119 - Students Expelled from Other Districts)*

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

## Removal from Class by a Teacher and Parental Attendance

When suspending a student from a class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of a school day in ~~that~~ **the** class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and **to** improve classroom behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(d)

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When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law ***and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school.*** (Education Code 48900.1)

*(cf. 5145.6 – Parental Notifications)*

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by ***any method*** ~~telephone, mail, or other means~~ that maintains the confidentiality of the student's records.

*(cf. 5125 – Student Records)*

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

## Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not be initiated, the Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

## Decision Not to Enforce Expulsion Order

~~In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law.~~

***Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)***

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5144.1(e)

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## **Maintenance and Monitoring of Outcome Data**

***The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds of each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.***

***The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.***

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

Legal Reference:

**EDUCATION CODE**

212.5 Sexual harassment

233 Hate violence

1981 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48926 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

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

**CIVIL CODE**

47 Privileged communication

48.8 Defamation liability

**CODE OF CIVIL PROCEDURE**

1985-1997 Subpoenas; means of production

**GOVERNMENT CODE**

11455.20 Contempt

54950-54963 Ralph M. Brown Act (re closed sessions)

**HEALTH AND SAFETY CODE**

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

**LABOR CODE**

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

*Series 5000*

*Students*

*BP 5144.1(f)*

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## *PENAL CODE*

31 Principal of a crime, defined  
240 Assault defined  
241.2 Assault fines  
242 Battery defined  
243.2 Battery fines  
243.4 Sexual battery  
245 Assault with deadly weapon  
245.6 Hazing  
261 Rape defined  
266c Unlawful sexual intercourse  
286 Sodomy defined  
288 Lewd or lascivious acts with child under age 14  
288a Oral copulation  
289 Penetration of genital or anal openings  
417.27 Laser pointers  
422.55 Hate crime defined  
422.6 Interference with exercise of civil rights  
422.7 Aggravating factors for punishment  
422.75 Enhanced penalties for hate crimes  
626.2 Entry upon campus after written notice of suspension or dismissal without permission  
626.9 Gun-Free School Zone Act of 1995  
626.10 Dirks, daggers, knives, razors or stun guns  
868.5 Supporting person; attendance during testimony of witness

## *WELFARE AND INSTITUTIONS CODE*

729.6 Counseling

## *UNITED STATES CODE, TITLE 18*

921 Definitions

## *UNITED STATES CODE, TITLE 20*

1415(K) Placement in alternative educational setting

7151 Gun free schools

## *COURT DECISIONS*

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4<sup>th</sup> 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4<sup>th</sup> 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4<sup>th</sup> 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

## *ATTORNEY GENERAL OPINIONS*

84 Ops.Cal.Atty.Gen 146 (2001)

**80 Ops.Cal.Atty.Gen. 348 (1997)**

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

## *Management Resources:*

### *CSBA PUBLICATIONS*

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

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

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

~~Civil Rights Data Collection Summary, March 2012~~

### *WEB SITES*

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

*Series 5000*

*Students*

*BP 5144.1(g)*

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

California Attorney General's Office: <http://www.caag.state.ca.us>

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/about/offices/list/osdfs>

Adopted: 5-24-78

Amended: 10-15-80; 5-15-84; 5-2-95; 2-2-99; 2-20-01; 9-17-02; 6-17-03, 6-15-04, 3-22-05,  
9-18-12, 2-19-13

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: AUGUST 19, 2014**  
**SUBJECT: VII.1. ENROLLMENT AND ATTENDANCE REPORT – MONTH 10**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 10 of the 2013-14 school year?

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

The Business Office has finalized the 2013-14 monthly updates through Month 10, which is year-end. The report is attached and is also available for public review at this time,

**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, August 19, 2014

Page 1

Site/ Grade	YEAR TO DATE		Month 1		Month 2		Month 3		Month 4	
	ENRL*	ADA	ENRL*	ADA	ENRL*	ADA	ENRL	ADA	ENRL	ADA
<b>BES</b>										
K	105	99.46	101	98.56	101	96.95	102	97.94	103	99.00
1	82	80.29	83	81.19	84	81.50	84	82.11	84	79.50
2	84	80.91	82	78.38	82	80.35	82	79.28	83	79.72
3	109	106.91	111	109.00	111	108.00	110	107.56	110	105.56
4	115	111.97	116	113.19	116	114.00	116	112.67	117	111.83
5	131	125.62	129	125.75	131	126.70	130	126.78	131	125.78
SDC	2	0.71	0	-	0	-	0	-	0	-
Total	628	605.87	622	606.07	625	607.50	624	606.34	628	601.39
ADA % **		96.60%		97.61%		97.29%		97.02%		95.54%
<b>OHES</b>										
K	76	74.64	78	77.00	77	76.05	77	74.72	77	72.28
1	76	76.20	81	79.50	81	79.35	80	77.44	80	76.61
2	86	83.09	87	85.19	86	84.45	86	84.22	85	80.33
3	84	82.69	85	83.69	85	83.45	85	83.33	85	81.56
4	93	91.73	95	92.75	95	93.15	95	93.89	94	92.00
5	100	97.19	99	96.19	100	96.65	100	97.44	100	96.78
SDC	1	1.86	2	2.00	2	1.95	2	2.00	2	1.89
Total	516	507.40	527	516.32	526	515.05	525	513.04	523	501.45
ADA % **		97.00%		97.97%		97.39%		97.57%		95.59%
<b>ROES</b>										
K	131	123.76	128	125.63	128	126.00	127	123.61	127	120.33
1	76	70.75	69	68.19	70	68.25	70	67.78	71	67.67
2	112	110.28	115	112.69	115	111.40	115	113.33	114	110.00
3	81	79.20	82	80.81	82	80.80	82	80.39	82	78.78
4	119	115.53	120	117.13	120	115.85	119	117.83	119	114.06
5	102	97.46	100	98.06	101	96.50	101	98.17	102	95.22
SDC	1	-	0	-	0	-	0	-	0	-
Total	622	596.98	614	602.51	616	598.80	614	601.11	615	586.06
ADA % **		96.77%		98.19%		97.19%		97.72%		95.43%
<b>MCMS</b>										
6	352	342.18	353	345.94	353	345.40	354	344.94	355	340.11
7	379	369.01	384	376.25	385	374.30	386	372.61	383	366.72
8	384	371.84	385	376.00	385	371.75	386	375.50	387	370.89
SDC	6	4.61	4	3.94	4	3.95	4	4.00	4	3.94
Total	1121	1,087.64	1126	1,102.13	1127	1,095.40	1130	1,097.05	1129	1,081.66
ADA % **		96.70%		97.93%		97.22%		97.21%		95.96%
<b>OPHS</b>										
9	383	380.04	397	388.88	397	388.88	392	385.22	391	379.72
10	383	379.86	393	387.88	393	387.88	393	385.83	392	381.78
11	363	361.32	380	372.94	379	372.94	379	367.94	378	364.67
12	335	327.81	347	340.50	347	340.50	344	336.44	342	334.11
SDC	4	2.92	2	1.56	2	1.56	2	1.94	2	1.72
Total	1468	1,451.95	1519	1,491.76	1518	1,491.76	1510	1,477.37	1505	1,462.00
ADA % **		97.15%		98.27%		98.32%		97.52%		96.90%
<b>OVHS</b>										
10-12	31	34.97	42	40.71	39	37.59	39	37.48	42	37.84
ADA % **		112.81%		96.93%		96.38%		96.10%		90.10%
<b>OPIS</b>										
K-12	223	211.38	214	207.06	216	211.90	211	208.67	210	204.39
ADA % **		94.79%		98.42%		98.10%		98.90%		97.33%
Other ***	2	6.24	0	2.55	1	3.76	1	4.01	2	4.92
<b>TOTALS</b>										
K-12	4611	4,502.43	4664	4,569.11	4668	4,561.76	4654	4,545.07	4654	4,479.71
ADA % **		97.65%		97.97%		97.72%		97.66%		96.26%

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

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

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



# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting, August 19, 2014

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	104	99.72	104	99.63	104	98.89	105	99.63	105	103.13	105	100.78
1	84	80.56	84	80.47	84	80.68	84	80.32	84	80.60	82	78.89
2	85	81.78	85	82.37	85	83.16	85	82.21	85	81.80	84	80.39
3	110	106.22	110	105.37	110	107.11	110	107.11	110	106.47	109	106.28
4	115	93.28	115	83.79	115	83.89	115	84.47	115	85.80	115	111.50
5	130	125.78	129	123.47	130	124.68	131	124.74	131	126.60	131	126.39
SDC	0	-	0	-	0	-	0	-	0	-	2	2.00
Total	628	587.34	627	575.10	628	578.41	630	578.48	630	584.40	628	606.23
ADA % **		96.35%		95.90%		96.45%		96.19%		97.08%		96.38%
<b>OHES</b>												
K	77	73.67	77	73.79	77	75.00	105	99.63	76	74.33	76	74.33
1	78	75.89	78	75.79	77	75.00	84	80.32	76	74.40	76	74.00
2	85	82.11	85	81.53	85	82.00	85	82.21	87	83.00	86	84.28
3	85	82.17	85	82.32	85	82.37	110	107.11	84	82.80	84	82.11
4	94	91.94	94	90.32	93	90.53	115	84.47	93	90.80	93	91.06
5	100	97.44	101	97.11	101	97.63	131	124.74	101	98.00	100	98.00
SDC	2	1.89	2	1.79	2	1.79	0	-	2	2.00	1	1.39
Total	521	505.11	522	502.65	520	504.32	630	578.48	519	505.33	516	505.17
ADA % **		96.62%		96.41%		96.81%		96.19%		97.03%		97.49%
<b>ROES</b>												
K	129	121.61	130	124.00	131	123.42	131	124.68	131	126.47	131	126.83
1	73	69.17	74	71.84	73	69.53	75	71.84	75	72.80	76	74.17
2	113	107.72	114	108.89	114	110.47	113	109.84	112	108.87	112	106.94
3	81	78.72	80	78.21	80	78.32	81	78.42	81	78.87	81	78.72
4	118	114.11	118	114.47	118	114.95	118	114.26	119	115.27	119	116.17
5	102	97.61	102	97.21	102	97.89	102	96.68	102	97.93	102	99.22
SDC	0	-	0	-	0	-	0	-	1	0.93	1	0.94
Total	616	588.94	618	594.62	618	594.58	620	595.72	621	601.14	622	602.99
ADA % **		95.79%		96.33%		96.29%		96.42%		96.85%		96.91%
<b>MCMS</b>												
6	354	340.50	352	341.68	352	339.32	353	339.42	353	343.13	352	340.11
7	381	367.22	381	366.68	381	367.16	379	365.16	379	366.13	379	364.22
8	387	370.50	388	372.16	386	371.63	387	372.53	387	375.00	384	366.94
SDC	4	4.00	4	3.89	4	3.84	4	3.84	4	4.00	6	5.39
Total	1126	1,082.22	1125	1,084.41	1123	1,081.95	1123	1,080.95	1123	1,088.26	1121	1,076.66
ADA % **		96.01%		96.37%		96.36%		96.35%		96.99%		96.12%
<b>OPHS</b>												
9	389	380.33	387	376.74	387	377.05	386	374.32	386	376.13	383	376.11
10	388	382.06	388	379.63	387	377.63	387	373.68	385	372.40	383	371.50
11	367	369.11	366	356.00	366	355.53	366	356.00	366	356.00	363	352.67
12	336	328.61	335	326.42	334	322.32	334	316.63	334	324.20	335	312.61
SDC	3	1.94	3	2.63	3	2.16	2	1.95	2	1.80	4	4.61
Total	1483	1,462.05	1479	1,441.42	1477	1,434.69	1475	1,422.58	1473	1,430.53	1468	1,417.50
ADA % **		97.25%		97.12%		97.02%		96.35%		97.06%		96.45%
<b>OVHS</b>												
10-12	36	34.76	37	32.77	38	32.46	38	32.44	34	29.63	31	29.15
ADA % **		96.56%		88.57%		85.42%		85.37%		87.15%		94.03%
<b>OPIS</b>												
K-12	200	203.44	215	210.00	220	216.95	223	218.63	224	216.93	223	219.72
ADA % **		101.72%		97.67%		98.61%		98.04%		96.84%		98.53%
Other ***	2.00	4.98	2	5.11	2	5.17	2	5.74	2	5.74	2	6.24
<b>TOTALS</b>												
K-12	4612	4,468.84	4625	4,446.08	4626	4,448.53	4741	4,513.02	4626	4,461.96	4611	4,463.66
ADA % **		96.90%		96.13%		96.16%		95.19%		96.45%		96.80%

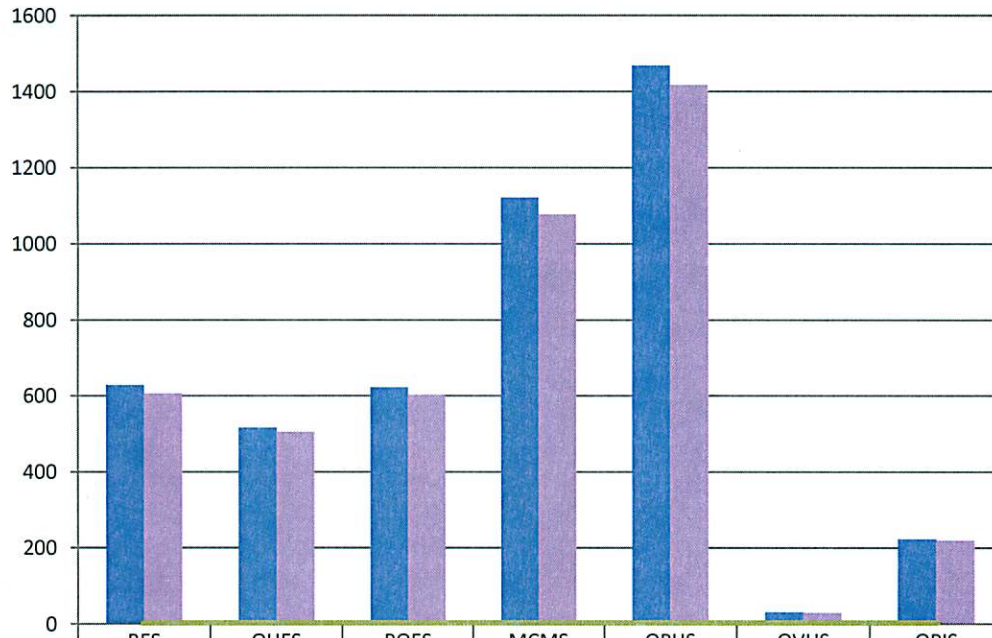
\* Enrollment is as of last day of school month.

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

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

## OAK PARK USD - ATTENDANCE

### Month 10 - OPUSD 2013-14



### OPUSD - Total District Enrollment & ADA

