

OAK PARK UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
**AGENDA #901**

DATE: November 18, 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, December 9, 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 #901**

**November 18, 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: Campus Supervisor Subs, Food Service Worker Subs, Temp. Department Secretary, Student Worker, Instructional Assistant I-Music, Certified Computer Repair Tech, Custodian Sub, Computer Tech. Counselor, Guest Teachers**

**C. CONFERENCE WITH LABOR NEGOTIATOR Government Code Section 54957.6**

Agency designated representative: Barbara Laifman

Unrepresented employee: Superintendent

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

**A. ROLL CALL**

**B. FLAG SALUTE**

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

**D. ADOPTION OF AGENDA**

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

**VI. OPEN COMMUNICATIONS/PRESENTATIONS**

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

1. Presentation to Irene Lyle, Partner in Education Award
2. Presentation to Debi Fries, Retirement from OPUSD
3. Remarks from Board Members
4. Remarks from Student Board Member
5. Remarks from Superintendent
6. Remarks from School Site Councils

7. Report from Facilities Planning Committee
8. Report from Technology

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

**C. BUSINESS SESSION:**

**1. CONSENT AGENDA**

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

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

- a. [Approve Minutes of Regular Board Meeting October 21, 2014](#)
- b. [Public Employee/Employment Changes 01CL22592-01CL22620 & 01CE07031-01CE07061](#)
- c. [Approve Purchase Orders –October 1 - 31, 2014](#)  
*Board Policy 3300 requires Board approval of Purchase Orders*
- d. [Approve Overnight Trip for Oak Park High School Boys' Basketball Team – December 26-30, 2014](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- e. [Approve Overnight Trip for Oak Park High School Winter Athletic Teams Who Qualify for CIF Play-Offs and Post Season](#)  
*Board Policy 6153 requires Board approval for student overnight trips*
- f. [Approve Notice of Completion – Project 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools](#)  
*Board approval required for Notice of Completion*
- g. [Approve Notice of Completion – Project 14-07R, Roof Repairs at Red Oak Elementary School](#)  
*Board approval required for Notice of Completion*
- h. [Approve Disposal of Obsolete Personal Property](#)  
*Board approval required for Notice of Completion*
- i. [Approve Overnight Trip for Oak Park High School Future Business Leaders of American Members – November 22-23, 2014](#)  
*Board Policy 6153 requires Board approval for student overnight trips*

**ACTION**

**2. BOARD**

- a. [Deliberate and Approve Appointment of Provisional School Board Member](#)  
*Board will deliberate and make an appointment of a Provisional School Board Member for a two-year term until November 2016 election*
- b. [Approve California School Boards Association - Delegate Assembly Nomination](#)  
*Board may choose to make a nomination to the CSBA Delegate Assembly*
- c. [Approve Selection of Annual Organizational Board Meeting – December 9, 2014](#)  
*Board approval required for annual selection of the Organizational Board meeting date*

**3. BUSINESS**

- a. [Approve Service Contract with Ventura County Community College District to Fund the 2014-2015 California Career Pathways Trust Grant](#)  
*Board Policy 3312 requires Board approval for contracts for services*



**b. Approve Project 14-32F, Baseball Infield Upgrade and Artificial Turf Installation at Oak Park High School**

*Board is required to approve projects from Measure R funds*

**c. Approve Acceptance of Donations**

*Board approval required to approve donations to the District*

**4. HUMAN RESOURCES**

**a. Approve Classified Holiday Calendar for 2015-2016**

*Board policy 6111 requires Board approval for Calendars*

**b. Public Disclosure and Approve Collective Bargaining Agreement Between the District and Oak Park Teachers Association**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**c. Public Disclosure and Approve Collective Bargaining Agreement Between the District and Oak Park Classified Association**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

**d. Approve Compensation Adjustment for District Administrators, Confidential and Unrepresented Employees**

*Government Code 3547.5 requires public disclosure of the provisions of all collective bargaining agreements*

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

*Board approval required for amendments to the Superintendent Contract*

**5. BOARD POLICIES**

**a. Approve Amendment to Board Policy 6154 - Homework - First Reading**

*Policy updated to reflect Board's decision to curtail homework assignments during Thanksgiving, Winter, four-day President's weekend and Spring breaks from school for K-8 students and Winter break for 9-12 students.*

**b. Approve Amendment to Board Policy 4117.3 – Personnel Reduction – First Reading**

*Policy updated to clarify requirements related to the determination of the order of layoffs when it is necessary to reduce the number of certificated employees for economic reasons specified in law. Section on "Reappointment" revised to address priority for offering a laid-off employee first opportunity for substitute service during the period of preferred right to reappointment.*

**c. Approve Amendment to Board Policy 4131.1 – Teacher Support and Guidance – First Reading**

*New policy addresses the provision of intensive support and guidance for individual teachers who are new to the profession and other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management. Policy incorporates concepts formerly in BP 4131.1-Beginning Teacher Support/Induction, BP 4138-Mentor Teachers, and BP 4139-Peer Assistance and Review related categorical programs eliminated by AB 97 (2013).*

**d. Approve Amendment to Board Policy 4315 – Evaluation/Supervision – First Reading**

*Mandated policy reorganized to delete separate sections for certificated and classified administrators/supervisors to provide consistency in evaluation purposes and procedures. Policy also revised to emphasize consistency of evaluation procedures with employee contracts and collective bargaining agreements, link staff evaluations to decisions about contract renewal as specified in AR 4312.1 – Contracts, and add optional evaluation criteria specified in law.*

**e. Approve Amendment to Board Policy 5147 – Dropout Prevention – First Reading**

*Policy updated to reflect new law (AB 97, 2013) which eliminates the Pupil Retention Block Grant. Policy also adds material on (1) efforts that support regular school attendance for all students, (2) use of student assessment results and/or teacher evaluations to identify student at risk of dropping out, (3) dropout prevention, intervention and recovery strategies, and (4) indicators for measuring student engagement.*

**f. Approve Amendment to Board Policy 6172 – Gifted and Talented Student Program – First Reading**

*Policy updated to reflect new law (AB 97, 2013) which eliminated categorical funding and requirements for the Gifted and Talented Education (GATE) program. Policy retains key concepts regarding the identification of gifted and talented students for specialized instructional programs, types of educational opportunities that may be offered to such students, and the participation of key stakeholders in program planning, implementation, and evaluation.*

**VII. INFORMATION ITEMS**

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

**VIII. OPEN DISCUSSION**

- 1. CSBA Annual Conference and Masters in Governance Program for new Board Members**
- 2. Cell Phone Towers Near Schools**

**IX. ADJOURNMENT:**

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

**X. SCHOOL REPORTS/SCHOOL SITE COUNCIL REPORTS**

- 1. Brookside Elementary School Report**
- 2. Oak Hills Elementary School Report**
- 3. Red Oak Elementary School Report**
- 4. Medea Creek Middle School Report**
- 5. Oak Park High School Report**
- 6. Oak View High School/Oak Park Independent School**
- 7. Oak Park Neighborhood School**

**MINUTES OF REGULAR BOARD MEETING  
BOARD OF EDUCATION**

**10-21-14**

**#900**

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Ms. Mary Pallant, called the regular meeting to order at 5:04 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, Ms. Barbara Laifman, Clerk, Mr. Drew Hazelton, Member and Mr. Allen Rosen, Member.

**PUBLIC COMMENTS**

None

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:05 p.m.

**CALL TO ORDER/MEETING PLACE**

The Board of Education President, Mary Pallant, reconvened the regular meeting to order at 6:05 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, Ms. Barbara Laifman, Clerk, Mr. Drew Hazelton, Member, Mr. Allen Rosen, Member and Jake Whealen, Student Board Rep.

**STAFF PRESENT**

Dr. Tony Knight, Superintendent, Mr. Martin Klauss, Assistant Superintendent, Business Services, Dr. Leslie Heilbron, Assistant Superintendent, Human Resources, Mr. Enoch Kwok, Director, Educational Technology and Information Systems, and Ms. Linda Sheridan, Executive Assistant.

**FLAG SALUTE**

Stew McGugan led the Pledge of Allegiance to the Flag

**REPORT ON CLOSED SESSION**

Dr. Knight reported the Board of Education on a vote of Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0 in the case of student #01-14/15 related to the appeal of student record/grade change, the Board of Education accepted the recommendation of the appointed panel and that recommendation is to leave the existing record/grade intact.

**ADOPTION OF AGENDA**

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education adopted the agenda as presented except to remove items C.1.j and C.1.k and C.2.a. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No – 0,

**PUBLIC SPEAKERS**

None

**REPORT FROM BOARD MEMBERS**

Board Member Drew Hazelton offered congratulations on successful Back to School Nights and thanked the administration for their leadership. He reported he has started his participation on district committees. Board Member Sepideh Yeoh reported she attended Back to School Night at ROES and also read to the

1<sup>st</sup> grade at ROES library. She attended the EEAC meeting where they announced the Super Saturday will be January 31<sup>st</sup>. Ms. Yeoh also attended the Rancho Simi Recreation and Parks meeting where they discussed continuing use of organic herbicide and made a decision of replacing soda vending machines with water vending machines and possibly looking at hydration stations. Board Member Allen Rosen reported he attended Back to School night at Oak Park High School where he toured the new locker rooms. He reported he has been attending the football games where there is a lot of spirit and the new marching band is great. Mr. Rosen reported he attended a couple of calendar meetings at the school and wanted to thank Jean Gilbert-Hawkins for holding College Night. He also read to Kindergarten at ROES library. Board Member Barbara Laifman reported she too attended Back to School Night at Oak Park High School, the Community Outreach Committee where they will be starting their candy collection for the military, the Wellness Council, and the Safe School Ambassadors kickoff. Board Member Mary Pallant reported she too attended the Oak Park High School Back to School night where they did a good job. She visited the I building which looks beautiful.

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

Jake Whealen reported he too attended Back to School Night as an ambassador. He reported that for Homecoming they sold over 500 tickets and held firework during the half time of the football game. ASB will hold a blood drive next week.

#### **REPORT FROM SUPERINTENDENT**

Dr. Knight reported he attended the Rancho Simi Recreation and Parks District meeting to encourage them to continue their use of organic herbicide on parks lawns and hope it can be continued at all parks. He brought up the problem of their vending machines carrying soda and suggesting they considering changing to water. They agreed to do this and also consider looking at installing hydration stations. Dr. Knight reported he attended a couple of Santa Cruz trips so far and Debbie Hammill is doing a great job getting the students prepared for the trip. There will be two more trips this week. The Tech Fest at the Library was held last week where the Robotics and Rocket Team both participated. Dr. Knight reported this was a historic week in the District as we began using an electric battery powered blower which hopefully will cut down on the noise and also cause less pollution into the air.

The Board received a SSC Reports from OVHS, OPIS from Stu McGugan and OPHS from Cathy Lory.

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

**Report from Technology** – Enoch Kwok reported on the continuing activities of the Technology Department

#### **DISCUSSION ITEMS**

Healthy Kids Survey – Stew McGugan reported on the results of the Healthy Kids Survey.

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

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

- a. [Approve Minutes of Regular Board Meeting September 16, 2014](#)
- b. [Public Employee/Employment Changes 01CL22558-01CL22591 & 01CE06977-01CE07030](#)
- c. [Approve Purchase Orders –September 1 - 30, 2014](#)
- d. [Approve Overnight Trip for Oak Park High School Senior Life Skills Retreats – October 29-November 1, 2014, January 28-31, 2015 and April 29-May 2, 2015](#)

- e. Approve Overnight Trip for Oak Park High School Journalism Club/Class Members – November 6-9, 2014
- f. Approve Quarterly Report on Williams Uniform Complaints – October 2014
- g. Approve Annual Teacher Assignment Report
- h. Approve Notice of Completion – Project 14-01R, Campus ADA Modernization at Oak Park High School
- i. Approve Notice of Completion – Project 14-02R, Parking Lot and Playground Repairs at Brookside and Red Oak Elementary Schools
- j. Approve Notice of Completion – Project 14-07R, Roof Repairs on Multiple Buildings at Red Oak Elementary School
- k. Approve Notice of Completion – Site Electrical Work, Project 14-28F, Oak Park Independent School Relocatable Classrooms
- l. Approve Overnight Trip for Medea Creek Middle School 6<sup>th</sup> Grade to Pali Institute – December 2-5, 2014

## **ACTION**

### **2. BUSINESS**

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

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

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the Consultant Agreement for Architect Services in connection with Measure R Construction Projects. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the ratification of Consultant Agreement for Structural Engineering Services in connection with Measure R Construction Projects. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Sepideh Yeoh, seconded by Barbara Laifman, the Board of Education approved the purchase of SmartBoard Product and Services from Collaboration Solutions, Inc., Pursuant to PCC Section 20118. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Change Orders 1-3, Project 14-17R, Districtwide Security Camera Systems. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved Change Order 1, Project 13-15R, Building A (Gymnasium) Modernization at Oak Park High School. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the Lease-Lease Back Agreement for Project 14-25R, Classroom Replacement Project at Oak Park High School. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

**h. Approve Process for Recruitment and Appointment of Oak Park Citizens' Oversight Committee Members**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the process for recruitment for appointment of new member of the Oak Park Citizens' Oversight Committee members. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the appointment of Allen Rosen and Drew Hazelton to the Committee to interview candidates to the Citizens' Oversight Committee and make recommendations to the Board. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

**3. CURRICULUM**

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

On motion of Barbara Laifman, seconded by Drew Hazelton, the Board of Education approved the Honors at High School Graduation program for Oak Park Independent School. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No:0.

**b. Approve Oak Park High School Academic Honesty Policy**

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the Oak Park High School Academic Honesty Policy with three stipulations (1) an integrity statement should be signed before an assignment, test, or paper, (2) a program for offenders be obtained, and (3) an additional program for elementary be obtained. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

**c. Approve District Instructional Calendar for 2015-2016**

On motion of Allen Rosen, seconded by Drew Hazelton, the Board of Education approved Calendar A the progressive calendar for 2015-16 and next month policy changes and shade structure prices will be brought to the Board. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh. No: 0

**4. HUMAN RESOURCES**

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

On motion of Allen Rosen, seconded by Barbara Laifman, the Board of Education approved the authorization to establish an additional classified service position – Computer Support Technician and the Board would like to see a resources plan for the technology department and where the money comes from. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh. No: 0.

**5. BOARD POLICIES**

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

On motion of Allen Rosen, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 5144 – Discipline on second reading. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 1330 – Use of School Facilities on first reading. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the amendment to Board Policy 4112.2 – Certification on first reading. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 4112.21 – Interns on first reading. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

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

On motion of Barbara Laifman, seconded by Sepideh Yeoh, the Board of Education approved the amendment to Board Policy 4115 – Evaluation/Supervision on First Reading. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0.

**6. BOARD**

**a. Discuss and Approve Process for Provisional Appointment of School Board Member**

On motion of Barbara Laifman, seconded by Allen Rosen, the Board of Education approved the process for provision appointment of School Board Member. Motion carried Aye: Hazelton, Laifman, Pallant, Rosen, Yeoh, No: 0

**VII. INFORMATION ITEMS**

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

**VIII. OPEN DISCUSSION**

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.1.c. APPROVE PURCHASE ORDERS ISSUED OCTOBER 1-31, 2014**

CONSENT

**ISSUE:** Shall the Board approve the purchase orders issued October 1-31, 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 10/01/2014 - 10/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B14-00056	VCOE	2013/2014 - Excess Costs Transportation - VCOE	Pupil Services/Special Ed.	010	60,356.66
B15-00067	SOS Survival Products	2014-2015 Emergency Kit Supplies	Business Administration	010	2,400.00
B15-00120	Pacific Plumbing Specialists	2014-2015 Plumbing Parts and Supplies	Business Administration	010	4,000.00
B15-00139	Ventura County office of Education	2014-15 Q, SIS Hosting & Support + Food Srv	Business Administration	010	54,487.69
				130	4,944.31
B15-00164	Johnstone Supply	2014-15 for Plumbing Supplies	Business Administration	010	4,000.00
B15-00175	Village Automotave Ctr, Inc.	2014-2015 District Vehicle Repairs	Business Administration	010	5,400.00
B15-00189	William Andrew Tolson II	ASL Interpreter Svcs for Deanne Bray - OPHS	Human Resources	010	2,000.00
B15-00215	Data Management, Inc	DON: Supplies for Visitor Badge Printer	Medea Creek Middle School	010	500.00
B15-00216	Frontline Technologies, Inc	AESOP - Guest Teacher	Business Administration	010	7,557.00
B15-00217	Discount School Supply	Art supplies for 2014/2015 school year	Neighborhood Pre-School Program	010	1,000.00
B15-00218	Syntex Global LLC	Translator and Assessment Services 2014-15	Pupil Services/Special Ed.	010	2,000.00
B15-00219	Clark Security/Anixter, Inc	Open PO for Security Parts & Supplies	Business Administration	010	1,000.00
B15-00220	Axiom	2014-15 SARC Preparation Services	Business Administration	010	5,450.00
B15-00221	Follett School Solutions, Inc.	DISC: Library Supplies	Medea Creek Middle School	010	250.00
B15-00222	Pyro-Comm Systems, Inc.	2014/15 Fire Alarm Maintenance Service	Business Administration	010	7,000.00
B15-00223	Product Architects, Inc	DON: Water Warriors Supplies	Medea Creek Middle School	010	500.00
B15-00224	Personnel Concepts Limited	Labor Law Compliance Posters & Notices	Accounting & Payroll	010	3,284.25
B15-00225	Allisun Kale	Sign Language Interpreter for Deanne Bray	Human Resources	010	500.00
B15-00226	Apex Superstores, Inc	2014-15 Batteries for PA system, Telephone, UPS	Business Administration	010	600.00
B15-00227	Graphaids	Art/Don/mat & supp	Oak Park High School	010	500.00
B15-00228	Safe-T-Proof	Open PO for Earthquake Strapping Supplies	Business Administration	010	5,000.00
B15-00229	All-Phase Electric Supply Co	Open PO for Electrical Supplies for 2014/15	Business Administration	010	1,000.00
B15-00230	Pacific Coast Environmental	Custodial Supplies	Brookside School	010	945.00
P15-00085	Pearson AGS Globe	Donation/APFrenchWkbks/mat & supp	Oak Park High School	010	478.56
P15-00215	Geary Pacific Supply	Proj 14-31R HVAC 3.5 Ton Unit BES	Business Administration	213	6,959.00
P15-00265	Arbor Scientific	Sci Don/mat & supp	Oak Park High School	010	1,438.40
P15-00333	Christopher Truitt	InstrCoach/stipend/oth exp	Oak Park High School	010	6,400.00

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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Page 1

Includes Purchase Orders dated 10/01/2014 - 10/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00334	JKF Construction	Complete Trellis at MCMS Admin Bldg	Business Administration	010	1,800.00
P15-00335	Hughes General Engineering	Step Landing Installation @ BES	Business Administration	010	1,200.00
P15-00336	Department of Industrial Relations(Accounting)	Elevator Permits at OPHS	Business Administration	010	350.00
P15-00337	Pro-Tect Turf	Resurface Playground at ROES	Business Administration	010	17,425.00
P15-00338	Advantra Graphics	Banner Walk to School Day	District-wide	010	135.14
P15-00339	Tri-County Gate Council	TriCounty GATE Council 14-15 Membership Fee	Curriculum	010	100.00
P15-00340	Anti-Defamation League	Don: ADL Assembly - Tolerance	Medea Creek Middle School	010	500.00
P15-00341	Stacy Dishlip	GATE Teacher - Science Program	Oak Hills Elementary School	010	1,725.00
P15-00342	Karen Kennedy dba Camino Real Naturalist & Historical Interp	5th Grade In-house Program Nov. 12, 2014	Oak Hills Elementary School	010	800.00
P15-00343	Olsen Safety Equipment	Woodshop/Safety/mat & supp	Oak Park High School	010	65.20
P15-00344	Thousand Oaks Electric	Project 14-27F Conduit & Circuit Installation	Business Administration	010	1,065.00
				212	1,065.00
				213	1,065.00
P15-00345	Theater Experience of So.Calif	2nd Grade Field Trip to "School House Rock Live"	Oak Hills Elementary School	010	485.00
P15-00346	The Paton Group	Solid Works EDU Edition 2014-15 Stand Alone	Business Administration	212	645.00
P15-00347	City Of Ventura Parks & Rec.	4th Grade Field Trip to Olivas Adobe	Oak Hills Elementary School	010	1,100.00
P15-00348	DISCOVERY CENTER FOR SCIENCE	2nd Grade On-campus Program "Hey Little Ant"	Oak Hills Elementary School	010	720.00
P15-00349	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	Buses for 4th Grade Field Trip to Olivas Adobe	Oak Hills Elementary School	010	1,185.00
P15-00350	Santa Barbara Museum Of Natural History	Donation 2nd grade field trip	Brookside School	010	300.00
P15-00351	Omega Construction Company	Proj 14-09R Exterior Painting OP	Business Administration	213	146,000.00
P15-00352	VCOE	purchase of cum folders and health jackets	Brookside School	010	161.25
P15-00353	Enhanced Landscape Mgmt, Inc	Proj 14-25R Storm Drain/Mainline Install OPHS	Business Administration	213	1,959.38
P15-00354	Golden State Elevator	Service Passenger Elevators at OPHS & MCMS	Business Administration	010	2,000.00
P15-00355	CA Science Center Foundation	4th Grade Field Trip to California Science Center	Oak Hills Elementary School	010	900.00
P15-00356	Santa Barbara Museum Of Natural History	4th Field Trip to SB Museum of Natural History	Oak Hills Elementary School	010	150.00
P15-00357	Melanie Katzner	Art Program For Oak Hills	Oak Hills Elementary School	010	16,600.00

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 10/01/2014 - 10/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00358	Malibu Conference Center	5th End-of-the-Year Field Trip to Calamigos Ranch	Oak Hills Elementary School	010	9,363.47
P15-00359	Commercial Door Company Inc	Proj 13-12R Fire Door Repair Bldg 100 Mod BES	Business Administration	213	1,751.98
P15-00360	Kaiser Air & Sheet Metal Inc.	Proj 14-33R & 14-34R HVAC Units MCMS/OHES	Business Administration	213	17,752.00
P15-00361	G.I. Industries	Proj 13-15R Roll-Off Containers Modernization OPHS	Business Administration	213	1,410.81
P15-00363	School Outfitters	C-6 Pedestal Table BES	Business Administration	212	432.13
P15-00364	U S POSTAL SERVICE(AMS-TMS) US PS/ASCOM HASLER	Postage for Mail Machine	Human Resources	010	3,000.00
P15-00365	Benner & Carpenter, Inc	Proj 14-25R Replacement Classrooms OPHS	Business Administration	213	3,948.75
P15-00366	Gold Coast Ironworks	Proj 14-25R Handrails Classrooms OPHS	Business Administration	213	21,308.00
P15-00367	Pacificom	Proj 14-27F Network Cabling OPHS	Business Administration	010	4,983.33
				212	4,983.34
				213	4,983.33
P15-00368	JKF Construction	Proj14-05F Modifying Counters for OHES Discovery K	Business Administration	010	697.00
P15-00369	M/M Mechanical, Inc	HydroJet Mainline Drains at OPHS	Business Administration	010	1,546.75
P15-00370	Kaiser Air & Sheet Metal Inc.	Install New Duct Work at OPHS	Business Administration	010	960.00
P15-00371	Follett School Solutions, Inc. American Express	OHES Texts ELA 2014-2015 - Common Core	Curriculum	010	1,086.41
P15-00372	M/M Mechanical, Inc	Proj 13-15R Sewer Line Repair OPHS	Business Administration	213	12,956.00
P15-00373	Southwest School Supply	Mats for BES per Attached Quote	Business Administration	010	395.45
P15-00374	B4 A Disaster	Crisis Response Stations/Shelter in Place	Business Administration	010	3,976.70
P15-00375	Ferguson Enterprises	Replacement Hand Air Dryers At OHES & ROES	Business Administration	010	3,195.20
P15-00376	Carolina Biological Supply Co	Science Donation/Mat & supp	Oak Park High School	010	662.96
P15-00377	Nasco	Science Donation/mat & supp	Oak Park High School	010	23.50
P15-00378	Prestwick House, Inc.	English/Instructional/mat & supp	Oak Park High School	010	104.75
P15-00379	School Outfitters	Art/stools/Lott/mat & supplies	Oak Park High School	010	481.73
P15-00380	National Assoc. Of Secondary	Membership/Lott	Oak Park High School	010	85.00
P15-00381	Scholastic, Inc.	DON: Jr. Scholastic Magazine	Medea Creek Middle School	010	333.58
P15-00382	Southwinds Transportation	DON: Bus for Chinese Fieldtrip	Medea Creek Middle School	010	540.60
P15-00383	Kaiser Air & Sheet Metal Inc.	Replacement of Exhaust Fans at OHES & ROES	Business Administration	010	6,122.00
P15-00384	NICK RAIL MUSIC	Proj 14-09C Music Equipment OPHS	Business Administration	212	21,607.50

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 10/01/2014 - 10/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00385	Delta Mechanical	Proj 14-31R HVAC Bard Replacement BES	Business Administration	213	2,585.00
P15-00386	Psat/Nmsqt	PSAT/Don/mat & supp	Oak Park High School	010	3,464.00
P15-00387	Scholastic, Inc.	PFA: Jr. Scholastic Magazine - 7th gr	Medea Creek Middle School	010	342.56
P15-00388	Scholastic, Inc.	PFA: Scholastic Scope Magazine - 7th gr	Medea Creek Middle School	010	125.03
P15-00389	Uline	PFA: Picnic Tables	Medea Creek Middle School	010	1,795.00
P15-00390	EAI Education	PFA: Wish List Items for Math Dept	Medea Creek Middle School	010	695.30
P15-00391	iParadigms, LLC.	PFC/Donation/oth exp	Oak Park High School	010	3,495.00
P15-00392	EAI Education	PFA: Wish List Items for Math Dept	Medea Creek Middle School	010	123.60
P15-00393	Quality Paving	Asphalt Pad for Cargo Container at OPHS	Business Administration	010	2,842.00
P15-00394	Document Systems	Staples & Color Copies	Home Independent Study Program	010	200.00
P15-00395	Karen Kennedy dba Camino Real Naturalist & Historical Interp	Parent funded field trip	Red Oak Elementary School	010	683.00
P15-00396	City Of Ventura Parks & Rec.	Parent funded field trip	Red Oak Elementary School	010	292.50
P15-00397	Performances To Grow On	Parent funded field trip	Red Oak Elementary School	010	954.00
P15-00398	California Weekly Explorer	Parent funded field trip	Red Oak Elementary School	010	1,520.00
P15-00399	UNDERWOOD FAMILY FARMS AT TIER RA REJADA	Parent funded field trip	Red Oak Elementary School	010	2,128.00
P15-00400	Main Street Tours	Parent funded field trip	Red Oak Elementary School	010	1,930.00
P15-00401	Kuta Software LLC	PFA:Wish List Item - Math Software	Medea Creek Middle School	010	219.30
P15-00402	The Markerboard People, Inc	PFA: Approved Wish List Items - White Boards	Medea Creek Middle School	010	225.00
P15-00403	Sub Zero Ice Cream	Field Trip	Home Independent Study Program	010	300.00
P15-00404	Krueger International, Inc.	Teacher Desks for the New Classrooms OPHS	Business Administration	212	8,245.16
P15-00405	B&H	PFC Don/Dig Photog/mat & supp	Oak Park High School	010	6,657.88
P15-00406	Pyro-Comm Systems, Inc.	Proj14-28F Fire Alarm Installation Classrooms OPIS	Business Administration	010	1,170.93
P15-00407	Coast Door & Hardware	Principal's Door at OVHS	Business Administration	010	376.05
P15-00408	Golden State Elevator	Replace Phone in Elevator at MCMS	Business Administration	010	850.00
P15-00409	Worthington Direct	PFA: Approved Wish List Items - furniture	Medea Creek Middle School	010	4,584.78
P15-00410	School Outfitters	PFA: App Wish List Item - Computer Lab Supplies	Medea Creek Middle School	010	430.87
P15-00411	Carolina Biological Supply Co	PFA: App'd wish list items - Science Dept	Medea Creek Middle School	010	1,216.79
P15-00412	The Prophet Corp. Dbg Gopher	DON: PE Equipment	Medea Creek Middle School	010	1,533.16

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

ESCAPE ONLINE

Page 4

Includes Purchase Orders dated 10/01/2014 - 10/31/2014

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P15-00413	Demco	C-6 Organizer for Desk for HR Dept.	Business Administration	212	709.23
P15-00414	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	4th Field Trip to California Science Center	Oak Hills Elementary School	010	1,500.00
P15-00415	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	4th Field Trip to S.B. Natural History Museum	Oak Hills Elementary School	010	1,700.00
P15-00416	Custom Modular Services Corp	Proj 14-08F New Field House Ramp - OPHS	Business Administration	010	5,734.25
P15-00417	Pro-Tect Turf	Playground Surfacing Repair - ROES	Business Administration	010	2,715.00
P15-00418	Pacificom	Proj 14-05F Data Connectors Discovery Kindergarten	Business Administration	010	575.00
P15-00419	CTE CAL, Inc.	Proj 14-29F Inspector of Record Solar Install OPHS	Business Administration	010	1,210.00
P15-00420	CTE CAL, Inc.	Proj 14-01R Inspector of Record Mod ADA OPHS	Business Administration	213	6,270.00
P15-00421	Quality Paving	Proj 14-28F Additional Paving Classrooms OPIS	Business Administration	010	5,077.00
P15-00422	TUMBLEWEED EDUCATIONAL ENTERPRISES INC	1st Field Trip to Carnegie Museum	Oak Hills Elementary School	010	750.00
P15-00423	CTE CAL, Inc.	Proj 14-28F Inspector of Record Classrooms OPIS	Business Administration	010	660.00
P15-00424	Valley Crest Landscape	Recharge School Gardens at OVHS, MCMC & OHES	Business Administration	010	780.00
T15-00020	Collaboration Solutions	Install Height Adjustable Mount for SMARTboard	Technology Coordinator	212	1,536.52
T15-00027	Scholastic, Inc.	SRI Hosting Service annual license	Curriculum	010	11,120.00
T15-00028	Sunburst Digital, Inc.	Common Core - Type to Learn	Curriculum	010	499.75
T15-00029	Compuwave Inc.	CAD Mobile Laptop Workstations (2) for 3D Printer	Oak Park High School	212	3,531.85
Total Number of POs			121	Total	611,497.62

## Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	103	334,848.33
130	Cafeteria Fund	1	4,944.31
212	Measure C6 Technology Bond Fund	9	42,755.73
213	Measure R FACILITIES Bond Fund	13	228,949.25
		Total	611,497.62

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: NOVEMBER 18, 2014**  
**SUBJECT: C.I.d. APPROVE OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL BOYS' BASKETBALL TEAM – DECEMBER 26-30, 2014**

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CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for the Boys' Basketball team to go overnight to the Torrey Pines Holiday Classic Tournament scheduled for December 26-30<sup>th</sup>, 2014 in San Diego, CA. Approximately 12 athletes and five OPHS coaches will travel by district approved drivers in district vehicles. Team and coaches will depart 8 a.m. on the December 26<sup>th</sup> and return 8 p.m. on the December 30<sup>th</sup>. The tournament fee will be paid by the team ASB account in addition to each player paying \$138 to cover meals, transportation and team activities etc. Team and players will stay at the Country Inn & Suites by Carlson, in San Diego. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.1.e. APPROVER OVERNIGHT TRIP OAK PARK HIGH SCHOOL  
WINTER ATHLETIC TEAMS WHO QUALIFY FOR CIF PLAY-  
OFFS AND POST SEASON**

CONSENT

**ISSUE:** Shall the Board approve overnight trips for the Oak Park High School Winter Athletic Team(s) who qualify for CIF Play-offs?

**BACKGROUND:** Principal, Kevin Buchanan, requests approval for any/all winter sports team(s) (Girls/Boys Basketball & Girls/Boys Soccer) that might qualify for CIF play-offs or post-season play and require overnight travel and accommodations due to distance. Details of specific trips will be updated as they occur. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

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

CONSENT

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

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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



Notice of Completion

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

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

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

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

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

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

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

CONSENT

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

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:** Alternative No. 1

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

Respectfully submitted:

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

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

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

Notice of Completion

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

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

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

*OAK PARK UNIFIED SCHOOL DISTRICT*

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

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

STATE OF CALIFORNIA  
COUNTY OF VENTURA

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

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.1.h. APPROVE DISPOSAL OF OBSOLETE PERSONAL PROPERTY**

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CONSENT

**ISSUE:** Shall the Board approve the disposal of obsolete furniture and supplies per the provisions of Education Code Section 17546?

**BACKGROUND:** Attachment A, accompanying this report, lists school district property that is obsolete, beyond repair, and/or no longer needed by the schools or district. Staff is recommending that the Board declares these items as surplus and authorize staff to sell or otherwise dispose of the equipment as provided for in Education Code Section 17546.

**ALTERNATIVES:**

1. Declare the attached list of obsolete equipment as surplus, and authorize its disposal per the provisions of Education Code Section 17546.
2. Do not declare the attached list of obsolete equipment as surplus.

**RECOMMENDATION:** Alternative No. 1

Prepared by: Julie Suarez, Director, Business Operations  
 Enoch Kwok, Director, Educational Technology and Information Services  
 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	_____	_____	_____	_____

ATTACHMENT A

**LIST OF SURPLUS DISTRICT PROPERTY**

<b>TECHNOLOGY AND EQUIPMENT</b>				
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>ASSET TAG</b>
Samsung Digital Slide Projector	1	SDP6500N	T5C00304	N/A
HP LaserJet 1200 series	1	N/A	CNBRH00859	N/A
HP Scanjet5990	1	FCLSD-0406	US88RTR169	N/A
HP Printer Colorjet	1	CP3525M	CNCCB270Q5	T-1248
Canon Pixma IP 6220D Printer	1	N/A	N/A	N/A
Hovercam	1	N/A	T31012-0262	T-1648
Hovercam	1	N/A	T31012-0276	N/A
Epson Printer	1	C351B	K47Y008082	N/A
Mitsubishi Projector	1	XD460U	6009985	T-0921
Mitsubishi Projector	1	XD460U	6010801	T-0928
Smart Projector	1	SBP-10X	B012BF1500661	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
Dell Dock	1	N/A	N/A	N/A
PhoneNet Modem	1	N/A	N/A	N/A
Radiant Dish Header	1	NP10D	M10D4010167	N/A
3M Overhead Projector	1	1800BJ1	80058074	N/A
Elmo	1	N/A	36010888	N/A
Elmo	1	HV-110XG	145508	N/A
Avermedia Camera	1	AVERVISION150	558817080	3783
Avermedia Camera	1	AVERVISION150	558577080	3796
Avermedia Camera	1	AVERVISION150	558897080	3765
Avermedia Camera	1	AVERVISION150	558767080	3778
Avermedia Camera	1	AVERVISION150	558517080	T-1180

ATTACHMENT A

**LIST OF SURPLUS DISTRICT PROPERTY**

<b>TECHNOLOGY AND EQUIPMENT</b>				
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>ASSET TAG</b>
Smart Projector	1	SBP-10X	B012BF1500909	T-1648
SmartBoard Projector Unifi35	1	200078100	UF3542920	N/A
SmartBoard Projector Unifi35	1	200078100	UF3521683	N/A
SmartBoard Projector Unifi35	1	200078100	UF3522880	N/A
SmartBoard Projector Unifi35	1	200078100	UF3541519	N/A
SmartBoard Projector Unifi35	1	200078100	UF35C33710	N/A
SmartBoard Projector Unifi35	1	200078100	UF3529522	N/A
SmartBoard Projector Unifi35	1	200078100	UF3530553	N/A
SmartBoard Projector Unifi35	1	200078100	UF3541932	N/A
SmartBoard Projector Unifi35	1	200078100	UF3540117	N/A
SmartBoard Projector Unifi35	1	200078100	UF35C33935	N/A
SmartBoard Projector Unifi35	1	200078100	UF3542899	N/A
SmartBoard Projector Unifi35	1	200078100	UF3510725	N/A
SmartBoard Projector Unifi35	1	200078100	UF3526352	N/A
SmartBoard Projector Unifi35	1	200078100	UF3517613	N/A
SmartBoard Projector Unifi35	1	200078100	UF3521669	N/A
SmartBoard Projector Unifi35	1	200078100	UF3522833	N/A
SmartBoard Projector Unifi35	1	200078100	UF3522889	N/A
SmartBoard Projector Unifi35	1	200078100	UF35C33935	N/A
SmartBoard Projector Unifi35	1	200078100	UF3541901	N/A
SmartBoard Projector Unifi35	1	200078100	UF3541925	N/A
SmartBoard Projector Unifi35	1	200078100	UF3522785	N/A
SmartBoard Projector Unifi35	1	200078100	UF3518713	N/A
SmartBoard Projector Unifi35	1	200078100	UF3524880	N/A

<b>FURNITURE, EQUIPMENT, AND SUPPLIES</b>				
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>ASSET TAG</b>
Student Desks	200	Virco	N/A	N/A
Induction Lamp Fixtures	32	ADG Lamps	N/A	N/A
HVAC Filters/Pleated Paper/Case	32	N/A	N/A	N/A

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.1.i. APPROVER OVERNIGHT TRIP FOR OAK PARK HIGH SCHOOL  
FUTURE BUSINESS LEADERS OF AMERICA (FBLA) MEMBERS –  
NOVEMBER 22-23, 2014**

CONSENT

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

**BACKGROUND:** Principal, Kevin Buchanan, requests approval to for the Future Business Leaders of America members to attend the Leadership Development Institute at the Riverside Convention Center on November 22-23, 2014. Nine students, an OPHS teacher and female volunteer chaperone will leave from OPHS Saturday at 6:30 am and return Sunday afternoon. Students and chaperones will travel by district-approved drivers in private vehicles. They will stay at the Marriott Riverside in Riverside. The cost will be approximately \$100 per student to cover the cost of transportation registration, meals and lodging. Accept this as certification that the Principal has reviewed and verified that all the required components of the approved *Field Trip Planning Guide/Checklist* have been met.

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

**RECOMMENDATION:** Alternative #1.

Prepared by: Geri Sterling  
Certified by: Kevin Buchanan

Respectfully submitted

Anthony W. Knight, Ed.D.  
Superintendent

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

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

**TO: BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.2.a. DELIBERATE AND APPROVE APPOINTMENT OF  
PROVISIONAL SCHOOL BOARD MEMBER  
ACTION**

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**ISSUE:** Shall the Board of Education approve Appointment of Provisional School Board Member?

On nomination of \_\_\_\_\_, seconded by \_\_\_\_\_, approve the nomination and election of \_\_\_\_\_ as the Provisional Member of 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>	_____	_____	_____	_____

Respectfully submitted,

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



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.2.b APPROVE CALIFORNIA SCHOOL BOARDS ASSOCIATION - DELEGATE ASSEMBLY NOMINATION**

**ACTION**

**ISSUE:** Shall the Oak Park Unified School District Board of Education nominate a member from a Board of Education holding membership within Subregion 11B of the California School Boards Association (CSBA) to be a candidate for a position on the CSBA Delegate Assembly for a period of two years, April 1, 2015 – March 31, 2017?

**BACKGROUND:** The Delegate Assembly is the primary policy-making body of CSBA. Delegates adopt the Association's policy platform, take positions on other critical issues that may come before it, elect the officers and directors, and adopt changes in by-laws. Delegates also serve as a two-way communications link between the board members in the region and the regional director and play an important role in fostering collegiality within their region.

The District has been notified that the deadline for nominations for candidates for California School Boards Association Delegate Assembly is January 7, 2015. Nominees must be members of CSBA member boards within the subregion or area. Voting will take place from February 2 through March 16, 2015. Election results will be published by March 31, 2015.

The terms of the following delegates for Subregion 11B expire in 2015:

Christina Urias (Santa Paula Union HSD)  
John Walker (Ventura USD)

Since the Delegate Assembly represents the Oak Park Unified School District and its Board of Education, selection of individuals to serve on the CSBA Delegate Assembly is an important consideration. The Delegate Assembly is a politically active force influencing legislative, policy, and procedural directions for public education in California.

- ALTERNATIVES:**
1. Submit a nomination for membership on the CSBA Delegate Assembly, Subregion 11B.
  2. Submit no nomination for membership on the CSBA Delegate Assembly.

Respectfully submitted

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

Board Action: On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Board of Education nominated \_\_\_\_\_ as a candidate for membership on the CSBA Delegate Assembly representing Subregion 11B.

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.2.c. APPROVE SELECTION OF ANNUAL ORGANIZATIONAL BOARD MEETING – DECEMBER 9, 2014**

**ACTION**

**ISSUE:** Should the Board of Education select December 9, 2014 at 6:00 p.m., as the date and time for the annual organizational meeting for the Governing Board?

**BACKGROUND:** According to Education Code Section 35143, the Governing Board of each school district, in a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the first Friday of December. The date and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to the December Board Meeting. The Board shall notify the County Superintendent of Schools of the day and time selected. The Clerk of the Board shall, within 15 days prior to the date of the annual organizational meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

**ALTERNATIVES:** 1. Approve December 9, 2014 at 6:00 p.m. as the date and time for the annual organizational meeting of the Governing Board.  
2. Approve another date and time for the annual organizational meeting of the Governing Board.

**RATIONALE:** This is a regularly scheduled Board Meeting that complies with the mandate of Education Code Section 35143.

**RECOMMENDATION:** Alternative No. 1.

Respectfully submitted

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

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

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.3.a. APPROVE SERVICE CONTRACT WITH VENTURA COUNTY COMMUNITY COLLEGE DISTRICT TO FUND THE 2014-2015 CALIFORNIA CAREER PATHWAYS TRUST GRANT**

ACTION

**ISSUE:** Shall the Board approve the service contract with Ventura County Community College District to fund the 2014-2015 California Career Pathways Trust/Ventura County Innovates grant?

**BACKGROUND:** As a participant in an application submitted by the Ventura County Community College District (VCCCD), Oak Park High School (OPHS) has been awarded a grant funded through the California Department of Education California Career Pathways Trust (CCPT) grant. The grant is a regional collaborative project titled Ventura County Innovates (VCI). Its purpose is to establish partnerships with VCCCD colleges, Ventura County Office of Education, three adult schools, 17 high schools, and business and community partners from throughout Ventura County to improve career and technical education services to high school and community college students. Primary goals are to: improve, create, increase, and implement career pathways beginning in high school through community college; increase articulation agreements between high schools and community colleges; increase dual enrollment opportunities for high school students; and provide work-based learning and employment opportunities for high school and community college students. The VCI grant has identified a total of 62 career pathways for implementation and development over the course of the project. A copy of the service agreement with VCCCD is attached for the Board's review. The grant is a three (3) year program, and the 2014-2015 budgeted amount for OPHS is \$94,957.60, supporting design, visual and media art, software and systems development and engineering design.

**ALTERNATIVES:**

1. Approve the service contract with Ventura County Community College District to fund the 2014-2015 CCPT/Ventura County Innovates grant.
2. Do not approve the service 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	_____	_____	_____	_____



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
***Division of Economic Development***

**SERVICE CONTRACT**

**OAK PARK UNIFIED SCHOOL DISTRICT**  
**And**  
**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**October 2014**

This service contract sets forth the terms and conditions under which the Ventura County Community College District (VCCCD), serving as the fiscal agent, and Oak Park Unified School District, serving as the local educational agency district (LEA District), will work together to meet the deliverables of the California Department of Education (CDE) California Career Pathways Trust (CCPT) grant.

This CCPT grant is a regional collaborative project titled Ventura County Innovates (VCI). Its purpose is to establish partnerships with VCCCD colleges, VCOE, three adult schools, 17 high schools (nine high school districts), and business and community partners from throughout Ventura County to improve career and technical education services to high school and community college students. Primary goals are to: improve, create, increase, and implement career pathways beginning in high school through community college; increase articulation agreements between high schools and community colleges; increase dual enrollment opportunities for high school students; and provide work-based learning and employment opportunities for high school and community college students. A total of 62 career pathways have been identified for implementation and development over the course of the project.

As a partner in this project the LEA District agrees to:

- Commit to fully implement career pathways programs at its high school site;
- Provide dedicated staff to work on the career pathways who have the authority to coordinate with postsecondary education on the LEA District's behalf;
- Work with higher education, workforce development entities, and industry partners to develop seamless transitions for students into postsecondary education, employment, and/or training;
- Send representation to Ventura County Innovates (VCI) Leadership Team meetings in which all identified partners will actively participate to support and advise the Project Directors;
- Participate in statewide CCPT Network meetings and become members of a virtual learning community to share expertise and experiences on the development of career pathways, as well as pertinent resources, tools, and strategies;
- Abide by all guidelines, policies and procedures of the VCCCD as set forth in this Service Contract unless otherwise stated.

**LEA District Responsibilities**

The LEA District assumes the following responsibilities:

- Provide the staff, supervision and facilities for all project-related activities to be conducted at the LEA District school;
- Ensure that all equipment and supplies purchased through the grant are inventoried and tracked and that all facilities used by the project are safely maintained;

- Ensure that the instructional activities to take place at the LEA District school are implemented as described in the project application (please refer to full grant application in CCPT shared DropBox files);
- Identify and report sources of the required match for the project budget, contributing LEA District funds to support and sustain the project as described in the budget narrative (please refer to full grant application in CCPT shared DropBox files);
- Work collaboratively with Work-Based Experience Coordinators and employers to provide students work experiences and work-based learning;
- Provide oversight of the recruitment, selection, and retention efforts of the program at the LEA District school to ensure access of all students including low income students, English learners, students with disabilities, and any other under-represented students;
- Appropriately schedule students to ensure project success;
- Implement counseling services as described in the application;
- Invoice VCCCD (through VCOE) quarterly for supplies, materials and equipment purchases;
- Invoice VCOE quarterly for all expenditures related to sub days, staff program development, field trips, industry sector meetings, and travel;
- Maintain and provide supporting documentation for all expenditures related to grant activities;
- Collect and report participant data to the VCOE and the VCCCD;
- Maintain all records for five years after final grant documents have been submitted to CDE upon completion of the project.

### **Terms and Conditions**

The LEA District agrees to the following terms and conditions of the Service Contract relative to:

- Supplies, Materials and Equipment
- Travel and Other Reimbursable Expenses
- Record Keeping and Reporting
- Performance Outcome Measures
- Data Collection and Reporting

### **Supplies, Materials and Equipment**

All pathways identified by the VC Innovates team were categorized into three phases as follows:

- Phase 1 (13): Pathways in place and fully operational in 2014-15
- Phase 2 (31): Pathways that need "bridging" to be operational by 2015-16
- Phase 3 (18): Pathways to be developed by 2016-17

The budget provides funding for all pathways at secondary and postsecondary levels; allocations are based on career pathway phase. Phase 1 pathways are funded at a total of \$20,000 per pathway; Phase 2 pathways are funded at a total of \$30,000; and Phase 3 pathways are funded at a total of \$50,000 (payable over multiple contract years).

The LEA District will receive a purchase order from VCCCD for 2014-15 supplies, materials and equipment for its participating high schools. Please see Exhibit A for a budget summary and high school specific supply and equipment allocations. Individual high schools will process supply and equipment requisitions through their school district as per LEA District policy.

Allowable expenses include:

- Purchase of evidence-based and/or standards-based curriculum or instructional materials that focus on a career pathway;
- Purchase of equipment needed to upgrade existing programs or new equipment to start a career pathway program.

Non-allowable expenses include:

- Acquisition of equipment for administrative purposes;

- Purchase of equipment (e.g. bookcases, chairs, desks, file cabinets, tables) unless it is an integral part of an equipment workstation or to provide reasonable accommodations to student with disabilities.

**NOTE: Purchases in excess of \$5,000 require VCCCD approval.** Such approval must be initiated at the high school and routed through the LEA District, VCOE and VCCCD for approval (See Exhibit B for Equipment Approval Request). **Purchases in excess of \$5,000 that are not approved by VCCCD will be the responsibility of the LEA District.**

#### **Billing for Supplies and Equipment**

This is a cost reimbursement contract. The LEA District will bill VCCCD on a quarterly basis for all supplies and equipment expenditures utilizing the billing template provided (Exhibit C). All invoices for supplies and equipment shall be submitted with back-up and documentation to include:

- Copies of vendor invoices;
- Copies of District purchase orders;
- Proof of receipt

The LEA District shall collect and maintain an inventory of fixed assets including such things as district tag numbers and serial and model numbers of any equipment purchased with grant funds. The updated inventory shall be submitted to VCCCD on a quarterly basis with the supply and equipment billing. The billing and updated inventory shall be submitted to VCCCD through VCOE.

**NOTE:** A budget revision is required if expenditures for any budget category exceed 10 percent of the authorized budget item total in the approved budget. The budget revision must be approved by CDE before expenditures are made.

Billing is due no later than the 15<sup>th</sup> working day after the end of the quarter. The billing schedule is as follows:

QUARTER	BILLING DUE DATE
Q1: July 1, 2014 – September 30, 2014	October 22, 2014
Q2: October 1, 2014 – December 31, 2014	January 23, 2015
Q3: January 1, 2015 – March 31, 2015	April 21, 2015
Q4: April 1, 2015 – June 30, 2015	July 22, 2015

#### **Travel and Other Reimbursable Expenses**

##### **Travel**

All project partners are required to participate in professional development activities and statewide CCPT Network meetings. All travel will be reimbursed as per VCCCD travel policies and procedures (see Exhibit D).

##### **Other Reimbursable Expenses**

Other reimbursable expenses include the following:

- Sub days;
- Staff program development hours;
- Field trip transportation costs;
- Attendance at Industry Sector Steering Committee meetings.

Allowable costs include the following:

- Development of curriculum or instructional materials that emphasize rigorous content within a career pathway;

- Professional development to enhance teaching and learning, including collaborative secondary and postsecondary development of aligned curriculum and instruction;
- Training and planning meetings between consortium personnel, including counselors, parents, college faculty, and business leaders, to support program sustainability and build awareness in the region on the benefits for having such a program;
- Postsecondary curriculum that facilitates alignment and articulation with secondary programs leading to college degrees and/or other industry-recognized credentials that meet the needs of employers.

Non-allowable activities and costs include the following:

- Supplanting of existing funds or efforts, including costs otherwise necessary to operate a school or program without this grant;
- Provision of sub-grants to members of the partnership or other agencies. This includes mini-grants, which are different than purchase service contracts;
- Purchase of food services/refreshments/banquets/meals;
- Purchase of facilities;
- Remodeling of facilities not directly related to accessibility to career pathways instruction or services;
- Purchase of promotional favors, such as bumper stickers, pencils, pens, or T-shirts;
- Purchase of subscriptions to journals or magazines;
- Travel outside of the United States; and
- Provision of activities or services for students not enrolled in a career pathways program.

#### **Billing for Other Reimbursable Expenses**

This is a cost reimbursement contract. The LEA District will submit a quarterly invoice to VCOE for all "other reimbursable expenses" (including travel) utilizing the billing template (Exhibit C). Individual high schools shall maintain a log to record and document by career pathway their sub days, staff program development hours, field trip activities, and attendance at Industry Sector Steering Committee meetings. It is the responsibility of LEA District to ensure that all field trip activities are conducted as per LEA District policies and procedures. The LEA District will submit the tracking log to VCOE with the quarterly billing.

**NOTE:** A budget revision is required if expenditures for any budget category exceed 10 percent of the authorized budget item total in the approved budget. The budget revision must be approved by CDE before expenditures are made.

Billing is due no later than the 15<sup>th</sup> working day after the end of the quarter. The billing schedule is as follows:

QUARTER	BILLING DUE DATE
Q1: July 1, 2014 – September 30, 2014	October 22, 2014
Q2: October 1, 2014 – December 31, 2014	January 23, 2015
Q3: January 1, 2015 – March 31, 2015	April 21, 2015
Q4: April 1, 2015 – June 30, 2015	July 22, 2015

#### **Record Keeping**

The LEA District shall ensure that comprehensive records are maintained for all grant expenditures as described above. All records must be maintained for five years after the final grant documents have been submitted to CDE upon completion of the project.

**Audit**

VCCCD will conduct an annual audit at the LEA District to ensure that supporting documentation and fiscal records meet the terms and conditions of the CCPT grant.

**Performance Outcome Measures**

The long-term measure of success for the CCPT is the number of participating students who complete high school, transition successfully into an aligned postsecondary program, graduate with a degree or credential in a high-demand field, and successfully secure employment.

Program data will be collected through a state-wide tracking system that is designed to document progress toward this goal by tracking student momentum points throughout the career pathways program. Data will be collected on an ongoing basis and reported quarterly to VCOE and VCCCD.

**Data Collection and Reporting**

The LEA District is required to collect the following student data:

- Number of students enrolled in career pathways programs;
- Number of students who have successfully participated in career pathways programs (success being defined by a "C" grade or better in all pathway courses);
- Number of students participating in internships, work-based learning, mentoring, job shadowing opportunities, work experience, and student leadership organizations as part of the career pathways program;
- Number of students in the career pathways program who receive a high school diploma;
- Number of students in the career pathways program who receive a nationally recognized or state approved career technical education (CTE) certificate.

The statewide tracking systems used will include Career and Technical Education Management Application (CATEMA), California Longitudinal Pupil Achievement Data System (CALPADS), and Cal-PLUS Plus (please see Exhibit G).

To meet data collection and reporting requirements, the LEA District agrees to:

- Enter into data sharing agreements with VCCCD on behalf of its high schools;
- Adhere to data entry timelines and reporting requirements delineated in the data sharing agreements;
- Designate staff to collect and report student data;
- Participate in training programs provided by VCCCD relative to data collection and reporting;
- Meet quarterly reporting deadlines.

**Term**

The term of this service contract is from July 1, 2014 – June 30, 2015, subject to all terms and conditions set forth herein and as per CDE assurances and certifications (Exhibit E).

**Termination**

Either party may terminate this contract at any time for any reason by providing 30 days written notice. In the event of termination under this paragraph, the LEA District will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract. If the contract is terminated prior to the end of the grant implementation period, the costs of all equipment purchased by the LEA District for purposes of grant implementation will be repaid to VCCCD.

**Termination due to Cessation of State Funding**

VCCCD shall have the right to terminate this Contract upon three (3) days written notice in the event that the receipt by VCCCD of funds from the State government for this program is reduced, suspended or eliminated for any reason. The LEA District hereby expressly waives any and all claims against VCCCD for damages arising from the termination, suspension or reduction of the funds provided by the State



government to VCCCD for the program under which this Service Contract is made, or of the portion thereby delegated by this Service Contract.

**Insurance**

The LEA District shall be fully responsible for all insurance coverage, including general liability and employee workers compensation. The LEA District shall provide a certificate of insurance, naming VCCCD as additional insured, upon request by VCCCD.

**Indemnification and Hold Harmless**

The LEA District agrees to indemnify, defend and save harmless the District, its Board of Trustees, their officers, employees and volunteers from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Service Contract, and from any and all claims and losses resulting to any person, firm, corporation which may be injured or damaged by the service provider in the performance of this service contract. The LEA District agrees to waive all rights of subrogation against the District for losses arising directly or indirectly from the activities and/or work covered by this Service Contract.

The District agrees to indemnify, defend and save harmless the LEA District, its Board of Directors, their officers, employees and volunteers from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Service Contract, and from any and all claims and losses resulting to any person, firm, corporation, which may be injured or damaged by the service provider in the performance of this Service Contract.

## CONTACT PAGE

### **VCCCD**

#### **PROJECT DIRECTOR**

Sharon A. Woolley, M.A.  
Division of Economic Development  
255 W. Stanley Ave., Suite 150  
Ventura, California 93001

Phone: (805) 289-6076  
Email: SWoolley@vcccd.edu

#### **FISCAL TECHNICIAN**

Donna Barrett  
Accounting Technician  
Division of Economic Development  
255 W. Stanley Ave., Suite 150  
Ventura, CA 93003

Phone: (805) 652-5528  
Email: DBarrett@vcccd.edu

#### **GRANT / ADMINISTRATIVE ASSISTANT**

Jules Jeppesen  
Grant Administrative Assistant  
Division of Economic Development  
255 W. Stanley Ave., Suite 150  
Ventura, CA 93003

Phone: (805) 289-6324  
Email: JJeppesen@vcccd.edu

### **VCOE**

#### **PROJECT DIRECTOR**

Tiffany Morse, Ph.D.  
Director, Career Education  
465 Horizon Circle  
Camarillo, CA 93010

Phone: (805) 437-1421  
Email: TMorse@vcoe.org

#### **FISCAL TECHNICIAN**

Maria Benitez  
Senior Secretary  
Career Education Center  
465 Horizon Circle  
Camarillo, CA 93010

Phone: (805) 437-1423  
Email: MBenitez@vcoe.org

#### **GRANT COORDINATOR**

Wendy Trafton  
Grant Coordinator  
Career Education Center  
465 Horizon Circle  
Camarillo, CA 93010

Phone: (805) 437-8048  
Email: WTrafton@vcoe.org

**Notices**

Any amendments or changes to this service contract should be submitted in writing and addressed to the following:

TO VCCCD: BRIAN FAHNESTOCK, VICE-CHANCELLOR  
BUSINESS AND ADMINISTRATIVE SERVICES  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
255 W. STANLEY AVENUE SUITE 150  
VENTURA, CA 93001  
(805) 652-5500

TO OPUSD: ANTHONY KNIGHT, SUPERINTENDENT  
OAK PARK UNION HIGH SCHOOL DISTRICT  
5801 EAST CONIFER STREET  
OAK PART, CA 91377  
(818) 735-3206

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons or departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

**Compliance with Laws**

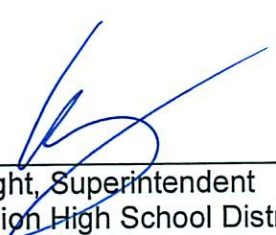
Each party to this contract will comply with all applicable laws.

**Construction of Covenants and Conditions**

Each term and each provision of this contract will be construed to be both a covenant and a condition.

IN WITNESS WHEREOF the parties hereto have executed this Contract.

**SIGNATURES**



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Anthony Knight, Superintendent  
Oak Park Union High School District

Date

---

Sharon A. Woolley, Project Manager  
Ventura County Community College District

Date

---

Brian Fahnestock, Vice Chancellor Business & Administrative Services  
Ventura County Community College District

Date

# OPUSD

## VCI Exhibit A- Budget

Application Budget - Year 1	Rate	Design, Visual and Media Arts	Software and Systems Development	Engineering Design	Total	Handout Not in budget narrative
District		OPUSD	OPUSD	OPUSD		
High School		OPHS	OPHS	OPHS		
Phase		1	1	3		
Classes						
Teachers						
Staff - Development @ 50 hrs/class	\$ 45.00	\$ -	\$ -	\$ -	-	-
Staff - Qtrly meeting @ 3 hrs/mtg	45.00	-	-	-	-	-
Staff - Benefits	0.1248	-	-	-	-	-
Staff - Sub Days: Ph1=4, Ph2=3	120.00	-	-	-	-	-
Staff - Sub benefits	0.1248	-	-	-	-	-
Supplies and Equipment		-	-	-	-	-
Transportation - Buses	4,000.00	-	-	-	-	-
Travel - out-of-town meetings	600.00	-	-	-	-	-
Total		\$ -	\$ -	\$ -	-	-

Class Budget by Phase - Year 1	Rate	Design, Visual and Media Arts	Software and Systems Development	Engineering Design	Total	Variance to Application Budget Under/(Over)
District		OPUSD	OPUSD	OPUSD		
High School		OPHS	OPHS	OPHS		
Phase		1	1	3		
Classes		6	3	3		
Teachers		1	1	1		
Staff - Development @ 50 hrs/class	\$ 45.00	\$ 13,500.00	\$ 6,750.00	\$ 6,750.00	27,000.00	(27,000.00)
Staff - Qtrly meeting ==> SUB DAYS	-	-	-	-	-	-
Staff - Benefits	0.1300	1,755.00	877.50	877.50	3,510.00	(3,510.00)
Staff - Sub Days: P1=7, P2=6, P3=2	120.00	840.00	840.00	840.00	2,520.00	(2,520.00)
Staff - Sub benefits	0.1300	109.20	109.20	109.20	327.60	(327.60)
Supplies and Equipment		20,000.00	5,000.00	25,000.00	50,000.00	(50,000.00)
Transportation - Buses	4,000.00	4,000.00	4,000.00	-	8,000.00	(8,000.00)
Travel - out-of-town meetings	at budget	1,200.00	1,200.00	1,200.00	3,600.00	(3,600.00)
Total		\$ 41,404.20	\$ 18,776.70	\$ 34,776.70	94,957.60	(94,957.60)



**Ventura County Innovates Grant**  
California Career Pathways Trust Grant Program

**Teacher Pathway Tracking Form - Oak Park 2014-15**

Pathway	School	Phase	Class Title	Teacher	Teacher Email	Est. Enrollment
Design, Visual, and Media Art	OPHS	1	Digital Photography	Antoni Peluce	<a href="mailto:apeluce@oakparkusd.org">apeluce@oakparkusd.org</a>	56
		1	Digital Photography and Photoshop	Antoni Peluce	<a href="mailto:apeluce@oakparkusd.org">apeluce@oakparkusd.org</a>	30
		1	Computer Graphic Art I	Antoni Peluce	<a href="mailto:apeluce@oakparkusd.org">apeluce@oakparkusd.org</a>	24
		1	Computer Graphic Art II	Antoni Peluce	<a href="mailto:apeluce@oakparkusd.org">apeluce@oakparkusd.org</a>	28
		1	Computer Graphic Art AP	Antoni Peluce	<a href="mailto:apeluce@oakparkusd.org">apeluce@oakparkusd.org</a>	10
		1	Web Development and Design	Erik Amerikaner	<a href="mailto:eamerikaner@oakparkusd.org">eamerikaner@oakparkusd.org</a>	60
Computer Science and Information Systems	OPHS	1	Office Software Applications	Erik Amerikaner	<a href="mailto:eamerikaner@oakparkusd.org">eamerikaner@oakparkusd.org</a>	150
		1	Intro Computer Science	Erik Amerikaner	<a href="mailto:eamerikaner@oakparkusd.org">eamerikaner@oakparkusd.org</a>	60
		1	Computer Science AP	Erik Amerikaner	<a href="mailto:eamerikaner@oakparkusd.org">eamerikaner@oakparkusd.org</a>	56
		1	Web Development and Design	Erik Amerikaner	<a href="mailto:eamerikaner@oakparkusd.org">eamerikaner@oakparkusd.org</a>	60
Engineering and Design	OPHS	3	Introduction to Engineering and 3D Design	TBD	TBD	33
		3	Principles of Engineering	TBD	TBD	33
		3	Introduction to Robotics	TBD	TBD	33

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.3.b. APPROVE PROJECT 14-32F, BASEBALL INFIELD UPGRADE AND ARTIFICIAL TURF INSTALLATION AT OAK PARK HIGH SCHOOL**

ACTION

**ISSUE:** Shall the Board approve proposed Project 14-32F, Baseball Infield Upgrade and Artificial Turf Installation at Oak Park High School?

**BACKGROUND:** The Oak Park High School administration, in concert with the OPHS Athletic Boosters Club (ABC) and the District's Business Operations department, request that the Board authorize a contract to upgrade the varsity baseball infield at OPHS. OPHS and ABC have selected contractor Turf Team, Inc. to perform the necessary upgrades, which includes leveling the infield, installing new turf and dirt, rebuilding the pitcher's mound, repairing irrigation, and installing artificial turf in the foul area of the infield and behind home plate. A copy of the Turf Team proposal is attached for the Board's review.

ABC has committed to contribute \$15,000 from its general fund to this project. The Booster Club also holds \$23,788.50 that the baseball team has raised which will be used for this project. The District's commitment for this project is \$11,000.00, coming from its grounds budget. The project has been reviewed by Business Operations, which it finds to be compliant with DSA and ADA requirements.

**ALTERNATIVES:**

1. Approve Project 14-32F, Baseball Infield Upgrade and Artificial Turf Installation at Oak Park High School as proposed, and accept the Turf Team proposal in the amount \$49,788.50, plus the cost of the required Labor and Payment bond.
2. After discussion, approve Project 14-32F, Baseball Infield Upgrade and Artificial Turf Installation at Oak Park High School with changes in the products and materials to be utilized as directed by the Board.
3. Do not approve the project.

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

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	_____	_____	_____	_____



26500 W. Agoura Rd. #429  
Calabasas, CA 91302  
855-550-8873 toll free  
818-337-1967 fax

## Estimate

DATE	ESTIMATE...
9/17/2014	2449

NAME / ADDRESS
Oak Park High School Baseball David Kinberg

DESCRIPTION	QTY	COST	TOTAL
Baseball Field Renovation - REVISED 10-10-2014			
Laser Grade Sports Field Skin Area - Mark base fixtures, hydrate and rip existing infield material, survey field to establish grade, laser grade to match surrounding areas.	1	1,400.00	1,400.00
Tod Dress Sports Field Infield Grass Area - Mark base fixtures, hydrate and rip existing material, survey field to establish grade, laser grade to match grass edges(existing grade).	1	980.00	980.00
Soil - 10 yards sandy loam for infield	1	660.00	660.00
Renovate Edges of Baseball Grass/Skin areas to a smooth transition, export spoils and dispose debris, replace broken sprinklers as necessary.	1	2,400.00	2,400.00
Edge grass edges of Baseball Field to NFHS specifications and dispose debris	1	1,560.00	1,560.00
Labor to install new base anchors	1	624.00	624.00
Labor to rebuild mound and home plate - set existing pitcher's rubber, reshape existing material to accept 4 inches of new mound clay, import mound clay and build to NFHS specifications, compact material with a plate compactor. Excavate 3 inches of infield material in batter's and catcher's box, import mound clay, grade and compact with plate compactor. Includes installation of new home plate supplied by Contractor	1	2,067.00	2,067.00
Mound Clay - Gail Materials Pro Gold(40 bags per pallet)	90	19.95	1,795.50
Delivery mound clay	1	250.00	250.00
Contractor License # 880853. Certificates of insurance available upon request.	<b>TOTAL</b>		

SIGNATURE \_\_\_\_\_





26500 W. Agoura Rd. #429  
Calabasas, CA 91302  
855-550-8873 toll free  
818-337-1967 fax

## Estimate

DATE	ESTIMATE...
9/17/2014	2449

NAME / ADDRESS
Oak Park High School Baseball David Kinberg

DESCRIPTION	QTY	COST	TOTAL
Artificial Turf installation 15 feet from edge of base path in foul area of infield and area from back stop fencing to base path including all areas behind home plate - move existing sprinkler to new location inside of artificial turf area, excavate soils to a 4 inch depth, rim artificial turf area with 2" x 4" treated lumber, install class 2 base material to a 4" depth, install weed barrier, compact and install "Tiger Turf Heavenly" artificial turf, install crumb rubber infill at 2 lbs per square foot. Price per square foot.	4,956	7.50	37,170.00
Sprinkler repair - Install 1" quick coupler attachment behind pitchers rubber, install new plumbing and re set valve box to new elevation	1	882.00	882.00
Sports Field to be closed to all use during work period. Safety fencing not included in bid. Access to Field by equipment and heavy trucks to be permitted Delivery charges for mound clay not included in bid Estimate good for 30 days			
Contractor License # 880853. Certificates of insurance available upon request.	<b>TOTAL</b>		

SIGNATURE \_\_\_\_\_



26500 W. Agoura Rd. #429  
Calabasas, CA 91302  
855-550-8873 toll free  
818-337-1967 fax

## Estimate

DATE	ESTIMATE...
9/17/2014	2449

NAME / ADDRESS
Oak Park High School Baseball David Kinberg

DESCRIPTION	QTY	COST	TOTAL
Exclusions Contractor not responsible for damage due to wind, frost, fire, flood, theft, vandalism, pre existing soil, drainage and irrigation conditions or anything beyond the control of the Contractor. Contractor not responsible for unmarked utilities or drainage pipes. Rocks greater than three inch are subject to extra charge for removal. Completion time of work approximately 2 weeks from commencement. Contractors work hours are 7 a.m. to 5 p.m. Monday though Friday.		0.00	0.00
Contractor License # 880853. Certificates of insurance available upon request.	<b>TOTAL</b> \$49,788.50		

SIGNATURE \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.3.c. 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	Rocket Team Sponsorship/The Boeing Company	\$ 5,000.00

**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: NOVEMBER 18, 2014**  
**SUBJECT: C.4.a APPROVE 2015-2016 CLASSIFIED EMPLOYEES HOLIDAY CALENDAR**

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**ACTION**

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**ISSUE:** Should the Board of Education approve the 2015-2016 Classified Employees Holiday Calendar?

**BACKGROUND:** The Board of Education adopted the recommended 2015-2016 School Calendar Student/Teacher at the Regular Board Meeting on October 21, 2014. We are now bringing the Classified Employees Holiday Calendar for Board approval, showing the 15 contractual holidays that coincide with the Student/Teacher Calendar.

**RECOMMENDATION:**

1. Approve the recommended 2015-2016 Classified Employees Holiday Calendar.
2. Do not approve the recommended 2015-2016 Classified Employees Holiday Calendar.

Respectfully submitted,

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

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

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

# Oak Park Unified School District

## July 2015 - June 2016 – Classified Holiday Calendar

### July 2015

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

4 - Independence Day

### January 2016

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

1 – New Year's Day  
18 - Martin Luther King Day

### August 2015

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

### February 2016

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

12 – Lincoln's Birthday  
15 – Washington's Birthday

### September 2015

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

7 - Labor Day

### March 2016

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

25 – Local Holiday

### October 2015

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

### April 2016

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

### November 2015

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

11 - Veterans Day  
25 – Local Holiday  
26 - Thanksgiving Day  
27 – Local Holiday

### May 2016

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

30 - Memorial Day

### December 2015

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

24 – Local Holiday  
25 – Christmas Day  
31 – Local Holiday

### June 2016

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.4.b. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK TEACHERS ASSOCIATION**

ACTION

**ISSUE:** Should the Board of Education disclose and approve the collective bargaining agreement between the District and Oak Park Teachers Association (OPTA)?

**BACKGROUND:** Government Code Section 3547.5 requires local education agencies to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On October 6, 2014, the District and OPTA reached a tentative agreement for 2014-15, the second year of a three-year CBA. The agreement includes a 5.0% increase to the salary schedules for all certificated bargaining unit members, retroactive to July 1, 2014. District contributions for annual health and welfare benefits caps remain unchanged from 2013-14 levels. Additional changes to the CBA include a memorandum of understanding regarding the K-3 grade span adjustment and modification of extended illness leave provisions. OPTA membership ratified the tentative agreement on October 30, 2014.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 is attached to this report. The proposed revision to the certificated salary schedule will be forwarded to the Board under separate cover prior to this evening's meeting and will concurrently be posted on the District website.

**ALTERNATIVES:** 1. Approve the 2014-15 collective bargaining agreement between the District and Oak Park Teachers Association.  
2. Do not approve the proposed 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	_____	_____	_____	_____

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: OAK PARK TEACHERS ASSOCIATION

The proposed agreement covers the period:

Beginning: July 1, 2014

Ending: June 30, 2015

Employee Type:

Certificated: XX

Classified: \_\_\_\_\_

The proposed agreement will be acted upon by the Governing Board  
at its meeting on: November 18, 2014

## A. Proposed Change in Compensation:

Compensation		Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2014-15	Year 2 2015-16	Year 3 2016-17
1.	Salary Schedule - Increase/(Decrease)	\$ 16,106,727	\$ 805,336 5.00%	\$ 805,336 5.00%	# 805,336 5.00%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	⋮	\$ 11,960 0.07%	\$ 12,935 0.08%	\$ 12,080 0.07%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	⋮	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 2,041,367	\$ 103,584 5.07%	\$ 118,846 5.82%	\$ 133,844 6.56%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 2,584,432	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 20,732,526	\$ 920,880 4.44%	\$ 937,117 4.52%	\$ 951,260 4.59%
7.	Total Number (FTE) of Represented Employees	# 218	# 218	# 218	# 218
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 95,116	\$ 4,225 4.44%	\$ 4,299 4.52%	\$ 4,364 4.59%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$ 235	\$ 247 5.00%	\$ 247 4.98%	# 247 4.98%
	-Maximum Daily Rate	\$ 514	\$ 540 5.00%	\$ 540 5.07%	\$ 540 5.07%
	-Substitute Daily Rate	\$ 110	\$ 110 0.00%	\$ 110 0.00%	\$ 110 0.00%
9b.	- Annual Health/Welfare Benefit amount per FTE	\$ 16,483	# 16,483 0.00%	\$ 16,483 0.00%	\$ 16,483 0.00%
	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped				

Please include comments and explanations as necessary:

Salary schedules for all employees are increased by 5%, retroactive to July 1, 2014. There is no increase to the District's contribution toward the health benefit cap.

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):**

Memorandum of Understanding with OPTA to confirm maintenance of current CBA language with regard to K-3 class size grade span adjustment as required by LCFF.

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**C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):**

None.

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**D. What contingency language is included in the proposed agreement? (reopeners, etc.):**

The second year of a three-year contract, the agreement provides for annual reopeners on salaries and health benefits, plus two other contract articles to be identified by each party.

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**E. Will this agreement create, increase, or decrease deficit financing in the current or future years?**

There is no deficit financing in the current or future years.

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**F. Source of Funding for the Proposed Agreement:**

**1. Current Year:**

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

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**2. How will the ongoing cost of the proposed agreement be funded in future years?**

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

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**3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):**

Not applicable - settlement on salary and health benefits are for 2014-15 only; these articles are subject to negotiations each year.

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G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 37,699,933
b. State Standard Minimum Reserve Percentage for this District	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$64,000 for a district with less than 1,001 ADA)	\$ 1,130,998

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$ 744,611
b. General Fund Budgeted Unrestricted Unappropriated Amount	\$ 161,393
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 386,388
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$
e. Total District Budgeted Unrestricted Reserves	\$ 1,292,392

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

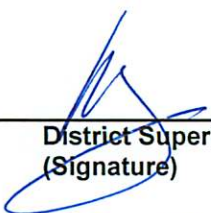
☒ Yes

☐ No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

  
\_\_\_\_\_  
District Superintendent  
(Signature)

November 7, 2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
District Chief Business Official  
(Signature)

November 7, 2014  
\_\_\_\_\_  
Date

Disclosure of Collective Bargaining Agreement  
School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of 10/31/14)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
LCFF Revenues (8010-8099)	30,483,483			30,483,483
Remaining Revenues (8100-8799)	6,867,753			6,867,753
<b>TOTAL REVENUES</b>	<b>37,351,236</b>	<b>0</b>	<b>0</b>	<b>37,351,236</b>
<b>EXPENDITURES</b>				
1000 Certificated Salaries	18,552,133	901,703		19,453,836
2000 Classified Salaries	4,856,470	237,928		5,094,398
3000 Employees' Benefits	7,141,003	157,543		7,298,546
4000 Books and Supplies	1,182,019	0		1,182,019
5000 Services and Operating Expenses	3,953,709	0		3,953,709
6000 Capital Outlay	298,425	0		298,425
7100-7499 Other	419,000	0		419,000
<b>TOTAL EXPENDITURES</b>	<b>36,402,759</b>	<b>1,297,174</b>	<b>0</b>	<b>37,699,933</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>948,477</b>	<b>(1,297,174)</b>	<b>0</b>	<b>(348,697)</b>
<b>OTHER SOURCES AND TRANSFERS IN</b>	<b>0</b>			<b>0</b>
<b>OTHER USES AND TRANSFERS OUT</b>	<b>0</b>			<b>0</b>
<b>*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>948,477</b>	<b>(1,297,174)</b>	<b>0</b>	<b>(348,697)</b>
<b>BEGINNING BALANCE</b>	<b>1,421,636</b>			<b>1,421,636</b>
<b>CURRENT YEAR ENDING BALANCE</b>	<b>2,370,113</b>	<b>(1,297,174)</b>	<b>0</b>	<b>1,072,939</b>
<b>COMPONENTS OF ENDING BALANCE</b>				
Non-spendable (9711-9719)				0
Restricted (9740)	166,935			166,935
Committed (9750 / 9760)				0
Assigned (9780)				0
Reserve for Economic Uncertainties (9789)	705,695	38,916		744,611
Unappropriated Amounts (9790)	1,497,483	(1,336,090)	0	161,393

\* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

None.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.4.c. PUBLIC DISCLOSURE AND APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND OAK PARK CLASSIFIED ASSOCIATION**

ACTION

**ISSUE:** Should the Board of Education disclose and approve the Collective Bargaining Agreement between the District and Oak Park Classified Association (OPCA)?

**BACKGROUND:** Local education agencies are required by Government Code Section 3547.5 to publicly disclose provisions of all collective bargaining agreements (CBA) prior to entering into a written agreement. This provision ensures that the public is informed of the associated costs before it becomes binding on the District.

On October 29, 2014, the District and OPCA reached a tentative agreement for 2014-15, the second year of a three-year CBA. The agreement includes a 5.0% increase to the salary schedules for all classified bargaining unit members, retroactive to July 1, 2014. District contributions for annual health and welfare benefits caps remain unchanged from 2013-14 levels. The tentative agreement was ratified by OPCA membership on November 5, 2014.

The Disclosure of Collective Bargaining Agreement statement required by AB 1200 and GC 3547.5 is attached to this report. The proposed revision to the classified salary schedule will be forwarded to the Board under separate cover prior to this evening's meeting and will concurrently be posted on the District website.

**ALTERNATIVES:**

1. Approve the 2014-15 Collective Bargaining Agreement between the District and Oak Park Classified Association.
2. Do not approve the proposed 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	_____	_____	_____	_____

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: OAK PARK CLASSIFIED ASSOCIATION

The proposed agreement covers the period:

Beginning: July 1, 2014

Ending: June 30, 2015

Employee Type:

Certificated:

Classified: XX

The proposed agreement will be acted upon by the Governing Board  
at its meeting on: November 18, 2014

## A. Proposed Change in Compensation:

Compensation		Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2014-15	Year 2 2015-16	Year 3 2016-17
1.	Salary Schedule - Increase/(Decrease)	\$ 3,622,223	\$ 181,111 5.00%	\$ 181,111 5.00%	\$ 181,111 5.00%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.	⋮⋮⋮⋮⋮⋮⋮⋮	\$ 2,281 0.06%	\$ 1,687 0.05%	\$ 2,717 0.08%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)	⋮⋮⋮⋮⋮⋮⋮⋮	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 644,756	\$ 32,644 5.06%	\$ 32,538 5.05%	\$ 32,721 5.07%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 693,779	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 4,960,758	\$ 216,036 4.35%	\$ 215,336 4.34%	\$ 216,549 4.37%
7.	Total Number (FTE) of Represented Employees	# 105	# 105	# 105	# 105
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 47,111	\$ 2,052 4.35%	\$ 2,045 4.34%	\$ 2,056 4.37%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$ 235	\$ 247 5.00%	\$ 247 4.98%	# 247 4.98%
	-Maximum Daily Rate	\$ 514	\$ 540 5.00%	\$ 540 5.07%	\$ 540 5.07%
	-Substitute Daily Rate	\$ 110	\$ 110 0.00%	\$ 110 0.00%	\$ 110 0.00%
9b.	- Annual Health/Welfare Benefit amount per FTE	\$ 16,483	# 16,483	\$ 16,483	\$ 16,483
	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped		0.00%	0.00%	0.00%

Please include comments and explanations as necessary:

Salary schedules for all employees are increased by 5%, retroactive to July 1, 2014. There is no increase to the District's contribution toward the health benefit cap.

**Disclosure of Collective Bargaining Agreement**

**School District:** OAK PARK UNIFIED SCHOOL DISTRICT

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):**

Memorandum of Understanding with OPTA to confirm maintenance of current CBA language with regard to K-3 class size grade span adjustment as required by LCFF.

**C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):**

None.

**D. What contingency language is included in the proposed agreement? (reopeners, etc.):**

The second year of a three-year contract, the agreement provides for annual reopeners on salaries and health benefits, plus two other contract articles to be identified by each party.

**E. Will this agreement create, increase, or decrease deficit financing in the current or future years?**

There is no deficit financing in the current or future years.

**F. Source of Funding for the Proposed Agreement:**

**1. Current Year:**

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

**2. How will the ongoing cost of the proposed agreement be funded in future years?**

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

**3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):**

Not applicable - settlement on salary and health benefits are for 2014-15 only; these articles are subject to negotiations each year.



G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 37,699,933
b. State Standard Minimum Reserve Percentage for this District	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$64,000 for a district with less than 1,001 ADA)	\$ 1,130,998

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 744,611
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 161,393
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 386,388
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$
e. Total District Budgeted <u>Unrestricted</u> Reserves	\$ 1,292,392

3. Do Unrestricted reserves meet the state standard minimum reserve amount?


☒ Yes

☐ No

H. Certification


The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

  
\_\_\_\_\_  
District Superintendent  
(Signature)

November 7, 2014

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
District Chief Business Official  
(Signature)

November 7, 2014

\_\_\_\_\_  
Date

Disclosure of Collective Bargaining Agreement  
School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of 10/31/14)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
LCFF Revenues (8010-8099)	30,483,483			30,483,483
Remaining Revenues (8100-8799)	6,867,753			6,867,753
<b>TOTAL REVENUES</b>	<b>37,351,236</b>	<b>0</b>	<b>0</b>	<b>37,351,236</b>
<b>EXPENDITURES</b>				
1000 Certificated Salaries	18,552,133	901,703		19,453,836
2000 Classified Salaries	4,856,470	237,928		5,094,398
3000 Employees' Benefits	7,141,003	157,543		7,298,546
4000 Books and Supplies	1,182,019	0		1,182,019
5000 Services and Operating Expenses	3,953,709	0		3,953,709
6000 Capital Outlay	298,425	0		298,425
7100-7499 Other	419,000	0		419,000
<b>TOTAL EXPENDITURES</b>	<b>36,402,759</b>	<b>1,297,174</b>	<b>0</b>	<b>37,699,933</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>948,477</b>	<b>(1,297,174)</b>	<b>0</b>	<b>(348,697)</b>
<b>OTHER SOURCES AND TRANSFERS IN</b>	<b>0</b>			<b>0</b>
<b>OTHER USES AND TRANSFERS OUT</b>	<b>0</b>			<b>0</b>
<b>*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>948,477</b>	<b>(1,297,174)</b>	<b>0</b>	<b>(348,697)</b>
<b>BEGINNING BALANCE</b>	<b>1,421,636</b>			<b>1,421,636</b>
<b>CURRENT YEAR ENDING BALANCE</b>	<b>2,370,113</b>	<b>(1,297,174)</b>	<b>0</b>	<b>1,072,939</b>
<b>COMPONENTS OF ENDING BALANCE</b>				
Non-spendable (9711-9719)				0
Restricted (9740)	166,935			166,935
Committed (9750 / 9760)				0
Assigned (9780)				0
Reserve for Economic Uncertainties (9789)	705,695	38,916		744,611
Unappropriated Amounts (9790)	1,497,483	(1,336,090)	0	161,393

\* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

None.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.4.d. APPROVE COMPENSATION ADJUSTMENT FOR  
ADMINISTRATIVE, CONFIDENTIAL, AND UNREPRESENTED  
EMPLOYEES**

ACTION

**ISSUE:** Shall the Board approve an increase in compensation for administrative, confidential and unrepresented employees for fiscal year 2014-15?

**BACKGROUND:** Consistent with the tentative OPTA and OPCA agreements, it is recommended that the Board approve a 5.0% increase to the salary schedule for all confidential and administrative employees, retroactive to July 1, 2014. It is also recommended that the District contributions for annual health and welfare benefits caps for these employees remain unchanged from 2013-14 levels.

For unrepresented preschool staff members, it is recommended that the Board approve a 5.0% increase to the salary schedule, effective July 1, 2014, and that annual health and welfare benefits caps remain unchanged from 2013-14 levels. It is further recommended that the Board approve a 5.0% increase to the salary schedule for specified unrepresented positions, effective July 1, 2014. The specified employees include campus supervisors and classified substitutes.

The required by AB 1200 report is attached to this report. The proposed revision to the applicable salary schedules for the specified employees will be forwarded to the Board under separate cover prior to this evening's meeting and will concurrently be posted on the District website.

**ALTERNATIVES:** 1. Approve the proposed increases in compensation for administrative, confidential and unrepresented employees for fiscal year 2014-15.  
2. Do not approve the proposed compensation increases.

**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	_____	_____	_____	_____



# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: OAK PARK MANAGEMENT/ CONFIDENTIAL

The proposed agreement covers the period:

Beginning: July 1, 2014

Ending: June 30, 2015

Employee Type:

Certificated: X

Classified: X

The proposed agreement will be acted upon by the Governing Board  
at its meeting on: November 18, 2014

## A. Proposed Change in Compensation:

Compensation		Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2014-15	Year 2 2015-16	Year 3 2016-17
1.	Salary Schedule - Increase/(Decrease)	\$ 2,225,118	\$ 111,256 5.00%	\$ 111,256 5.00%	\$ 111,256 5.00%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.		\$ 1,042 0.05%	\$ 1,063 0.05%	\$ 1,063 0.05%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)		\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 327,092	\$ 16,508 5.05%	\$ 16,511 5.05%	\$ 16,511 5.05%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 317,800	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 2,870,010	\$ 128,806 4.49%	\$ 128,830 4.49%	\$ 128,830 4.49%
7.	Total Number (FTE) of Represented Employees	# 22	# 22	# 22	# 22
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 130,455	\$ 5,855 4.49%	\$ 5,856 4.49%	\$ 5,856 4.49%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$ 235	\$ 247 5.00%	\$ 247 4.98%	# 247 4.98%
	-Maximum Daily Rate	\$ 514	\$ 540 5.00%	\$ 540 5.07%	\$ 540 5.07%
	-Substitute Daily Rate	\$ 110	\$ 110 0.00%	\$ 110 0.00%	\$ 110 0.00%
9b.	- Annual Health/Welfare Benefit amount per FTE	\$ 16,483	# 16,483 0.00%	\$ 16,483 0.00%	\$ 16,483 0.00%
	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped				

Please include comments and explanations as necessary:

Salary schedules for all employees are increased by 5%, retroactive to July 1, 2014. There is no increase to the District's contribution toward the health benefit cap.

# DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: OAK PARK UNIFIED SCHOOL DISTRICT

Name of Bargaining Unit: OAK PARK UNREPRESENTED

The proposed agreement covers the period:  
 Beginning: July 1, 2014  
 Ending: June 30, 2015

Employee Type:  
 Certificated:  
 Classified: XX

The proposed agreement will be acted upon by the Governing Board  
 at its meeting on: November 18, 2014

## A. Proposed Change in Compensation:

Compensation		Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2014-15	Year 2 2015-16	Year 3 2016-17
1.	Salary Schedule - Increase/(Decrease)	\$ 506,030	\$ 25,302 5.00%	\$ 25,302 5.00%	\$ 25,302 5.00%
2.	Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.		\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
3.	Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)		\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
4.	Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 96,146	\$ 4,807 5.00%	\$ 4,807 5.00%	\$ 4,807 5.00%
5.	Health/Welfare Benefits - Increase/(Decrease)	\$ 76,487	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
6.	Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 678,663	\$ 30,109 4.44%	\$ 30,109 4.44%	\$ 30,109 4.44%
7.	Total Number (FTE) of Represented Employees	# 19	# 19	# 19	# 19
8.	Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 35,719	\$ 1,585 4.44%	\$ 1,585 4.44%	\$ 1,585 4.44%
9a.	Certificated Teacher's Salary (Excluding Benefits)				
	-Minimum Daily Rate	\$ 235	\$ 247 5.00%	\$ 247 4.98%	# 247 4.98%
	-Maximum Daily Rate	\$ 514	\$ 540 5.00%	\$ 540 5.07%	\$ 540 5.07%
	-Substitute Daily Rate	\$ 110	\$ 110 0.00%	\$ 110 0.00%	\$ 110 0.00%
9b.	- Annual Health/Welfare Benefit amount per FTE	\$ 16,483	# 16,483	\$ 16,483	\$ 16,483
	<input type="checkbox"/> Actual <input checked="" type="checkbox"/> Capped		0.00%	0.00%	0.00%

Please include comments and explanations as necessary:

Salary schedules for all employees are increased by 5%, retroactive to July 1, 2014. There is no increase to the District's contribution toward the health benefit cap.

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):**

Memorandum of Understanding with OPTA to confirm maintenance of current CBA language with regard to K-3 class size grade span adjustment as required by LCFF.

**C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):**

None.

**D. What contingency language is included in the proposed agreement? (reopeners, etc.):**

The second year of a three-year contract, the agreement provides for annual reopeners on salaries and health benefits, plus two other contract articles to be identified by each party.

**E. Will this agreement create, increase, or decrease deficit financing in the current or future years?**

There is no deficit financing in the current or future years.

**F. Source of Funding for the Proposed Agreement:**

**1. Current Year:**

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

**2. How will the ongoing cost of the proposed agreement be funded in future years?**

Anticipated maintenance of enrollment/ADA levels and State-provided incremental funding increases toward LCFF target.

**3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):**

Not applicable - settlement on salary and health benefits are for 2014-15 only; these articles are subject to negotiations each year.

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 37,699,933
b. State Standard Minimum Reserve Percentage for this District	3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$64,000 for a district with less than 1,001 ADA)	\$ 1,130,998

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$ 744,611
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$ 161,393
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$ 386,388
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$
e. Total District Budgeted <u>Unrestricted</u> Reserves	\$ 1,292,392

3. Do Unrestricted reserves meet the state standard minimum reserve amount?


☒ Yes

☐ No


H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

  
District Superintendent  
(Signature)

November 7, 2014  
Date

  
District Chief Business Official  
(Signature)

November 7, 2014  
Date



Disclosure of Collective Bargaining Agreement  
School District: OAK PARK UNIFIED SCHOOL DISTRICT

	(Col. 1) Latest Board Approved Budget Before Settlement (As of 10/31/14)	(Col. 2) Adjustment as a Result of Settlement	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
<b>REVENUES</b>				
LCFF Revenues (8010-8099)	30,483,483			30,483,483
Remaining Revenues (8100-8799)	6,867,753			6,867,753
<b>TOTAL REVENUES</b>	<b>37,351,236</b>	<b>0</b>	<b>0</b>	<b>37,351,236</b>
<b>EXPENDITURES</b>				
1000 Certificated Salaries	18,552,133	901,703		19,453,836
2000 Classified Salaries	4,856,470	237,928		5,094,398
3000 Employees' Benefits	7,141,003	157,543		7,298,546
4000 Books and Supplies	1,182,019	0		1,182,019
5000 Services and Operating Expenses	3,953,709	0		3,953,709
6000 Capital Outlay	298,425	0		298,425
7100-7499 Other	419,000	0		419,000
<b>TOTAL EXPENDITURES</b>	<b>36,402,759</b>	<b>1,297,174</b>	<b>0</b>	<b>37,699,933</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>948,477</b>	<b>(1,297,174)</b>	<b>0</b>	<b>(348,697)</b>
<b>OTHER SOURCES AND TRANSFERS IN</b>	<b>0</b>			<b>0</b>
<b>OTHER USES AND TRANSFERS OUT</b>	<b>0</b>			<b>0</b>
<b>*CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	<b>948,477</b>	<b>(1,297,174)</b>	<b>0</b>	<b>(348,697)</b>
<b>BEGINNING BALANCE</b>	<b>1,421,636</b>			<b>1,421,636</b>
<b>CURRENT YEAR ENDING BALANCE</b>	<b>2,370,113</b>	<b>(1,297,174)</b>	<b>0</b>	<b>1,072,939</b>
<b>COMPONENTS OF ENDING BALANCE</b>				
Non-spendable (9711-9719)				0
Restricted (9740)	166,935			166,935
Committed (9750 / 9760)				0
Assigned (9780)				0
Reserve for Economic Uncertainties (9789)	705,695	38,916		744,611
Unappropriated Amounts (9790)	1,497,483	(1,336,090)	0	161,393

\* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase in Section A, Line 6, page 1 (increase was partially budgeted, there were revenue revisions as reflected in Column 3, etc.), explain the variance below.

Please include comments and explanations as necessary:

None.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.4.e. APPROVE AMENDMENT TO EMPLOYMENT CONTRACT WITH THE SUPERINTENDENT**

CONSENT

**ISSUE:** Shall the Board approve an amendment to the Employment Contract with the Superintendent?

**BACKGROUND:** The Board of Education would like to consider and possibly approve and amendment to the employment contract of the Superintendent to include a 5% increase in salary.

**ALTERNATIVES:** 1. Approve the amendment of the Employment Contract for the Superintendent.  
2. Do not approve the amendment of the Employment Contract for the Superintendent.

**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 Rep \_\_\_\_\_

ADDENDUM TO  
CONTRACT FOR EMPLOYMENT

The term of the current Contract for Employment ("Contract") between the Oak Park Unified School District of Ventura County (hereinafter "District") and Anthony W. Knight, Ed.D. (hereinafter "Knight" or "Superintendent") is from July 1, 2013, through June 30, 2017. The current Contract is attached to this Addendum as Exhibit "A."

The current Contract provides that "[a]ny adjustment in salary made during the life of this agreement shall be in the form of a written amendment, shall become a part of this agreement and shall not automatically operate as either a termination or extension of this agreement. The Board and Superintendent desire to amend the current Contract, as set forth below. The addendum is incorporated by reference into the current Contract.

**1. Salary:**

Effective July 1, 2014, the Superintendent's salary shall be \$187,142.80 annually (\$846.80 per day), payable in twelve (12) equal monthly payments.

**12. Abuse of Office:**

Pursuant to Government Code section 53243.2, any funds received by the Superintendent from the District as a buyout, resulting from the Board's decision to terminate the Superintendent without cause, shall be fully reimbursed to the District if the Superintendent is convicted of a crime involving the abuse of this powers of office. If the District funds the criminal defense of the Superintendent against charges involving the abuse of his office or position, and the Superintendent is then convicted of those charges, the Superintendent shall fully reimburse the District for all District funds paid for the Superintendent's criminal defense.

**All terms and conditions of the current Contract, other than as amended and set forth above, remain unchanged and in full force and effect.**

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

*Approved and adopted this 18<sup>th</sup> day of November, 2014, by the Board of Education of the Oak Park Unified School District.*

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

I hereby accept this addendum to my employment contract.

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

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

00002-00005/518351.1

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.5.a. APPROVE AMENDMENT OF ADMINISTRATIVE  
REGULATION 6154 – HOMEWORK/MAKEUP WORK - First  
Reading**

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**ISSUE:** Should the Board of Education approve the amendment to Administrative Regulation 6154 – Homework/Makeup work?

**BACKGROUND:** In conjunction with the 2015-2016 School Year Calendar, the Board desires to begin a policy of no homework during all breaks for students in K-8 and no homework during winter break for students in grades 9-12 in the District's continuing effort to relieve stress for students.

**ALTERNATIVES:**

1. Approve the amendment of Administrative Regulation 6154 – Homework/Makeup Work.
2. Do not approve the amendment Administrative Regulation 6154 – Homework/Makeup Work.
3. Adopt a modified version of the amendment to Administrative Regulation 6154 – Homework/Makeup Work.

**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 ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6154(a)*

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## Homework/Makeup Work

### School-Site Homework Plan

The principal and staff at each school shall develop and regularly review a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan shall identify all of the following:

1. For each grade level, the amount of time that students shall be expected to spend on homework
2. For each grade level, the extent to which homework assignments shall systematically involve participation by parents/guardians
3. The means by which parents/guardians shall be informed about:
  - a. Homework expectations
  - b. How homework relates to the student's grades
  - c. How best to help their children
4. Techniques that will be taught to help students allocate their time wisely, meet their deadlines and develop good personal study habits
5. The access that students shall have to obtain:
  - a. Resource materials from the library media center
  - b. Assistance and/or tutoring through telephone help lines and/or after-school centers
6. The means by which teachers shall coordinate assignments so that students do not receive an overload of homework one day and very little the next
7. For each grade level, the extent to which homework assignments shall emphasize independent research, reports, special reading and problem-solving activities

# OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 6000

Instruction

AR 6154(b)

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***No homework, assignments, projects, reports, research, reading, etc. will be assigned over the Winter Break for any student at any school in grades K-12 commencing with the 2015-16 school year. Additionally, this work shall not be assigned to students in Grades K-8 for the following breaks: Thanksgiving Week, Winter Break, President's 4-Day Weekend, and Spring Break commencing immediately. Tests may not be scheduled within three days of the return from any of these breaks, which would require students to prepare for them over the breaks. Students should, however, be encouraged to read for recreation, visit museums, and other cultural institutions and attend events such as plays, musical performances, etc. Students should also be encouraged to get outdoors and visit local, state, and national parks and recreation areas, and engage in physical activities, explore new interests, etc.***

## Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 5145.6 - Parental Notifications)*

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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

Adopted; 9-17-02

Amended:

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.5.b APPROVE AMENDMENT TO BOARD POLICY 4117.3 –  
PERSONNEL REDUCTION– First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4117.3- Personnel Reduction?

**BACKGROUND:** Board Policy 4117.3 is being updated to clarify requirements related to the determination of the order of layoffs when it is necessary to reduce the number of certificated employees for economic reasons specified in law. Section on “Reappointment” revised to address priority for offering a laid-off employee first opportunity for substitute service during the period of preferred right to reappointment. Board Policy 4117.3 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 4117.3- Personnel Reduction.
2. Do not amend Board Policy 4117.3- Personnel Reduction.
3. Adopt a modified version of the amendment to Board Policy 4117.3- Personnel Reduction

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

Respectfully submitted,

---

Anthony W. Knight, Ed.D.  
Superintendent

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

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

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4117.3(a)

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## Personnel Reduction

The Governing Board may reduce the number of probationary and permanent employees when, in ~~its~~ the opinion, ~~of the Board one or more~~ **any** of the following conditions **make such reduction necessary** exists: (Education Code 44955)

1. Average daily attendance (ADA) in all of the schools of the district during the first six months of the school year has declined below the level for the same period in either of the previous two school years. (Education Code 44955)
2. A particular kind of service is to be reduced or discontinued not later than the beginning of the following school year. (Education Code 44955)
3. Attendance in the district will decline in the following year as a result of the termination of an interdistrict tuition agreement. (Education Code 44955)
4. An amendment of state law requires modification of the curriculum (Education Code 44955)
5. ***During the time period between five days after the enactment of the Budget Act and August 15 of that fiscal year, the Board determines*** ~~The state Budget Act reveals that the district's total revenue limit per ADA for the fiscal year of that Budget Act has not increased by at least two percent~~ (Education Code 44955.5)

## Seniority Determination of the Order of Layoffs

The Superintendent or designee shall ***maintain the*** ~~prepare a master seniority list for this purpose and shall make it available upon request. on the basis of district records and evidence presented.~~ (Education Code 44846)

~~Except as~~ ***Unless*** otherwise provided by law, a permanent employee ***shall have the right to be retained over a*** ~~who is certificated and competent to render a service shall not be terminated or given a reduction in hours and wages while a probationary employee or other~~ ***any*** employee with less seniority ***if the position is one for which he/she is certificated and competent*** ~~is retained to render the service.~~ (Education Code 44955)

(cf. 4112.2 – Certification)

(cf. 4112.22 – Staff Teaching English Language Learners)

(cf. 4223.23 – Special Education Staff)

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

(cf. 4113 – Assignment)

(cf. 4116 – Probationary/Permanent Status)

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4117.3(b)

Prior to determining the seniority of employees, the Superintendent or designee shall require certificated employees to provide verification, in writing, of their employment date and credentials, as well as any documentation supporting an employment or credential(s) different from that shown in the district's records.

When two or more employees first rendered paid service on the same date, the Board shall adopt a resolution specifying the criteria based on the needs of the district and students for the order of termination among those employees. Upon the request of any employee whose order of termination is so determined, the Board shall furnish, in writing, no later than five days prior to the commencement of the administrative hearing on the layoff, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking the employee relative to the other employees in the group. (Education Code 44955)

*(cf. 4113 - Assignment)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4117.4 - Dismissal)*

The district may deviate from terminating certificated employees in order of seniority for either of the following reasons: (Education Code 44955, 44956)

1. To fill a demonstrated specific need for personnel to teach a specific course or courses of study, or to provide services authorized by a services credential with a specialization in either student personnel services or health for a school nurse, when the certificated employee has the necessary training and experience which others with more seniority do not possess
2. To maintain or achieve compliance with constitutional requirements related to equal protection of the law

## Notice and Hearing Rights

When it becomes necessary, ~~as the result of a reduction or discontinuation of services~~, to reduce the number of permanent and/or probationary employees ***pursuant to Education 44955 as specified in items #1-4 above***, the district shall give notice to the affected employees, no later than March 15, stating the reasons for the action and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 44949 and 44955, ***and other applicable provisions of law***.

*(cf. 4112.9/4212.9/4312.9)*

When an employee has requested a hearing before an administrative law judge regarding the reduction or discontinuation of services, the Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4117.3(c)

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judge's proposed decision. None of the findings, recommendations, or determinations of the administrative law judge shall be binding on the Board. (Education Code 44949)

The Board may conduct its own hearing, adopt the judge's proposed decision, refer the case back to the **administrative law** judge for additional evidence, or reject or modify the proposed decision and make its own determination based upon its review of the record.

~~Upon adoption of the~~ **Following the** Board's decision, the Superintendent or designee shall give final notice, in the manner specified, to the affected employees before May 15 **unless the parties agree otherwise in accordance with procedures required by law.** (Education Code 44955)

**When layoffs become necessary pursuant to Education Code 44955.5 as specified in item #5 above, layoff proceedings shall be carried out as required by law but in accordance with a schedule of notice and hearing adopted by the Board. (Education Code 44955.5)**

## Special Procedure Based Upon Late Adoption of the State Budget

~~When the Board, during the time period between five days after enactment of the Budget Act and August 15, determines that the total revenue limit per ADA has not increased by at least two percent and that the district therefore needs to reduce the number of certificated staff pursuant to Education Code 44955.5, the Board shall adopt a schedule of notice and hearings and the district shall otherwise proceed pursuant to Education Code 44949 and 44955. (Education Code 44955.5)~~

## Reappointment

If the number of employees is increased or the discontinued service reestablished, permanent certificated employees ~~under 65 years of age~~ shall have the right to reappointment, in order of seniority, for 39 months **from the date of termination** ~~after being terminated~~. Probationary certificated employees ~~under 65 years of age~~ shall have the same right for 24 months after being terminated, subject to the prior reappointment of rights of permanent employees. (Education Code ~~44846~~, 44956, 44957)

**During the period of the preferred right to reappointment, permanent certificated employees shall, in the order or original employment, be offered first opportunity for substitute service during the absence of any employee who has been granted a leave of absence or who is temporarily absent from duty. Such substitute service may be terminated upon the return to duty of the other employee. Such substitute service may be terminated upon the return o duty of the other employee. Such substitute service shall not affect the retention of the employees' previous classification and rights. Probationary certificated employees shall have the same right substitute service during the period of preferred right to reappointment to the extent**

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 4000*

*Personnel*

*BP 4117.3(d)*

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***required by law, subject to the rights of permanent certificated employees. (Education Code 44918, 44956, 44957)***

***(cf. 4121 – Temporary/Substitute Employees)***

Before reappointing any certificated employee to teach a subject which he/she has not previously taught and for which he/she does not have a teaching credential or which is not within the employee's major area of postsecondary study, the Board shall require the employee to pass a subject matter competency test in the appropriate subject. (Education Code ~~44955~~, 44956)

Reappointed certificated employees shall not be subject to any requirements that were not imposed on employees who continued in service. Their period of absence shall be treated as a leave of absence and not considered a break in the continuity of their service. (Education Code 44956, 44957)

Legal Reference:

***EDUCATION CODE***

44830 Employment of certificated persons

44949 Dismissal of probationary employees

44955 Reduction in number of permanent employees

44955.5 Termination of certificated employees

44956-44959.5 Rights of employees

***GOVERNMENT CODE***

3543.2 Scope of representation

***UNEMPLOYMENT INSURANCE CODE***

***1089 Notification of unemployment insurance benefits***

***CODE OF REGULATIONS, TITLE 22***

***1089-1 Notification of unemployment insurance benefits***

***COURT DECISIONS***

***Vergara v. State of California, (2014) Superior Court State of California, County of Los Angeles, Case No. BC 484642***

California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4<sup>th</sup> 135

Bakersfield Elementary Teachers Association v. Bakersfield City School District, (2006) 145 Cal.App.4<sup>th</sup> 1260

Cousins v. Weaverville Elementary School District, (1994) 24 Cal.App.4<sup>th</sup> 1846

Forker v. Board of Trustees (1984) 160 Cal.App.3d 13

Moreland Teachers Assoc. v. Kurze (1980) 109 Cal.App.3d 648

King v. Berkeley Unified School District (1979) 89 Cal.App. 3d 1016

***WEB SITES***

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

Adopted: 11-17-82

Amended: 3-6-84, 7-23-85, 1-21-92, 9-17-02, 4-15-08

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.5.c APPROVE AMENDMENT TO BOARD POLICY 4131.1 –  
TEACHER SUPPORT AND GUIDANCE – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4131.1 – Teacher Support and Guidance?

**BACKGROUND:** Board Policy 4131.1 is a new policy which addresses the provision of intensive support and guidance for individual teachers who are new to the profession and other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management. Policy incorporates concepts formerly in BP 4131.1 – Beginning Teacher Support/Induction, BP 4138 – Mentor Teachers, BP 4139 – Peer Assistance and Review for related categorical programs eliminated by AP 97 (20130. Board Policy 4131.1 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 4131.1 –Teacher Support and Guidance.
2. Do not amend Board Policy 4131.1 –Teacher Support and Guidance.
3. Adopt a modified version of the amendment to Board Policy 4131.1 – Teacher Support and Guidance.

**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 4000

Personnel

BP 4131.1(a)

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## Beginning Teacher Support/Induction Teacher Support and Guidance

The Governing Board recognizes *the link between teacher effectiveness and student learning and desires to provide structured, individualized support and guidance to teachers as necessary to enhance their performance and support teacher retention. The Superintendent or designee shall develop a program of intensive professional development and consultation to help interns and beginning teachers apply their academic preparation more effectively in the classroom and to assist other teachers who need additional development in subject matter knowledge, instructional methods, and/or classroom management.* ~~that intensive professional development and support will help beginning teachers apply their academic preparation more effectively in the classroom and result in greater retention of capable beginning teachers. The Superintendent or designee shall ensure that first and second year teachers receive guidance to help them make an effective transition into the teaching profession.~~

(cf. 4112.21- Interns)

*The Superintendent or designee shall coordinate individualized teacher support and guidance activities developed pursuant to this policy with other district staff development programs and staff evaluation processes.*

(cf. 4115 – Evaluation/Supervision)

(cf. 4131 - Staff Development)

*Teachers may volunteer to participate in a teacher support and guidance program or may be referred to such services based on their performance evaluation.*

*Support providers shall be experienced certificated personnel who are knowledgeable about teacher development and needed competencies and have strong interpersonal and communication skills. Support may include, but is not limited to, classroom observations, regular meetings with the support provider, and an individualized plan for professional development or coursework that takes into consideration the teacher's assignment and prior preparation and experience. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all participants.*

*The Superintendent or designee shall ensure the timely assignment of qualified support providers to participating teachers and for reassignment as needed. He/she shall also ensure that each support provider received appropriate training to serve in a support capacity and is provided adequate time and resources to assist other teachers.*

*The district may provide a stipend to support providers in accordance with the collective bargaining agreement and district budget.*

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4131.1(b)

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(cf. 3100 – Budget)

(cf. 4141/4241 – Collective Bargaining Agreement)

***The performance of a participating teacher shall be monitored by the support provider, Superintendent or designee, and/or a panel of teachers and administrators in order to determine whether the teacher has met program goals and to make recommendations for follow-up support or employment action, as appropriate.***

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

(cf. 4117.4 – Dismissal)

(cf. 4117.6 – Decision Not to Rehire)

(cf. 4118 – Suspension/Disciplinary Action)

***The Superintendent or designee shall regularly evaluate the district's teacher support and guidance programs and shall report to the Board regarding program effectiveness in meeting district goals for teacher quality and retention. Evaluation reports may include, but are not limited to, data on program enrollment and completion, subsequent retention rates of participating teachers, and interviews or surveys of program participants.***

(cf. 0500 – Accountability)

## **Beginning Teacher Induction Program**

The Superintendent or designee shall inform beginning teachers ***who possess a preliminary credential*** about induction programs ***or other options*** that are available to help them fulfill the requirements of the professional clear multiple ***subject***, or single subject, ***or education specialist*** teaching credential pursuant to Education Code 44259.

(cf. 4112.2 - Certification)

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

## **District-Sponsored BTSA Induction Program**

~~When approved by the Commission on Teacher Credentialing (CTC) and the Superintendent of Public Instruction, the district may serve as a sponsor of an induction program. The program shall meet state standards for induction programs and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.~~

~~The Superintendent or designee, with input from the participating teacher, shall pair each participating teacher with a support provider who is an experienced teacher, knowledgeable about beginning teacher development and needed competencies, and effective in interpersonal~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4131.1(c)

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~~and communication skills. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all program participants.~~

~~(cf. 4138—Mentor Teachers)~~

~~The Superintendent or designee shall provide initial preparation and additional professional development for support providers to enable them to acquire and enhance their knowledge and skills needed to work with beginning teachers.~~

~~Professional development provided to a beginning teacher shall be based on an individual induction plan which takes into consideration the teacher's prior preparation and experience.~~

~~Subject to verification and approval of the Superintendent or designee, a beginning teacher shall not be required to demonstrate that a competency has been met, nor complete a program element designed to assist beginning teachers in meeting that competency, if he/she previously met the competency while participating in a CTC approved teacher preparation program.  
(Education Code 44279.1)~~

~~The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures and the results shall be used to monitor and revise subsequent individual induction plans. The Superintendent or designee shall maintain a complete record of each participating teacher's participation and progress toward completion of professional credential requirements.~~

~~Performance assessments conducted as part of the induction program shall not be used for employment related evaluations, as a condition of employment, or as a basis of terminating employment. (Education Code 44279.1)~~

~~(cf. 4115—Evaluation/Supervision)~~

~~(cf. 4117.4—Dismissal)~~

~~The Superintendent or designee shall conduct an annual evaluation of the induction program and shall report to the Board regarding its effectiveness in meeting induction program goals.~~

~~(cf. 0500—Accountability)~~

~~(cf. 9000—Role of the Board)~~

Legal Reference:

EDUCATION CODE

41520-41522 Teacher Credentialing Block Grant

41530-41532 Professional Development Block Grant

44259 Credential requirements

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4131.1(d)

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44259.5 Standards for professional preparation programs  
44275.4 Credential requirements, induction, out of state teachers  
~~44279.1-44279.7 Beginning Teacher Support and Assessment Program (BTSA)~~  
44325-44329 District interns  
**44450-44468 University interns**  
44380-44386 Alternative certification  
*CODE OF REGULATIONS, TITLE 5*  
6100-6125 Teacher qualifications, No Child Left Behind Act  
**80021 Short-term staff permit**  
**80021.1 Provisional internship permit**  
**80026.5 Orientation, guidance, and assistance for emergency permit holders**  
**80033 Intern teaching credential**  
80055 Internship credential  
80413 Credential requirements  
80413.3 Credential requirements; teachers with out-of-state credentials  
*UNITED STATES CODE, TITLE 20*  
6319 Highly qualified teachers  
6601-6702 Preparing, training and recruiting high quality teachers and principals  
7801 Definitions, highly qualified teacher

## Management Resources:

~~COMMISSION ON TEACHER CREDENTIALING/CALIFORNIA DEPARTMENT OF EDUCATION POLICY~~

Funding Policy for Teacher Development Programs, December 2006

~~CTC PUBLICATIONS~~

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

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

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

***Multiple and Single Subject Induction Programs (program standards, preconditions, and language addressing the teaching of English learners), rev. January 2013***

~~Induction Manual: A Credential Application Processing Guidebook for Commission Approved Induction Programs, June 2004~~

~~Final Report on the Individual Implementation of the Beginning Teacher Support and Assessment Program, 2003~~

~~Standards of Quality and Effectiveness for Professional Teacher Induction Programs (SB 2042), March 2002~~

~~California Standards for the Teaching Profession, 1997-October 2009~~

## ~~WEB SITES~~

~~Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>~~

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

~~California Federation of Teachers: <http://www.cft.org>~~

~~California Teachers Association: <http://www.cta.org>~~

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

Adopted 9-17-02

Amended: 7-05, 4-15-08

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.5.d APPROVE AMENDMENT TO BOARD POLICY 4315 –  
EVALUATION/SUPERVISION - First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 4315 – Evaluation/Supervision?

**BACKGROUND:** Board Policy 4315 is a mandated policy being reorganized to delete separate sections for certificated and classified administrators/supervisors to provide consistency in evaluation purposes and procedures. Policy also revised to emphasize consistency of evaluation procedures with employee contracts and collective bargaining agreements, link staff evaluations to decisions about contract renewal as specified in AR 4312.1 Contracts, and reflect the revised California Professional Standards for Education Leaders as adopted by the CTC in February 2014. Board Policy 4315 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 4315 – Evaluation/Supervision.
2. Do not amend Board Policy 4315 – Evaluation/Supervision.
3. Adopt a modified version of the amendment to Board Policy 4315 – Evaluation/Supervision.

**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 4000

Personnel

BP 4315(a)

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## Evaluation/Supervision

The Governing Board ***believes that recognizes the importance of regular, and comprehensive evaluations designed to hold of administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. personnel to provide ongoing feedback for continuous improvement of employee performance.*** Evaluations shall be linked to the district's vision, strategic plan, school improvement goals, professional development plan, and goals for ***and school improvement plans. student achievement.***

(cf. 0000 – Vision)

(cf. 0200 – Goals for the School District)

(cf. 0460 – Local Control and Accountability Plan)

(cf. 0500 – Accountability)

(cf. 2140 – Evaluation of the Superintendent)

(cf. 4300 – Administrative and Supervisory Personnel)

***Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needed improvement, the Board expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.***

(cf. 4331 – Staff Development)

***The Superintendent or designee shall make written evaluation procedures available to all administrative and supervisory employees.***

(cf. 4112.9 – Employee Notifications)

***The Superintendent or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position.***

***The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.***

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

## Certificated Administrative and Supervisory Personnel

~~The Superintendent shall develop objective evaluation guidelines and standards for use in the district's evaluation system for certificated administrative and supervisory personnel. Such~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 4000

Personnel

BP 4315(b)

~~standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the Board and Superintendent.~~

~~Each certificated administrative and supervisory employee shall be evaluated every other year. However, an employee may be evaluated every five years provided that he/she has been employed by the district for at least 10 years, his/her previous evaluation rated him/her as meeting or exceeding standards, and the evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent for this schedule at any time. (Education Code 44664)~~

~~(cf. 4112.24—Teacher Qualifications Under the No Child Left Behind Act)  
(cf. 4116—Probationary/Permanent Status)~~

~~Any certificated administrative and supervisory employee who is new to a position may be evaluated each year for the first two years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the employee, his/her supervisor or the Superintendent or designee.~~

~~Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel, as detailed in AR 4115—Evaluation/Supervision.~~

~~(cf. 4115—Evaluation/Supervision)~~

## Classified Senior Management and Supervisory Employees

~~Classified senior management and supervisory employees shall be evaluated in accordance with the procedures developed by the Superintendent or designee and approved by the Board.~~

~~(cf. 4215—Evaluation/Supervision)~~

~~Evaluations shall be used to recognize the exemplary skills and accomplishments of classified senior management and supervisory employees and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects such staff to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.~~

~~(cf. 4331—Staff Development)~~

~~The evaluation shall be dated and signed by the classified senior manager or supervisory employee and his/her supervisor. The manager of supervisory employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Personnel

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~~shall be attached to the evaluation and placed in his/her personnel file.~~

~~(cf. 4112.6/4212.6/4312.6 — Personnel Records)~~

## Legal Reference:

### *EDUCATION CODE*

~~33039 State guidelines for teacher evaluation procedures~~

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

### ***44670-44671 Principal evaluation***

45113 Rules and regulations for the classified service in districts not incorporating the merit system

### *GOVERNMENT CODE*

### ***3540.1 Meeting and negotiating in public educational employment, definitions***

3543.2 Scope of representation

### ***3545 Determination of bargaining units***

### *UNITED STATES CODE, TITLE 20*

~~6319 Highly qualified teachers~~

~~7801 Definition of highly qualified teacher~~

## Management Resources:

### *COMMISSION ON TEACHER CREDENTIALING PUBLIC*

~~Standards of Quality and Effectiveness for Administrative Services Credentials, 2001~~

### ***California Professional Standards for Educational Leaders***

### *WEB SITES*

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

Association of California School Administrators: <http://www.acsa.org>

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

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

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

Adopted: 1-21-92

Amended: 9-17-02, 5-20-08



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.5.e. APPROVE AMENDMENT TO BOARD POLICY 5147 –  
DROPOUT PREVENTION – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 5147 – Dropout Prevention?

**BACKGROUND:** Board Policy 5147 is being updated to reflect new law (AB 97, 2013) which eliminates the Pupil Retention Block Grant. Policy also adds materials on (1) efforts that support regular school attendance for all students, (2) use of student assessment results and/or teacher evaluations to identify students at risk of dropping out, (3) dropout prevention, intervention and recovery strategies, and (4) indicators for measuring student engagement. Board Policy 5147 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 5147 – Dropout Prevention.
2. Do not amend Board Policy 5147 – Dropout Prevention.
3. Adopt a modified version of the amendment to Board Policy 5147 – Dropout Prevention.

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

Respectfully submitted,

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Anthony W. Knight  
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 5147(a)

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## Dropout Prevention

The Governing Board ***expects all students to remain in school until graduation in order to acquire critical knowledge and skills and be prepared for postsecondary education and/or employment. The Superintendent or designee shall identify factors that impede student success in school and shall implement integrated, systemic support and strategies that address dropout prevention and promote timely intervention and recovery.*** ~~recognizes that regular school attendance is critical to student learning and achievement. The Board desires to provide a learning environment that engages students, helps them become self-motivated, encourages regular attendance, and enables them to meet district standards and to graduate.~~

~~(cf. 5113 – Absences and Excuses)  
(cf. 6011 - Academic Standards)  
(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)  
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)  
(cf. 6162.52 – High School Exit Examination)~~

The Superintendent or designee ***in collaboration with community agencies and organizations as appropriate***, shall develop ***districtwide and schoolwide strategies that support regular school attendance for all students. Dropout prevention strategies shall include efforts to provide a safe and positive learning environment that engages and motivates students, encourages students' connectedness to the schools, offers meaningful educational opportunities, and promotes student health and well-being.***

~~(cf. 5136 – Gangs)  
(cf. 5137 – Positive School Climate)  
(cf. 5146 – Married/Pregnant/Parenting Students)  
(cf. 6171 – Title I Programs)  
(cf. 6173 – Education for Homeless Children)  
(cf. 6173.1 – Education for Foster Youth)  
(cf. 6173.2 – Education for Children of Military Families)  
(cf. 6175 – Migrant Education Program)~~

***In addition, the Superintendent or designee shall develop strategies to provide targeted support to individual students*** ~~to identify and serve students at all grade levels who are at risk of dropping out of school. Students may be identified on the basis of~~ ***based on*** indicators such as frequent ***chronic*** absenteeism, truancy, or tardiness; below grade level achievement; and personal, social, health or economic concerns that may ***affect student performance and behavior in*** ~~make a student drop out of school.~~

~~(cf. 5113 – Absences and Excuses)  
(cf. 5113.1 – Chronic Absence and Truancy)~~

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5147(b)

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*(cf. 5123 – Promotion/Acceleration/Retention)*  
*(cf. 5146 – At Risk Students)*  
*(cf. 6164.2 – Guidance/Counseling Services)*  
*(cf. 6164.5 – Student Success Teams)*  
*(cf. 6171 – Title I Programs)*  
*(cf. 6162.5 – Student Assessment)*  
*(cf. 6162.51 – State Academic Achievement Tests)*  
*(cf. 6162.52 – High School Exit Examination)*  
*(cf. 6178 – Vocational Education)*  
*(cf. 6178.1 – Work Experience Education)*  
*(cf. 6179 – Supplemental Instruction)*

***When a student leaves school prior to the end of a school year, or when a student successfully completed the prior school year but did not begin attending the next grade or school that he/she was expected to attend or had pre-registered to attend, the Superintendent or designee shall make efforts to determine whether the student has dropped out or has transferred to another educational setting. The Superintendent or designee may contact the student's parents/guardians to verify school enrollment and, if necessary, shall implement intervention and recovery efforts.***

***The Superintendent or designee shall annually report to the Board on measures of student engagement, including school attendance rates, chronic absenteeism rates, middle school and high school dropout rates, and high school graduation rates. The Board shall monitor district progress in increasing student retention in school and may require revisions in district plans and strategies as needed.***

*(cf. 0500- Accountability)*

Legal Reference:

***EDUCATION CODE***

35160 Authority of governing board

***48200 Compulsory education***

***48260-48273 Truancy***

48400-48403 Compulsory continuation education

48430-48438 Continuation education

48660-48667 Community day schools

***51260-51269 Gang and substance abuse prevention curriculum***

51745-51749.3 Independent Study

***52060-52077 Local control and accountability plan***

52300-52331 Regional Occupational Centers

***52890 Qualifications and duties of outreach consultants***

54690-54697 Partnership academies

64000-64001 Single plan for student achievement

***WELFARE AND INSTITUTIONS CODE***

***18986.40-18986.46 Interagency children's services programs***

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 5000*

*Students*

*BP 5147(c)*

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*UNITED STATES CODE, TITLE 20*  
6301-6322 Title I programs

Management Resources:

***CSBA PUBLICATIONS***

***California High School Graduation and Dropout Rates, Fact Sheet, May 2013***

***WEB SITES***

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

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

California Dropout Prevention Network: <http://www.edualliance.org/cdpn>

***California Student Assistance Program Resource Center: <http://www.casapresources.org>***

National Dropout Prevention Center: <http://www.dropoutprevention.org>

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

Adopted: 9-17-02

Amended: 5-18-04, 10-18-05

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: C.5.f. APPROVE AMENDMENT TO BOARD POLICY 6172 – GIFTED AND TALENTED STUDENT PROGRAM – First Reading**

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**ISSUE:** Should the Board of Education approve the proposed amendment to Board Policy 6172 – Gifted and Talented Student Program?

**BACKGROUND:** Board Policy 6172 is updated to reflect new law (AB 97, 2013) which eliminated categorical funding and requirements for the Gifted and Talented Education (GATE) program. Policy retains key concepts regarding the identification of gifted and talented students for specialized instructional programs, types of educational opportunities that may be offered to such students, and the participation of key stakeholders in program planning, implementation and evaluation. Board Policy 6172 is being submitted with recommended changes from CSBA.

**ALTERNATIVES:**

1. Approve the amendment to Board Policy 6172 – Gifted and Talented Student Program.
2. Do not amend Board Policy 6172 – Gifted and Talented Student Program.
3. Adopt a modified version of the amendment to Board Policy 6172 – Gifted and Talented Student Program.

**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 6000

Instruction

BP 6172(a)

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## Gifted and Talented Student Program

The Governing Board believes that all students deserve an education that challenges them to ~~meet~~ **reach** their full potential. The Board shall provide gifted and talented students in ~~grades K-12~~ **with** opportunities for learning commensurate with their particular abilities and talents.

*(cf. 0200 – Goals for the School District)  
(cf. 0420.1 – School-Based Program Coordination)  
(cf. 0460 – Local Control and Accountability Plan)  
(cf. 6000 – Concepts and Roles)*

***The Superintendent or designee shall identify students for the district's gifted and talented education (GATE) program on the basis of demonstrated or potential intellectual development, creative ability, consistently high achievement levels, academic ability in particular subject area(a), leadership ability, and/or performing and visual arts talent.***

***The Superintendent or designee shall provide all eligible students, including economically disadvantaged students, English learners, and students of varying cultural backgrounds, with full opportunities to participate in the GATE program and shall provide special counseling or services as necessary to help such students to succeed in the program.***

*(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 6164.2 – Guidance/Counseling Services)  
(cf. 6174 – Education for English Language Learners)*

~~The Board shall approve a district plan for gifted and talented education (GATE) which meets criteria established by the State Board of Education for program approval.~~

The district's **GATE** program shall be designed to provide articulated learning experiences across subjects and grade levels and shall **meet or exceed** ~~be aligned with and extend the~~ state academic content standards and curriculum frameworks.

*(cf. 6011 – Academic Standards)  
(cf. 6142.6 – Visual and Performing Arts Education)  
(cf. 6142.7 – Physical Education and Activity)  
(cf. 6142.8 – Comprehensive Health Education)  
(cf. 6142.91 – Reading/Language Arts Instruction)  
(cf. 6142.92 – Mathematics Instruction)  
(cf. 6142.93 – Science Instruction)  
(cf. 6142.94 – History-Social Science Instruction)  
(cf. 6178 – Career Technical Education)*

## Identification of Gifted and Talented Students

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6172(b)

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~~Students may be identified for the GATE program on the basis of demonstrated or potential abilities in any one or more of the following categories: (Education Code 52202; 5 CCR 3822)~~

- ~~1. Intellectual Ability: The student demonstrates extraordinary or potential for extraordinary intellectual development.~~
- ~~2. Creative Ability: The student characteristically perceives unusual relationships among aspects of the student's environment and among ideas, overcomes obstacles to thinking and doing, and/or produces unique solutions to problems.~~
- ~~3. Specific Academic Ability: The student functions at highly advanced academic levels in particular subject areas.~~
- ~~4. Leadership Ability: The student displays the characteristic behaviors necessary for extraordinary leadership.~~
- ~~5. High Achievement: The student consistently produces advanced ideas and products and/or attains exceptionally high scores on achievement tests.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 6142.6—Visual and Performing Arts Education)~~

Students who enter the district already designated GATE by their previous district shall be automatically identified GATE in Oak Park Unified School District.

## Instructional Components

*Educational opportunities in the district's GATE program may include:*

- 1. Special day classes which are designed to meet specific academic needs of gifted and talented students and are appropriately differentiated from other classes in the same subjects at school*
- 2. Part-time groupings, in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day*
- 3. Cluster groupings, in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher.*

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

Series 6000

Instruction

BP 6172(c)

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***4. Independent study supervised by a certificated district employee and offered through special tutors or mentors or through enrollment in correspondence courses pursuant to Education Code 51740 and 5 CCR 1633.***

*(cf. 6158 – Independent Study)*

***5. Acceleration, in which students are placed in grade levels or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work***

*(cf. 5123 – Promotion/Acceleration/Retention)*

***6. Opportunities to attend classes conducted by a college or community college***

*(cf. 6172.1 – Concurrently Enrollment in College Classes)*

***7. Advanced Placement classes, International Baccalaureate program, or honors classes***

*(cf. 6141.5 – Advanced Placement)*

***8. Supplemental educational activities which augment students' regular educational programs in their regular classrooms and may include the use of advanced materials and/or provide special opportunities from persons other than the regular classroom teacher***

***In addition, the district's program shall support the social and emotional development of GATE students in order to promote student engagement in school.***

*(cf. 5113.1 – Chronic Absence and Truancy)*

*(cf. 5147 – Dropout Prevention)*

~~The District's GATE program may include special day classes, part time groupings and cluster groupings which shall be planned and organized as an integrated, differentiated learning experience within the regular school day. These programs may be augmented or supplemented with other differentiated activities related to the core curriculum using such strategies as independent study, acceleration, postsecondary education, and enrichment. (Education Code 52206, 5 CCR 3840)~~

~~*(cf. 5123 – Promotion/Acceleration/Retention)*~~

~~*(cf. 6141.5 – Advanced Placement)*~~

~~*(cf. 6146.11 – Alternative Credits Toward Graduation)*~~

~~*(cf. 6158 – Independent Study)*~~

~~*(cf. 6172.1 – Concurrent Enrollment in College Classes)*~~



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Instruction

BP 6172(d)

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~~(cf. 6176 — Weekend/Saturday Classes)  
(cf. 6177 — Summer School)~~

~~GATE students may regularly participate, on a planned basis in special counseling or instructional activity during or outside of the regular school day in order to benefit from additional educational opportunities not provided in the regular classroom. (5 CCR 3840)~~

~~(cf. 6164.2 — Guidance/Counseling Services)~~

~~In addition, the district may provide specialized services designed to assist underachieving, linguistically diverse, culturally diverse, and/or economically disadvantaged GATE students to achieve at level commensurate with their abilities. (5 CCR 3840)~~

~~(cf. 5145.3 — Nondiscrimination/Harassment)  
(cf. 6174 — Education for English Language Learners)~~

~~The district's GATE program shall include an academic component and, as appropriate, instruction in basic skills for each student. (Education Code 52206)~~

~~The district's program shall support the social and emotional development of GATE students in order to increase responsibility, self-awareness, and social awareness and adjustment.~~

Staff development shall be provided *as needed* to support teachers of GATE students in understanding the unique learning styles and abilities of *gifted and talented* these students and in developing appropriate instructional strategies.

~~(cf 4112.2 – Certification)  
(cf. 4131 - Staff Development)~~

## Advisory Committee

*As appropriate*, the Superintendent or designee *may involve* ~~shall appoint an advisory committee to support the needs and to assist in program~~ The committee shall include the district's program coordinator, certificated staff, *students*, parents/guardians of GATE students, *and* community members, ~~and students as appropriate. in the~~ planning, implementation, and evaluation of the GATE program.

~~(cf. 1220 - Citizen Advisory Committees)  
(cf. 6020 - Parent Involvement)~~

## Program Evaluation

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6172(e)

***The Superintendent or designee shall regularly report to the Board regarding*** ~~shall annually review the progress of students enrolled in the district's GATE program. Reports may include, but are not limited to, student achievement test results, school attendance, and feedback from staff and participants. and administration of the program using methods identified in the district's GATE plan, and may require modifications in the program as indicated by the results of this review. (5 CCR 3831)~~

(cf. 0500 - Accountability)

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

(cf. 6162.5 – Student Assessment)

(cf. 6162.51 – ~~Standardized Testing and Reporting Program~~ **State Academic Achievement Tests**)

(cf. 6162.52 – High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

**EDUCATION CODE**

37223 Weekend classes for mentally gifted minors

~~41500-41573 Categorical education block grants~~

48800-48802 Enrollment of gifted students in community college

51740 Instruction by correspondence

51745-51749.3 Independent study programs

**52060-52077 Local control and accountability plan**

~~52200-52212 Gifted and Talented Pupil Program~~

~~52800-52887 School Based Program Coordination~~

~~64000 Categorical programs including in consolidated applications~~

~~64001 Single plan for student achievement, consolidated application programs~~

76000-76002 Enrollment in community college

**CODE OF REGULATIONS, TITLE 5**

1633 Instruction by correspondence

~~3820-3870 Gifted and Talented Pupil Program~~

Management Resources:

~~CALIFORNIA ASSOCIATION FOR THE GIFTED PUBLICATIONS~~

~~GATE Standards Workbook: A Guide to Design, Improve and Assess Gifted Programs, 2005~~

~~Meeting the Standards: A Guide to Developing Services for Gifted Students, 2002~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Gifted and Talented Education Program Resource Guide, rev. 2005~~

~~Recommended Standards for Programs for Gifted and Talented Students, 2005~~

**WEB SITES**

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

~~CDE, Gifted and Talented Education: <http://www.cde.ca.gov/sp/gt>~~

California Association for the Gifted: <http://www.cagifted.org>

Council for Exceptional Children, The Association for the Gifted (CEC-TAG): <http://www.cectag.org>

National Association for Gifted Children: <http://www.nagc.org>

Adopted: 9-17-02

Amended: 8-24-04, 2-21-06, 12-9-08, 8-21-12

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

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

INFORMATION

**ISSUE:** Shall the Board receive and review a status report on Measure R Fund income and expenditures through October 31st of the 2014-15 fiscal year?

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

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

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: VII.2. MONTHLY MEASURE C6 BOND FUND FINANCIAL STATUS REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on Measure C6 Fund income and expenditures through October 31st of the 2014-15 fiscal year?

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

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

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: VII.3. MONTHLY ENROLLMENT AND ATTENDANCE REPORT**  
INFORMATION

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**ISSUE:** Shall the Board receive and review a status report on District enrollment and attendance through Month 2 of the 2014-15 school year?

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

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

# MONTHLY REPORT OF ENROLLMENT AND ADA

Board Meeting, November 18, 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	94	93.64	96	93.24	94	92.94				
1	81	79.11	81	79.59	81	78.63				
2	86	84.92	87	86.18	86	83.79				
3	104	101.92	104	102.88	104	101.05				
4	125	92.31	125	92.06	125	92.05				
5	126	122.94	127	123.53	126	121.95				
SDC	2	1.00	2	1.00	2	1.00				
Total	618	575.84	622	578.48	618	571.41				
ADA % **		97.85%		97.97%		97.40%				
<b>OHES</b>										
K	91	87.00	89	86.88	91	86.79				
1	77	75.36	78	75.53	77	75.21				
2	82	79.28	81	78.94	82	79.58				
3	84	81.81	84	81.88	84	81.58				
4	94	92.19	94	92.06	94	92.32				
5	96	93.47	96	93.18	96	93.74				
SDC	1	0.92	1	0.94	1	0.89				
Total	525	510.03	523	509.41	525	510.11				
ADA % **		97.35%		97.10%		97.50%				
<b>ROES</b>										
K	114	87.23	112	86.29	114	88.05				
1	111	108.97	112	109.41	111	108.58				
2	84	79.33	81	78.06	84	80.47				
3	113	109.94	112	110.59	113	109.37				
4	95	92.89	94	92.59	95	93.16				
5	122	91.08	123	90.76	122	91.37				
SDC	1	0.89	1	0.88	1	0.89				
Total	640	570.33	635	568.58	640	571.89				
ADA % **		97.83%		97.81%		97.85%				
<b>MCMS</b>										
6	386	376.19	385	376.76	386	375.21				
7	362	354.19	364	354.94	362	353.26				
8	384	375.00	386	379.35	384	371.95				
SDC	5	4.50	5	4.24	5	4.74				
Total	1137	1,109.88	1140	1,115.29	1137	1,105.16				
ADA % **		97.44%		97.80%		97.04%				
<b>OPHS</b>										
9	407	400.75	408	402.35	407	399.32				
10	379	365.25	378	366.47	379	364.16				
11	382	367.50	382	370.47	382	364.47				
12	371	359.28	373	362.18	371	355.68				
SDC	6	4.83	6	4.88	6	4.79				
Total	1545	1,497.61	1547	1,506.35	1545	1,488.42				
ADA % **		98.05%		98.51%		97.61%				
<b>OVHS</b>										
10-12	25	23.19	24	21.71	25	24.27				
ADA % **		92.76%		90.46%		97.08%				
<b>OPIS</b>										
K-12	213	204.89	206	200.53	213	208.79				
ADA % **		96.19%		98.42%		98.02%				
Other ***	1	3.43	1	3.24	1	3.43				
<b>TOTALS</b>										
K-12	4704	4,495.20	4698	4,503.59	4704	4,483.48				
ADA % **		95.56%		95.86%		95.31%				

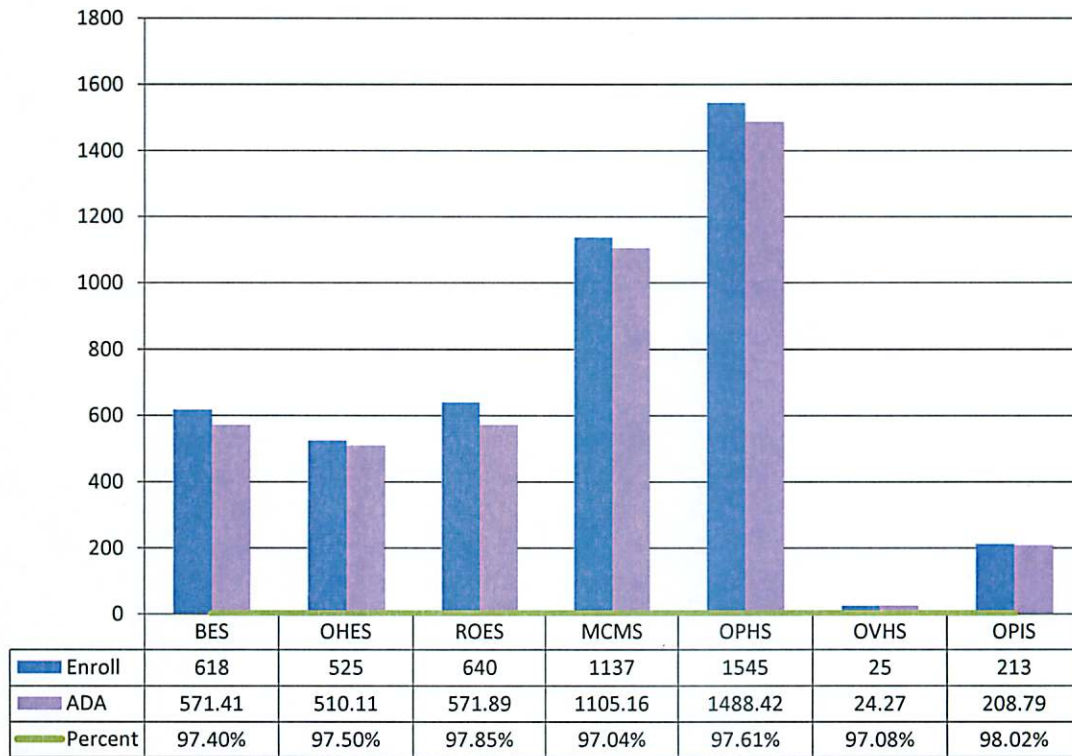
\* Enrollment is as of last day of school month.

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

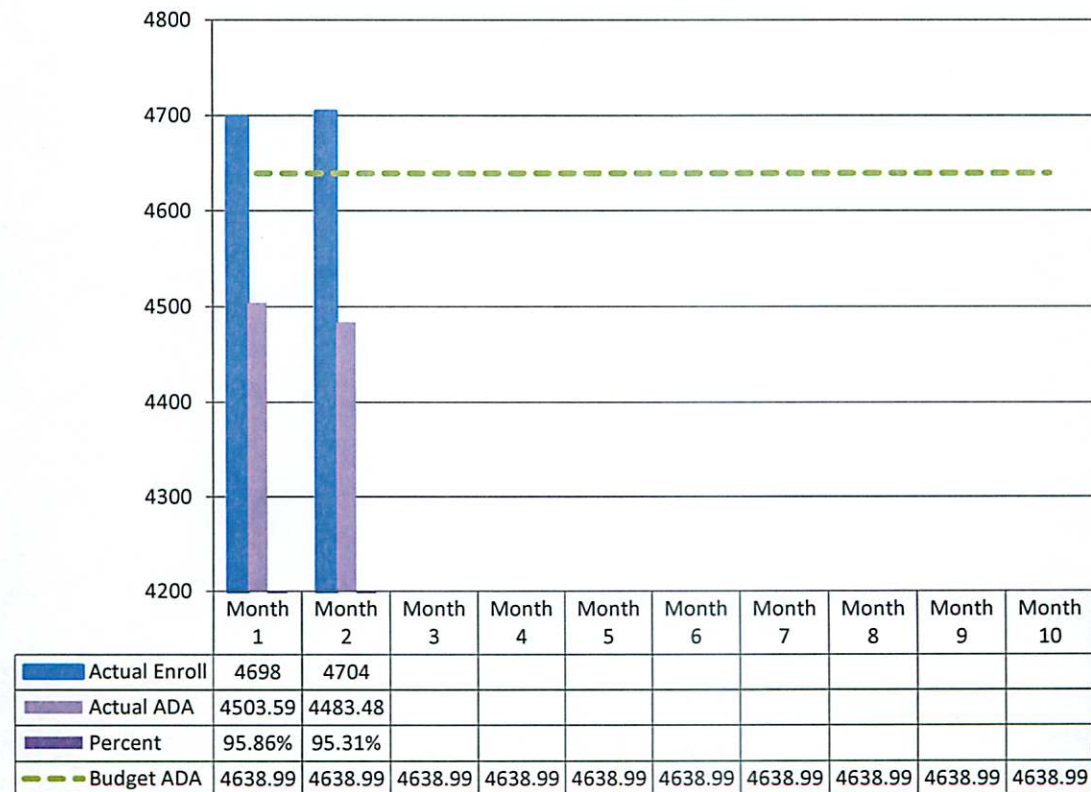
\*\*\* Other is HH, NPS, Ext Yr

## OAK PARK USD - ATTENDANCE

### Month 2 - OPUSD 2014-15



### OPUSD - Total District Enrollment & ADA



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT**  
**DATE: NOVEMBER 18, 2014**  
**SUBJECT: C.1.c. APPROVE PURCHASE ORDERS ISSUED SEPTEMBER 1-30, 2014**  

DISCUSSION

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**ISSUE:** Shall the Board receive and review a status report on District's actual and projected cash flow through October 31st of the 2014-15 school year?

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

**RECOMMENDATION:** None. Information only.

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

Respectfully submitted,

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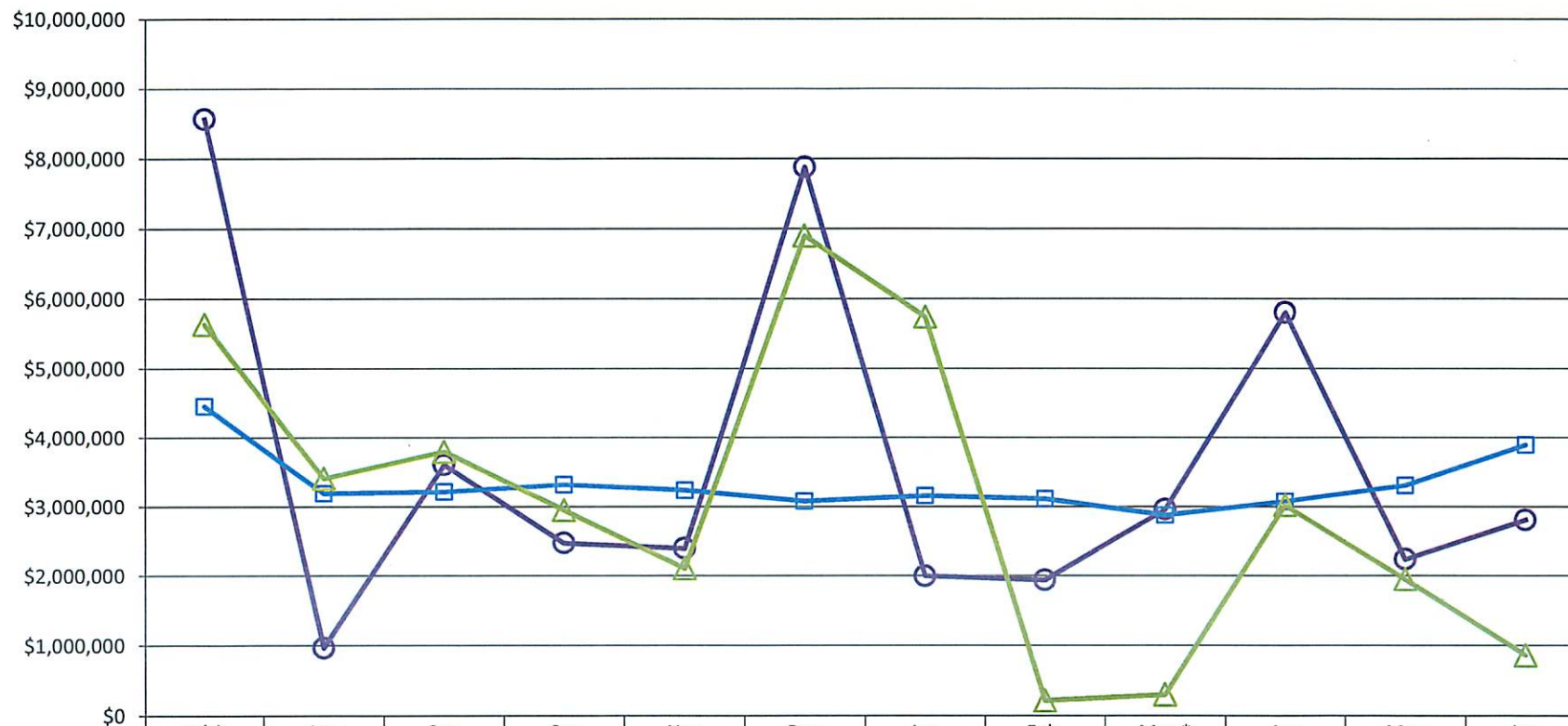
Anthony W. Knight, Ed.D.  
Superintendent



OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW										
Year: 2014-15 Budget										
Budget Used: Adopted Budget										
ACTUAL POSTINGS THROUGH OCTOBER, 2014										
	Object	July	August	September	October	November	December	January	February	March
A. BEGINNING CASH	9110	\$1,526,307	\$5,639,268	\$3,412,568	\$3,801,934	\$2,955,068	\$2,111,588	\$6,906,224	\$5,745,409	\$220,404
B. RECEIPTS										
Revenue Limit Sources										
Principal Apportionment	8010-8019	782,116	782,116	2,712,851	1,407,808	1,407,808	2,519,465	1,407,808	1,540,754	2,652,411
Property Taxes	8020-8079	0	56,894	0	29,185	390,144	4,525,894	120,566	201	23,496
Miscellaneous Funds	8080-8099	0	0	0	0	0	0	0	0	0
Federal Revenue	8100-8299	0	0	88,577	30,154	1,442	5,957	0	-1,129	5,905
Other State Revenue	8300-8599	1,090	0	174,022	-165,214	263,671	3,852	176,150	687	818
Other Local Revenue	8600-8799	173,567	112,155	396,287	460,532	355,976	845,862	314,447	421,938	301,024
Interfund Transfers In	8910-8929	0	0	0	0	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		956,773	951,165	3,371,737	1,762,464	2,419,040	7,901,029	2,018,972	1,962,451	2,983,654
C. DISBURSEMENTS										
Certificated Salaries	1000-1999	135,288	1,595,706	1,624,727	1,625,128	1,659,125	1,659,125	1,635,392	1,693,872	1,677,002
Classified Salaries	2000-2999	155,275	254,298	438,302	441,876	429,502	429,502	415,273	429,502	432,215
Employee Benefits	3000-3999	49,351	249,401	646,541	647,826	657,367	667,176	663,620	676,338	668,162
Books, Supplies	4000-4999	3,046	83,957	100,623	127,583	149,126	191,723	73,629	65,903	37,838
Services	5000-5999	51,823	477,998	336,124	292,586	470,358	188,350	317,991	284,551	165,385
Capital Outlay	6000-6599	4,710	73,284	229,194	117,289	0	0	0	0	0
Other Outgo - Excess Costs	7000-7499	0	0	0	33,604	0	0	0	77,114	0
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS		399,494	2,734,643	3,375,512	3,285,892	3,365,477	3,135,876	3,105,905	3,227,280	2,980,602
D. BALANCE SHEET TRANSACTIONS										
Accounts Receivable	9200	3,265,993	16,545	237,613	711,378	-19,837	-19,837	-19,837	-19,837	-19,837
Accounts Payable	9500	-1,265,312	-459,766	155,527	-34,815	122,793	49,320	-54,045	109,661	98,681
Current Loans (Cross Yr TRAN)	9640	-2,795,000	0	0	0	0	0	0	0	0
Current Loans (Current Yr TRANS)	9640	4,350,000	0	0	0	0	0	0	-4,350,000	
TOTAL PRIOR YEAR TRANSACTIONS		3,555,681	-443,221	393,140	676,562	102,956	29,483	-73,882	-4,260,176	78,844
E. NET INCREASE/DECREASE (B-C+D)		4,112,960	-2,226,699	389,365	-846,865	-843,481	4,794,636	-1,160,815	-5,525,005	81,896
F. ENDING CASH (A+E)		5,639,268	3,412,568	3,801,934	2,955,068	2,111,588	6,906,224	5,745,409	220,404	302,300
G. ENDING CASH, PLUS ACCRUALS										

OAK PARK UNIFIED SCHOOL DISTRICT - CASH FLOW						
Year: 2014-15 Budget						
Budget Used: Adopted Budget						
	Object	April	May	June	Accruals	Total
A. BEGINNING CASH	9110	\$302,300	\$3,027,995	\$1,955,090		
B. RECEIPTS						
Revenue Limit Sources						
Principal Apportionment	8010-8019	1,540,754	1,540,754	2,138,826	1,132,647	21,566,118
Property Taxes	8020-8079	3,381,418	107,847	297,596	-15,875	8,917,365
Miscellaneous Funds	8080-8099	0	0	0	0	0
Federal Revenue	8100-8299	0	236,831	2,382	504,916	875,034
Other State Revenue	8300-8599	195,513	412	-419	322,070	972,651
Other Local Revenue	8600-8799	707,970	375,919	393,395	160,994	5,020,068
Interfund Transfers In	8910-8929	0	0	0	0	0
All Other Financing Sources	8930-8979	0	0	0	0	0
Other Receipts/Non-Revenue		0	0	0	0	0
TOTAL RECEIPTS		5,825,654	2,261,764	2,831,780	2,104,752	37,351,237
C. DISBURSEMENTS						
Certificated Salaries	1000-1999	1,671,104	1,656,041	1,900,609	19,013	18,552,133
Classified Salaries	2000-2999	432,215	432,215	544,858	21,438	4,856,470
Employee Benefits	3000-3999	672,218	731,432	731,432	80,138	7,141,002
Books, Supplies	4000-4999	88,838	136,308	95,586	27,859	1,182,019
Services	5000-5999	313,343	231,058	441,382	256,709	3,827,658
Capital Outlay	6000-6599	0	0	0	0	424,476
Other Outgo - Excess Costs	7000-7499	0	0	118,955	189,326	419,000
Interfund Transfers Out	7600-7629	0	0	0	0	0
All Other Financing Sources	7630-7699	0	0	0	0	0
Other Disbursements/Non Expenditures		0	0	0	0	0
TOTAL DISBURSEMENTS		3,177,718	3,187,055	3,832,822	594,483	36,402,758
D. BALANCE SHEET TRANSACTIONS						
Accounts Receivable	9200	-19,837	-19,837	-19,835	0	4,072,835
Accounts Payable	9500	97,596	-127,777	-69,391	0	(1,377,529)
Current Loans (Cross Yr TRAN)	9640	0			0	(2,795,000)
Current Loans (Current Yr TRANS)	9640				0	0
TOTAL PRIOR YEAR TRANSACTIONS		77,759	-147,614	-89,226	0	-99,694
E. NET INCREASE/DECREASE (B-C+D)		2,725,695	-1,072,905	-1,090,268	1,510,269	848,785
F. ENDING CASH (A+E)		3,027,995	1,955,090	864,823	1,510,269	\$848,785
G. ENDING CASH, PLUS ACCRUALS					2,375,092	

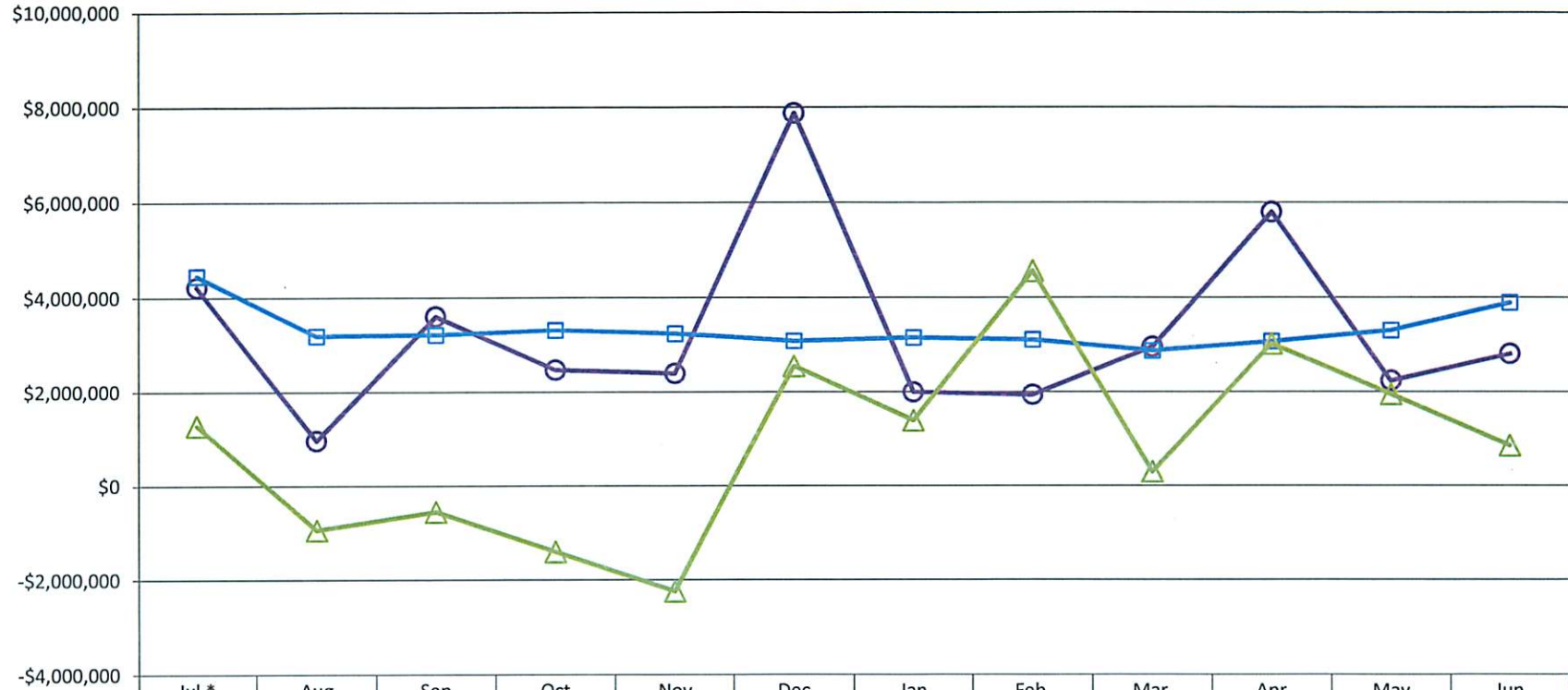
# **OPUSD - Cashflow** **Actuals thru October 31, 2014**



	Jul *	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar *	Apr	May	Jun
Revenue + AR	8,572,767	967,710	3,609,350	2,473,842	2,399,203	7,881,192	1,999,135	1,942,614	2,963,817	5,805,817	2,241,927	2,811,945
Expense + AP	4,459,806	3,194,409	3,219,985	3,320,707	3,242,684	3,086,556	3,159,949	3,117,619	2,881,921	3,080,122	3,314,832	3,902,213
Cash Balance	5,639,268	3,412,568	3,801,934	2,955,068	2,111,588	6,906,224	5,745,409	220,404	302,300	3,027,995	1,955,090	864,823

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

**OPUSD - Cashflow without TRAN**  
**Actuals thru October 31, 2014**



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

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: Sara Ahl, Principal, Brookside Elementary School**

**DATE: November 18, 2014**

**SUBJECT: Monthly Board Report for Brookside Elementary School**

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**PROFESSIONAL LEARNING:**

- The Brookside teachers have given very positive feedback about their current Common Core training and have reported to benefit from the opportunity to collaborate in their grade level teams.
- The ten Brookside teachers attending CTI have also been enthused about the learning they are experiencing with their cohort colleagues.
- On October 8<sup>th</sup> during our faculty meeting, Debbie Hammill (district science specialist) presented teachers with an overview of the Common Core Progressions as well as a variety of resources to use in their implementation of Common Core in their classrooms.

**SCHOOL EVENTS:**

- Brookside's annual Movie Night was October 25<sup>th</sup>. Along with being a wonderful community event, it included a silent and live auction that brought in valuable revenue to support the many valuable programs that the Brookside PTA provides for our students.
- The PTA Reflections program concluded with our Gallery Night on October 28<sup>th</sup>. Student artwork was on display and students performed dance, musical compositions, and presented video productions. Awards were presented and Brookside students were selected to move on to the next level of competition in the Reflections program.
- We were honored to be joined by several Veterans during Brookside's annual Veteran's Day assembly, which took place on Monday, November 3<sup>rd</sup>. Our students also had the honor of presenting socks and coffee to Lynda Miller from "Support for our Kids," which she sends to American soldiers serving overseas. The donations came from our "Starbucks and Socks" drive, which ran through the end of October and was organized by our Student Council.
- The Scholastic Book Fair will take place from November 13 through November 19. This year's book fair event includes a "Breakfast with Books" event on the mornings of November 13<sup>th</sup> and November 14<sup>th</sup> from 7:15am to 8:20am. We will also have our "Family Reading Night" on November 18<sup>th</sup> from 5:30 – 7:00pm.
- A parent GATE roundtable was held at Brookside on November 17<sup>th</sup> to discuss: current strategies and structures in place for gifted students; the objective of our GATE program; opportunities for student enrichment; and to present an update on the district GATE committee.

**PARENT ENRICHMENT:**

- Brookside had a full house for its Common Core Parent Information session on Monday, October 13<sup>th</sup> presented by Leslie Heilbron, Sara Ahl and Debbie Hammill.
- The upcoming November 21<sup>st</sup> Go Math! parent training will be attended by over 50 Brookside parents (according to our current list of RSVPs).

**SCHOOL SITE COUNCIL:**

A representative from Brookside's School Site Council will attend the Board Meeting to report on our October meeting. The agenda included: discussion about PTA campus improvement funds; internet safety instruction and upcoming family event; and, parent involvement in committee meetings and parent information sessions.

**EVENT HIGHLIGHTS:**

November 13-19	Scholastic Book Fair
November 12-19	Parent Conferences
November 18	School Site Council Meeting
December 9 & 10	5 <sup>th</sup> Grade Internet Safety Assembly (attended by parents and students)

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**DATE: November 18, 2014**

**SUBJECT: Monthly Board Report**

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### **Santa Cruz Island**

Our 5<sup>th</sup> grade students participated in an incredible learning experience on our Santa Cruz Island adventure. Students enjoyed the good weather for a day at sea and hiking on the island. The students saw whales, dolphins, sea lions, while at sea. On the island, students saw the Island Fox and enjoyed a rigorous hike with spectacular views of the ocean. We owe a huge thank you to Dr. Knight, Mrs. Hammill, and our fifth grade teachers for making this trip possible.

### **Oak Hills Halloween Parade**

On Halloween morning, the Oak Hills students, staff and parents enjoyed a traditional costume parade. The students gathered on the playground dressed in their Halloween costumes. Each class paraded around their schoolmates, while parents and guests cheer them on and snap pictures. We were all excited to see our students' creative costumes. This was a fun-filled event that allowed students to enjoy the season in a safe and positive way. This year we had nearly every student participate.

### **Red Ribbon Week**

We kicked off Red Ribbon Week with a follow up activity, based on the Becoming an Ally assembly presented by the Anti-Defamation League at the beginning of the year. Each student created a card with a thumbprint design, and words describing what makes him or her special. The classes discussed the ways in which we are all the same (we all have thumbs) and even though we may have very different backgrounds, children and adults from around the world all have a lot in common. The students also took a close look at each other's thumbprints and discovered that no two thumbprints are the same. They discussed how every person is unique and has something special to add to their class, our school, our community and the world.

Respectfully Submitted:

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: November 18, 2014**

**SUBJECT: Monthly Board Report**

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**Santa Cruz Island Field Trips**

Our four 5<sup>th</sup> grade classes traveled by bus and boat to Santa Cruz Island off the coast of California. Three classes went on Friday, October 10. The field trip had to be rescheduled because of high winds from the original date of October 4. The students were able to observe sea mammals on the ocean voyage to and from the island and endemic animals on the island including the Scrub Jay and the Island Fox. Guides provided scientific and historical information and demonstrations about Santa Cruz Island.

**Family Fun Night**

Our PFA organization sponsored a Family Fun Night on Friday, October 17. A movie was shown that night with popcorn and other treats provided. Bingo was played in the MPR and a raffle was staged. Everyone had a great time.

**Red Ribbon Week**

During the week of October 20, we observed Red Ribbon Week. Red Ribbons were displayed all over the campus. Students wore red on Tuesday, October 22. We ended the week with a talk by a police officer during our Friday Morning Assembly about making decisions that will keep you (children) safe. Teachers talked to their classes about safety, working hard to achieving your dreams and staying drug-free.

**Halloween Parade**

Our annual Halloween Parade was held on October 31<sup>st</sup> on our lower blacktop area. Each grade level paraded around the perimeter of the blacktop showing off their costumes to parents and classmates while Halloween music played over the loudspeakers. Adult grade level teams wore themed costumes. Our PFA sold refreshments to parents. At the end, time was allotted for pictures of the costumed staff and individual classes.

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent



**TO: MEMBERS, BOARD OF EDUCATION**

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

**DATE: NOVEMBER 18, 2014**

**SUBJECT: MONTHLY SCHOOL REPORT**

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**ASB Attends Annual CADA Conference in Ventura on November 5th:** Mr. Steve White, ASB advisor will take his enthusiastic leadership students on a curricular trip that energizes and expands their leadership repertoire.

**Internet Safety/Cyber Citizenship Assembly November 7<sup>th</sup>:** Lori Getz will be hosting two informative assemblies for our students, helping them navigate the responsibilities of using the internet.

**Mega Event November 14th:** MCMS recognizes students who have participated in this year's Magazine Drive in a fun event on the MCMS field.

**7<sup>th</sup> Grade Catalina Trip November 17-19:** Over 300 students will be attending the Catalina Island Marine Institute November 17-19th. This is an excellent, hands-on marine science adventure made possible by dedicated teachers, administrators and parents.

**Santa Comes To Agoura November 17<sup>th</sup>-21<sup>st</sup>:** MCMS participates by gathering breakfast foods for the local needy.

Respectfully submitted,

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**DATE: November 18, 2014**

**SUBJECT: Monthly Board Report**

#### **COLLEGE AND CAREER CENTER**

Thanks to the efforts of Jean Hawkins and parent volunteers, the College and Career is in full swing. College visits, parent and student Naviance workshops, and the few remaining college visits are scheduled for month of November. The very successful College Knowledge Night was held at Agoura High School through the joint efforts of the OPHS, AHS, and CHS PFCs and Jean Hawkins.

#### **PEER COUNSELING RETREAT**

Peer Counselors and Advanced Peer Counselors held their retreat at the Shalom Institute in Malibu in October and heard presentations from the Anti Defamation League as well as participating in training and activities that prepare them to be student advocates at OPHS.

#### **HOMECOMING**

The Homecoming Rally, Half-time Homecoming Court and firework show, football game and dance were a great success with over 550 students attending the dance in the gym without any behavioral incidents. We believe that this was the largest attendance at a school dance in the school's history. Thanks and Congratulations to Heidi Cissell and ASB students for all their work to make these activities a success.

#### **CTE PATHWAYS TRUST GRANT**

OPHS has been awarded \$100,000 as part of the VCOE Innovates group over three years to develop career pathways and Career Technical Educational programs.

#### **OPHS DRAMA**

The Oak Park Performing Arts Alliance's production of *Twelve Angry Men/Women* drew good audiences and its historical and legal themes allowed many English and Social Studies teachers to offer extra credit for attendance and follow up assignments. Directed by Allan Hunt with stage design by Kevin Buchanan and the Stagecraft crew, the play was very well acted and staged by our very talented students. Currently, OPHS is in rehearsals for the musical *Evita* to be staged in January.

#### **ATHLETICS**

Congratulations to the Girls Golf team who won the Coastal Canyon League Championship in their inaugural season. Girls Tennis ended up in a three-way tie for the League championship. Girls Volleyball just wrapped up an enjoyable season but just missed making the playoffs. Varsity Football have had a difficult season. However, the students have had a positive experience with the new coach and despite their rebuilding pains, they have enjoyed spirited support from the student body and Friday nights are very energetic with band, cheer, and dance team entertaining the crowd. Cross country is in post-season competition and more results will be in the next report.

#### **COMMON CORE STAFF DEVELOPMENT**

OPHS staff is receiving additional trainings on the implementation of Common Core Standards and the Smarter Balanced Assessments. These trainings will continue throughout this year as we increase our understanding of the new standards and prepare to implement the necessary changes for teaching and learning.

**WASC**

The Focus on Learning Self Study process is underway in preparation for the WASC accreditation process and visit in Spring of 2015. Board member and parent participation is required conduct to a successful self-study that includes identifying critical needs and developing an action plan.

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent

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

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

**DATE: November 18, 2014**

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

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**BOTH SCHOOLS**



### **PARENT CONNECT**

Our parents have never used Parent Connect and we have been receiving multiple phone calls everyday asking for where they can find features that they could normally see on our Q student information system. We will be sending all parents a log-in and password next week.



**OAK VIEW HIGH SCHOOL**



### **NEW STUDENTS**

Over the past couple of weeks, OVHS has obtained five new students from the high school. We have been working with the high school by having transition SSTs for parents and students. These are not fun meetings because a lot of the time the parents do not want their child to attend a Continuation school. They are also very sad that their son/daughter is not doing well, for whatever reason, at the comprehensive school. However, we find that OVHS is a place for students to regain their love for learning and it often changes the dynamics and relationships at home.

### **6<sup>th</sup> PERIOD FOOTBALL**

I know you are all waiting on pins and needles to hear this update, but yes, my team came back to tie up standings for the first 10 weeks of school. It was a very fun championship game. Because we ended up with a tie in the standings, I will be taking both teams out for lunch. It looks like the lunch will either be at Sea Casa or Chipolte.

### **HALLOWEEN PARTY**

Our Halloween party was a great success. Over half of the school dressed up for the occasion. We had several of our traditional games: doughnut eating contest, using no hands, held from a string, find the worms in whipped cream, pin the wart on Mr. McGugan (Student Favorite), Mummy roll with toilet paper, and guess the number of candy corn in a jar. We also provided them with healthy snacks. We served vegetarian patties, turkey patties, tomatoes from our garden, salads and other dishes. We were joined by the district office and OPIS. Several of the district office staff also helped with items and setup.



**OAK PARK INDEPENDENT SCHOOL**



### **TURN IT IN.COM**

We have had a couple issues of plagiarism as of late and we wanted to make sure that we are helping students in all areas in this area. We are creating a document for all teachers to review with their students and to have them sign that they understand. The document reviews the overall guidelines of academic honesty. We have also gained permission from the high school to piggyback with them by using their contract with turn it in.com. This is a program where students must turn in their essays prior to turning them into their teacher to see the level or percentage of plagiarism. By teaming up with OPHS, we saved \$1500 with this program. I will be training our teachers on how to use the program.

### **FIELD TRIPS**

Barbara Harrison led a group of twenty students on the USS Iowa Tour. She (USS Iowa) served in the Korean War and World War II. Students are looking forward to our Sub Zero Ice Cream and Yogurt Science demonstration in November. We also pay for the Sub Zero demonstration to be held on the Disney set for our acting students. This is very well received by the set teachers and producers.

### **HALLOWEEN PARTY**

OSB had their first Halloween party at our new site. The teachers and students were extremely excited about this. We had a costume contest judged by the district office staff, pin the wart on Mr. McGugan, and other contests. We also had a BBQ with vegetarian patties, turkey patties and other veggie items.

Respectfully submitted:

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Anthony W. Knight, Ed.D.  
Superintendent