



## NOTES FROM SCHOOL BOARD ORGANIZATIONAL MEETING December 17, 2019

### *Educating Compassionate and Creative Global Citizens*

At the December 17th Organizational Meeting of the OPUSD Board of Education, the Board appointed **Mr. Stew McGugan as the Assistant Superintendent of Human Resources, effective July 1, 2020**. Dr. Leslie Heilbron, the current Assistant Superintendent of Human Resources, will be retiring on June 30, 2020.

The Board recognized *the Oak Park High School Varsity Football Team and their coaches for an outstanding season and for winning the Canyon League Championship with a 10-0 School record.*

The Board also heard reports from School Board Members, the Student Board Representative, and the Superintendent.

The Board held a discussion on and/or approved the following items:

#### **BOARD REORGANIZATION**

- Elected Barbara Laifman as President, Allen Rosen as Vice President, and Drew Hazelton as Clerk of the Board. Derek Ross and Denise Helfstein will serve as Members at Large.
- Approved the Proposed [Board Meeting Schedule for Calendar year 2020](#).
- Approved the Designation of the Superintendent, Dr. Knight, as Secretary/Authorized Agent of the Board of Education.
- Approved the Certification of Signatures - December 17, 2019, through June 30, 2020.
- Approved the Appointment of Denise Helfstein as the School Board Representative to the County Committee on School District Organization.
- Confirmed and Designated Board Representatives to District Committees.

#### **CONSENT AGENDA**

- **Approved Minutes of the November 19, 2019 Meeting**
- **Approved sale of Surplus Equipment for Student Nutrition Program**
- **Approved Purchase Orders** - November 1 to November 30, 2019
- **Approved Overnight Trip for Oak Park High School Winter Sports Teams who qualify for CIF Playoffs**
- **Ratified Out of State Travel** - *MCMS Humanities teacher, Vanessa Heller, attended the National Council of Teachers of English Convention in Baltimore, MD, November 20-24, 2019. This trip was self-funded by Ms. Heller, but all out of state travel by staff must be approved by the Board.*
- **Approved the Notice of Completion** - *Measure S Project 19-23S Tennis Court Resurfacing at OPHS*

#### **CURRICULUM AND INSTRUCTION**

- Principal Kevin Buchanan [presented information](#) on the practice of Reporting Weighted and Unweighted Grade Point Averages(GPA) on the OPHS transcripts - *There were eleven public speakers who expressed concerns regarding the practice of not reporting a weighted GPA on the*

*OPHS transcript. OPHS stopped weighting a student's GPA in 2010 when the Cum Laude honors recognition program was initiated, the Valedictorian and Salutatorian designation ceased, and the ranking of students was discontinued. The High School transcript does provide a UC/CSU GPA which is weighted, but the parents were concerned that private colleges and out of state schools may not recognize that form of a weighted GPA.*

*Counselors and staff from Oak Park High School were also present to answer any questions and take part in the discussion.*

*The Superintendent stated that he wanted time to discuss this matter with the District and High School Administrators and Counselors.*

- **Dr. Jay Greenlinger presented the [California School Dashboard](#) and provided an update on the Local Indicators** - *Local Indicators are based on information that local educational agencies collect locally. They are:*
  - *Basic Conditions at School*
  - *Implementation of State Academic Standards*
  - *Parent and Family Engagement*
  - *School Climate*
  - *Access to a Broad Course of Study*
- **Authorized the Establishment of a Swim Program at Oak Park High School** - *The Board approved the proposal to add swim teams to participate in the Coastal Canyon League. The practices will be held at Lindero Country Club and the program will start in the fall of 2020.*
- **Approved Agreement Between Ventura County Office of Education and Oak Park School District Library Support Services** - *California Education Code 18100 requires that "the governing board of each school district shall provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency."*

*This Agreement with VCOE will allow our school librarians and district staff to receive support and training. This agreement would ensure that OPUSD is in full compliance with the Education Code Sections pertaining to school libraries.*

- **Approved Revised 2019-2020 School Year Calendar** - *Due to the Emergency closure of OPUSD schools on October 30 and 31, 2019, Oak Hills and Brookside elementary schools lost two scheduled minimum days for Parent-Teacher Conferences and Red Oak Elementary lost one. Per Education Code, 48980, the Board is required to notify parents and guardians if any minimum days or student-free staff development days are added to the schedule and to provide notice to parents and guardians not later than one month before the scheduled minimum or pupil-free day. The revised [2019-2020 Instructional Calendar](#) is posted on our school websites and the revised minimum days for the Elementary schools are as follows:*
  - *Oak Hills - February 13, 2020 and April 9, 2020*
  - *Red Oak – February 13, 2020*
  - *Brookside - March 2, 2020 and April 9, 2020*
- **Approved District Instructional Calendar for 2021-2022** - *The District Calendar Committee met on November 7, 2019 and proposed two potential calendars. After receiving the advisory vote of the Oak Park Teachers' Association and the Oak Park Classified Association, the Board approved the [2021-2022 calendar](#), which was unanimously approved by both groups.*

## BUSINESS SERVICES

- **Discussed and Approved District Capacity/Enrollment Projections/District of Choice Vacancy Projections for School Year 2020-2021**
  - *Elementary projection at the three sites for next year is 1706 (compared to 1726 enrolled for 2019-20); Capacity is 1775.*
  - *Middle School projection for next year is 1085 (compared to 1080 enrolled for 2019-20); Capacity is 1105.*
  - *High School projection for next year is 1496 (compared to 1515 enrolled for 2019-20); Capacity is 1580.*
  - *OPIS projection is 160 (compared to 168 enrolled for 2019-20) and 30 OVHS (compared to 35 for 2019-20).*
  - *TOTAL District Capacity is 4673. Current enrollment is 4517. Projected enrollment for 2020-21 is 4478.*
- **Approved Agreement with Ventura County Office of Education Mental Health Services to Fund the Diversity and Equity Grant** - *VCOE will provide District ongoing technical assistance for project implementation. This shall include collaborative meetings, instruction on coordinated use of integrated student information systems, evaluation and data collection, data analysis, and quarterly program monitoring. The implementation of the program at OPUSD will focus on access and linkage to mental health services, early identification of students with mental health concerns, and reducing the stigma and discrimination for those with mental health concerns or those seeking services for mental health needs and/or suicide prevention. It will utilize community-defined and/or evidence-based practices that focus on lessening disparities and barriers for unserved, underserved, and vulnerable populations, which include high-risk racial, ethnic, and diverse cultural communities. The grant is a three-year program, providing a total of \$136,737.00 to fund personnel to perform the duties required in the District Mental Health Services Diversity and Equity Grant.*
- **Approved Measure S Project 19-31S Raptor Visitor Management System Districtwide** - *The Raptor® Visitor Management System will be implemented at all five school campuses at OPUSD. The system will screen campus visitors for sex offenders, alert staff of custody violations, and provide districtwide reporting for all visitors. Additionally, it also offers an emergency panic button that allows personnel to instantly alert a customized list of school officials. The Emergency Management part of the system provides digital capabilities to manage and perform parent-student reunification, safety drills, and active incident management. The project cost \$45,710.00 will be funded by Measure S Bond Fund.*
- **Approved the Fiscal year 2019-2020 First Interim Financial Report, Certification and Budget Revisions** - *Adam Rauch, Assistant Superintendent of Business and Administrative Services, provided an overview of the First Interim report in [this presentation](#). The First Interim Report details the District's financial status and projections as of October 31. This includes anticipated revenue and expenditures for the current fiscal year, a multiyear financial projection, and the State's criteria and standards report. The District maintains a positive certification, which means that it will meet financial obligations for the current and two subsequent years. The projected reserve is 3.25% which is just above the 3% reserve as required by state law.*
- **Approved Award of Contract Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School** - *The project consists of installing six (6) pre-manufactured metal modular classroom buildings and two (2) restroom buildings at MCMS. Each modular classroom is assembled by connecting three 8'-0" wide x 40'-0" long sea cargo containers together set on concrete foundations. The restroom buildings are individual sea cargo containers in 40'-0" and 20'-0" lengths. The project is*

*expected to cost \$5,294,776 and will be funded from the Measure S bond fund. The work on this project will begin this winter.*

- **Authorized and Approved Award of Contract for Measure S Project 19-24S Installation of Additional Security Cameras Districtwide - Phase 4** - *Since security gates have been recently installed at several sites, reconfiguration of security cameras is necessary in order to cover the new entry gates. Additionally, site principals have pointed out blind spots at various sites that need coverage to increase campus safety and security. Phase 4 will add an additional 11 new cameras while repurposing three of the older cameras into new locations. The project is expected to cost \$38,028.96 and will be funded from Measure S Bond Fund.*
- **Ratified Award of Contract for Project 19-26S Renovate Building Exteriors at OVHS** - *The proposed project cost is \$159,945 to be funded by the Measure S Bond Fund. Due to the expectation of rain during the Winter Break this year, the work on this project has been rescheduled to be done in June 2020.*
- **Approved Amendment for Program/Construction Management Services with Balfour Beatty Construction, Inc.** - *Extensive Measure S facility upgrades make Project Management services a necessity. The Board approved the Amendment with Balfour Beatty Construction, Inc. (BBC) and extended the contract for one year to December 31, 2020, in order to continue the provision of these services by BBC. The staff anticipates the level of direct support to be lower, as the District Bond Program Staff has increased oversight of Measure S projects. BBC services will be utilized and billed on an as-needed hourly basis, specifically for the MCMS Modular project.*
- **Approved Agreement for DSA Testing Services, Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School** - *The Division of the State Architect requires that all construction projects submitted for its review and approval have a DSA-approved Inspector of Record (IOR) during the project. The cost of these services is \$83,200 and will be funded from Measure S Bond Fund.*
- **Approve Agreement for DSA Testing and Inspection Services, Measure S Project 18-21S, Classroom Replacements(6) at Medea Creek Middle School** - *The Division of the State Architect requires that all construction projects submitted for its review and approval have a DSA-approved testing laboratory. This service cannot be done by the same company that is doing the DSA Inspection and Testing. The cost of these services is \$36,276 and will be funded from Measure S Bond Fund.*
- **Approved Public Employee/Employment Changes 01CL24443-01CL24457 & 01CE09975-01CE10001** - *The Board approved the Personnel assignments as submitted by the Human Resources Department for Certificated and Classified Employees in the District. Board Member Allen Rosen recused himself.*