

LA HABRA CITY SCHOOL DISTRICT
Minutes of the Regular Board of Education Meeting
500 N. Walnut St.
La Habra, CA 90631
December 13, 2018

Board Members	Board Members Present: Cynthia Aguirre, President Sandi Baltes, Clerk/Vice President John A. Dobson, Member Adam Rogers, Member Ida MacMurray, Member
Administrators	Administrators Present: Joanne Culverhouse, Ed.D., Superintendent Teresa Egan, Ed.D., Associate Superintendent Sheryl Tecker, Ed.D., Assistant Superintendent Christeen Betz, Chief Business Official
Work/Study Session	A Work/Study Session began at 4:00 p.m. Spencer Covert from Parker & Covert LLP presented Trustees an overview of the Ralph M. Brown Act In-Service. He provided a brief summary of the Brown Act compliance requirements for open and closed board meetings, defined what constitutes a legislative body and what is and is not considered a meeting. He reviewed Robert's Rules of Order and explained how those rules never trump the Brown Act or Education Code. Brown Act requirements for posting of the agenda and what can and cannot be discussed in a public participation and closed session were also reviewed. Legal remedies related to the Brown Act were provided.
Formal Call to Order	Board President Ida MacMurray called the Regular Meeting of the Board of Education to order at 4:30 p.m.
Public Comment on Closed Session Items	Following no public comment, Trustees adjourned to closed session.
Second Call to Order Regular Meeting	Board President Ida MacMurray called the Regular Meeting of the Board of Education to order at 6:02 p.m.
Pledge of Allegiance to the Flag	Board President Ida MacMurray asked student Hope Nungaray to lead the pledge of allegiance to the flag.
Report from Closed Session	No reportable actions were taken in closed session.
Adoption of the Agenda	On a motion made by Cynthia Aguirre, and a second to the motion by John A. Dobson, Trustees unanimously adopted the agenda for December 13, 2018.
Annual Organizational Meeting: Oath of Office	Superintendent Joanne Culverhouse administered the oath of office to newly elected Board Members, Cynthia Aguirre, Adam Rogers, and Ida MacMurray.
Election of Board Members	Board President Ida MacMurray called for nominations for President for the ensuing year. John A. Dobson nominated Cynthia Aguirre as Board President for the period of December 2018 through November 2019. Adam Rogers made a second to the motion. There being no

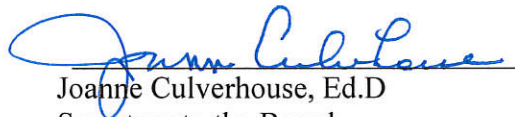
	<p>further nominations, the nominations for President were closed. Trustees unanimously approved Cynthia Aguirre as President of the Board of Education for LHCS D for 2019. Board President Cynthia Aguirre called for nominations for Clerk/Vice President. Ida MacMurray nominated Sandi Baltes as the Clerk/Vice President for 2019; John A. Dobson made a second to the motion, which was unanimously approved by Trustees.</p>
Appointment of Board Secretary	<p>Board President Cynthia Aguirre called for a motion to appoint Superintendent, Joanne Culverhouse as the Board Secretary. On a motion made by Sandi Baltes, and a second to the motion made by Ida MacMurray, Trustees unanimously approved the appointment.</p>
Committee Appointments: 2019	<p>The following Board Committee Representative positions were reviewed at the November meeting, and with some minor changes to include new Board Member Adam Rogers. A motion was made by John A. Dobson, with a second to the motion made by Ida MacMurray. Trustees unanimously approved the Board Committee Representative assignments for 2019 as attached to these minutes.¹</p> <ul style="list-style-type: none"> • Personnel Commission Representative – John Dobson/Sandi Baltes • Community Outreach Representative – Sandi Baltes • LCAP Representative – Cynthia Aguirre/Adam Rogers • Political Action/Nominating Representative – Ida MacMurray/John Dobson • Kennedy Center – <i>Any Given Child</i> – Sandi Baltes/Ida MacMurray • School Counseling Advisory Committee – John Dobson/Sandi Baltes
Adoption of 2019 Board Meeting Calendar	<p>On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously approved the proposed 2019 Board Meeting Calendar as attached to these minutes.²</p>
Approval of Minutes of the Regular Meeting	<p>On a motion made by Ida MacMurray, and a second to the motion by John A. Dobson, Trustees unanimously approved the minutes of the Regular Meeting of November 8, 2018, as attached to these minutes.³</p>
Correspondence	<p>No Correspondence</p>
Public Interest	<p>Ladera Palma Principal, Dr. Murillo, introduced fourth-grade students from her Dual Immersion program to talk about the canned food project they put together in November to help support our schools and local community. Each of the students shared how they worked together to create posters to place around the school to encourage others to give canned donations. The students also created and shared their videos. According to the students, the videos were a lot of fun to make. The students worked together for three days and made many edits to make their videos better. In each of the videos, the students shared in English and Spanish about why they are collecting canned food and how the donations will be distributed to those in need.</p> <p>Assistant Superintendent of Educational Services Dr. Tecker recognized those students who scored the highest in their grade level on last year's California State test. Each student was presented with a certificate of achievement for their accomplishment.</p>
Public Comment	<p>No Public Comment</p>
General Matters Action Item: Consent Calendar	<p>Board Member Ida MacMurray asked for item 13.b.4 – Donations to be pulled from the consent calendar for discussion. After a motion made by John A. Dobson, and a second to the motion by Sandi Baltes, Trustees unanimously approved items 13.a.1-2, 13.b.1-3, and 13.c.1-3 as attached to these minutes:</p>

	<p>Educational Services</p> <ul style="list-style-type: none"> ➤ Contracts⁴ ➤ Staff Development⁵ <p>Business Services</p> <ul style="list-style-type: none"> ➤ Contracts⁶ ➤ Field Contracts⁷ ➤ Expenditure Reports⁸ <p>Personnel Services</p> <ul style="list-style-type: none"> ➤ Extra Earnings⁹ ➤ Separations/New Hires¹⁰ ➤ Change of Status¹¹ <p>On a motion made by John A. Dobson and a second to the motion made by Sandi Baltes, Trustees discussed item 13.b.4 – Donations. Board Member Ida MacMurray expressed her concern regarding anonymous donations being made to the District. She feels that as a public agency any donations made should be transparent. She asked that the Board review the current Board policy approved in 1997 and update the language regarding anonymous donations. Trustees approved item 13.b.4 – Donations with a vote of 4-1, with Board Member, Ida MacMurray voting no as attached to these minutes.¹²</p>
Action Item: Approval of Tentative Contract Agreement with LHEA	On a motion made by Adam Rogers, and a second to the motion made by Sandi Baltes, Trustees unanimously approved the Tentative Contract Agreement with the La Habra Education Association (LHEA), including a 2% increase to the salary schedules effective July 1, 2018, as attached to these minutes. ¹³
Action Item: Approval of Tentative Agreement with CSEA	On a motion made by John A. Dobson, and a second to the motion made by Ida MacMurray, Trustees unanimously approved the Tentative Contract Agreement with the California School Employees Association (CSEA), Chapter #135, including a 2% increase to the salary schedules effective July 1, 2018, as attached to these minutes. ¹⁴
Action Item: Approval of Salary Schedules	After a motion made by Sandi Baltes, and a second to the motion made by John Dobson, Superintendent Dr. Culverhouse provided amended copies of the salary schedules. She explained that on the Administrative Salary Schedule they needed to remove the eliminated position of Child Welfare and Wellness Coordinator as well as the Director of Special Education positions. On the Confidential/Management Salary Schedule, the Director of Maintenance and Operations was on the incorrect range, and the Administrative Assistant under confidential should read as Senior Administrative Assistant. Trustees unanimously approved the revised salary schedules for Certificated Administrative Personnel, Classified Management, Confidential, and Supervisory Personnel as amended. This reflects an adjustment to the salary schedules of a 2% increase effective July 1, 2018, as attached to these minutes. ¹⁵
Information Item: New/Revised Board Policy – First Reading	Superintendent Dr. Culverhouse explained that Board Policy 6158 – Independent Study needed to be revised to include Short-Term Independent Study. This will allow the District to recoup money lost for students who miss five or more days due to vacations, unforeseen emergencies and/or family responsibilities.
Action Item:	After a motion made by John A. Dobson, and a second to the motion made by Sandi Baltes, Board Member Adam Rogers asked for clarification on selected Board Policies as he was not a part of the November meeting when first reading discussions were made. Trustees

Approval of Second Reading of Select Board Policies	<p>unanimously approved the second and final reading of select policies as attached to these minutes.¹⁶</p> <p style="text-align: center;">Board Policy 0420.4 – Charter School Authorization Board Policy 1325 – Advertising and Promotion Board Policy 3515.7 – Firearms on School Grounds Board Policy 4119.21 – Professional Standards</p>
Business Matters Information/Action Item: Approval of Building Fund Measure ‘O’ Financial and Performance Audits	<p>After a motion made by Adam Rogers, and a second to the motion made by John A. Dobson Trustees were provided with a summary of the Building Fund Measure ‘O’ Financial and Performance Audit Report. Royce Townsend from Vavrinek, Trine, Day & Co., LLP explained that Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds deposited into Measure ‘O’ have been expended to the authorized projects. The first component of the audit includes the financials and the second includes performance. This report showed an unmodified opinion for the Financial Statements and did not identify any transactions that did not comply with Article XIII A of the Constitution or the bond measure itself. Trustees unanimously approved Building Fund Measure ‘O’ Financial and Performance Audit as attached to these minutes.¹⁷</p>
Information/Action Item: Auditor’s Report	<p>After a motion made by Sandi Baltes, and a second to the motion made by John A. Dobson, Royce Townsend from Vavrinek, Trine, Day & Co., LLP provided some insight on the audit process and explained that the responsibility of the auditor is to express an opinion on compliance for each of La Habra City School District’s major Federal programs, State programs, and Financial Statements. The summary of the auditor’s results showed an unmodified opinion for Financial Statements, Federal Awards, and State Awards, which is the highest level of assurance. The audit found some areas of improvement for the middle school’s Associated Student Body (ASB) accounts, which will be followed up on during the year. Mr. Townsend explained the importance of the three-year trend on the Schedule of Financial Trends and Analysis page. The most dominant trend is the Average Daily Attendance (ADA) as this is what drives the District’s revenue. He explained that as the revenue stream is declining, so will expenses. Thankfully, the District has only shown one year of deficit spending, which was in the last year. Unless the District has an overabundance of reserves, and with declining ADA, the Board needs to be conscientious of future spending. Trustees discussed the possibility of moving the report to an earlier meeting. Recommendations will be considered for next year. Trustees unanimously approved the Auditor’s Report for the fiscal year ending June 30, 2018, as attached to these minutes.¹⁸</p>
Information/Action Item: Certification of First Interim Financial Report	<p>After a motion made by Sandi Baltes, and a second to the motion made by John A. Dobson, Chief Business Official Christeen Betz provided a summary on the First Interim Financial Report. The State requires that all districts file interims twice a year. The First Interim is through October 31 and must be authorized by December 15. As part of LCAP Goal 2, the District needs to report a positive certification, which means we will maintain fiscal solvency for the current and subsequent two fiscal years. Some of the noteworthy trends the District looks at include student enrollment, changes in average daily attendance (ADA), operational costs, and pension reform. From 2013-2014 the year-to-date loss in student enrollment is 558, which is about \$5.5 million, and projections indicate an additional decline of 131 students through 2020-2021. Since 2010-2011 to current year, the District’s ADA has declined by 716 or approximately \$7.1 million in revenue. Mrs. Betz explained that the District is not getting enough money to pay for operational costs and if there is an increase in ADA similar to what the District had this year that money will remain flat. Pension costs are expected to increase by \$2.0 million over the next three</p>

	<p>years. She reviewed the significant budget variances and explained that there is an increase in LCFF of \$345,000, and restricted funding of \$480,000. The \$480,000 comes from the \$1.5 million one-time money that the District had budgeted. The remaining balance of the \$1.5 million was placed in the reserves because the State had not yet guaranteed how the districts would be receiving this one-time money. The District also received a Low-Performance Improvement Grant of \$300,000, which is one-time restricted funding for 2018-2019. Mrs. Betz continued to review the District revenues and expenditures for the current year and budget assumptions for the next three years. Trustees unanimously approved the First Interim Report as attached to these minutes.¹⁹</p>
<p>Action Item: Approval of Resolution #16-2018/Kindergarten Facilities Grant</p>	<p>After a motion made by Adam Rogers, and a second to the motion made by Sandi Baltes, Chief Business Official Christeen Betz explained that because the California Department of Education has not yet updated their website to include all of LHCS D's TK-6 changes this resolution will only include select school sites. We are hoping to bring a second resolution back in January to include all of the remaining TK-6 school sites. Greg Norman from Caldwell Flores Winters, Inc. provided Trustees with a summary of the Kindergarten Facilities Grant. Governor Brown instituted this grant back in June to help incentivize districts to provide full-day Kindergarten education. The money is available now and is very competitive. There will be two application periods, with one in January and one in May. The State will provide Districts with funds to either build or modernize TK/K classrooms to meet the Title V regulations. The resolution states that the District is or will offer full-day Kindergarten programs. A roll call vote was made as follows:</p> <p style="text-align: center;">Adam Rogers – yes John A. Dobson – yes Sandi Baltes – yes Ida MacMurray –yes Cynthia Aguirre - yes</p> <p>Resolution #16-2018 – Kindergarten Facilities Grant was unanimously approved as attached to these minutes.²⁰</p>
<p>Action Item: Approval of California Multiple Award Schedule Contracts</p>	<p>On a motion made by Adam Rogers, and a second to the motion made by John A. Dobson, Trustees unanimously approved six California Multiple Award Schedule Contracts for Digital Networks Group, Inc. as attached to these minutes.²¹</p>
<p>Action Item: Approval of Authorized Bank Signatures</p>	<p>On a motion made by John A. Dobson, and a second to the motion made by Ida MacMurray, Trustees unanimously approved Resolution #15-2018 specifying those additional persons authorized to sign District payroll notices of employment/changes of status, timesheets, vendor orders for payment and warrant registers as attached to these minutes.²²</p>
<p>Instruction and Personnel Information Item: Educational Services Update</p>	<p>Assistant Superintendent of Educational Services Dr. Tecker provided an update on the District's new curriculum. She reviewed the strengths, weaknesses, and challenges of <i>Wonders</i>, <i>Amplify</i>, <i>Bridges</i>, and <i>Math Links</i>. The strengths for <i>Wonders</i> include many resources for differentiation and increased availability of online resources. The weaknesses for <i>Wonders</i> include lack of resources for students approaching grade level, limitations for ELD students, teachers are only able to see their current grade level, and the writing portion of <i>Wonders</i> is not as robust as our past practices. Some of the challenges the teachers find are that at times, the online resources are not accessible due to the use of older devices. Dr. Tecker explained that is a matter of updating our technology, and that our technology team is working on it. The 6th-8th grade English-Language Arts adoption was <i>Amplify</i>. The strengths for <i>Amplify</i> include students being able to perform daily writing activities using Close Reading strategies. Weaknesses for <i>Amplify</i> include lessons being very redundant which makes it a challenge to keep students engaged. Additionally, the exercises are too</p>

	<p>short. There have been some concerns with the literature selections in <i>Amplify</i> not being age appropriate, but teachers have been supplementing when needed. On January 7, teachers will have professional development training to help with some of the challenges they are having with 6th grade ELD and <i>Amplify</i>. The strengths in the new <i>Bridges</i> mathematics curriculum include high student engagement, improvement in students' conceptual understanding, and many opportunities for differentiation. There are no weaknesses reported for <i>Bridges</i>, but some of the challenges include pacing, homework not aligned with daily lessons, and the purpose of math games needing to be better understood. In addition, teachers need to reinforce the purpose of the math games to the students. The strengths for <i>Math Links</i> include being able to target foundation skills, spiral review is included, and students are engaged. The weaknesses found for <i>Math Links</i> include limited practice for each standard and most of the activities are teacher directed. Teachers are also having a challenge with pacing and will have professional development training on January 7.</p> <p>Dr. Tecker explained to Trustees how to navigate through the new California School Dashboard. She noted that the Landing page of the Dashboard is not reflective of what is currently happening at our schools as they reflect the schools' grade spans prior to the reconfiguration. She reviewed the five-by-five colored table and explained how the District is currently in the orange category, but the goal is to be in yellow. Dr. Tecker reviewed the Academic Performance State indicators for English Language Arts, Mathematics, and English Learner Progress. English Language Arts and Mathematics are both in the orange category with a change goal of 3-15 points for yellow. She explained that it is possible for LHCS D to move to yellow as the District continues to work with InnovateEd to help teachers continue to improve lessons and get better results. For the English Learner progress, there are no color categories only baseline scores, as the cut points are being changed for next year. For Student Engagement, the State indicator is Chronic Absenteeism. A student must be enrolled for 31 or more days, and if they miss 10% or more of those days, they are included in this number. We are in the orange category with 7.5% of our students chronically absent. If we can get this down by 2.5%, we can be in the yellow category. With all of the attendance incentives implemented this school year, we are confident that we can reach our goal next year. The State indicator for Conditions and Climate is Suspension Rate. If any student in the District is suspended at least once, they are included in this area. The District has had 1.7% of our students suspended at least once, which places us in the orange category. Dr. Tecker explained that principals are looking at alternatives to suspension that will help us to reach our goal of yellow. She explained that if one student group meets the criteria in two or more state priority areas, then we would be provided with Differentiated Assistance. In the State of California, 374 Local Education Agencies (LEAs) are receiving assistance, and 14 of 28 LEAs in Orange County have also been identified. La Habra has been identified for the African American sub-group under Chronic Absenteeism and Suspensions. Principals have been provided with a list of students in this sub-group so that they can be aware and look at ways to avoid any future suspensions and support increased attendance. Dr. Tecker will continue to communicate with the administrative team, parent groups, and on the District website about the Dashboard.</p>
Board/Superintendent Comments	<p>Trustees attended and enjoyed the elementary and Imperial Middle Schools concert. The students did a great job. Mr. Rogers expressed his gratitude for a good first meeting and is looking forward to his first official function as a Board Member tomorrow at Sierra Vista's family night. Mrs. MacMurray attended the California School Board Association's conference in San Francisco along with Dr. Culverhouse and other Trustees. The sessions were good, and she enjoyed the session on The California Healthy Youth Act.</p> <p>Dr. Culverhouse was happy to see all the families here this evening. She welcomed all of the new Board Members and felt it was exciting for the students present at the meeting to see</p>

	<p>how important the role of a Board Member is. She appreciates the trust that they have in her and the staff for getting everything done for the students.</p> <p>Dr. Culverhouse will be placing this on her Monday memo but would like to start a process that all questions regarding the agenda be sent to her by Tuesday evening so that she can respond to everyone on the Wednesday prior to the meeting.</p>
Adjournment	<p>Board President Cynthia Aguirre announced that the next meeting will be held on January 10, 2019 at the District Office Board Room at 6:00 p.m. There being no further business meeting items before the Board, on a motion made by John A. Dobson, and a second to the motion by Sandi Baltes, the meeting was adjourned at 8:37 p.m.</p>
Board Minutes Approved:	<p>January 10, 2019</p> <div style="text-align: right;">  Joanne Culverhouse, Ed.D Secretary to the Board </div>

¹ Board Committee Assignments

² 2019 Board Meeting Calendar

³ Approval of Minutes

⁴ Contracts – Ed Services

⁵ Staff Development

⁶ Contracts – Business Services

⁷ Field Contracts

⁸ Expenditures

⁹ Extra Earnings

¹⁰ New Hires

¹¹ Change of Status

¹² Donations

¹³ Tentative Contract Agreement with LHEA

¹⁴ Tentative Contract Agreement with CSEA

¹⁵ Approval of Salary Schedules

¹⁶ Approval of Second/Final Reading

¹⁷ Measure 'O' Audit

¹⁸ Auditor's Report

¹⁹ First Interim Report

²⁰ Kindergarten Facilities Grant - Resolution #16-2018

²¹ CMAS

²² Bank Signatures – Resolution #15-2018