


LA HABRA CITY SCHOOL DISTRICT
 Minutes of the Regular Board of Education Meeting
 500 N. Walnut St.
 La Habra, CA 90631
 December 10, 2015

Board Members	Board Members Present: Elizabeth Steves, President Ofelia Hanson, Clerk/Vice President Ida MacMurray, Member Cynthia Aguirre, Member John A. Dobson, Member
Administrators	Administrators Present: Susan Belenardo, Superintendent Teresa Egan, Assistant Superintendent Karen Kinney, Chief Business Official
Formal Call to Order	Board President, John A. Dobson, called the Regular Meeting of the Board of Education to order at 5:00 p.m.
Public Comment on Closed Session Items	Following no public comment, Trustees adjourned to closed session.
Work/Study Session	At 6:25 p.m., Trustees met to review the First Interim Financial Report prior to taking action later in the business meeting. Karen Kinney, Chief Business Official, provided a handout and PowerPoint presentation of the District's financial status at the First Interim Report. She explained that the report this year is a positive certification, which means that the District will meet its financial obligations for the current fiscal year and subsequent two fiscal years. She provided a background for assumptions as well as a history of the Local Control Funding Formula (LCFF). She explained that under old rules, the legislature set aside money for certain categorical programs, however with the new LCFF model, it is up to the Board to make the decision on what is a priority. Mrs. Kinney reviewed the LCFF-FCMAT Calculator projections and explained the target, floor and GAP funding for 2015-2019. She also reviewed supplemental and concentration funding from 2014-2019. Since the new budget was adopted we have had an increase in mandated cost income of \$2.5 million and an Educator Effectiveness Grant of \$341,202. STRS and PERS will increase with STRS going up 1.85% each year and PERS gradually increasing each year. A review of the unrestricted and restricted general fund revenue and expenditures was provided along with multi-year projections for the next two years. Mrs. Kinney shared some concerns regarding GAP funding and how the Governor's proposal in January will provide an updated estimate for the 2016-17 GAP funding percentage. The GAP funding percentages used in the multiyear projections, 2016-17 at 35.55% and 2017-18 at 35.11% are made based on the Department of Finance (DOF) projections, School Services (SSC) GAP funding percentages projections, 2016-17 at 12.52% and 2017-18 at 18.11%, are much lower, if SSC projections were to materialize the District would see an estimated \$1.3 million loss in 2016-17 and \$1.8 million loss in 2017-18. School Services recommends we retain one year of GAP funding in reserves in addition to 3% reserve for economic uncertainties. Mrs. Kinney is very concerned about declining enrollment and explained that we receive \$8,639 per ADA, which means if we lose 30 students we would be at a loss of \$259,000. She explained that the average teacher salary is \$100,000, which means the Board would have to decide how to cover the remaining \$159,000. She suggested the one-time mandated cost money to be used towards the 5-year contract for Imagine Learning, deferred maintenance, declining enrollment and School Services recommendation for GAP reserve.
Second Call to Order Regular Meeting	Board President, John A. Dobson, called the Regular Meeting of the Board of Education to order at 7:01 p.m.
Pledge of Allegiance to the Flag	Board President, John A. Dobson, asked Arbolita students, to lead the pledge of allegiance to the flag.
Report from Closed Session	Board President, John A. Dobson, reported the following: <ul style="list-style-type: none"> • During closed session, student identified as Student #1203218 was recommended for expulsion from the La Habra City School District for the remainder of the current semester and the Spring Semester of 2016. Student #1203218 will be placed on a rehabilitation plan and can apply for readmission in June of 2016.

	<p>A motion was made by Elizabeth Steves, and a second to the motion was made by Ida MacMurray. A roll call vote was taken to move that student #1203218 be expelled for the remainder of the current semester and the spring semester of 2016. Student will be allowed to apply for readmission in June 2016.</p> <p>John A. Dobson – Aye Elizabeth Steves – Aye Ofelia Hanson – Abstain Ida MacMurray – Aye Cynthia Aguirre - Aye</p>
Adoption of the Agenda	On a motion made by Ida MacMurray, and a second to the motion by Ofelia Hanson, Trustees moved to place agenda item #15a after the consent calendar. Trustees unanimously adopted the agenda for December 10, 2015 with noted change.
Annual Organizational Meeting: Election of Board Officers	<p>Board President, John A. Dobson, called for nominations for President for the ensuing year. Elizabeth Steves was nominated to be Board President for the period December 2015 through December 2016 by John A. Dobson and a second to the motion was made by Cynthia Aguirre. There being no further nominations, the nominations for President were closed. Trustees unanimously approved Elizabeth Steves as President of the Board of Education for LHCS D for 2016.</p> <p>Board President, Elizabeth Steves, called for nominations for Clerk/Vice President. Cynthia Aguirre, nominated Ofelia Hanson as the Clerk/Vice President for 2016; Ida MacMurray made a second to the motion, which was unanimously approved by Trustees.</p>
Appointment of Board Secretary	Board President, Elizabeth Steves, called to appoint Superintendent, Susan Belenardo as the Board Secretary. After a motion made by John A. Dobson and a second to the motion made by Ida MacMurray Trustees unanimously approved to appoint Superintendent, Susan Belenardo as the Board Secretary for 2016.
Committee Appointments: 2016	<p>Board President, Elizabeth Steves, made the following Board position/committee appointments for 2016:</p> <ul style="list-style-type: none"> • Certificated Representative– Elizabeth Steves/John Dobson • Classified Representative – John Dobson • Community Outreach Representative – Elizabeth Steves/Ofelia Hanson • Political Action Representative – Ida MacMurray/John Dobson • Nominating Representative – Cynthia Aguirre/Ida MacMurray • LHCS D Collaborative Representative – Elizabeth Steves/Ofelia Hanson • Innovation Committee Representative – Elizabeth Steves/Ofelia Hanson
Adoption of 2016 Board Meeting Calendar	On a motion made by Ofelia Hanson, and a second to the motion by John A. Dobson, Trustees unanimously approved the proposed 2016 Board Meeting Calendar as attached to these minutes. ¹
Authorization of Signatures	On a motion made by John A. Dobson, and a second to the motion made by Ofelia Hanson, Trustees unanimously adopted authorization of signatures to sign necessary documents related to payroll documents, vendor payment orders, purchase orders, contracts and travel reimbursements. ²
Approval of Minutes of the Regular Meeting: November 12, 2015	On a motion made by Ida MacMurray, and a second to the motion by Ofelia Hanson, Trustees unanimously approved the minutes of the Regular Meeting of November 12, 2015. ³
Correspondence	None
Superintendent's and Trustees' Report	<p>Mrs. Murillo, Principal from Arbolita school introduced the Elves from Mrs. Grisso's second grade class. The students sang the "Twelve Days of Christmas" as they shared clips from their chatterpix presentation.</p> <p>Superintendent, Susan Belenardo, reported that our middle schools have both received positive publicity in the La Habra Journal and Orange County Register. Imperial Middle School's Health Fair was mentioned in the La Habra Journal. Seventh grade students addressed health issues and presented their projects to community members and health leaders. The Water Guardians from Washington were featured in the Register on December 6th for winning \$10,000 in the Lexus Eco Challenge.</p> <p>Trustees shared their experiences from recent school event visits and the Annual California School Boards Conference (CSBA). Imperial Middle School's Cosmetic Showcase was like a business convention.</p>

	<p>Students all played a part in creating a product as well as marketing it to sell to the public. The ads on the iPads were very creative. The students all worked very hard in creating their products. At Imperial's Health Fair the students stressed the importance of eating healthy and exercising. They also warned on the effects of social media. The students at Washington Middle School shared excellent presentations and reports at their Ancient Civilization Showcase. This year's annual CSBA conference provided valuable sessions such as closing the Achievement GAP. Ron Bennett provided a presentation on the financial update and what Board members should know about the LCAP. The two speakers gave a dynamic presentation when they spoke on equity and education. Table talks were very helpful and allowed Trustees to see just how much we are like our neighbors. Board President, Elizabeth Steves, received great training at the New Board President workshop. She was thankful to be able to attend and was happy to see that the District is doing top-notch business.</p> <p>Superintendent, Susan Belenardo attended Imperial Middle School's Holiday Band Performance and was amazed to see how well each level of the band played. Mrs. Olson's Ukulele Club/Choir also provided an amazing performance. The highlight of the evening was watching Mr. Villalobos' class perform with the Ukele Club. The students were able to use instruments and hand motions as they participated in the performance. They all did a great job.</p>
<p>Public Comment</p>	<p>Board President, Elizabeth Steves, recognized those persons wishing to address the Board on public comment:</p> <ul style="list-style-type: none"> • Chris Hackett – Seeking clarification on who to contact in regards to utilizing LHCSA fields for his seven soccer teams.
<p>General Matters Action Item: Consent Calendar</p>	<p>After a motion made by John A. Dobson, and a second to the motion by Ofelia Hanson, clarification on the contracts for Imagine Learning and CSM Consulting was provided. A correction to the end date was also changed to 12/2020 as per the contract. Following discussion Trustees unanimously approved:</p> <ul style="list-style-type: none"> ➤ Approval of Independent Contractor, Special Education and Field Contract Agreements as attached to these minutes.⁴ ➤ Approval of Staff Development for designated employees to attend conferences/workshops as attached to these minutes.⁵ ➤ Approval of 2015-2016 Membership renewals as attached to these minutes.⁶ ➤ Approval of extra pay requests per employees' contract provisions and Education Code requirements as attached to these minutes.⁷ ➤ Approval of Certificated and Classified resignations and ratification of new hires as attached to these minutes.⁸ ➤ Approval of Personnel Change of Status as attached to these minutes.⁹ ➤ Approval of the Expenditures Report as attached to these minutes.¹⁰
<p>Business Matters Action Item: Auditor's Report</p>	<p>Royce Townsend of Vavrinek, Trine, Day & Co., LLP provided information on the Annual Audit Report ending June 30, 2015. Mr. Townsend explained the three main parts of the audit, which are financial statements, federal, and state compliance. The audit provides reasonable assurance about whether the financial statements are free of material misstatement. Everything in this audit report is the District's information except for the opinion on the financial, federal, and state statements. With that said, Mr. Townsend reviewed the summary of the auditor's results on page 92, where he reported the District as having an unmodified opinion in the financial statements, federal awards, and state awards area. No audit adjustments needed to be made to this report. Mr. Townsend reviewed the Schedule of Financial Trends for the District, which he noted, as important for Board members to review, due to declining enrollment. The District has incurred operating deficits in two of the past three years and anticipates an operating surplus during the 2015-2016 fiscal year. Aside from declining enrollment, another concern this year is the pension liability reported on page eight. The new funding model did not take into account this on-going contribution increase, so it will affect the District moving forward. On a motion made by John A. Dobson, and a second to the motion by Ofelia Hanson, Trustees unanimously accepted the annual Audit Report for the fiscal year ending June 30, 2015 as attached to these minutes.¹¹</p>
<p>General Matters Information Item: Enrollment Report</p>	<p>Superintendent, Susan Belenardo, reported enrollment as of December 8th at 4,770, with 29 new students. Looking at the numbers, we are still in our range of class sizes, with third grade average at 28-29, and 4th- 5th grade are all below 30. We will continue to monitor enrollment after the break to decide if any adjustments need to be made to class sizes or any additional classes need to be opened.</p>

Action Item: Approval of Second/Final reading to revised Board Policy 0200	On a motion made by John Dobson, and a second to the motion made by Ofelia Hanson, Trustees unanimously approved the second/final reading of revised Board Policy 0200 – Goals for the School District as attached to these minutes. ¹²
Information Item: Proposed Revision to Board Policies/First Reading	Superintendent, Susan Belenardo, explained that the revisions made to the Board Policies listed are recommendations from California School Boards Association (CSBA). This is the first reading for Board Members to review. Board Clerk/Vice President, Ofelia Hanson, had some concerns regarding Board Policy 5141.31 – Immunizations. The concerns were noted and will be reviewed with the CSBA recommendations and brought back for a second reading at the meeting in January.
Information Item: Administrative Regulations	Superintendent, Susan Belenardo, explained that the administrative regulation changes are related to item #13d, and are again due to changes in legislation.
Information/Action Item: Board Appointments to the LHCS Foundation	After a motion made by Ofelia Hanson, and a second to the motion made by John A. Dobson, Board Member, Dobson urged the Board to accept the nominations of former Principal, Rick Snyder, and Former Board Member, Susie Hango as representatives to the LHCS Foundation. He explained that they would both be excellent additions, and this is what the Foundation needs. Trustees unanimously appointed Rick Snyder and Susie Hango to serve as Board representatives to the La Habra City School District Foundation.
Instruction and Personnel Information Item: Technology Update	Director of Technology, David Soto, provided an update on technology projects throughout the District. This is the 4 th year of iPad deployments. There are a total of 3,200 iPads used daily by students and staff with one-to-one iPads at both our middle schools. To help manage these numbers, a Lightspeed mobile device management system has been set up. The Lightspeed allows for control over the settings and apps that are available to our students and it also restricts access to only- district approved apps. The next phase of the 1:1 deployment plan is to allow our middle school students to take their devices home with them in near future. In order to do this, we have implemented a new web filter from iBoss. The iBoss system is tailored for education and is fully compliant with the Child Internet Protection Act. Since it is tailored for education, it allows us to block or restrict access to websites according to our own policies here at La Habra. The iBoss system also allows us to extend these security protections to the iPads when they do go home. Last summer, we upgraded our district data center and underwent a large consolidation and virtualization to reduce costs and streamline server support. We have been able to decrease the virtualized schools servers from 4 to 1 and added an Apple server to all sites. Our 21 st Century classrooms have been outfitted with an Apple TV for wirelessly mirroring to the TVs in the classroom, over 114-60” monitors were installed District-wide to allow teachers the flexibility of teaching without being tethered to one spot in the classroom. These TVs have multi-monitor access and are multi-input capable. This year the technology department has taken on the task of updating the libraries and media centers. Access points have been installed in all libraries and media centers to support the iPad devices and 21 st century technology. Students have automated self-check-out stations that give support staff the added flexibility to quickly handle all of the tech requests at their sites. In addition to the self-check-out stations, e-book support has been added to our Destiny Library Management System, which allows students to access from home. Telepresence systems have been installed at both middle schools and the curriculum center. The system allows for a high-quality, immersive, video-conferencing environment that is optimized for site to site collaboration, virtual field-trips, distance learning and professional development. Our 3-5 schools will be outfitted with mobile units that will have the same immersive technology. The systems will be available for checkout and can be easily setup anywhere on campus. We are excited to see what our teachers and students will do with these exciting new tools. With the increase in technology in our classrooms, the helpdesk tickets have increased by a margin of 20% this year, with an average of over 350 tickets coming in per week. In order to help manage these technology support requests, the department has increased their staff to place one Information Services Technician I at each of the K-5 sites, and an Information Services Technician II at each middle school. The site technicians are supported by our two Systems Analyst I and two Systems Analyst II positions, and our two Network Specialists are responsible for administering our network and core wired and wireless infrastructures throughout the District. Our Helpdesk & Inventory Clerk is responsible for keeping inventory up to date and monitoring our helpdesk workflow. Together the technology department works alongside Jody Green our EdTech Content coach to provide our teachers and students with quality technology tools and an environment that will help them succeed. Looking ahead, David explained we will need to increase current bandwidth and network resources. We have outlined a plan to shore up our infrastructure over the next few years and will need to increase our current 1 gigabyte infrastructure to support 10 gigabyte connections. We will need to refresh our infrastructure devices, and have a plan in place to refresh our mobile devices as they reach end of life. E-rate has been an important funding resource that has allowed us to maintain our technology infrastructure. Last year, the District received \$275,000 in category 1 funding from E-Rate which supports the District’s fiber connection to the county and to each of our school sites. Category I also covers our phone services, but funding for this service has begun to be phased out. Last year we received a 70% funding

	<p>commitment for phones, this year it will be reduced to 50% and continue to be reduced by an additional 20% every year thereafter until it has been completely phased out. The California Teleconnect Fund (CTF) currently pays for 50% of the remaining cost of phone services that E-rate does not cover, however CTF will also begin phasing down their funding for voice services starting in the 2016/2017. As school districts are scrambling to move their phone services to more cost effective platforms, our District has completed the migration of phone services to be able to better manage this reduction in funding. Although the money is not guaranteed, the District is eligible, this year, for up to an additional \$620,000 in E-rate technology funded discounts for category 2 requests. This is in addition to our Category 1 funding. This money is only eligible to purchase select network devices and wireless infrastructure.</p>
<p>Business Matters Action Item: Certification of First Interim Report</p>	<p>After a motion made by John A. Dobson, and a second to the motion made by Ofelia Hanson, Chief Business Official, Karen Kinney, reported the First Interim Financial Report as a positive certification and the District will be able to meet its financial obligations for the current year and two subsequent years. The funding is based on a 51.52% GAP funding analysis and 78.9% unduplicated cost of children on free and reduced meals, foster youth or English language learners. We anticipate revenue of \$51.9 million for 2015, with expenditures of \$48.8 million. We plan to end the year with an ending balance \$8.8 million, of that amount, we are assigning \$4 million for declining enrollment and deficit spending, \$2.8 million on one-time projects for mandated costs, \$333,000 for supplemental and concentration grant programs, and are maintaining a 3% reserve of 1.4 million. Trustees unanimously certified the First Interim Financial Report per State criteria/requirements as attached to these minutes.¹³</p>
<p>Action Item: Developer Fee</p>	<p>After a motion made by Ofelia Hanson, and a second to the motion by John A. Dobson; Chief Business Official, Karen Kinney, reviewed the 2014-15 Annual Capital Facilities Fund Report for the La Habra City School District which focuses on the amount of developer fees collected and expended throughout the fiscal year. Mrs. Kinney explained that the money is collected through a joint-use agreement with Fullerton Joint Union High School District. She anticipates new funding to come in with the Chevy and Beckman developments. Trustees unanimously approved the 2014-2015 Annual Capital Facilities Fund Report as attached to these minutes.¹⁴</p>
<p>Action Item: Final Acceptance of Project #B03-2014</p>	<p>On a motion made by John A. Dobson, and a second to the motion made by Cynthia Aguirre, Trustees unanimously approved the modernization projects #B03-2014 at Washington and Imperial Middle Schools as being complete and authorized final payment of the retention funds to Two Brothers Construction Corporation as attached to these minutes.¹⁵</p>
<p>Other Business from the Board</p>	<p>Board Member, John A. Dobson, asked that the Board consider scheduling a math work/study session in January. Superintendent, Susan Belenardo, will work on getting presenters for the math work/study session and tentatively schedule it for the last meeting in January.</p> <p>Board Member, Ida MacMurray, announced that she has completed all of the courses in the Master's in Governance Training. She also announced that she and Mr. Dobson, and Mrs. Hanson attended the Educational Collaborative meeting and felt it was very successful and sees really good things going on with it.</p> <p>Board President, Elizabeth Steves, announced that at the next meeting in January, the Board will begin using their laptops. She explained that during the New Board President training she learned that it is important for Board members to be verbal during meetings when using their devices, as it can be misleading to the audience. It is important that the audience knows they are doing business.</p>
<p>Adjournment</p>	<p>Board President, Elizabeth Steves, announced that the next meeting will be held on January 14, 2016 at the District Office Board Room at 7:00 p.m. There being no further business meeting items before the Board, on a motion made by Ida MacMurray, and a second to the motion by Elizabeth Steves, the meeting was adjourned at 8:48 p.m.</p>
<p>Board Minutes Approved:</p>	<p>January 14, 2016</p> <p style="text-align: right;"></p> <p>Susan Belenardo, Ed.D. Secretary to the Board</p>

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- ¹ 2016 Board Meeting Calendar
 - ² Authorization of Signatures
 - ³ Approval of Minutes
 - ⁴ Independent Contractor Agreements
 - ⁵ Staff Development
 - ⁶ Membership Renewals
 - ⁷ Extra pay Request
 - ⁸ Certificated and Classified Resignations and New Hires
 - ⁹ Change of Status
 - ¹⁰ Expenditures Report
 - ¹¹ Auditor's Report
 - ¹² Approval of revised Board Policies
 - ¹³ First Interim Financial Report
 - ¹⁴ Developer Fee Report
 - ¹⁵ Notice of Completion