


LA HABRA CITY SCHOOL DISTRICT
Minutes of the Regular Board of Education Meeting
500 N. Walnut Street
La Habra, CA 90631
November 9, 2017

Board Members	<p>Board Members Present: Ofelia Hanson President Ida MacMurray, Vice President/Clerk Cynthia Aguirre, Board Member Sandi Baltes, Member</p> <p>Board Members Absent: John A. Dobson, Member</p>
Administrators	<p>Administrators Present: Joanne Culverhouse, Superintendent Teresa Egan, Associate Superintendent, Human Resources Sheryl Tecker, Assistant Superintendent, Educational Svcs.</p>
Work/Study Session	<p>A work/study session began at 5:00 p.m. Nancy Hubbell of InnovateEd and Assistant Superintendent of Educational Services, Sheryl Tecker provided a presentation on the purpose, progress, and practices of the Site Leadership Teams (SLT). Nancy Hubbell explained that high performing districts have a strategic focus that aligns supports with student learning needs and engages leaders at all levels in collaboration, co-learning, and shared accountability. Clients work with InnovateEd through collaborative cycles of inquiry to achieve district coherence and build capacity for sustainable improvement. She explained that ultimately the words on the wall; collaborate, innovate, commit, and achieve, are words that will be reflected on the desks of the students. In order to achieve this vision, everyone; everyday must work together. The purpose of our work with InnovateEd is to leverage systems leadership to increase student achievement. Leadership teams include the District leadership team, principals and coaches, school leadership teams, and teacher teams. Dr. Tecker reviewed the processes for the SLTs and how it differs from past practice. She explained the organization of the four cohorts, and the cycle of inquiry, each SLT will complete twice. The cycle of inquiry includes the development of a School Implementation Plan, Instructional Design Sessions and individual Site Protocol Sessions. She explained how the plan drives systemic improvements that support teaching and learning. Evidence of student learning drives standards-based lesson design and refinement to meet the needs of every student. The principals shared their priorities and focus for the year and their recent “wins.” Dr. Tecker explained how the administrative team collectively wrote instructional goals for the three main instructional areas, ELA, Math, and ELD. Nancy Hubbell explained that the cycles of inquiry and focus on systems leaderships will support the district as they reconfigure, redesign, and revitalize. Finally, Dr. Tecker reviewed the next steps in our work with InnovateED.</p>
Formal Call to Order	<p>Board President Ofelia Hanson made the Formal Call to Order at 6:05 p.m.</p>
Pledge of Allegiance to the Flag	<p>Board President Ofelia Hanson asked Board Member Cynthia Aguirre to lead the pledge of allegiance to the flag.</p>
Adoption of the Agenda	<p>On a motion made by Cynthia Aguirre, and a second to the motion by Sandi Baltes, Trustees unanimously adopted the agenda for November 9, 2017.</p>

Approval of Minutes of the Regular Meeting	On a motion made by Cynthia Aguirre, and a second to the motion by Sandi Baltes, Trustees unanimously approved the minutes of the Regular Meeting of October 12, 2017 as attached. ¹
Correspondence	<p>Board Vice President/Clerk Ida MacMurray read the following correspondence:</p> <ul style="list-style-type: none"> • A letter sent on behalf of the Washington Middle School Tree Titans thanking Dr. Culverhouse and the Board for allowing them to present their ideas and budget at the October 12, 2017 board meeting. They were thankful for the continued support and look forward seeing more trees at WMS this school year. • Students and staff from Las Positas School shared a hallway display celebrating their many WINS. A road map of 55 years is displayed recognizing principals from Mr. Perkins to Mrs. Hensley. Third grade students shared art and writing celebrating “Dia de los Muertos” and “The Aristocrats” musical coming in March 2018. The students also displayed examples of math with a Growth Mindset quote from Einstein “It’s not that I am smart, it’s just that I stay with the problem longer.”
Public Interest	<p>Oralia Birakos, School Readiness Coordinator and Stella Bae, School Readiness Nurse (SRN) provided Trustees with an update on the School Readiness program. Mrs. Bae explained that the vision of the program is to make sure all children are healthy and ready to succeed when entering school. The goals for the SRN are to provide monthly reports to the Children of Families Commission of Orange County detailing the progress in meeting targets. Mrs. Bae also reviewed the why, what, and how of the nurses services provided to the program. The health screenings and assessments are done for all children at Las Lomas and El Cerrito School Readiness programs, the La Habra Library, Child Development Centers and all preschools located in La Habra. Ms. Birakos explained that there are currently 388 children, and 620 parents registered. The program provides parents the tools and support to become as effective as their child’s first teacher and teach them ways to promote wellness for a successful early school experience. Families are actively involved in their child’s learning and engage with them through fun activities. Families are given free literacy materials to be used by parents and children in the home. Classes are held at the La Habra Library, El Cerrito and the School Readiness Center at Los Lomas Elementary. Programs offered include the Learning Connection and Green Team at Las Lomas, Building Blocks, Music and Movement, Young Artist, and Mathland all held at the La Habra Library, and Learning Link at El Cerrito. She explained that when children are engaged in their learning they are sparking physical, emotional, creative, and academic growth. Mrs. Birakos went on to share, each October, January, and May she holds a preschool collaboration meeting. Ms. Birakos also thanked board members for attending the “Read for the Record” community outreach, and reminded them of the upcoming Literacy Fair on February 24, 2018. She introduced some of the students from the program to perform for Trustees.</p> <p>ArtStudio123 Instructor Alan Liang and students Lingyu Chen and Fang Meng presented the District with a \$1000 donation. The students raised money at a charity exhibition presented at the La Habra Art Gallery and each donated \$500 of their own money. The donation was made to support the VAPA program in our schools.</p>

	<p>Sheryl Tecker, Assistant Superintendent of Educational Services, George Lopez, Washington Middle School Principal, along with Academic Coaches, Jody Green, Shauhna Feitlin, Danette Brown, and Debbye Viveros provided a presentation from the 2017 Summer Academy Programs. Coaches and teachers spent three days planning curriculum units that focused on foundational skills and informational text, as well as basic math facts for grades one through eight. Summer Academy served students whose MAP scores were behind grade level for two or more years. Language Academy served students who demonstrated proficiency in ELA and Intermediate overall CELDT scores. Summer Academy focused on Reading, Math, Technology, District initiatives, and additional opportunities such as physical education, nutrition, PBIS, and leadership. Language Academy focused on language acquisition through engaging Project GLAD science and engineering units. Staff focused on structured listening, speaking, reading, and writing. A review of the student growth data showed that Language Academy is making a difference. Over 150 students have been reclassified since 2014. The next steps for continual improvement is to continue to focus on foundational skills, improve data collection procedures for Summer Academy students, raise attendance rates, consider adding a math push-in specialist, and reinstate the student showcase of learning.</p>
Public Comment	No public comment.
Consent Calendar Action Item:	<p>On a motion made by Cynthia Aguirre, and a second to the motion made by Ida MacMurray, Trustees unanimously approved the Consent Calendar as attached to these minutes:</p> <p style="padding-left: 40px;">Educational Services</p> <ul style="list-style-type: none"> ➤ Contracts² ➤ Staff Development³ <p style="padding-left: 40px;">Business Services</p> <ul style="list-style-type: none"> ➤ Contracts⁴ ➤ Field Contracts⁵ ➤ Memberships⁶ ➤ Donations⁷ ➤ Expenditure Reports⁸ <p style="padding-left: 40px;">Personnel Services</p> <ul style="list-style-type: none"> ➤ Extra Earnings⁹ ➤ Resignations/New Hires¹⁰
General Matters Action Item: La Habra City School District Reconfiguration Plan	<p>Board President Ofelia Hanson recognized those persons wishing to address the Board on public comment for item 9-a:</p> <p style="padding-left: 40px;">Jeff Hofer, parent – Expressed his support and concern regarding the reconfiguration for 2017-2018 school year.</p> <p>Dr. Carlos and Dr. Lopez provided Trustees with an update from the Task Force Committee Meeting. The committee has been working collaboratively with Mr. Ferruzzo from DecisionInsite on providing site presentation in both English and Spanish to parents, community, and staff. They have conducted over 70 presentations, two video productions, and have had 11 task force meetings. Dr. Carlos explained that</p>

	<p>they have also been able to successfully put together a Memorandum of Understanding with the teachers' union for transfers.</p> <p>Dr. Culverhouse reviewed the cost of the reconfiguration plan over the next five years. Explaining one-time costs from Mandated Cost Reserve, Supplemental and Concentration, and Special Reserve for Capital Outlay. She also provided the ongoing costs for International Baccalaureate authorization and training, VAPA support, and the Art and FIBO programs, which have already been included in the LCAP. Mr. Ferruzzo from DecisionInsite went over the TK-6 and Middle School boundaries. Mrs. Murillo, Principal from Arbolita explained the vision of the Dual Immersion program and addressed parent concerns. Dr. Culverhouse and Mr. Ferruzzo continued with explaining each school sites configuration and their matriculation plan.</p> <p>On a motion made by Ida MacMurray, and a second to the motion by Sandi Baltes, Trustees unanimously approved the La Habra City School District Reconfiguration Plan for the 2017-2018 school year.¹¹</p>
Action Item: Resolution #16-2017/Authorization of Signatures	On a motion made by Cynthia Aguirre and a second to the motion made by Sandi Baltes, Trustees unanimously adopted Resolution #16-2017 Authorization of Signatures, specifying those 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. ¹²
Action Item: Annual Organizational Meeting	On a motion made by Ida MacMurray, and a second to the motion made by Sandi Baltes, Trustees unanimously approved the date and time of the Annual Organizational Meeting for Thursday, December 14, 2017.
Information Item: Board Committee Assignments for 2018	Trustees reviewed this past year's local/county Board Committee assignments to consider their individual assignments for 2018. Appointments to committees and approval of the 2018 Board Meeting calendar will take place at the Organizational Meeting on December 14 th .
Action Item: Approval of Deleted Board Policies	Associate Superintendent of Human Resources, Teresa Egan, explained that with the removal of Title I programs the California School Boards Association has deleted board policies related to program improvement. On a motion made by Ida MacMurray, and second to the motion made by Sandi Baltes, Trustees unanimously approved the deletion of Board Policies 052032 and 0520.3 as attached to these minutes. ¹³
Information Item: Board Policies – First Reading	<p>Trustees reviewed the first reading of the following Board Policies:</p> <p>BP 0400 – Comprehensive Plans BP 0500 - Accountability BP 3513.4 – Drug and Alcohol Free Schools BP 5131.6 Alcohol and other Drugs BP 6020 – Parent Involvement BP 6173.2 – Education of Children of Military Families</p> <p>Minor discussion was made and corrections were noted to bring back for a second and possible final reading at the next regularly scheduled Board meeting.</p>

Instruction and Personnel Action Item: Code to the Future Contract	After a motion made by Sandi Baltes, and a second to the motion by Cynthia Aguirre, Board President Ofelia Hanson had some concerns regarding the verbiage of the contract. Dr. Culverhouse explained that legal looked at the contract and it was standard language that needed to be included due to confidentiality purposes. Trustees unanimously approved the Code to the Future Contract as attached to these minutes. ¹⁴
Information Item: Williams Settlement Legislation Summary	Teresa Egan, Associate Superintendent of Human Resources reviewed the Williams Settlement Legislation Report for 2016-2017 school year. This report summarized any findings that occurred during the past school year. Two reviews were conducted on August 23 and 24, 2016 at Walnut and Ladera Palma schools. There was one identified facility condition in the amphitheater asphalt at Ladera Palma. That area has since been taken care of. No instructional materials complaints were filed for either site.
Business Matters Action Item: Developer Fee Report	On a motion made by Ida MacMurray, and a second to the motion by Sandi Baltes, Trustees unanimously approved the 2016-2017 Annual Capital Facilities Fund Report as attached to these minutes. ¹⁵
Action Item: Approval of Surplus District Vehicles	On a motion made by Ida MacMurray, and a second to the motion made by Sandi Baltes, Trustees unanimously approved the disposal of two unusable district vehicles to dispose at a public auction, private sale, or by other means allowed in Education Code 17545 and 17546 as attached to these minutes. ¹⁶
Action Item: Approval of California Multiple Award Schedule Contract	On a motion made by Sandi Baltes, and a second to the motion made by Cynthia Aguirre, Trustees unanimously approved the use of California Multiple Award Schedule #4-15-78-0013E for Dave Bang Associates, Inc. for the purchase of playground equipment, components, and related installation for the term of the awarded contract through August 31, 2022 as attached to these minutes. ¹⁷
Board/Superintendent Comments	<p>Dr. Culverhouse thanked Trustees for their confidence in the Task Force team and in the reconfiguration plan. She explained that there will be a special meeting on Monday, November 27, 2017. Dr. Bechler and Dr. Smith from Leadership and Associates will be present to work with Trustees on their Self-Evaluation as well as the superintendent evaluation.</p> <p>Trustees were excited to attend the Teacher of the Year banquet with Mrs. Ryal and her family. They thanked SchoolsFirst Credit Union along with the Orange County Department of Education for sponsoring such a nice event each year.</p>
Adjournment	Board President Ofelia Hanson announced that the next meeting will be held on December 14, 2017 at the District Education Center Board Room at 6:00 p.m. There being no further business meeting items before the Board, on a motion made by Sandi Baltes, and a second to the motion by Cynthia Aguirre the meeting was adjourned at 8:20 p.m.
Board Minutes Approved:	<p>December 14, 2017</p> <div style="text-align: right;">  Joanne Culverhouse, Ed.D. Secretary to the Board </div>

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- ¹ Approval of Minutes
 - ² Contracts – Ed Services
 - ³ Staff Development
 - ⁴ Contracts – Business Services
 - ⁵ Field Contracts
 - ⁶ Memberships
 - ⁷ Donations
 - ⁸ Expenditures
 - ⁹ Extra Earnings
 - ¹⁰ New Hires
 - ¹¹ Reconfiguration Plan
 - ¹² Authorization of Signatures #16-2017
 - ¹³ Deleted Board Policies
 - ¹⁴ Code to the Future Contract
 - ¹⁵ Developer Fee Report
 - ¹⁶ Surplus
 - ¹⁷ CMAS #4-15-78-0013E