

LA HABRA CITY SCHOOL DISTRICT
Minutes of the Regular Board of Education Meeting
500 N. Walnut St.
La Habra, CA 90631
December 14, 2017

Board Members	Board Members Present: Ida MacMurray, President Cynthia Aguirre, Clerk/Vice President Sandi Baltes, Member John A. Dobson, Member Ofelia Hanson, Member
Administrators	Administrators Present: Joanne Culverhouse, Ed.D., Superintendent Teresa Egan, Ed.D., Associate Superintendent Sheryl Tecker Ed.D., Assistant Superintendent
Work/Study Session	A Work/Study Session began at 4:00 p.m. Trustees reviewed the Board Governance calendar from January 2018 – June 2018. Some changes and additions were made to better reflect the reconfiguration, task force, and student presentations.
Formal Call to Order	Board Member Ofelia Hanson called the Regular Meeting of the Board of Education to order at 4:35 p.m.
Public Comment on Closed Session Items	Following no public comment, Trustees adjourned to closed session.
Second Call to Order Regular Meeting	Board Member Ofelia Hanson called the Regular Meeting of the Board of Education to order at 6:03 p.m.
Pledge of Allegiance to the Flag	Board Member Ofelia Hanson asked Board member John A. Dobson 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 14, 2017.
Annual Organizational Meeting: Election of Board Members	<p>Superintendent, Joanne Culverhouse informed Trustees that the memo for the Annual Organizational Meeting has been updated changing 2016 to 2017. That correction was made and a new memo has been provided.</p> <p>Board Member Ofelia Hanson called for nominations for President for the ensuing year. John A. Dobson nominated Ida MacMurray as Board President for the period of December 2017 through November 2018. Sandi Baltes made a second to the motion. There being no further nominations, the nominations for President were closed. Trustees unanimously approved Ida MacMurray as President of the Board of Education for LHCS D for 2018.</p> <p>Board Member Ofelia Hanson called for nominations for Clerk/Vice President. Ida MacMurray, nominated Cynthia Aguirre as the Clerk/Vice President for 2018; Sandi Baltes made a second to the motion, which was unanimously approved by Trustees.</p>

Appointment of Board Secretary	Board Member Ofelia Hanson called to appoint Superintendent, Joanne Culverhouse as the Board Secretary. On a motion made by John A. Dobson and a second to the motion made by Cynthia Aguirre Trustees unanimously approved the appointment.
Committee Appointments: 2018	<p>The following Board Committee Representative positions were reviewed at the November meeting, and with no additional changes, a motion was made by Cynthia Aguirre. John A. Dobson made a second to the motion; Trustees unanimously approved the Board Committee Representative assignments for 2018 as attached to these minutes.¹</p> <ul style="list-style-type: none"> • Personnel Commission Representative – Ofelia Hanson/Sandi Baltes • Community Outreach Representative – Sandi Baltes • Political Action/Nominating Representative – Ida MacMurray/John Dobson • LCAP Representative – Cynthia Aguirre/John Dobson
Adoption of 2018 Board Meeting Calendar	On a motion made by Cynthia Aguirre, and a second to the motion by John A. Dobson, Trustees unanimously approved the proposed 2018 Board Meeting Calendar as attached to these minutes. ²
Approval of Minutes of the Regular Meeting	On a motion made by Ofelia Hanson, and a second to the motion by John A. Dobson, Trustees unanimously approved the minutes of the Regular Meeting of December 14, 2018 as attached to these minutes. ³
Correspondence	None
Public Interest	<p>Assistant Superintendent, Dr. Tecker provided Trustees with an update on the California School Dashboard that went public on December 7, 2017. The California School Dashboard is now focused more on student growth than test score accountability. The new system looks at ten indicators to give a broader perspective of student success. In addition, the Dashboard focuses on equity to see how each sub-group is doing in each of the indicators. The purpose of the Dashboard is to inform growth and support the local strategic planning process. The state identifies the lowest 5% of school districts and provides targeted assistance. The lowest 5% is when a district with one student group meets targeted assistance criteria in two or more different indicators. Currently there are three districts in Orange County that meet that 5%, LHCS is not one of them. The District has met the local indicators in Basics, Implementation of Academic Standards, Parent Engagement, and Local Climate Survey. Dr. Tecker reviewed the Fall 2017 Equity Report showing Suspension Rate in the green, and English Learner Progress, English Language Arts, and Mathematics in the orange performance level. She explained that the orange level does not place us in the targeted assistance; it is an overall ranking, not a sub group rating. She provided a snapshot of the color rankings for the subgroups for the District, and no sub group met the criteria for targeted assistance. Dr. Tecker also presented the Dashboard results to the Administrative Team and Academic Coaches and each group began discussing areas for growth.</p> <p>Assistant Superintendent of Educational Services, Sheryl Tecker along with K-5 Physical Education teachers; Patty Gaby, Zachary Bautista, and Michael Hyun, and middle school teacher Jessica Stout-Ryder presented the Physical Fitness Results for 2017. This year the Elementary team has made additional improvements to the program by adding two credentialed teachers and four instructional assistants. Due to the additions, the K-2nd grade students are receiving physical education every week instead of every other, and the 3rd – 5th grade students have increased from 45 to 60 minutes. The middle school physical education program has also had some improvements this year by consistently emphasizing the role of nutrition in physical performance, as well as having students complete practice testing throughout the year. The team explained that the physical fitness test is comprised of six</p>

	<p>different tests that all 5th and 7th graders take. The first test is the abdominal strength test which is measured by the student doing curl ups. The trunk extension measures the upper body strength to see how much flexibility the students have in their back. The flexibility test measures the students shoulder strength. The upper body strength test is the traditional push up. The aerobic capacity test measures the students' oxygen intake and distance they can run, and the body composition measures height/weight. For each test, there is specific criteria to determine if the student is in the healthy fitness zone (HFZ). If the student did not meet the zone, they are categorized as "needs improvement." If the score is low in the aerobic capacity and body composition areas, the scores are an indication that the student is high risk. The fifth graders increased last year in aerobic capacity, abdominal strength, body composition, and trunk extension. They maintained in upper body strength, but decreased in flexibility, which is the shoulder stretch. Seventh grade students increased in flexibility, but had a decrease in all other areas tested. The next steps for the program include doing the PACER more regularly as a practice in middle school, and providing the students and families with more information on the Wellness Policy. The teachers explained that they are seeing a difference in the students and there is increased enthusiasm for middle school physical education as well as after school sports. The District has collaborated with United Way and St. Jude's Wellness Program, and has been working with the Community Liaison's to inform parents about the importance of physical education. Students have been observed making better choices during recess and lunch on how they play and what they eat.</p>
Public Comment	<p>Board President Ida MacMurray recognized those persons wishing to address the Board on public comment:</p> <ul style="list-style-type: none"> • Adam Rogers, Parent – Expressed his sincere gratitude to the District for all that they have done, and continue to do for his children.
General Matters Action Item: Consent Calendar	<p>After a motion made by Ofelia Hanson and a second to the motion by Cynthia Aguirre, Superintendent, Joanne Culverhouse explained that item C.1., for extra earnings needed to be pulled. Trustees unanimously approved:</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 ➤ Second/Final Reading of Board Policies⁹ <ul style="list-style-type: none"> ○ BP 0400 Comprehensive Plans ○ BP 0500 Accountability ○ BP 3513.4 Drug and Alcohol Free Schools ○ BP 5131.6 Drugs and Alcohol ○ BP 6020 Parent Involvement ○ BP 6173.2 Education of Children and Military Families ➤ Donations List¹⁰ ➤ Surplus¹¹ <p>Personnel Services</p> <ul style="list-style-type: none"> ➤ Resignations/New Hires¹² ➤ Change of Status¹³

	Dr. Culverhouse provided an updated extra earnings report for approval. On a motion made by Sandi Baltes, and a second to the motion made by Cynthia Aguirre, Trustees unanimously approved the extra earnings report with correction as attached to these minutes.
General Matters Action Item: Personnel Commission Appointment	On a motion made by John A. Dobson and a second to the motion made by Ofelia Hanson, Trustees unanimously approved the appointment of Sharon H. Brown as their appointee to the Personnel Commission of the La Habra City School District as attached to these minutes. ¹⁴
Business Matters Information Item: Caldwell Flores Winters, Inc. Update on Bond	Managing Director, John Greenlee from Caldwell Flores Winters, Inc. provided Trustees with an update on the Bond program. Measure “K” was approved on June 6, 2000, and to date all bonds have been issued and are currently being paid down. Measure “O” was approved on November 6, 2012 authorizing \$31 million in GO bonds. Three series have been sold in the amounts of \$6.49, \$3.70, and \$3.74 million. The remaining authorization of \$17.06 million is still available for future projects. Though the District has the ability to issue new debt, there is an election promise constraint of maintaining a total combined tax rate below \$33.00. The actual 2017-18 tax rate is far below the amount promised to taxpayers at \$30.58. The District experienced an increase of 4.2% for the fiscal year 2017-18 assessed valuation. He explained that assessed values pay back the bond, which means if assessed values go down then tax rates go up. The increased values in the community will keep the rates down. The State says that an elementary school district should have no more than 1.25% of their assessed values and never exceed \$73 million. The District is well below the debt limit with approximately \$48.5 million in remaining bonding capacity. The District has a Moody’s rating of Aa3, which is phenomenal for a district of this size. He explained that this rating is what keeps the cost of borrowing low. The factors that lead to this rating included a stable tax base and significant increase in assessed value, as well as material sustained improvements in reserves and liquidity levels. As the Advisor of the District Mr. Greenlee will be responsible for periodic updates, at least twice a year, semi-annual updates to the Bond Oversight Committee, provide studies and analyses to inform current and future planning efforts, and aggressively monitor the Districts outstanding bonds for potential refunding and taxpayer savings.
Action Item: Auditor’s Report	Royce Townsend from Vavrinek, Trine, Day & Co., LLP provided a summary of the Auditor’s results. He explained that 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. This report showed an unmodified opinion for both the Financial Statements and Federal Awards. The State Awards were also unmodified; however, he explained that there were findings with the unduplicated counts. The District over claimed the total eligible pupils by 25, resulting in a decrease of approximately \$23,835 in LCFF funding. Mr. Townsend explained that with the new regulations it is not an uncommon area to see findings. The audit also found that cash receipts were not being deposited in a timely manner. Their recommendation to the District is to make deposits at least once a week to reduce the risks associated with possible theft, loss, or misappropriation. He explained that the three-year trend for ADA is important to look at; as the revenue stream is declining so will expenses. Reserves have been constant and the District has not deficit spent in the last few years, which is great, however with ADA declining The Board needs to be conscientious of future spending. On a motion made by Cynthia Aguirre, and a second to the motion made by John A. Dobson, Trustees unanimously approved the Auditor’s Report for the fiscal year ending June 30, 2017 as attached to these minutes. ¹⁵

<p>Action Item: Certification of First Interim Financial Report and Budget Transfers/Income Adjustments</p>	<p>Caroline Larson, District Consultant from Vavrinek, Trine, Day & Co. LLP provided a presentation on the District's First Interim Report. She explained that the report this year is a positive certification, and the financial statement will begin to reflect the changes that are taking place in the District. Under new leadership, the District has been able to provide a 2% salary increase for 2016-17 and 2017-18, as well as a \$1.4 million dollar textbook adoption. She also explained that within the next thirty days there will be more changes with the Governor's budget. The Governor is reviewing options to bring the funding back to the 2007-08 levels. She explained that this new funding could be good and bad at the same time, as Districts will need to balance and sustain the money that will come in quickly. Once the District gets to the 90% compensation, it becomes difficult to manage. She urged the Board to be mindful as they move forward. Ms. Larson reviewed the enrollment trend showing how the District has lost an average of 135 students per year. It is important to retain as many students as possible with the reconfiguration so that the District does not continue to decline in enrollment. She also expressed her concern that LCFF GAP and COLA will no longer outpace the projected decline in enrollment, STRS and PERS costs will approach 20% of the payroll and compensation costs could reach 89% of available revenue in the 2019-20 school year. The next steps for the District, that will take place within the next 45 days, include CALPADS certification, P-1 Attendance, a new Chief Business Official, and a strategic look at the programs that will be offered to students with the new reconfiguration.</p> <p>On a motion made by John A. Dobson, and a second to the motion made by Sandi Baltes, Trustees unanimously agreed to certify the First Interim Financial Report and Budget Transfers as attached to these minutes.¹⁶</p>
<p>Action Item: Approval of Authorized Bank Signatures</p>	<p>On a motion made by Cynthia Aguirre and a second to the motion made by John A. Dobson, Trustees unanimously approved Dr. Joanne Culverhouse, Superintendent; Teresa Egan, Associate Superintendent; and Christeen Betz, Chief Business Official as authorized signers for select bank accounts for the district as attached to these minutes.¹⁷</p>
<p>Action Item: Final Acceptance of Project #B04-2016 – Terra Pave, Inc.</p>	<p>On a motion made by Ofelia Hanson and a second to the motion made by Cynthia Aguirre, Trustees unanimously approved the final completion of Project #B04-2016 for paving at various sites as being complete and authorize final payment of retention funds to Terra Pave, Inc. as attached to these minutes.¹⁸</p>
<p>Action Item: Irvine Unified School District Bid No. 2017/2018-FA</p>	<p>On a motion made by Ofelia Hanson and a second to the motion made by Cynthia Aguirre, Trustees unanimously approved the authorization to use bids from Irvine Unified School District to purchase furniture and equipment, on an as needed basis, utilizing Bid No. 2017/2018-FA bid award, inclusive of future contract renewal options and all addendums as authorized signers for select bank accounts for the district as attached to these minutes.¹⁹</p>
<p>Instruction and Personnel Action Item: Approval of Salary Increase</p>	<p>On a motion made by Sandi Baltes and a second to the motion made by John A. Dobson, Trustees unanimously approved a salary increase for Noon Duty Supervisors and Extended Care Workers in compliance with the new California Minimum Wage requirements effective January 1, 2018 as attached to these minutes.²⁰</p>
<p>Board/Superintendent Comments</p>	<p>Trustees and Dr. Culverhouse shared their experience from the recent California School Boards Association (CSBA) annual conference in San Diego last week. The conference was very educational and the workshops had a lot of good information they could bring back to the District. They were glad to be able to attend the conference.</p>

