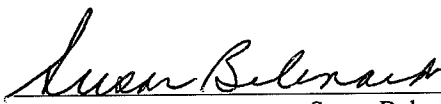


LA HABRA CITY SCHOOL DISTRICT  
Minutes of the Regular Board of Education Meeting  
500 N. Walnut St.  
La Habra, CA 90631  
March 12, 2013

<b>Call to Order Regular Meeting</b>	The formal call to order of the Board of Education Meeting of the La Habra City School District was called by Board President, Sharon H. Brown, at 5:00 p.m.
<b>Board Members</b>	Board Members Present: Sharon H. Brown, President Linda Navarro Edwards, Vice President Sandi Baltes, Clerk, John A. Dobson, Member Elizabeth Steves, Member
<b>Administrators</b>	Administrators Present: Susan Belenardo, Superintendent Teri Louer, Administrative Director Student Support Services Karen Kinney, Chief Business Official  Administrators Absent: Teresa Egan, Administrative Director Educational Services
<b>Public Comment on Closed Session Items</b>	None
<b>Work/Study Session</b>	<p>A work/study session was held at 6:00 p.m. with an overview of the E-Rate process and District roofing standards. Technology Supervisor, Olga Goodman, shared a PowerPoint presentation on E-Rate. Olga explained that E-Rate is part of the Universal Service Fund under the Telecommunications Act of 1996. The District has been applying for funding for the past 15 years and has received a total of \$2,847,772 in funding commitments. The District is able to apply for any of the four categories of service: Telecommunications, internet access, internal connections, and basic maintenance of internal connections. The discount levels vary from 20 to 90 percent and are based on individual school economic disadvantage and urban versus rural status. The E-Rate application process occurs annually and the District must have an approved technology plan in place before they can file and submit a form 471. Olga explained that the Request for Proposals was posted for a period of 28 days. Twenty-one interested vendors were required to take a site walk on February 22, 2013 and submit their proposal by March 11, 2013. Seven vendors submitted proposals which were reviewed by a committee comprised of Caldwell Flores Winters, Inc. representatives and LHCS District Technology Staff. The criteria for recommendation included price, references, past E-Rate experience, past experience with the District and completeness of the RFP requirements. Currently the District has three projects on the agenda that need to be Board approved and submitted for funding. Digital Networks Group is the recommended vendor for the Network Structured Cabling project. The total cost of this project is \$281,527.21; Imperial and Washington are eligible for an 80% discount which means the final cost to the District is \$56,305.44. Resilient Communications is the recommended vendor for the Wireless Equipment project. The total proposed cost of this project is \$112,000.19. The District Office is eligible for an 85% discount and Imperial and Washington are eligible for and 80% discount which means final cost to the District is \$20,284.28. Schoolwires is the recommended vendor for Web Hosting Services. The total cost of the project will be \$24,263.00. There will be an 85% E-Rate discount which means the District is responsible for \$5,495.57. The network structured cabling project and the wireless equipment project will both be funded by the bond measure. Olga asked Trustees to consider awarding contracts to the three service providers at this evening's official meeting.</p> <p>Jeremy Cogan from Caldwell Flores Winters was present along with David Decker and Director of Maintenance and Operations, Jim Fahey, to present Trustees an overview of roofing projects and District standards for roofing materials. Jeremy explained that the District has to establish roofing standards and obtain an approval of a California Multiple Award Schedule (CMAS) agreement. Dave Decker mentioned that he has walked the roofs with staff to check the areas that are of most concern for repair. He and Jim have been looking into a number of roofing manufacturers that would provide the most effective way of preserving the funds so that fewer general fund dollars would be required for on-going maintenance. The goal is to provide a roofing system that lasts a longer amount of time. Jim has been researching products and manufacturers to gather complete information before presenting to the Board. Garland Industries is a manufacturer whose pricing for their roof systems is comparable to most every other large roofing manufacturer in the continent. They provide a 30 year roofing warranty as most others provide a 20 year warranty. With most prominent and established roofing manufacturers providing essentially the same product at roughly the same price the product from Garland industries is what they deem to be the most cost effective solution for roofing projects in the District. Dave discussed how CMAS is a series of contracts and vendors that</p>

	<p>have been approved by the State for use by public entities and provide a standardized cost for materials that the State of California has approved. That cost is frequently less than going out to bid. By utilizing the CMAS contract the District will save about 10% of the costs. Jim explained to Trustees the purpose of establishing District standards and choosing one manufacturer. At this time the District has one architect and if any other architects are selected at a later time they will need to keep the same consistency and standards as they put their specifications together. Choosing one manufacturer such as Garland Industries helps to not have to warehouse items or train staff on utilizing different projects. It will also keep consistency throughout the District. In the long run, there will be a cost savings for the District by establishing standards. As discussed at the February 28<sup>th</sup> Board work/study, the adoption of District Standards for Roofing as well as approval of CMAS purchases has been placed on tonight's agenda for the Board's consideration.</p>
<b>Second Call to Order Regular Meeting</b>	Board President, Sharon H. Brown, called the Regular Meeting of the Board of Education to order at 7:00 p.m.
<b>Pledge of Allegiance to the Flag</b>	Board President, Sharon H. Brown, asked Monique, sibling of Arbolita student, to lead the pledge of allegiance to the flag.
<b>Report from Closed Session</b>	Board Clerk, Sandi Baltes reported that Trustees took action in closed session to authorize the release of temporary employees at the conclusion of the 2012-13 school year. All members voted yes on this action.
<b>Action Item: Adoption of the Agenda</b>	On a motion made by Sandi Baltes, and a second to the motion by Linda Navarro Edwards, Trustees unanimously adopted the agenda for March 12, 2013.
<b>Minutes of the Regular Board Meeting of: February 28, 2013</b>	The minutes of the Regular Meeting of February 28, 2013 were unanimously approved by Trustees on a motion made by John A. Dobson, and a second to the motion made by Elizabeth Steves.
<b>Correspondence</b>	None
<b>Superintendent's and Trustees' Report</b>	<p>Superintendent, Susan Belenardo, introduced, Principal, Rick Snyder, from Arbolita School who introduced Bea Betley's 2<sup>nd</sup> grade class and the Arbolita PowerSave team. Mrs. Betley's class shared their "Spring Will Soon Be Here" poem. The students did an awesome job performing the Arbolita School cheer, which is sung at the end of every assembly. Debbye Viveros and Catherine Arnold explained the goals of the PowerSave Team. The first goal of the PowerSave team is to empower students to generate change within their community, school and home. The PowerSave program is to help schools save money on energy costs and protect the environment through cooperative school based changes and behavior, operations and maintenance, procedures and retrofits of more efficient equipment. The second goal is to provide excellent hands-on learning opportunities for our students. The PowerSave hero's sang the PowerSave boogaloo chant to Trustee's. Ms. Viveros went over her presentation explaining how the program works. The team meets twice a month with their Edison project leader who teaches the students how to utilize real energy and temperature reading tools. The students record their measurement readings on a chart which shows if they are utilizing energy efficiently and if not the students can find ways on how they can help the school conserve energy. The team has made power save posters, "last out, lights off" to hang in each classroom as a reminder to teachers and students. They are actively engaging with teachers reminding them what to do to save energy. The Power Hog has come to the school to do a pre-assembly teaching the kids to turn off the lights and close the doors. By doing these simple things the PowerSave Hero's have cut Arbolita's energy usage by 10% in one month. Arbolita will receive back a total of \$680 for November and December just by conserving energy and doing parent surveys. They made recommendations to de-lamp the cafeteria, close doors and turn off the lights when not needed. The students will continue to patrol classrooms during recess and give light bulb stickers to those classes that have closed doors and lights out. The class that has the most light bulb stickers will have an ice cream party. The Power Save team's goal is to be number one in the District.</p> <p>Dr. Belenardo mentioned the very well deserved recognition for Office Dave Morrison and Fireman/Paramedic Eduardo Rodriguez on the front page of the La Habra Journal. She also reminded everyone that Washington Middle School's Open House will be tomorrow. They will have a BBQ, 6<sup>th</sup> grade Science Fair, student led tours, Sonora agriculture department with live animals, and the combined Washington and Imperial Middle Schools' band along with the high school band will be performing. It will be a very nice event starting at 5:30 tomorrow. Csilla Koppany is a recent recipient of Donors Choose. She was funded for Kids on Space and Hydroponics. Dr. Belenardo also shared additions to the LHCSd family, Mr. Carlos and his wife welcomed their baby boy on March 7<sup>th</sup> and teacher, Christie Cosand, daughter of former Board Trustee, Susie Hango had twin girls on March 1<sup>st</sup>, which rounds out their family of five under five. Both families are doing well.</p>

	<p>Board Members, John A. Dobson and Elizabeth Steves shared their experience on the recent Masters In Governance Program they attended on March 1<sup>st</sup> and 2<sup>nd</sup>, learning policies and procedures on how to become a better board member. They learned about the Brown Act, Board Governance, Student Achievement and Common Core. It was very educational and they appreciated the opportunity to be able to attend these very informative modules.</p> <p>Trustees who were able to attend “Read Across America” shared how much they enjoyed being able to read to the students and having the opportunity to promote the importance of reading.</p>
Public Comment	None
General Matters Action Item: Consent Calendar	<p>Trustees unanimously approved the Consent Calendar on a motion made by Linda Navarro Edwards, and a second to the motion by John A. Dobson:</p> <ul style="list-style-type: none"><li>➤ Approval of Independent Contractor Agreements as attached to these minutes<sup>2</sup></li><li>➤ Approval of Staff Development for designated employees to attend conferences/workshops as attached to these minutes.<sup>3</sup></li><li>➤ Approval of extra pay requests per employees’ contract provisions and Education Code requirements as attached to these minutes.<sup>4</sup></li><li>➤ Approval of changes in select employees’ status as attached to these minutes.<sup>5</sup></li><li>➤ Ratification of Certificated and Classified new hires as attached to these minutes.<sup>6</sup></li><li>➤ Acceptance of Donations as attached to these minutes.<sup>7</sup></li><li>➤ Approval of the Expenditures Reports for March 12, 2013 as attached to these minutes.<sup>8</sup></li></ul>
Information Item: Enrollment Report	<p>Superintendent, Susan Belenardo, reported that enrollment as of March 11, 2013 is up by one student. The changes in class size have been made to balance out the numbers. Kinder round-up began yesterday and Principals are closely monitoring how many incoming Kindergarten and Transitional Kindergarten students we will have for next year.</p>
Business Matters Action Item: E-Rate approval for Wireless Networks	<p>A work/study session was held earlier today for this action item, Technology Supervisor, Olga Goodman, gave a comprehensive explanation of the E-Rate process. On a motion made by Linda Navarro Edwards, and a second to the motion by Sandi Baltes, Trustees unanimously awarded the proposed contract for Wireless Networks to Resilient Communications for 2013-14 E-Rate funding request as attached to these minutes.<sup>9</sup></p>
Action Item: E-Rate approval for Network Structured Cabling	<p>A work/study session was held earlier today for this action item, Technology Supervisor, Olga Goodman, gave a comprehensive explanation of the E-Rate process. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously awarded the proposed contract for Network Structured Cabling to Digital Networks Group for 2013-14 E-Rate funding request as attached to these minutes.<sup>10</sup></p>
Action Item: E-Rate approval for Host Services for District and Site Websites	<p>A work/study session was held earlier today for this action item, Technology Supervisor, Olga Goodman, gave a comprehensive explanation of the E-Rate process. On a motion made by Elizabeth Steves, and a second to the motion by Sandi Baltes, Trustees unanimously awarded the proposed contract for Web Hosting Services to Schoolwires for 2013-14 E-Rate funding request as attached to these minutes.<sup>11</sup></p>
Action Item: District Standards for Roofing	<p>A work/study session was held earlier to today for this action item, David Decker of Caldwell Flores Winters, and Director of Maintenance, Jim Fahey, discussed the District standards for roofing. On a motion made by Elizabeth Steves, and a second to the motion by Sandi Baltes, Trustees unanimously approved the District Standards for Roofing as attached to these minutes.<sup>12</sup></p>
Action Item: California Multiple Award Schedules	<p>Superintendent, Susan Belenardo, explained that CMAS contracts use vendors that are pre-approved by the State and the District is assured of quality product and services at a fair price. On a motion made by Linda Navarro Edwards, and a second to the motion by John A. Dobson, Trustees unanimously approved the use of California Multiple Award Schedules contracts and authorize the Superintendent to oversee CMAS purchases through June 30, 2014 as attached to these minutes.<sup>13</sup></p>
Action Item: Surveying Services Contract	<p>A work study session was held earlier to today for this action item, David Decker of Caldwell Flores Winters, and Director of Maintenance, Jim Fahey, discussed the Surveying Services Contract. On a motion made by John A. Dobson, and a second to the motion by Sandi Baltes, Trustees unanimously approved the surveying services contract with Penco Engineering, Inc. for surveying services for the Imperial Middle School and Washington Middle School sites as attached to these minutes.<sup>14</sup></p>

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<b>Action Item:</b> <b>Northwest Recovery Group Contract</b>	Chief Business Official, Karen Kinney, explained that Northwest Capital Recovery Group was recommended by the California School Boards Association to perform an audit of utility bills making sure that all of the tariffs and taxes are being properly appraised. Northwest Capital Recovery contract is a sharing agreement which means the District is not responsible to pay any money if they do not find a savings. If a savings is found the District agrees to pay 45% back to Northwest Recovery Group for two past and two future year's savings. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously approved the use of Northwest Capital Recovery Group's services to perform an analysis of utility bills in cost recovery and cost reduction as attached to these minutes. <sup>15</sup>
<b>Action Item:</b> <b>Certification of Second Interim Financial Report and Budget Transfers/Income Adjustment</b>	Chief Business Official, Karen Kinney, reported that the District will once again file a qualified status for the Second Interim Financial Report indicating the District may not meet its financial obligations for this year and two subsequent years. The problem is in 2014-15, which shows a negative balance. In 2012-13 our unrestricted ending balance will be \$3.0 million, and in 2013-14 the District will be short about \$16,000. The projections show a 1.65% COLA, which comes out to about \$106/ADA for next years funding. CBEDS is leveling out and the District is seeing a fairly consistent number in the multi-year projections. Proposition 30 will not bring new programs to the District as the tax increases are temporary. The money will come in separately and quarterly. The District is currently in deficit spending with expenses exceeding the revenue. The revenue is being squeezed two ways with declining enrollment and revenue limit. Currently the District will be short of having the necessary reserves by a total of \$1.8 million combined over the next two years. Karen also discussed the need to borrow funds from the County Treasurer to have a positive cash balance on June 30, 2013. Current cash projections for 2013-14 show a large negative balance on 6/30/14 that will need to be addressed. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously certified the Second Interim Financial Report including Budget Transfers and Adjustments for select budget categories for 2012-2013 as attached to these minutes. <sup>16</sup>
<b>Action Item:</b> <b>Dedication of Land to City of La Habra</b>	Superintendent, Susan Belenardo, gave a history of La Presa Drive and how the land was purchased with the El Cerrito site in 1958. When the street was later built it was the intent to dedicate it to the City of La Habra. For unknown reasons the dedication to the city was never completed. To allow for future repair, maintenance and upgrading of the street without cost to the District, the City has agreed to accept a dedication of the land comprising La Presa Drive. On a motion made by Elizabeth Steves, and a second to the motion by John A. Dobson, Trustees unanimously approved the dedication of the northerly 45 feet of land from the El Cerrito site, presently forming the street known as La Presa Drive, to the City of La Habra, and authorizes the President of the Board of Trustees and the Superintendent, as Secretary of the Board to sign the deeds and any other necessary documents as attached to these minutes. <sup>17</sup>
<b>Other Business from the Board</b>	Board Clerk, Sandi Baltes, announced how she enjoyed attending the Imperial Middle School Pentathlon in Garden Grove. The students did very well and she is excited to find out how they did. Board Member, Elizabeth Steves, reminded Trustees that the Citrus Fair is coming up April 18 <sup>th</sup> -21 <sup>st</sup> . She will send the application to Admin to reserve a booth.
<b>Adjournment</b>	Board President, Sharon H. Brown, announced that the next meeting will be held on Thursday, March 28, 2013 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 Linda Navarro Edwards, and a second to the motion by John A. Dobson, the meeting was adjourned at 8:09 p.m.
<b>Board Minutes Approved:</b>	March 28, 2013   Susan Belenardo, Ed.D. Secretary to the Board

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- <sup>1</sup> Approval of Minutes
  - <sup>2</sup> Contracts
  - <sup>3</sup> Staff Development
  - <sup>4</sup> Extra pay Request
  - <sup>5</sup> Change of Status
  - <sup>6</sup> New Hires
  - <sup>7</sup> Donations
  - <sup>8</sup> Expenditures Report
  - <sup>9</sup> E-Rate approval for Wireless Networks
  - <sup>10</sup> E-Rate approval for Network Structured Cabling
  - <sup>11</sup> E-Rate approval for Host Services for District and Site Websites
  - <sup>12</sup> District Standards for Roofing
  - <sup>13</sup> CMAS Contracts
  - <sup>14</sup> Surveying Services Contract
  - <sup>15</sup> Northwest Recovery Group Contract
  - <sup>16</sup> Second Interim Report
  - <sup>17</sup> Dedication of La Presa Drive