

LA HABRA CITY SCHOOL DISTRICT  
Minutes of the Regular Board of Education Meeting  
500 N. Walnut St.  
La Habra, CA 90631  
March 28, 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 Teresa Egan, Administrative Director Educational Services
<b>Public Comment on Closed Session Items</b>	None
<b>Work/Study Session</b>	A work study session was held at 6:00 p.m. where Jeremy Cogan and Scott Gardiner from Caldwell Flores Winters (CFW) provided an update on the Measure 'O' Phase I Work Program. Jeremy explained that Phase I of the implementation program covers projects from 2013-2016 and includes District-wide technology as well as middle school academy upgrades. This evening, the Board is requested to approve the proposed work program for Phase I pursuant to previous Board direction. There has been some program progress with the E-Rate RFP process and application, land surveying services and preparation of bid documents for the planned roofing improvements. The District has facilitated programming meetings and walkthroughs at both middle schools to establish design parameters and educational specifications for the projects which have been previously presented to the Board. CFW has prepared a master budget and schedule for Phase I projects to guide design and construction. The technology program will provide La Habra students with the digital tools to support learning and academic achievement while engaging students in a collaborative learning environment. Phase I technology implementation will consist of upgrades to the phone system, and increased technology access at the two middle schools. Technology upgrades will consist of restructured cabling, replacing wireless devices and the infrastructure. Students and staff at the academies and K-5 will receive wireless tablet devices and cases with storage carts. Scott discussed the roofing improvements for the District. He explained that 52,000 square feet of roofing repairs have been identified within the District. The District conducted a bid process for the roofing project and received eight bids from contractors, however upon notification of their selection, the lowest bidder requested to withdraw their bid on March 27, 2013 due to errors they made in their bid package. CFW and District staff will now coordinate a re-bid of the roofing project; because of the need for re-bid, spring projects may be completed during the summer without impact to the master schedule. Jeremy explained that it is an ongoing process working with the school sites and staff making sure that their needs are fully incorporated into the implementation work plan and are fully consistent with the approved plan that the Board approved last summer. Sample academy centers were researched and visited by CFW and the District to provide a visioning framework. Meetings were conducted with CFW, District staff and students as to what they would envision as their academy centers. Jeremy included an appendix of many different designs and ideas to assist the architects on what the District staff and the Board are trying to achieve. Jeremy reviewed the approximate percentage of the middle school educational specifications, which are on the agenda for approval at this evening's meeting. Jeremy shared slides of locations where labs and academy center classrooms at each middle school will be located. The locations were also included in the facilities assessment plan. Scott shared information on the Phase I Master Budget. He estimated the total of Phase I to cost approximately \$7.1 million based on current estimates of identified needs. The District currently has \$6.3 million in available Measure 'O' funding from the 2013 bond sale to fund the planned Phase I improvements. Of the \$7.1 million identified, approximately \$870,000 in additional needs have been identified that will require funding from existing District capital funds (non-general fund sources) outside of Measure 'O'. Jeremy and Scott reviewed the appendix of academy center design examples which are visualizations of what can be accomplished in LHCS.
<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 7:10 p.m.
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<b>Pledge of Allegiance to the Flag</b>	Board President, Sharon H. Brown, asked Mrs. Dobson to lead the pledge of allegiance to the flag.
<b>Report from Closed Session</b>	None
<b>Action Item:</b> Adoption of the Agenda	Board President, Sharon H. Brown, explained that item 14c, roofing contracts, needs to be pulled from the agenda as none of the bids have been accepted. On a motion made by John A. Dobson, and a second to the motion by Linda Navarro Edwards; Trustees unanimously agreed to pull item 14c from the agenda. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously adopted the agenda for March 28, 2013.
<b>Minutes of the Regular Board Meeting of:</b> March 12, 2013	The minutes of the Regular Meeting of March 12, 2013 were unanimously approved by Trustees on a motion made by Linda Navarro Edwards, and a second to the motion made by John A. Dobson. <sup>1</sup>
<b>Correspondence</b>	None
<b>Superintendent's and Trustees' Report</b>	<p>Superintendent, Susan Belenardo, introduced the District's nutritionist, Kristin Hirahatake. Dr. Belenardo explained how Kristin attends A&amp;I meetings and provides healthy snacks and recipes for parents. She also attends meetings at the school sites where she shares nutrition ideas. Kristin shared a PowerPoint presentation about the Nutrition Network program. Kristin began working with the District in September assisting Teri Louer with managing and implementing the Network for a Healthy California Grant. The Grant is implemented by nearly 150 local and statewide departments. The goal is to empower low income Californians to increase fruit and vegetable consumption, physical activity and food security to help prevent obesity and other diet-related chronic diseases. Kristin shared data of how better eating habits increase performance, concentration and attention span in the classroom. Students with healthier eating habits show quicker and more accurate retrieval of information and have fewer errors in problem-solving activities, less absenteeism and fewer behavioral problems. Kristin has been working with the Food Services Department to help promote health and wellness for the students in the schools' cafeterias as well as in the classrooms. Newsletters, healthy tray erase boards and posters have been created and displayed in the cafeterias giving students ideas on healthy foods they should be selecting. Each month, Harvest of the Month posters displaying the fruit or vegetable of the month have been posted in the cafeterias. The Harvest of the Month program has allowed students to taste seasonal fruits and vegetables. The program supports core curricular areas as teachers have been given workbooks on how to integrate nutrition education into other subject areas focusing on the common core standards. Kristin explained how the collaboration of the Parent Wellness Committee and network of lead teachers work together with parents and students in regards to nutrition. As part of the Nutrition Network Grant, the District and the School Readiness program have been able to work closely with Chefs in The Classroom, host Family Nutrition Nights, have teacher trainings and participate in Kids Run the OC program. Still to come this year will be a nutrition education series for parents, a summer institute program and a mini farmers market working with Old Grove Orange, Inc. The current grant will end September 30, 2013 and the District will reapply for the 2013-2014 school year. Grant funds will be allocated on a competitive basis with a significant reduction in available funding. The District will begin filling out applications starting April 1<sup>st</sup> and has already received letters of recommendation from community partners. Kristin introduced Chef Renie from Chefs in the Classroom. Chef Renie shared her split pea stew that she made promoting the Harvest of the Month vegetable - peas.</p> <p>Dr. Belenardo asked Trustees to turn to page six of the La Habra Journal. She pointed out that we are continuing to advertise for Kindergarten and Transitional Kindergarten. The article also highlights the PowerSave teams, and introduced Betsy Olson as the 2014 Teacher of the Year. In addition, the article recognized one of our former students, Ana Karen Cervantes Ramirez, a student at Sonora, who has been accepted to Stanford University on a scholarship. Page two of the Journal shows Imperial Middle School Principal, Cathy Seighman, and Teacher, Valerie Hartmann, who were presented with a check for \$750 from the Year Round Garden Club to help the school improve its landscape by adding native plants. Dr. Belenardo also announced that Teacher, Ken Hollon is being recognized on Monday, May 6, 2013, as the 2013 Outstanding Arts Educator. More information will be announced as it comes in. Dr. Belenardo also shared the revised student expectation message. With the help of the Administrative team and the Innovation Committee, the revised statement reads as follows: Through Critical Thinking, Creativity, Collaboration, and Communication all students will master content knowledge, skills, and literacies to be college and career ready.</p>
<b>Public Comment</b>	None
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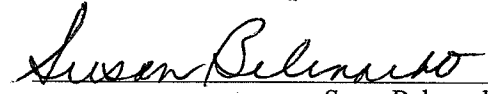
<p>Page 3</p> <p><b>General Matters</b></p> <p><b>Action Item:</b></p> <p>Consent Calendar</p>	<p>Board President, Sharon H. Brown, noted that an updated independent contractor agreements sheet was given to each Trustee and on a motion made by John A. Dobson, and a second to the motion by Sandi Baltes, Trustees unanimously approved the Consent Calendar:</p> <ul style="list-style-type: none"> <li>➤ Approval of Independent Contractor Agreements as attached to these minutes.<sup>2</sup></li> <li>➤ Approval to renew select memberships to County and State organizations as attached to these minutes.<sup>3</sup></li> <li>➤ Approval of Staff Development for designated employees to attend conferences/workshops as attached to these minutes.<sup>4</sup></li> <li>➤ Approval of extra pay requests per employees' contract provisions and Education Code requirements 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>➤ Approval of the Expenditures Reports for March 22, 2013 and March 28, 2013 as attached to these minutes.<sup>7</sup></li> </ul>
<p><b>Action Item:</b></p> <p>Public Hearing: Initial Contract Proposals</p>	<p>Board President, Sharon H. Brown, declared open an official public hearing to receive input on the District's Initial Contract Proposal to the California School Employees Association, Chapter #135 and the Initial Contract Proposal to the District by the California School Employees Association, Chapter #135 as attached to these minutes.<sup>8</sup> There being no public comment, the Hearing was closed.</p>
<p><b>Action Item:</b></p> <p>Initial District Proposal</p>	<p>On a motion made by Sandi Baltes, and a second to the motion by Linda Navarro Edwards, Trustees unanimously adopted the District's Initial Contract Proposal to the California School Employees Association, Chapter #135 as attached to these minutes.<sup>9</sup></p>
<p><b>Instruction and Personnel</b></p> <p><b>Action Item:</b></p> <p>Resolution #4-2013 / Reduction of Classified Support Positions</p>	<p>Administrative Director Educational Services, Teresa Egan, explained that due to the reduction in funding for EIA/LEP and projected funding reductions due to the Federal Sequestration, it is necessary to reduce seven (7) 3.00 hour Educational Assistant positions for 2013-14. On a motion made by Linda Navarro Edwards, and a second to the motion by Sandi Baltes, Trustees unanimously adopted Resolution #4-2013, Reduction of Classified Support Positions as attached to these minutes.<sup>10</sup></p>
<p><b>Action Item:</b></p> <p>Student Teaching Agreements</p>	<p>Administrative Director Educational Services, Teresa Egan, presented the standard student teaching agreements entered into with universities wishing to place student teachers with a master teacher in the LHCS. On a motion made by Sandi Baltes, and a second to the motion by Linda Navarro Edwards, Trustees unanimously approved of two student teaching agreements with California State University Long Beach as attached to these minutes.<sup>11</sup></p>
<p><b>Information Item:</b></p> <p>Food Service Department Update</p>	<p>Food Service Director, Helen Manesh, updated Trustees on the new rules that have been imposed for nutrition standards and how the department has prepared for these changes. Helen gave a brief history of the department and programs that are offered to the students. She also discussed that effective January 25, 2012, new nutrition standards for school meals were released. Through the Healthy, Hunger-Free Act, USDA will help to raise a healthier generation of children. The new standards align school meals with the latest nutritional science and Dietary Guidelines for Americans. Helen stated that the Food Service department is working closely with the District's Nutrition Network program to implement these new changes. A single food base menu planning approach was established for grade groups K-5 and 6-8. There is an Offer versus Serve option that allows the District to be reimbursed if the meal contains a fruit or vegetable. The Paid Lunch Equity requirement ensures sufficient funds are provided to the food service account for paid lunches and gradually increases prices for school lunches of paying students to equal the Federal reimbursement for Free and Reduced lunches. Helen explained that this year, the District has increased the availability and offering of fruits, vegetables, whole grains and fat free/low fat milk. New requirements beginning July 2012 have been reductions and limits in the levels of sodium, saturated fat, trans fat and calorie levels. Helen explained how her department has prepared for these changes and is preparing for more changes to come. School breakfast changes will start July 1, 2013 and will be phased in over three years. Helen also discussed the 6 Cents Rule which means that the menus must be certified by the State to ensure that we are complying with the new regulations. As an incentive for submitting the menus, we will receive an additional 6 cents for each lunch served that meets the new meal standards effective October 1<sup>st</sup> of this school year. Helen was pleased to announce that LHCS was among the first 192 out of over 1300 plus California School Food Authorities to be certified. The State can audit the validation at any time and the compliance audit is now done every three years instead of every five years. The Food Service staff is a wonderful team to work with and the work is very rewarding and fun. Everyone works together well and is thankful for the support from the Board and Administration.</p>

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Information Item: California English Language Development	Administrative Director Educational Services, Teresa Egan, presented Trustees with an overview of the CELDT testing and accountability measures for English Language Learners. She also updated Trustees on the results of the annual assessment of students who are designated as English Language Learners. Teresa explained that State and Federal laws require that school districts administer a test of English language proficiency in the areas of listening, speaking, reading, and writing. All of the CELDT questions are standards based and have five performance levels. The CELDT administration window is from July 1 <sup>st</sup> through October 31 <sup>st</sup> , and the District is required to send notification of results within thirty days. The purpose of CELDT is to identify EL students, determine the level of English language proficiency and to assess the progress of EL students acquiring the skills of listening, speaking, reading, and writing. There are three annual measurable achievement objectives (AMAO) for English learners: AMAO 1 - Annual progress in learning English, AMAO 2 - attaining English proficiency, and AMAO 3 - meeting adequate yearly progress for the EL subgroup in both English Language Arts and Mathematics on State tests. The AMAO 1 and AMAO 2 goals were met for the 2012-13 school year. The Language Assessment Team consists of three employees who begin the assessments in August at an Assessment Center located at Washington Middle School. With the assistance of two more employees, a five member team administers the CELDT at each of our sites through October 31 <sup>st</sup> . In the Fall of 2012, the District assessed a total of 2,457 students in TK - 8 <sup>th</sup> grade. Highlights for 201: 88 students district wide were reclassified as English proficient at the start of the school year; the Federal Program Monitoring team did not report any negative findings in the English Learner programs at El Cerrito or Sierra Vista; there is heightened awareness of the specific needs of LHCSd's English Learners; 70% of reclassified students continue to perform at the proficient or advanced levels on the CST; and 17 RFEP students had a perfect score of 600 on the Math CST.
Business Matters Information Item: Cash Flow Update	Chief Business Official, Karen Kinney, updated Trustees on the cash flow from February 10 <sup>th</sup> - March 9 <sup>th</sup> and indicated the District had sufficient funds to cover current payroll. After March 10 <sup>th</sup> , it will be more difficult due to deferrals and property taxes not yet received. April 10 <sup>th</sup> will be a challenge and the District will need to borrow \$4 million from the County Treasurer to make the April 10 <sup>th</sup> payroll. The money will be borrowed until the end of August. A majority of the cash issues are related to deficit spending, State revenue deferrals, and the State Proposition 30 enacted Education Protection Account.
Action Item: Resolution #5-2013/ Authorization of Signatures	Chief Business Official, Karen Kinney, explained that with recent administrative changes, it is necessary to submit a new authorization resolution for persons authorized to sign official District documents. On a motion made by Linda Navarro Edwards, and a second to the motion by Sandi Baltes, Trustees unanimously adopted Resolution #5-2013 specifying those persons authorized to sign District payroll documents, vendor payment orders, purchase orders, contracts and travel reimbursements as attached to these minutes. <sup>12</sup>
Action Item: Approval of Middle School Educational Specifications	Superintendent, Susan Belenardo, explained that the information provided is for the architects to have the specifications they need to begin the design of the Middle School projects. The information was explained in more detail during the work/study session. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously approved the Middle School educational specifications for improvements as attached to these minutes. <sup>13</sup>
Other Business from the Board	Board Clerk, Sandi Baltes, announced the following details for the Pentathlon: <ul style="list-style-type: none"> <li>➤ Imperial Middle School 7<sup>th</sup>/8<sup>th</sup> grade award ceremony, April 22<sup>nd</sup> at Santa Ana High School</li> <li>➤ Imperial Middle School 6<sup>th</sup> grade competition, April 27<sup>th</sup> location TBA</li> <li>➤ Washington Middle School 7<sup>th</sup>/8<sup>th</sup> grade award ceremony, April 24<sup>th</sup> location TBA</li> </ul> Board Member, Elizabeth Steves, was happy to announce that she had a birthday celebration last evening and as part of her birthday wish, she asked her friends to gift the academies at the middle schools. \$195 was gifted to each of the middle schools.
Adjournment	Board President, Sharon H. Brown, announced that the next meeting will be held on Thursday, April 18, 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 John A. Dobson, and a second to the motion by Elizabeth Steves, the meeting was adjourned at 9:04 p.m.

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Approved:

April 18, 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> Memberships
  - <sup>4</sup> Staff Development
  - <sup>5</sup> Extra pay Request
  - <sup>6</sup> New Hires
  - <sup>7</sup> Expenditures Report
  - <sup>8</sup> Public Hearing - Initial Contract Proposals
  - <sup>9</sup> Initial Contract Proposals
  - <sup>10</sup> Resolution #4-2013
  - <sup>11</sup> Student Teaching Agreement
  - <sup>12</sup> Resolution #5-2013
  - <sup>13</sup> Middle School Educational Specifications