

LA HABRA CITY SCHOOL DISTRICT
Minutes of the Regular Board of Education Meeting
500 N. Walnut St.
La Habra, CA 90631
May 9, 2013

Call to Order Regular Meeting	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 4:30 p.m.
Board Members	Board Members Present: Sharon H. Brown, President Sandi Baltes, Clerk, John A. Dobson, Member Elizabeth Steves, Member Board Members Absent: Linda Navarro Edwards, Vice President
Administrators	Administrators Present: Susan Belenardo, Superintendent Teri Louer, Administrative Director Student Support Services Karen Kinney, Chief Business Official Teresa Egan, Administrative Director Educational Services
Public Comment on Closed Session Items	None
Work/Study Session	A work/study session began at 6:00. Trustees continued discussions on Board Self-Evaluation format and content.
Second Call to Order Regular Meeting	Board President, Sharon H. Brown, called the Regular Meeting of the Board of Education to order at 7:05 p.m.
Pledge of Allegiance to the Flag	Board President, Sharon H. Brown, asked Jeremy Cogan to lead the pledge of allegiance to the flag.
Report from Closed Session	Board President, Sharon H. Brown, reported that Trustees took action during Closed Session to expunge the expulsion records of student #1202204. A motion was made by John A. Dobson, and a roll call vote was taken to move that all expulsion records of Student #12202204 be expunged from all La Habra City School District files. Sandi Baltes – Aye Sharon H. Brown – Aye John A. Dobson – Aye Elizabeth Steves – Aye Linda Navarro Edwards - Absent
Action Item: Adoption of 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 May 9, 2013.
Minutes of the Regular Board Meeting of: April 18, 2013	The minutes of the Regular Meeting of April 18, 2013 were unanimously approved by Trustees on a motion made by John A. Dobson, and a second to the motion made by Elizabeth Steves. ¹
Correspondence	Board Clerk, Sandi Baltes shared a letter to Mr. Carlos from the Highlander Kiwanis Club of La Habra. In the letter, Trent Rodriguez's, actions were applauded for his donation of \$50.00 to the clubs Eliminate Fund. Trent's voluntary donation was a part of a cash gift he received on his recent birthday. He realized that there were many less fortunate in the world that could use the \$50.00 much more than he could. The gesture is remarkable and a great reflection upon his understanding values and character. They thanked Mr. Carlos and his staff for making a difference in the lives of their students. Sandi shared an email sent to Dr. Belenardo from Audrey Werner of Whittier College. Audrey expressed her most heartfelt gratitude for the superb student teaching placements that her multiple subject credential candidates have had over the years with LHCS. She thanked Danelle Bautista for assisting her with all the placements of student teachers and the principals and office staff at every school for always being so helpful and welcoming. She also thanked Mr. Snyder, Mr. Klewer and Jennifer Hayes for helping this past year with the two very unique placement requests that she had. She thanked the entire LHCS staff for being her shiny light in these days of challenge for public schools. Sandi also shared a letter addressed to Ms. Seighman from St Joseph's House Healthy for Life Program

thanking her for her support and allowing them to participate in enhancing the opportunities to promote physical activity and nutritional education at Imperial Middle School. They were very happy and pleased to have been able to work with Ms. Seighman.

Superintendent's and Trustees' Report

Board President, Sharon H. Brown, shared the board room display presented by Sierra Vista School. Sierra Vista students and staff have provided samples of writing, in all subject areas, showing their work as they learn. From Collaboration and Critical thinking in Math to Creative Science Fair Projects, Sierra Vista students and staff are moving towards the Common Core. Take the time to read about volcanoes, earthquakes, and the multitude of creative stories throughout the display. There is even information about the GATE-robotics program, the Ambassador Program, and the Power Save Team. Sharon thanked Sierra Vista students and staff for this terrific display.

Superintendent, Susan Belenardo, introduced Cathy Kalcevich from Sierra Vista school. Mrs. Kalcevich thanked Trustees for bringing the Ambassador Program to our District. Student Ambassadors have put a presentation together for Trustees which explains the highlights of the program for this year. The Ambassador program offers the four C's for students in grades 3-5 who are learning leadership skills and how to become effective leaders. Lauren Myers, coordinator of the program at Sierra Vista, introduced her students to share their journey through the program. Students, Amanda Nissen and Celeste Rodriguez explained that the Ambassador program was founded in 2004 at Weaver Elementary in Los Alamitos, CA. It was created by Lysa Gamboa Levy and her husband, retired Long Beach Sheriff Joe Levy. The purpose of the program is to empower students by providing them with the opportunity to develop leadership skills and opportunities to apply to their skills. Sierra Vista launched a public relations campaign to recruit students and those interested had to complete an application and attach letters of recommendation. Students kicked off the program in the summer by having a team building leadership retreat where student Ambassadors from Walnut, Sierra Vista, and Las Positas met along with Lysa Gamboa and her husband to go over what the responsibilities and communication guidelines are as an Ambassador. The program theme for the year was PEACE (People Exhibiting Appreciation & Compassion for Everyone). Ambassadors exhibit and demonstrate PEACE throughout the campus and in all settings in the community. They meet every Monday from 3:00-4:00 and learn how to be an effective leader, about responsibility, communication guidelines, and conflict management. Each Ambassador has a campus job and had to use their areas of strength to determine which campus job was right for them. They use their 21st Century Skills to communicate effectively with Ambassador team members, fellow students, teachers and principals. Using skills such as active listening and "I" statements help to effectively get their message across as they are respectfully listening. Ambassadors also have to collaborate with other Ambassadors and students as well as staff on assemblies, projects, and presentations. They use their critical thinking skills to come up with ways to spread the message of PEACE on campus. They use their creativity to plan projects within the community where they will be partnering with a local senior citizens home. As a part of learning about leadership they interviewed Dr. Belenardo about her path to becoming the Superintendent. It was an interesting and educational experience to gain insight in becoming an effective leader.

Dr. Belenardo asked Trustees to turn to page 8 of the La Habra Journal, where it featured an article on Imperial's college night. It was a very nice article about all the strategies that we are using at our schools to encourage students to continue their education and set their sights high for their future. She also reported that last Saturday was OC Kids Run the OC Marathon which included 3 and 4 year olds who completed the last mile along with students from Las Positas led by Patty Gaby. The Academic Pentathlon Teams from IMS and WMS did very well this year. Coaches were Nathan Painter, Teri Jackson and Brenda Gomez. Individual and teams won many medals including first place in Team Super Quiz and first place in Team Overall along with many more. The results will be posted on the website. Dr. Belenardo also shared that Ladera Palma and Washington Middle School central kitchens received an award of excellence for consistently maintaining exceptionally high food safety and sanitation standards throughout the year.

Dr. Belenardo made several announcements: At the next Board meeting on the 23rd from 4:00 – 6:00 there will be the inaugural tech fair in the curriculum center; the Task Force meeting will be on the 16th at 3:30, and IMS will have their first play from their Academy of Fine Arts tomorrow at 1:30; and, Teresa will be representing the District at the BTSA recognition meeting on Thursday, May 23rd.

Board President, Sharon H. Brown, announced that she and Dr. Belenardo were able to attend the first annual English Language Learner Recognition Dinner last night in honor of Amy Van Cleave and Peggy Madrid. They received lovely awards for all they do to help support our ELL students.

Board Member, Elizabeth Steves, commented on the Citrus Fair and how it was nice to have the District attend and complemented on the nice booth display. She also mentioned how nice the Walnut Open House was and thanked student, Cory, for taking her around and showing her all of the classrooms. Sharon mentioned how nice the Masonic Award recognition was for Betsy Olson and the KidZone Staff. She thanked them for the support they have given in doing these award receptions for the past years.

Board Clerk, Sandi Baltes, mentioned what a fabulous job Ken Hollon did with his Spring Band Concert this

year. His students from Las Positas, Imperial, and Washington sounded just as good as any high school band concert would sound. In recognition of Mr. Hollon's great work he was honored at the Orange County Music and Arts Awards presentation this year. Mr. Hollon won the 2013 Outstanding Arts Educator Award in the areas of elementary band. Also present and performing at the presentation was Betsy Olson's Ukulele band. Board Member, John Dobson, also added how great Mr. Hollon's band performed at the Citrus Fair. Sharon and John shared their experience attending Kinderccaminata at Fullerton College. 500 kinders from our District attended and were treated to a wonderful morning by the students and staff of the college. Booths were set up all over the quad. It was a very colorful, amazing event. The students and staff that put this event together did a very good job. They also mentioned how nice the PTA council dinner was at the Hacienda Golf Club. John's wife was honored for her work that she does assisting her daughter's classroom in the Lowell District.

Administrative Director Educational Services, Teresa Egan, attended AVIDs College night at Imperial and said it was a wonderful event. There were high school and college students there to talk about the AVID program and college opportunities for students on where to go and what types of grants to apply for. Many parents were there taking notes and asking questions. It was a very informative and nice event.

Public Comment

Board President, Sharon H. Brown, recognized those persons wishing to address the Board for public comment on items not on the agenda:

- **John Hess from Council for Exceptional Children** – Thanked Susan Gallegos for her leadership in handling the See's Candy sales. The CEC would like to donate a check for \$750 for LHCSO having the largest increase in sales.

General Matters
Action Item:
Consent Calendar

Trustees unanimously approved the Consent Calendar on a motion made by John A. Dobson, and a second to the motion by Sandi Baltes:

- Approval of Independent Contractor Agreements as attached to these minutes.²
- Approval of Staff Development for designated employees to attend conferences/workshops as attached to these minutes.³
- Approval of extra pay requests per employees' contract provisions and Education Code requirements as attached to these minutes.⁴
- Approval of changes in select employees' status as attached to these minutes.⁵
- Ratification of Certificated and Classified new hires as attached to these minutes.⁶
- Acceptance of Donations as attached to these minutes.⁷
- Approval of the Expenditures Reports for as attached to these minutes.⁸

Information Item:
Enrollment Report

Superintendent, Susan Belenardo, reported that enrollment as of April May 7, 2013 is up sixteen students from last month. Overall we are up three students from where we at last year. Class size is within the range of State guidelines. Currently we are currently making projections for the 2013-14 school year. Kindergarten enrollment is projected to be down by 100 students from this year, which is severely impacting projections. Oralía Birakos is still actively marketing, but a major concern is that Headstart and the local preschool programs are encouraging parents to keep kids in their programs another year rather than enrolling in Transitional Kinder.

Action Item:
Staff Appreciation Day

Board Clerk, Sandi Baltes, read a resolution establishing the week of May 13th through May 17th as Staff Appreciation Week. Treats will be delivered to each school and department on one of the days of that week to honor all District employees for their service to our students. On a motion made by John A. Dobson, and a second to the motion by Elizabeth Steves, Trustees unanimously adopted a resolution establishing May 13 – 17, 2013 as Staff Appreciation Week as attached to these minutes.⁹

Instruction and Personnel
Information Item:
DELAC/DAC Report

Administrative Director Educational Services, Teresa Egan, was then pleased to introduce Lydia Fuentes President of the DELAC Committee for the District who explained that the committee meets each month as a requirement of the State to review the programs as well as the progress of English Language Learners. Each Committee member reviewed and discussed the legal requirements they have learned this year in regards to parent notifications and attendance procedures. They also reviewed the District wide assessment and language census along with parent waivers, programs, goals, and objectives for English Learners, and uniform complaint procedures. Training was provided on Robert's Rules of Order. The Committee members expressed how important it is for them to know the rules when conducting their DELAC meetings. During the State Audit the committee members were interviewed on the legal requirements. The auditors were very impressed with how all the members knew the rules and no findings were reported. This year committee members were eager to learn more about the average yearly progress, academic performance index, nutrition, GATE, accelerated Reader,

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Information Item: K-12 Insight	<p>Administrative Director Educational Services, Teresa Egan explained the purpose of K12 Insight is to help increase stakeholder participation and engage those we do not normally hear from. K12 Insight will help to develop a systematic survey calendar and provide immediate comprehensive District reports as well as launch comprehensive data analysis. K12 Insight will also help us to increase our Title I and EL survey responses. Once we have the data we can work to promote continuous improvement efforts throughout the District to engage all stakeholders.</p>
Business Matters Action Item: Resolution #6-2013/Temporary Borrowing between District Funds	<p>Chief Business Official, Karen Kinney, explained that as stated earlier, borrowing money internally is necessary to meet obligations but is a temporary option to help with cash flow issues. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously adopted Resolution #6-2013 authorizing the District to make temporary transfers from District Funds to ensure enough cash to meet fiscal obligations as attached to these minutes. ¹⁰</p>
Action Item: #Resolution 7-2013/Temporary Transfer	<p>Chief Business Official, Karen Kinney, explained that the County Treasurer is willing to transfer funds to aid the District in meeting expenses for 2013-14 and 2014-15. The fee is only five basis points over the interest rate which is much lower than the TRANS. On a motion made by John A. Dobson, and a second to the motion by Sandi Baltes, Trustees unanimously adopted Resolution #7-2013 authorizing the County Treasurer to issue a temporary transfer to meet its ongoing operating expenses to the La Habra City School District for fiscal years 2013-14 and 2014-15 as attached to these minutes. ¹¹</p>
Action Item: Resolution #8-2013 Education Protection Act	<p>Trustees are requested to consider approval of Resolution #8-2013, determining the expenditures be funded by the Education Protection Account (EPA) in 2012-13 and 2013-14. The EPA was established with the approval of Proposition 30 in November 2012 election and is a component of the District's revenue limit state aide. A motion was made by Elizabeth Steves, and a roll call vote was taken to unanimously approved Resolution 8-2013 determining expenditures be funded by the Educational Protection Account in 2012-13 and 2013-14 as attached to these minutes. ¹²</p> <p>Sandi Baltes – Aye Sharon H. Brown – Aye John A. Dobson – Aye Elizabeth Steves – Aye Linda Navarro Edwards - Absent</p>
Action Item: Bid # B05-2013	<p>David Decker and Jeremy Cogan from Caldwell Flores Winters, explained that eight firms attended the mandatory job walk prior to the bid and four bids for installation of roofing at five school sites were received on Tuesday. South Hill Contracting was the lowest bidder and research was done to confirm that all documents are in order. This is a savings of about \$30,000 from the lowest bid we did the first round. CFW recommends that this lowest responsible and responsive bidder be accepted. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously awarded Bid #B05-2013 for installation of roofing at five school sites to South Hill Contracting as attached to these minutes. ¹³</p>
Action Item: District Design and Construction Standards	<p>Chief Business Official, Karen Kinney explained that Caldwell Winters Flores has recommended that the District develop design and construction standards to help standardize the products used. These standards simplify the number and variety of supplies used which result in maintenance savings. The document is a living document and standards may change with future construction and recommendations from the architect. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, trustees unanimously approved the District Design and Construction Standards as attached to these minutes. ¹⁴</p>
Other Business from the Board	<p>Board Clerk, Sandi Baltes announced the following upcoming events:</p> <ul style="list-style-type: none"> • Vietnam Veteran's Memorial at La Habra High School from July 10th – July 15th • El Cerrito Open House on May 15th at 5:30 p.m. • Las Lomas Open House on May 21st at 5:30 p.m. • Ladera Palma Open House on May 22nd at 5:30 p.m.
Adjournment	<p>Board President, Sharon H. Brown, announced that the next meeting will be held on Thursday, May 23, 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 Sandi Baltes, and a second to the motion by Elizabeth Steves, the meeting was adjourned at 8:30 p.m.</p>

