

LA HABRA CITY SCHOOL DISTRICT
Minutes of the Regular Board of Education Meeting
500 N. Walnut St.
La Habra, CA 90631
January 24, 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 5:20 p.m.
Board Members	Board Members Present: Sharon H. Brown, President Linda Navarro Edwards, Vice President Sandi Baltes, Clerk, John A. Dobson, Member Elizabeth Steves, Member
Administrators	Administrators Present: Susan Belenardo, Superintendent Teresa Egan, Administrative Director Educational Services Teri Louer, Administrative Director Student Support Services Administrators Absent: Karen Kinney, Chief Business Official (present for work study only)
Public Comment on Closed Session Items	There being no public comment on Closed Session Items, Trustees adjourned to Closed Session.
Work/Study Session	At 3:45 p.m., Trustees met in work study to review budget planning with Chief Business Official, Karen Kinney. Karen presented a review of the budget categorical flexibility funds. She showed a chart of how the funds were spent before they became flexible in 2008-09. In order to assist districts in navigating through the reductions in State funding, districts were given the flexibility to designate funding previously restricted for specific purposes as unrestricted. This flexibility is scheduled to end on 6/30/2015. She explained that use of the continued use of this funding as unrestricted is open for discussion and subject to the Board's priorities. At 6:10 p.m., school Principals and Assistant Principals met to review their individual School Site Plans for Student Achievement for 2012-2013 with Trustees. Administrative Director Educational Services, Teresa Egan, assured the Board that each school has worked very hard in developing these site plans. The site plans have been approved by the California Department of Education. She introduced the Administrators from the K-2, 3-5, and 6-8 schools who presented highlights from their plans on the programs and supports that are in place at each level to support student achievement.
Second Call to Order Regular Meeting	Board President, Sharon H. Brown, called the Regular Meeting of the Board of Education to order at 7:17 p.m.
Pledge of Allegiance to the Flag	Board President, Sharon H. Brown, asked Elizabeth Steves to lead the pledge of allegiance to the flag.
Report from Closed Session	None
Action Item: Adoption of the Agenda	Board President, Sharon H. Brown, requested a motion to make a change in the agenda order. On a motion made by Linda Navarro Edwards, and a second to the motion by Sandi Baltes, Trustees unanimously agreed to move item #14b before the consent calendar. On a motion made by John A. Dobson, and a second to the motion by Linda Navarro Edwards, Trustees unanimously adopted the agenda for January 24, 2013.
Minutes of the Regular Board Meeting of: January 10, 2013	The minutes of the Regular Meeting of January 10, 2013 were unanimously approved by Trustees on a motion made by Sandi Baltes, and a second to the motion made by John A. Dobson. ¹
Correspondence	None
Superintendent's and Trustees' Report	Superintendent, Susan Belenardo introduced Principal, Pam Cunningham, from Las Lomas School who presented kindergarten students from her school to sing chants and songs relating to what they are learning in science. Dr. Belenardo noted that the students' performance showed examples of GLAD strategies that are used to support instruction. Dr. Belenardo directed Trustees to page six of the La Habra Journal, and discussed the articles on the Student Ambassador program, safety in our schools, and "The Voice of Islam" from Ms. Jackson's class.

Superintendent's and
Trustees' Report (cont)

The voters were thanked for their support in passing Measure "O". Dr. Belenardo called attention to the feature article on the La Habra Children's Museum; she explained that the article was describing the school District's programs within the Children's Museum. Elizabeth Steves, Dr. Belenardo, and Teresa Egan judged the spelling bee last night at Imperial. It was awesome; all the students did very well. There were 25 students from each middle school and one student from each 3-5 school. Three students will be moving on to the County - two from 6th grade and one from 7th grade. Victoria Krivencoff and Nicholas Casanas are from Imperial and Jessie Ariza is from Washington. If they win at the County level they will have the opportunity to go to Washington D.C. Dr. Belenardo also shared an email that she and Oralia Birakos received from the California School Boards Association indicating that they want to do feature article in their Statewide publication on the School Readiness Program, Music and Movement, which received the Golden Bell recognition.

Board Member, Elizabeth Steves, shared her experience in judging the spelling bee. She enjoyed watching how engaged each student was in the activity, and she was very glad she was invited to be a judge! Trustees shared thoughts on the recent walkthroughs. They were fascinated to see how the teachers at Imperial have integrated art into the curriculum, and amazed by all of the teaching that has been going on at all of the schools and how the Muckenthaler trainers are doing such an amazing job. They commented on the outstanding job teachers, aides and volunteers are doing with the small group instruction. There is a very positive feeling going on at all of the schools which is very nice. Trustees also commented on the Governor's budget stating that it appears better than in the past, and it finally sounds like they will not be cutting any more funding. There is some encouragement with the Governor's idea of establishing a locally-based funding program. Compliments were given to Dr. Belenardo and Karen Kinney for getting the District through the last few years of funding reductions.

Instruction and
Personnel
Information Report:
KidZone Report

Administrative Director Educational Services, Teresa Egan, introduced Rose Foster, Coordinator for the KidZone Program, who updated Trustees on the District's extended care program. Rose introduced two students from her program who spoke about Homework Club and the crafts and sports that they play each day. They were excited to share their stories about how much they liked going to KidZone. Rose provided Trustees a brief history of the KidZone program which began in 1998 with three campuses. They are now at one campus, Ladera Palma. The maximum enrollment is 150 students, and this year they are steady at 140. They are a self-sustained program and are open year-round with a summer camp program. This is the first year that KidZone has actually closed for the Winter Break. Rose's presentation was followed with a slide show of the students involved in varied activities. She shared pictures of the students during Thanksgiving break which had a 50's theme. KidZone Lead, Kerri Barnett, reviewed the busing schedule to and from the sites and the daily schedule of activities at KidZone. Extended Care Worker, Whitney Flores, explained that 80% of the students who attend KidZone attend Homework Club each day.

General Matters
Action Item:
Consent Calendar

Trustees unanimously approved the Consent Calendar on a motion made by Linda Navarro Edwards, and a second to the motion by Sandi Baltes:

- Approval of Independent Contractor Agreements as attached to these minutes.²
- Approval to renew select memberships to County and State organizations as attached to these minutes.³
- Approval of Staff Development for designated employees to attend conferences/workshops as attached to these minutes.⁴
- Approval of extra pay requests per employees' contract provisions and Education Code requirements as attached to these minutes.⁵
- Ratification of Certificated and Classified new hires as attached to these minutes.⁶
- Approval of changes in select employees' status as attached to these minutes.⁷
- Approval of the Expenditures Reports for January 24, 2013 as attached to these minutes.⁸

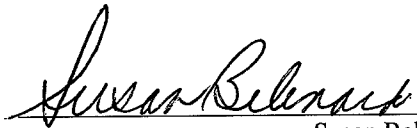
Information Item:
Student Teaching
Agreement

Administrative Director Educational Services, Teresa Egan, presented the standard student teaching agreement entered into with Chapman University 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 the student teaching agreement with Chapman University as attached to these minutes.⁹

Information Item:
Caldwell Flores Winters,
Inc. Update

Dave Decker and Jeremy Cogan from Caldwell Flores Winters, Inc. (CFW) updated Trustees on the planning and implementation stages of the Bond. Jeremy explained how Phase I of the implementation project will cover 2013-2016 and will include academy development technology upgrades at both Washington and Imperial. District-wide upgrades would consist of technology, deferred maintenance, roofing repair and replacement, and upgraded window systems for improved energy efficiency. He reviewed the meeting date timeline of both Washington and Imperial. Dave Decker reported that CFW has prepared a Request for Proposal (RFP) for E-Rate services which will go out on Monday. They will also prepare an RFP for land surveying services to prepare initial project documents at the school sites. Board resolutions have also been prepared to establish a

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<p>Information Item: Caldwell Flores Winters, Inc. Update (cont.)</p>	<p>process for prequalification of trade contractors and establish retention rates for complex projects to coordinate the selection for prequalified contractors. Over the next several months, CFW will prepare a set of master budgets, schedules, and timelines to guide design and construction for Board consideration. Jeremy gave a review of the timeline of next steps that will need to take place in the coming months.</p>
<p>Action Item: Resolution #1-2013, School Construction Projects</p>	<p>Superintendent, Susan Belenardo, explained that Trustees are requested to consider adoption of Resolution #1-2013 to establish criteria to determine whether school construction projects are substantially complex and subject to more than the required Education Code of five percent retention, and to delegate authority to designate construction projects as substantially complex projects and subject to a retention of more than the required five percent. On a motion made by Sandi Baltes, and a second to the motion by John A. Dobson, Trustees unanimously approved Resolution #1-2013, School Construction Projects, as attached to these minutes.¹⁰</p>
<p>Action Item: Resolution #2-2013, School Construction Projects</p>	<p>Superintendent, Susan Belenardo, explained that Resolution #2-2013 implements the prequalification of construction contractors. On a motion made by John A. Dobson, and a second to the motion by Linda Navarro Edwards, Trustees unanimously approved Resolution #2-2013, Prequalification of Construction Contractors, as attached to these minutes.¹¹</p>
<p>Instruction and Personnel Action Item: School Site Plans</p>	<p>Administrative Director Educational Services, Teresa Egan, indicated that Principals had reviewed their individual site plans with Trustees at an earlier work/study session and that Board approval of the plans is required. On a motion made by Sandi Baltes, and a second to the motion by Elizabeth Steves, Trustees unanimously approved the Single Plan for Student Achievement, 2012-2013 for Arbolita, El Cerrito, Ladera Palma, Las Lomas, Las Positas, Sierra Vista, Walnut, Imperial and Washington Middle Schools as attached to these minutes.¹²</p>
<p>Business Matters: Action Item: Apple Sole Source Opinion</p>	<p>Superintendent, Susan Belenardo, explained that the County has recommended the District obtain a sole source opinion with Apple Inc., since the District will be purchasing many products from Apple in the near future, this will eliminate the requirement of going out to bid each time we need to make a purchase from Apple. Trustees are requested to consider approval of Apple Computers Inc. as a sole source provider of Apple products and related services based on the Sole Source Opinion report provided. On a motion made by Linda Navarro Edwards, and a second to the motion by Sandi Baltes, Trustees unanimously approved the use of Apple Computers Inc. as a sole source provider of Apple products as attached to these minutes.¹³</p>
<p>Information Item: Cash Flow Update</p>	<p>Superintendent, Susan Belenardo, on behalf of Karen Kinney, reported the cash flow for the current month. Cash flow is currently up due to the property taxes received in December. It will continue to go down until the next tax disbursement in April. We may still need to borrow to make it through another critical point this year. She explained that maintaining reserves and an ending balance helps eliminate the need to borrow.</p>
<p>Information Item: Management Letter from the County Office</p>	<p>Superintendent, Susan Belenardo, reported on behalf of Karen Kinney on the recent management letter received from the County Office. Dr. Belenardo read the highlighted portions of the letter: "The District's ending fund balance in the unrestricted General Fund is projected to decrease by \$1.6 million in 2012-13, \$2.3 million in 2013-14, and \$2.3 million in 2014-15. It is our understanding that the District is in the process of developing a budget reduction plan for 2013-14. Additionally, the District has included the revenue limit COLA in 2013-14 and 2014-15 equivalent to 0% and 2.3% respectively." Dr. Belenardo mentioned that this letter was written prior to the Governors' budget. The letter also stated that "During our review of the First Interim report, we noticed that the District did not include the reduction of the federal revenues by 8.2% beginning in 2013-14 to reflect potential federal sequestration reductions. In light of the economic circumstances we are all facing, the uncertainty of future education funding and the State deferrals, we encourage the District to maintain unrestricted reserves above the State recommended minimum level in 2013-14 and 2014-15. Because the Board approved a qualified First Interim, the County Superintendent may assign a fiscal expert to advise and assist the District on financial issues. Carleen Wing Chandler has worked with the District in the past and may be called in to assist in the development of a plan addressing the fiscal conditions of the District."</p>
<p>Information Item: School Services Update</p>	<p>Superintendent, Susan Belenardo, updated Trustees on information provided at the recent School Services Governor's Budget Workshop. There is a little light at the end of the tunnel with the passage of Prop. 30, but the money from that will not be received until June 2013. It is a slow recovery, but it is a recovery. Karen left a handout from the presentation. If anyone has any questions, they can contact Karen directly.</p>
<p>Items not on the Agenda</p>	<p>None</p>

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Other Business from the Board	<p>Board President, Sharon H. Brown, reminded members of the following:</p> <ul style="list-style-type: none"> ➤ The upcoming OCSBA/ACSA Dinner also includes a New Board Member reception from 4:30 p.m. – 5:30 p.m. at the Irvine Marriott. Following the reception is the PAGE meeting then the dinner. Please let Danelle know if you will be attending both. ➤ Ms. Jackson's class will be participating in their second round of the Student Technology Showcase at Serra Catholic School in Rancho Santa Margarita on February 2, 2013 from 11:30 a.m. – 1:30 p.m. <p>Board Clerk, Sandi Baltes thanked all of the Principals for their site plans. She knows that a lot of work goes into getting those in. She also attended the Battle of the Bands today at Imperial Middle School and will remind Mr. Hollon to invite the entire Board next time.</p> <p>Board President, Sharon H. Brown, announced that the Board will go back into closed session to finish up business before they adjourn and announced that the next meeting will be on February 14, 2013 at the District Office Board Room at 7:00 p.m.</p>
Adjournment	The regular Board meeting was adjourned at 8:30 p.m.
Board Minutes Approved:	<p>February 14, 2013</p> <div style="text-align: right;">  Susan Belenardo, Ed.D. Secretary to the Board </div>

- ¹ Approval of Minutes
- ² Independent Contract Agreements
- ³ Memberships
- ⁴ Staff Development
- ⁵ Extra pay Request
- ⁶ New Hires
- ⁷ Change of Status
- ⁸ Expenditures Report
- ⁹ Student Teaching Agreement
- ¹⁰ Resolution #1-2013
- ¹¹ Resolution #2-2013
- ¹² School Site Plans
- ¹³ Apple Sole Source Opinion