

LA HABRA CITY SCHOOL DISTRICT
 Minutes of the Regular Board of Education Meeting
 500 N. Walnut St.
 La Habra, CA 90631
 December 12, 2019


Board Members	<p>Board Members Present: Sandi Baltes, President John A. Dobson, Clerk/Vice President Adam Rogers, Member Cynthia Aguirre, Member</p> <p>Board Members Absent: Ida MacMurray, Member</p>
Administrators	<p>Administrators Present: Joanne Culverhouse, Ed.D., Superintendent Teresa Egan, Ed.D., Associate Superintendent Sheryl Tecker Ed.D., Assistant Superintendent Christeen Betz, Chief Business Official</p>
Work/Study Session	<p>A work/study session began at 4:30 p.m. Las Positas Principal, Mrs. Hensley and IB Coordinator, Dana Riggs provided Trustees with a presentation on the IB Primary Years Programme. They reviewed the timeline and explained that anticipation for authorization to become an IB PYP World School is 2020-2021. Once authorized they will be on a cycle of self-study, development, and evaluation. Students will learn how to take control of their learning, and teachers will collaborate to deepen student learning and increase their confidence and self-motivation. Mrs. Riggs explained the “whats” and “whys” of IB PYP, and how inquiry is the main pedagogical approach to learning and teaching. There are six transdisciplinary themes that represent the significant knowledge and understandings students will develop throughout their years in the Primary Years Programme. Each year, students engage in Units of Inquiry designed to further develop their understanding of these themes. The units form the Programme of Inquiry (POI), which is the driving force behind teaching and learning. The POI is the roadmap for the school year and ensures that the IB standards and descriptors are taught horizontally and vertically each year. It is developed, taught, assessed, and reflected upon by teachers. Unit Planners for each grade level make up the POI and integrate at least two content areas. Mrs. Riggs explained the topics vs. concepts area and explained that a concept is an enduring understanding, while a topic is a subject, a category, or general area of interest. The IB Learner Profile is a broad range of human capacities that go beyond academic success. Mrs. Hensley explained the focus on agency in the new IB PYP. This focus encourages active inquiring students to take responsibility for their own learning. The three main elements of Agency include voice, choice, and ownership. Student Agency is an integral part of the IB PYP where all students are charged with developing a global perspective and taking local action. Both Mrs. Riggs and Mrs. Hensley explained how important the IB PYP teacher training has been for the development and success of the program and thanked the Trustees for their support.</p>
Formal Call to Order	<p>Board President Cynthia Aguirre called the Regular Meeting of the Board of Education to order at 5:30 p.m.</p>
Public Comment on Closed Session Items	<p>Following no public comment, Trustees adjourned to closed session.</p>

Second Call to Order Regular Meeting	Board President Cynthia Aguirre called the Regular Meeting of the Board of Education to order at 6:04 p.m.
Pledge of Allegiance to the Flag	Board President Cynthia Aguirre asked student Savannah Zubia to lead the pledge of allegiance to the flag.
Report from Closed Session	Board President Cynthia Aguirre reported during closed session the Board of Education addressed the settlement agreement for employee #3000000053 and voted 4-0 to approve the agreement.
Adoption of the Agenda	On a motion made by Adam Rogers, and a second to the motion by John A. Dobson, Trustees unanimously adopted the agenda for December 12, 2019.
Annual Organizational Meeting: Election of Board Members	<p>Board President Cynthia Aguirre called for nominations for the ensuing year. John A. Dobson nominated Sandi Baltes as Board President for the period of December 2019 through December 2020. Adam Rogers made a second to the motion. There being no further nominations, the nominations for President were closed. Trustees unanimously approved Sandi Baltes as Board President.</p> <p>Board President Sandi Baltes called for nominations for Clerk/Vice President. Cynthia Aguirre nominated John A. Dobson as the Clerk/Vice President for 2020; Adam Rogers made a second to the motion, which was unanimously approved by Trustees.</p>
Appointment of Board Secretary	Board President Sandi Baltes called for a motion to appoint Superintendent, Joanne Culverhouse as the Board Secretary. On a motion made John A. Dobson and a second to the motion made by Cynthia Aguirre, Trustees unanimously approved the appointment.
Committee Appointments: 2020	<p>The following Board Committee Representative positions were reviewed at the November meeting, and with no additional changes, a motion was made by Adam Rogers. John A. Dobson made a second to the motion; Trustees unanimously approved the Board Committee Representative assignments for 2020 as attached to these minutes.¹</p> <ul style="list-style-type: none"> • Personnel Commission Representative – John Dobson/Sandi Baltes • Community Outreach Representative – Sandi Baltes • LCAP Committee Representative – Cynthia Aguirre/Adam Rogers • Political Action/Nominating Representative – Ida MacMurray/John Dobson • Kennedy Center Meeting Representative – Sandi Baltes/Ida MacMurray • School Counseling Advisory Representative – John Dobson/Adam Rogers • St. Jude Meeting Representative (new) – Sandi Baltes/Ida MacMurray
Adoption of 2020 Board Meeting Calendar	On a motion made by Cynthia Aguirre, and a second to the motion made by John A. Dobson, Trustees unanimously approved the proposed 2020 Board Meeting Calendar as attached to these minutes. ²
Approval of Minutes of the Regular Meeting	On a motion made by Cynthia Aguirre, and a second to the motion by Adam Rogers, Trustees unanimously approved the minutes of the Regular Meeting of December 12, 2019 as attached to these minutes. ³
Correspondence	Board Clerk/Vice President John A. Dobson shared the holiday card from the Imperial Middle School PALS students.

Public Interest	Principal Cathy Seighman, Assistant Principal Greg White, Teacher Mrs. Sediqa and students from Imperial Middle School (IMS) shared how they are building a positive school culture through the implementation of Positive Behavior Interventions and Support (PBIS). By using a proactive and data-based approach to discipline and promoting positive relationships, students will have social, emotional, and academic success. At IMS, the Code of Conduct is to be Respectful, Responsible, and Safe. Students and staff developed a matrix of expectations and posted signs throughout the campus for reminders on how to behave. Majors and minors have been created as classifications of offenses for misbehaving. Minors are a behavior that teachers provide interventions in class and a major requires support from the office and is data-based. Mrs. Sediqa explained how “Inattentional Blindness” or “Perceptual Blindness” could cause you to focus primarily on the challenges and miss all of the positive choices and actions that happen daily on campus. Positive relationships are built with students through recognizing the positive in them. Research shows that you are more likely to see a change in behavior if you create an environment that builds positive relationships with students. Students are given Notable Knight Cards as a positive reinforcement when they demonstrate appropriate behavior. These cards are also tied to the IB Learner profile. On the back of each card is a code that is used to deposit into the students bank account. The students can then use the rewards in their bank accounts to purchase items from the IMAZON store. The students shared a sample of the items that can be purchased through the store.
Public Comment	<ul style="list-style-type: none"> • No public comment
General Matters Action Item: Consent Calendar	<p>On a motion made by Cynthia Aguirre, and a second to the motion made by John A. Dobson, Trustees unanimously approved the consent calendar items as attached to these minutes.</p> <p style="padding-left: 40px;">Educational Services</p> <ul style="list-style-type: none"> ➤ Contracts – Ed Services⁴ ➤ Contracts – Special Education⁵ ➤ Staff Development⁶ <p style="padding-left: 40px;">Business Services</p> <ul style="list-style-type: none"> ➤ Contracts⁷ ➤ Field Contracts⁸ ➤ Expenditure Reports⁹ <p style="padding-left: 40px;">Personnel Services</p> <ul style="list-style-type: none"> ➤ Separation/New Hires¹⁰ ➤ Change of Status¹¹
General Matters Action Item: Tentative Agreement with CSEA, Chapter #135	On a motion made by Adam Rogers, and a second to the motion made by John A. Dobson, Trustees unanimously approved the Tentative Agreement with the California School Employees Association, Chapter #135 as attached to these minutes. ¹²
Change in Agenda	<p>Chief Business Official Christeen Betz, asked Trustees to move Instruction and Personnel before Business Matters as the auditor is currently stuck in traffic and should be arriving shortly.</p> <p>A motion was made by John A. Dobson to move Item 16 - Instruction and Personnel before Item 15 - Business Matters. Adam Rogers made a second to the motion and Trustees unanimously approved the change in the agenda.</p>

<p>Instruction and Personnel Information Item: EDI/school Readiness Update</p>	<p>School Readiness Coordinator Debbye Viveros provided Trustees with an update of the School Readiness Program and latest EDI data results. Early learning is important in supporting children and families to ensure they are successful. For the past 19 years, the District has collaborated with First Five Orange County (formerly Children and Family Commission of Orange County) to best serve our children, families, and community. The School Readiness team consists of four Community Liaisons and a School Readiness Nurse. There are currently 375 children and families registered. Registration is always open so families are able to continue to register throughout the year. This year the School Readiness program has continued to advance the agenda by creating systems to successfully transition families to the District. All students are now entered into AERIES to link them to the schools when they start kindergarten. The program has implemented a health and wellness policy and is working with InnovateEd to create a school improvement plan focused on language development. The students are assessed twice a year and the data is now being used from multiple points. Parents were surveyed and the data showed that the families desired support in the area of health and wellness, which is why the Book Cook Class was created. This year Susie Kurth joined the School Readiness Team as the Nurse. She is delivering hands-on health lessons at each site, each week for the families. The program is also supporting families as they learn about the school focuses by adding STEAM and Spanish Literacy classes.</p> <p>Mrs. Viveros reviewed the second data point, which is Early Developmental Index (EDI). EDI offers powerful evidence of community level strengths and vulnerabilities. The EDI is a teacher-completed checklist measuring children’s development in five focus areas and 16 developmental subdomains. The La Habra Kindergarten teachers completed the EDI ratings last Spring for the five developmental domains of Physical Health and Well-Being, Emotional Maturity, General Knowledge and Communication, Language and Cognitive Development, and Social Competence. She shared a map of the city of La Habra and the results of the children’s EDI scores. The children are rated as vulnerable, at risk, and on track in their level of kindergarten preparedness. The EDI reveals that 39.5% of children in La Habra are ready for kindergarten, lower than the Orange County rate of 52.9%, making La Habra’s children from prenatal to five the most vulnerable in the county. Mrs. Viveros explained that to be considered ready, children must score proficient in all domains. The EDI data can be used to look back and look forward. The District can use the data to look forward and should be used by all facets of the community to address the needs of the children. Through the School Readiness lens, we are using the EDI data to open a fourth site at the Hillcrest Health and Wellness Center, hold preschool collaborative meetings, and expand the literacy fair to include City of La Habra preschools.</p>
<p>Information Item: Dashboard and English Learner Proficiency Assessment for California Updates</p>	<p>Assistant Superintendent Dr. Tecker provided Trustees with an update on the 2019 English Learner Proficiency Assessment for California (ELPAC) and Dashboard state indicators. ELPAC has four different levels. Students in level one are at the beginning stage of developing English skills, level two students have somewhat developed English skills, level three have moderately developed English skills, and level four are for students with well-developed English skills. Most of the English Learners in the District are at level three. The results are used for reclassification and to inform instruction. The ELPAC includes an assessment of students’ listening, reading, speaking, and writing skills. Learning English typically takes students five to seven years to learn. Graphs were shared showing the percentage rates for K-8 students who are well developed in the oral and written areas. Dr. Tecker explained that due to some test materials being lost in transit, seventh and eighth grade students at Imperial Middle School had to retake the test. Twenty-eight of the students were reclassified, but the results will not show on the dashboard due to the retest.</p>

	<p>Dr. Tecker shared that the 2019 Dashboard went public today and we are now in yellow or green category for each state indicator. In order to understand the state indicators we look at the current status and compare to the previous year to see how much they have changed. We are happy to report that LHCS D is growing significantly and hope to see continued growth. In English Language Arts, we have increased 8.9 points and moved from orange to yellow. In Mathematics, we have increased 8.8 points and moved from orange to yellow. English Learner progress shows that 52.8% of students are making progress towards English language proficiency. Academic Engagement’s State indicator includes Chronic Absenteeism, and in this area we are very happy to report our first green, with a 0.8% decline in chronic absences. For Conditions and Climate, the State indicator includes the area of suspension rate in which we maintained at 0.1%, but moved from orange to yellow. The District is no longer in Differentiated Assistance.</p>
<p>Action Item: Hourly Rate Increase for Student Supervisor and Extended Care Worker</p>	<p>On a motion made by Cynthia Aguirre and a second to the motion made by Adam Rogers, Trustees unanimously approved a salary increase for Student Supervisors and Extended Care Workers in compliance with the California Minimum Wage requirements effective January 1, 2020 as attached to these minutes.¹³</p>
<p>Business Matters Information/Action Item: Building Fund Measure ‘O’ Financial and Performance Audits</p>	<p>Royce Townsend from Eide Bailly, LLP explained how Vavrinek Trine and Day has recently merged with Eide Bailly. This has allowed them to join one of the top 20 firms and allow more of an infusion of resources. Each year the District has to have an audit of the financial and performance statements of Measure ‘O’. There was a bond issuance this year with about \$ 4 million remaining. Of the one million dollars spent, no expenditures were identified as being non-compliant with the bond measure. On a motion made by Cynthia Aguirre, and a second to the motion made by John A. Dobson, Trustees unanimously approved the Building Fund Measure ‘O’ Financial and Performance Audit as attached to these minutes.¹⁴</p>
<p>Action Item: Auditor’s Report</p>	<p>Royce Townsend from Eide Bailly, LLP reviewed the findings of the annual Audit Report ending June 30, 2019. He explained how the role of the audit is to provide Trustees with the level of assurance that the financial information received from the business manager is reliable. The outcome of the audit on page 92 indicates an unmodified opinion for financial statements and federal and state awards. This is the highest level of assurance that the auditors can provide. Mr. Townsend also referred to page 78 to show the schedule of financial trends in the District. This shows that the District is making good financial decisions even though attendance is declining. The audit found some areas of improvement for the middle schools’ Associated Student Body (ASB) accounts to provide better internal controls. On a motion made by John A. Dobson and a second to the motion made by Adam Rogers, Trustees unanimously approved the annual Audit report as attached to these minutes.¹⁵</p>
<p>Change in Agenda</p>	<p>Chief Business Official Christeen Betz began her presentation on the First Interim Financial Report and Budget Transfers. Mrs. Betz had not been feeling well and requested a moment to rest her voice.</p> <p>Superintendent Joanne Culverhouse asked Trustees to move Item 17, Board/Superintendent Comments before Item 15c – Certification of First Interim Report to allow Mrs. Betz a moment to step out of the room.</p> <p>A motion was made by John A. Dobson to change the order of the agenda and begin Board/Superintendent Comments. Cynthia Aguirre made a second to the motion and Trustees unanimously approved the change in the agenda.</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. 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 and spend time with everyone. The Imperial Middle School student performance at the PTA luncheon received a standing ovation. Trustees are looking forward to seeing them perform at La Habra High School Performing Arts Center.</p> <p>Dr. Culverhouse shared two books with Trustees that the Leadership Team will be reading this year. The books are “How Full is Your Bucket” and “Outward Mindset”. A copy of an infographic, highlighting all of the successes in the District, along with a holiday letter was provided to Trustees. These will be going out to all families and staff next week before the break.</p> <p>Dr. Culverhouse reported enrollment for this month a net/gain loss of negative one.</p>
<p>Action Item: Certification of First Interim Financial Report and Budget Transfers/Income Adjustments</p>	<p>Mrs. Betz continued with her presentation on the First Interim. She explained that the State mandates that districts file a certification of financial solvency twice a year. As part of LCAP, Goal 2, the District needs to report a positive certification, which means we will maintain fiscal solvency for the current and subsequent two fiscal years. Some of the noteworthy trends the District looks at include student enrollment, changes in average daily attendance (ADA), operational costs, and pension reform. The student enrollment trend has had a continuous decrease and for the first time since 2013-2014 there was an increase of 48. For 2020-2021 there is a decline budgeted and a flattening out in 2021-2022. There is also an increase in ADA for the first time in a long time of 46. The biggest impact to the budget is for next year with a 50 student decline, not 100 as previously reported, which is about a \$500K difference. She reviewed the major operational costs and how much in additional LCFF funding the District receives per year. Pension costs are expected to increase by \$1.4 million over the next three years, but the Governor has decreased districts liabilities by putting funding into STRS. The major budget variances from the 2019-2020 adopted budget to the first interim were reviewed showing an increase in expenditures. The increase in expenditures include a 2.5% salary increase for both LHEA and CSEA as well as a one-time benefit cost of \$200K and additional services to mandated special education needs. Mrs. Betz reviewed the revenues and expenditures for the 2019-2020, 2020-2021, and 2021-2022 budget assumptions and the multi-year budget projection including total reserve amounts.</p> <p>On a motion made by Cynthia Aguirre, and a second to the motion made by Adam Rogers, Trustees unanimously approved the First Interim Financial Report as attached to these minutes.¹⁶</p>
<p>Adjournment</p>	<p>Board President Sandi Bates announced that the next meeting will be held on January 9, 2020 at the District Office Board Room at 6:00 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 Adam Rogers, the meeting was adjourned at 7:38 p.m.</p>
<p>Board Minutes Approved:</p>	<p>January 9, 2020</p> <div style="text-align: right;">  _____ Joanne Culverhouse, Ed.D Secretary to the Board </div>

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- ¹ Board Committee Assignments
 - ² 2020 Board Meeting Calendar
 - ³ Approval of Minutes
 - ⁴ Contracts – Ed Services
 - ⁵ Contracts – Special Education
 - ⁶ Staff Development
 - ⁷ Contracts – Business Services
 - ⁸ Field Contracts
 - ⁹ Expenditures
 - ¹⁰ Separations/New Hires
 - ¹¹ Change of Status
 - ¹² Tentative Agreement with CSEA
 - ¹³ Hourly Rate Increase-Student Supervisor and Extended Care Worker
 - ¹⁴ Building Fund Measure ‘O’
 - ¹⁵ Auditor’s Report
 - ¹⁶ First Interim Report