


LA HABRA CITY SCHOOL DISTRICT  
Minutes of the Regular Board of Education Meeting  
500 N. Walnut St.  
La Habra, CA 90631  
November 13, 2014

Board Members	Board Members Present: Sandi Baltes, President Sharon H. Brown, Vice President John A. Dobson, Clerk Elizabeth Steves, Member Linda Navarro Edwards, Member
Administrators	Administrators Present: Susan Belenardo, Superintendent Karen Kinney, Chief Business Official Teresa Egan, Assistant Superintendent
Work/Study Session	<p>At 6:00 p.m., Trustees met to review the First Interim Financial Report prior to taking action later in the business meeting. Karen Kinney, Chief Business Official, provided a handout and PowerPoint presentation of the District's financial status at the First Interim Report. She explained that the report this year is a positive certification, which means that the District will meet its financial obligation for the current fiscal year and subsequent two fiscal years. She provided detailed examples of the Local Control Funding Formula (LCFF) and FCMAT calculations. Since the budget adoption there has been an increase in mandated cost past due claims, decrease in AB 602 funding, implementation of 2014-15 LCAP and implementation of salary changes for classified, administrative and confidential staff. A review of the unrestricted and restricted general fund revenue and expenditures was provided along with multi-year projections for the next two years. Karen explained that the low point for cash is normally late November, early December, but as property taxes come in the cash flow will increase. It was discussed that the additional costs of the Local Control Accountability Plan (LCAP) are not included in the Multi-year Projections in 2015-16 or 2016-17. The Governor's budget proposal in January 2015 will provide a better updated estimate for the 2015-16 gap funding percentage. Overall the District is doing much better than in previous years; however the recommendation is to retain one year of gap funding in reserves in addition to a 3% reserve for economic uncertainties.</p> <p>Yuri Calderon from Caldwell Flores Winters, Inc. provided information on the opportunity to refinance the Series 2005 Bonds originally authorized by Measure 'K' in 2000. Due to the current low rates, it is recommended that the Board approve a resolution to refinance the current bonds from the 2000 election to save the taxpayers' money. He also suggested moving up the issuance of the next series of bond disbursements from Measure 'O' to 2017 to 2015 to take care of the necessary modernization at Walnut, Sierra Vista, and Las Positas. He explained that the total savings to the taxpayers would be 3% for the reissuance.</p>
Formal Call to Order	Board President, Sandi Baltes, called the Regular Meeting of the Board of Education to order at 7:03 p.m.
Pledge of Allegiance to the Flag	Board President, Sandi Baltes, asked El Cerrito student, Edgar, to lead the pledge of allegiance to the flag.
Adoption of the Agenda	<p>Board President, Sandi Baltes, requested a motion to make a change in the agenda order. On a motion made by Sharon H. Brown, and a second to the motion by Elizabeth Steves, Trustees unanimously agreed to move item #10a, Auditor's Report after item #7, Public Comment.</p> <p>On a motion made by John A. Dobson, and a second to the motion by Linda Navarro Edwards, Trustees unanimously adopted the agenda for November 13, 2014.</p>
Approval of Minutes of the Regular Meeting: October 23, 2014	On a motion made by Sharon H. Brown, and a second to the motion by John A. Dobson, Trustees unanimously approved the minutes the Regular Meeting of October 23, 2014. <sup>1</sup>
Correspondence	None
Superintendent's and Trustees' Report	Superintendent, Susan Belenardo, introduced Mrs. Coloma and her second grade students from El Cerrito School. Mrs. Coloma's students presented their 21 <sup>st</sup> Century Thinking Skills by sharing their "Let's Get Appy" presentation. The students demonstrated how they were able to create thank you cards and stories by smashing ChatterKid and i-Movie apps into one. Mrs. Colima shared the GLAD strategies she used and the

	<p>student's demonstrated how they used the 4-C's.</p> <p>Superintendent, Susan Belenardo, mentioned the article in the La Habra Journal, which announced the new Trustees, Cynthia Aguirre, Ida MacMurray and Ofelia Hanson. The new Trustees will assume their new positions at the Organizational meeting on December 11<sup>th</sup>. Page two of the Journal had an article on Washington Middle School students working with Professors from Cal Poly Pomona's School of Engineering. Sixty-two girls from Washington's engineering and advanced math classes were given the opportunity to study different engineering topics over a two day period.</p> <p>Board President, Sandi Baltes thanked Washington Middle School for transforming the Board Room into 21<sup>st</sup> Century Learning with their colorful words and projects displayed on the walls. Project Based Learning is at its best with examples of Zootopia and Meal Worm Mazes. Through these complex, multi-step projects, students learn to solve real world problems by collecting and analyzing data, doing research, and developing and refining their designs. There are also pictures of our future engineers deconstructing simple machines and electronics. The students have provided QR codes to learn more about the great things they are doing at WMS. The Board thanked the students and staff for providing such a terrific display of 21<sup>st</sup> Century Learning.</p> <p>Superintendent, Susan Belenardo, and Assistant Superintendent, Teresa Egan, presented Trustees, Sandi Baltes, Sharon Brown, and Linda Navarro Edwards with a plaque and the traditional bells thanking them for their combined 40 years of dedication and support as Board Members of the La Habra City School District.</p>
Public Comment	<p>Board President, Sandi Baltes, recognized those persons wishing to address the Board on public comment:</p> <ul style="list-style-type: none"> <li>➤ <b>Michelle Bernier – Community Member</b> – Asked Trustees for assistance with the La Habra City School District Foundation by-laws.</li> </ul>
<b>Business Matters:</b> <b>Action Item:</b> Auditor's Report (change in the agenda for this item)	<p>Royce Townsend of Vavrinek, Trine, Day &amp; Co., LLP reported that the District audit showed an unmodified opinion with the exception of one area in the reporting for the After School Education and Safety Program. An unmodified opinion means that the District is in compliance with State or Federal requirements. Mr. Townsend also brought to the Board's attention the Financial Trends and Analysis showing the continuing decrease in the General Fund balance since 2012 and encouraged the Board to retain reserves in excess of the required 3%. On a motion made by John A. Dobson, and a second to the motion by Sharon H. Brown, Trustees unanimously accepted the annual Audit Report for the fiscal year ending June 30, 2014 as attached to these minutes.<sup>2</sup></p>
<b>General Matters</b> <b>Action Item:</b> Consent Calendar	<p>After a motion made by John A. Dobson, and a second to the motion by Linda Navarro Edwards, Trustees discussed the special education service contracts. Following the discussion, Trustees unanimously approved:</p> <ul style="list-style-type: none"> <li>➤ Approval of Independent Contractor Agreements 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 2014-2015 Membership renewals as attached to these minutes.<sup>5</sup></li> <li>➤ Approval of extra pay requests per employees' contract provisions and Education Code requirements as attached to these minutes.<sup>6</sup></li> <li>➤ Approval of Certificated and Classified resignations and ratification of new hires as attached to these minutes.<sup>7</sup></li> <li>➤ Approval of Personnel Change of Status as attached to these minutes.<sup>8</sup></li> <li>➤ Approval of the Expenditures Report as attached to these minutes.<sup>9</sup></li> </ul>
<b>Action Item:</b> Annual Organizational Meeting	<p>On a motion made by Linda Navarro Edwards, and a second to the motion by John A. Dobson, Trustees unanimously set the date and time for the annual Board of Education Organizational Meeting for Thursday, December 11, 2014 at 7:00 p.m.</p>
<b>Information Item:</b> Board Committee Assignments for 2015	<p>Trustees reviewed this past year's local/county Board Committee assignments to consider their individual assignments for 2015. Appointments to committees will take place at the Organizational Meeting on December 11<sup>th</sup>, to include the new Trustees.</p>
<b>Instruction and Personnel</b> <b>Information Item:</b> Technology Update	<p>David Soto, Director of Technology provided an update on the Windows 7 refresh project, 1:1 iPad deployment, wireless infrastructure deployment and the Voice over IP phone upgrade. Since last June Microsoft stopped releasing critical updates to the windows XP operating system. In order to install the Windows 7 platform, the technology staff replaced a total of 600 computers and laptops over the summer by</p>

	<p>removing sensitive data from obsolete hard drives and refurbishing the computers. As of today 95% of the computers are on the new Windows 7 platform. David explained how the 1:1 iPad deployment continues to grow. Currently the District has a total of 2,257 iPads and 60 iPad carts. The projected numbers call for an additional 300 iPads for next year's eighth graders. In order to help with this increase of devices the technology team implemented a light speed Mobile Device Management server (MDM). This server allows staff to quickly provision new iPads, remotely install applications and track iPad movement. The MDM server has also decreased the recovery time after a system crash from two months to two days. The addition of the MDM translates into easier management on the IT side and higher iPad availability in the student's hands. To be able to accommodate the increasing number of iPads, the District has expanded the wireless coverage at the middle schools to include outdoor access points. There are currently 227 indoor and 15 outdoor access points providing high speed wireless access to the students and staff. In order to manage the increased dynamic environments the District has deployed Cisco's Identity Services Engine (ISE). ISE will identify and manage devices on the network that do not belong to the District. ISE can identify a guest device, scan the device for a set of minimum requirements and allow it onto the network only if the device has met the criteria. This process frees up IT support time by allowing ISE to do the work of provisioning the guest devices. With the infrastructure in place the District is now ready to deploy the Voice over IP phone system. Beginning the first week of December the technology staff will begin rolling out phones for the District Office; moving then to the middle schools, followed by the 3-5's and K-2's. Staff will be trained at each site prior to the complete rollover of the systems new functionality. The full roll-out is expected to be complete by the end of January. David provided an overview of the future projects planned. Telepresence, Cisco's video distance learning and video conferencing, will be installed. There will be two permanent units at the middle schools and one at El Cerrito which will be utilized for professional development and distance learning. They will also deploy three mobile telepresence units at the K-5 school sites. He explained that E-rate 2.0 is being looked at very closely with how the new changes will impact the District. After the holiday break, the District will be migrating to a new email server that integrates the functionality of the new phone system. David is looking forward to the many projects that are planned in the near future and throughout the current school year.</p>
<p><b>Information Item:</b> Special Education Annual Update</p>	<p>Patsy Jaimes, Director of Special of Education presented Trustees with an update of Special Education Programs and Services for 2013-14 as well as information on current programs and legislative changes. Patsy reviewed the State and Federal requirements including Child Find, Free Appropriate Public Education (FAPE), Least Restrictive Environment (LRE), and an Individualized Education Program (IEP). A review of the thirteen eligibility areas was also provided. The District provides a continuum of services based on students needs. State and federal regulations mandate providing services and support in the least restrictive environment. Most special education services are provided in general education with related services, general education with specialized academic instruction/related services and specialized classes in public schools. Students are provided services at the district level first. Then if needed, they are served in a more restrictive setting, such as non-public schools, state special schools or home/hospital instruction. Whenever feasible, the District will create programs to provide services within the District. The District offers infant/toddler services, which are not full day programs. Those students in the early start program must be 0-3 years of age and live in the District's attendance area. Eligibility is based on hearing, vision, or severe orthopedic impairment. CASEMIS data was provided showing a decline from nine infants in 2009-10 to one in the 2013-14 school year. Total Special Education enrollment has been around 10-11% for the past five years. From 2004 to 2013 there was an increase in students identified with autism, a decrease in students with specific learning disabilities and speech and language impairment. Patsy explained that the decreases were due to the interventions being provided. In the 2013-14 school year there were a total of 33 out of district specialized placements. Effective July 1, 2014 the California Education Code language was aligned to match up with the federal guidelines, providing more consistency. The repeal of the California Hughes Bill revised state requirements regarding behavior assessments and interventions. There is also new guidance regarding bullying and students with disabilities. The focus areas for 2014-15 are to provide more Common Core training and implementation for staff as well as create more consistent compliant procedures. The learning center models will continue as they have provided very positive results. Patsy invited the Board to attend the North Orange County SELPA Community Advisory Committee meeting on Thursday, December 11<sup>th</sup> in the District Office Boardroom. The topic will focus on how to prepare for and participate in your child's IEP.</p>
<p><b>Business Matters</b> <b>Action Item:</b> Certification of First Interim Report and Budget</p>	<p>Chief Business Official, Karen Kinney, asked the Board to certify a positive certification of the report she had presented in the work/study held earlier in the evening. Trustees are requested to certify the report per State criteria/standards. Included in this action will be authorization to make budget transfers and adjustments for the select budget categories and beginning balances for 2014-15. Not included in the multiyear report were the additional LCAP costs for 2015-16 or 2016-17 for the next two years. Included in the discussion was the uncertain nature of funding in the future years and the need to retain reserves due to this uncertainty and declining enrollment. On a motion made by John A. Dobson, and a second to the motion by Linda Navarro Edwards, Trustees unanimously certified the First Interim Financial Report per State criteria/requirements as</p>



	attached to these minutes. <sup>10</sup>
<b>Action Item:</b> Surplus Old and Obsolete Furniture	On a motion made by Sharon H. Brown, and a second to the motion by John A. Dobson, Trustees unanimously declared unusable furniture as surplus/obsolete and authorize the District to dispose of at a public auction, private sale, donate to charity or by other means allowed per Education Codes 17545 and 17546 as attached to these minutes. <sup>11</sup>
<b>Action Item:</b> Surplus Unusable Electronic Equipment	On a motion made by Elizabeth Steves, and a second to the motion by John A. Dobson, Trustees unanimously approved a list of obsolete or unusable electronic equipment to be declared as surplus for disposal per Education Codes 17545 and 17546. <sup>12</sup>
Other Business from the Board	<p>Board Clerk, John A. Dobson, asked for clarification on the letter to the parents regarding the new grading system. Superintendent, Susan Belenardo, explained that it is a report of progress not a report card. John also asked when the change for the District office receptionist area will be completed. Chief Business Official, Karen Kinney informed him that she has two calls out for contractors, since the original contractor never returned her call. She is hoping to get started by January.</p> <p>Board President, Sandi Baltes, asked for the District to continue with their request for the additional School Resource Officer. She is aware that the LHPD is low on staffing and cannot accommodate the additional; SRO, but would like for the District to continue with its efforts. Sandi had the opportunity to attend Buena Park School District's Wellness and Fitness Program. They had really great things going on and are looking forward to seeing the District's program open up in January.</p> <p>Sandi thanked Linda and Sharon for everything they have done for the 26 and 10 years they put into the La Habra City School District. Linda said she will miss everyone and enjoyed her time on the Board.</p>
Adjournment	Board President, Sandi Baltes, announced that the next meeting will be held on December 11, 2014 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 Sharon H. Brown, and a second to the motion by John A. Dobson, the meeting was adjourned at 8:44 p.m.
Board Minutes Approved:	<p>December 11, 2014</p> <div style="text-align: right;">   Susan Belenardo, Ed.D.  Secretary to the Board </div>

<sup>1</sup> Approval of Minutes

<sup>2</sup> Auditor's Report

<sup>3</sup> Independent Contractor Agreements

<sup>4</sup> Staff Development

<sup>5</sup> Membership Renewals

<sup>6</sup> Extra pay Request

<sup>7</sup> Certificated and Classified Resignations and New Hires

<sup>8</sup> Change of Status

<sup>9</sup> Expenditures Report

<sup>10</sup> First Interim Financial Report

<sup>11</sup> Declaration of Surplus - Furniture

<sup>12</sup> Declaration of Surplus – Electronic Equipment