

MINUTES OF THE REGULAR MEETING OF THE
GOVERNING BOARD OF THE
BUENA PARK SCHOOL DISTRICT
December 14, 2015

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6885 Orangethorpe Avenue, Buena Park, California.

The Agenda and all corresponding exhibits are available online 72 hours before
the meeting at
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CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the President, Mr.
Samuel Van Hamblen.

FLAG SALUTE

MEMBERS PRESENT

Mr. Samuel Van Hamblen; Mrs. Barbara Michel; Mrs. L. Carole Jensen;
Mr. Brian Chambers; Mrs. Rochelle Smith.

ADMINISTRATION

Mr. Gregory Magnuson, Superintendent; Mr. Kelvin Tsunezumi,
Assistant Superintendent, Administrative Services; Dr. Ramon
Miramontes, Assistant Superintendent, Educational Services; Mrs.
Carma Cordray, Executive Assistant.

I. APPROVAL OF AGENDA

Mrs. Smith made the motion, seconded by Mr. Chambers, to
approve the agenda.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so
recorded in the minutes.

Minutes, December 14, 2015 (Continued)

II. APPROVAL OF MINUTES

.01 MINUTES OF THE REGULAR MEETING OF NOVEMBER 23, 2015

Agenda Exhibit A.

Mrs. Jensen made the motion, seconded by Mrs. Smith, to approve the Minutes of the Regular Meeting of November 23, 2015.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

III. ORGANIZATIONAL MEETING, ANNUAL ELECTION OF OFFICERS

.01 NOMINATION FOR PRESIDENT

Mrs. Jensen made the motion, seconded by Mrs. Smith, to nominate Barbara Michel for President. No other nominations were received.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.02 NOMINATION FOR CLERK/PRESIDENT PRO-TEM

Mr. Chambers made the motion, seconded by Mr. Hamblen, to nominate L. Carole Jensen for Clerk/President Pro Tem. No other nominations were received.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.03 NOMINATION FOR DISTRICT REPRESENTATIVE TO NOMINATING COUNTY COMMITTEE

Mr. Chambers made the motion, seconded by Mrs. Jensen, to nominate Rochelle Smith for District Representative to Nominating County Committee. No other nominations were received.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, December 14, 2015 (Continued)

III. ORGANIZATIONAL MEETING, ANNUAL ELECTION OF OFFICERS
(Continued)

.04 NOMINATION FOR ALTERNATE DISTRICT REPRESENTATIVE TO NOMINATING COUNTY COMMITTEE

Mrs. Smith made the motion, seconded by Mrs. Jensen, to nominate Brian Chambers for Alternate District Representative to Nominating County Committee. No other nominations were received.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.05 NOMINATION FOR POLITICAL ACTION REPRESENTATIVE

Mrs. Smith made the motion, seconded by Mrs. Jensen, to nominate Sam Van Hamblen for Political Action Representative. No other nominations were received.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

IV. HEARING SESSION

One member of the audience addressed the Board concerning their interdistrict transfer denial.

V. PROGRAMS AND REPORTS

.01 CARL E. GILBERT SCHOOL REPORT

Carl E. Gilbert School Principal Russell Harrison recognized eight students for exemplifying the District's core ethical values. Seth Underwood, Jorge Martinez, Cecilia Alvarado, Jhanna Lhea Campo, Evelyn Jauregui, Mia Salgado, Carolina Hernandez, and Ariela Palomares received certificates of recognition from the Governing Board.

Principal Harrison and teachers' Heidi Higgins, Debbie Clark and Scott Magnin shared a report on Increased Student Engagement at Gilbert School. Through Writer's Workshop, grades K-3 students are able to select their own topics, write for a true audience and publish their works. Students in grades 4-6 are learning how to become math investigators through increased engagement in exploratory mathematics. All students in grades TK-6 are learning to access online resources to build foundational knowledge and vocabulary, which in turn increases text comprehension. Mr. Harrison shared a brief video depicting student engagement using the methods described above.

Minutes, December 14, 2015 (Continued)

V. PROGRAMS AND REPORTS (Continued)

.02 FACILITIES MODERNIZATION & TECHNOLOGY UPDATE

Mr. Tsunezumi shared a revised timeline regarding the search for a replacement Program Manager/Construction Manager tentatively slated to be selected in January.

Dr. Miramontes updated the Board regarding Phase I completion projects which include: ATT, iPad usage for 4 C's (Collaboration, Communication, Creativity, and Critical Thinking), and 21st century classroom technology support at the two modernized school sites. Moving forward with Phase II, staff will be preparing for the iPad deployment at Buena Park Junior High School, iPad implementation in grades TK-3, and the Digital Migration Task Force.

VI. ACTION CALENDAR

.01 2016 GOVERNING BOARD MEETING DATES

Agenda Exhibit B.

The Governing Board of the Buena Park School District meets regularly on the second and fourth Mondays of the month at 6:00 p.m. Meetings are held in the District Office Board Room, 6885 Orangethorpe Avenue, Buena Park, California, 90620.

Mr. Chambers made the motion, seconded by Mr. Hamblen, that the Governing Board approve the 2016 Governing Board Meeting Calendar.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

VI. ACTION CALENDAR (Continued).02 FIRST INTERIM BUDGET REPORT, 2015-16

Agenda Exhibit C.

Pursuant to Education Code 42130, the Governing Board is required to certify within 45 days of the close of the period ending October 31 that the District will be able to meet its financial obligations for the budget year and for two subsequent years. The District has made the following key budget changes for First Interim Reporting purposes:

- General Fund revenues increased by only \$250.3K
- Unrestricted revenues declined by \$1,025.7K due to a combination of factors:
 - LCFF revenue reduction
 - ▶ LCFF funding rate for 2015-16 has been decreased by the State Department of Finance from 53.08% to 51.52%
 - ▶ based on preliminary enrollment trends, the 2015-16 enrollment is reduced by 119 students from 2014-15 enrollment vs. the 60 student loss assumed at Adopted Budget
 - ▶ combining the effects of a decreased LCFF funding rate and a decline in the unduplicated student percentage, the net impact to BPSD was a \$202.9K LCFF revenue decrease
 - Reduction in one-time discretionary funding by \$351.5K to \$2,563.1K
 - ▶ at Adopted Budget, discretionary funding was proposed by the State at \$601/ADA. The State ultimately settled at \$529/ADA
 - Mandate Claims revenue reduction
 - ▶ at Adopted Budget, the District assumed \$338.5K in old mandate revenues for claims submitted in years prior to the advent of the mandate block grant
 - ▶ per OCDE, it is recommended that districts budget these revenues when actually received, therefore, the budget of \$338.5K for mandate revenues is removed.
 - Accounting handling of Deferred Maintenance transfers
 - ▶ BPSD annually contributes \$250K to the Deferred Maintenance Fund for the upkeep of our facilities
 - ▶ at Adopted Budget, transfers were handled as an interfund transfer; it is now processed as an LCFF revenue transfer
 - ▶ this transaction has no dollar impact as the revenue decline is offset by a corresponding decline in the interfund transfers section of the First Interim financials

Minutes, December 14, 2015 (Continued)

VI. ACTION CALENDAR (Continued)

.02 FIRST INTERIM BUDGET REPORT, 2015-16 (Continued)

- Partially offsetting the unrestricted revenue losses was MAA revenues, the District received MAA revenues of \$117.8K
- Restricted revenues increased by \$1,276.2K due to:
 - State and Federal categorical program budgets were adjusted for budget carryovers and for revisions from estimated to actual award amounts
 - newly authorized funding for the Educator Effectiveness program of \$337.3K
 - ▶ an expenditure plan must be developed and Board approved
 - ▶ funds are categorical and must be spent within three years
 - draw down of Mental Health revenues of \$499.8K to fund counselor positions and provide additional mental health services.
- General Fund expenditures increased by \$2,495.8K all due to restricted expenditures
 - restricted expenditures increased by \$2,617.6K given budgeting of carryover dollars, projected spending of Educator Effectiveness funds, and expenditures related to mental health services
 - Unrestricted expenditures are projected to decrease by \$121.9K due to elimination of Principal on Special Assignment position, delays in the hiring of six new custodians as well as the Custodial Services and Security Coordinator, and reductions in Books & Supplies and Services and other Operating Expenditures
 - ▶ these reductions were offset by expenditures related to discretionary expense funding as well as the addition of the Chief Technology Officer position
 - ▶ Note: the District has tentatively identified the following expenditures for discretionary expense funding:

Minutes, December 14, 2015 (Continued)

VI. ACTION CALENDAR (Continued)

.02 FIRST INTERIM BUDGET REPORT, 2015-16 (Continued)

Use of One-Time Discretionary Funds (Preliminary)			
(\$s in 000s)	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
School Sites: Grades K-3 iPads/Grants	\$125.0	\$225.0	\$125.0
Ed Services:			
Ed Tech TOSAs	150.0	300.0	300.0
TK-Grade 3 Teacher Technology Equipment	100.0	---	---
Digital Content	50.0	---	---
Digital Library	0.0	250.0	0.0
PDC Upgrade	20.0	0.0	0.0
Restorative Justice Program	40.0	75.0	40.0
Certificated Staff Development	---	90.0	163.1
Administrative Services: Equipment Replacement	50.0	100.0	100.0
Superintendent (Communications, Community Outreach, & Reconfiguration Planning)	125.0	85.0	50.0
Total	\$660.0	\$1,125.0	\$778.1

Note: At Adopted Budget, above amounts were all set aside as an "unrestricted reserve."

- Special Education contributions are increased by \$362,545 due to:
 - a reduction in SELPA revenues allocated to BPSD
 - substitute costs for Special Education teachers and instructional aides in excess of budgeted levels

One-time transfers in BPSD 2015-16 Budget include:

- \$200,000 Title II Teacher Quality to Class Size Reduction
- \$250,000 General Fund to Deferred Maintenance.

Minutes, December 14, 2015 (Continued)

VI. ACTION CALENDAR (Continued)

.02 FIRST INTERIM BUDGET REPORT, 2015-16 (Continued)

At First Interim, the District reports an overall General Fund (unrestricted & restricted combined) operating surplus of \$475,538. The surplus is a result of an unrestricted surplus of \$1,671,329 which is partially

offset by a restricted deficit of \$1,195,791.

The projected Unrestricted General Fund ending balance of \$6,110,309 is comprised of \$1,694,081 in Designation for Economic Uncertainties to provide sufficient funding to allow for a 3% economic reserve for uncertainty, revolving cash of \$55,000 and \$4,361,228 for designated amounts including reserves for: IMFRP, Kid Connection program surplus, Provision for Other Post Employment Benefits (OPEB), and funds for program restoration (comprised primarily of remaining one-time discretionary fund balances). The one-time discretionary fund is slated to be completely spent by 2017-18.

Multi-year projections include:

- LCFE funding rate was assumed at the Department of Finance's estimate of 51.52% for 2015-16, 35.55% for 2016-17 and 35.11% for 2017-18
- Unduplicated student percentages are projected at 79.85% in 2015-16, 79.45% in 2016-17 and 79.13% in 2017-18
- MYP assumes District enrollment losses for all three years of MYP. The greater than budgeted enrollment loss of 119 students is reflected in 2015-16 with subsequent years continuing to assume a 50 student loss in each year.

Building off of the above assumptions coupled with our 2015-16 projections, we anticipate the unrestricted General Fund to have a surplus (revenues vs. expenditures) of \$1,671,329 in 2015-16 followed by deficits of \$749,097 and \$1,186,495 in 2016-17 and 2017-18 respectively. We further estimate District reserves (i.e., Designation for Economic Uncertainties) for 2015-16 through 2017-18 as follows: 3.2%, 5.1%, and 3.5%

Mrs. Smith made the motion, seconded by Mr. Chambers, that the Governing Board approve the First Interim Budget Report, 2015-16.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, December 14, 2015 (Continued)

VI. ACTION CALENDAR (Continued)

- .03 APPROVAL OF REVISED 2015-16 DISTRICT SALARY SCHEDULES, IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS (CCR) SECTION 570.6

Agenda Exhibit D.

California Code of Regulations (CCR), Section 570.5,

requires Governing Board adoption of detailed schedules for all positions in the District on publicly available schedules. In accordance with previously approved salary schedules, and revisions as approved to reflect appropriate step and column amounts for approved changes effective for the current school year, 2015-16. Schedules have been revised to comply with CCR, Section 570.5. The increase in the hourly rate of pay for playground supervisors and substitute playground supervisors is expected to result in an additional cost of \$6,652 for the period of January 1, 2016 through the end of the fiscal year, and an additional \$12,472 on an annual basis.

Mr. Chambers made the motion, seconded by Mr. Hamblen, that the Governing Board approve the Revised 2015-16 District Salary Schedules, in Accordance With California Code of Regulations (CCR) Section 570.5.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.04 PERMISSION TO GO TO BID: BEATTY SEISMIC UPGRADE PROJECT

Agenda Exhibit E.

District staff and BCA Architects have developed an implementation plan for projects included in Phase I of the Facilities Implementation Plan for Measure 'B'. Included in Phase I is the Beatty Seismic Upgrade project. It is anticipated that the cost of implementation will exceed the minimum contract price to qualify as a Public Works project and the District will need to go to bid for this work.

Mr. Chambers made the motion, seconded by Mr. Hamblen, that the Governing Board approve the Permission To Go To Bid: Beatty Seismic Upgrade Project.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, December 14, 2015 (Continued)

VII. DISCUSSION CALENDAR

.01 Buena Park School District Grade 6-8 Program Survey

Mr. Magnuson shared summary results from the Grade Level Configuration Survey conducted November 12-30, 2015. The survey was developed to garner feedback concerning Grade 6-8 program alternatives that, if implemented, could expand options for student's education program and change the programs offered at specific BPSD schools. Consensus

direction to staff from the Board is to develop a pilot 6th Grade Academy at BPJH.

.02 Board Policy Adoption/Review/Revision/Deletion

- BP0200 Goals for the School District
(Magnuson)(revise)
- BP6170.1 Transitional Kindergarten
(Miramontes)(revise)

Agenda Exhibit F.

The Governing Board considered the listed board policies for adoption/review/revision/deletion and indicated changes where necessary. Indicated changes will be made and the policies will be included on the Consent Calendar for approval on the next Board agenda.

.03 Board Policy Adoption/Review/Revision/Deletion

- Heat Illness Prevention
- School District Residency Investigations

Agenda Exhibit G.

Following a brief discussion, Governing Board members requested staff to move forward with implementing the Heat Illness Prevention and School District Residency Investigations board policies.

VIII.CONSENT CALENDAR

.01 REMOVAL OF ITEMS FROM CONSENT CALENDAR

No items were removed from the consent calendar.

.09 APPROVAL OF CONSENT CALENDAR

Mr. Chambers made the motion, seconded by Mrs. Jensen, that the Governing Board approve Consent Calendar Items .02 through .08, according to the Education Code.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, December 14, 2015 (Continued)

VIII.CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #15-16-11

Agenda Exhibit H.

CERTIFICATED PERSONNEL

- I. NEW HIRES/REHIRES
 Jones, Scott - 11/30/2015 (Ratification)
 Substitute Teacher
- Sanchez, Weston (Jr.) - 01/04/2016
 Substitute Teacher

CLASSIFIED PERSONNEL

- I. NEW HIRE
 All new hires are contingent upon successful completion of new hire paperwork and DOJ fingerprint clearance.
- Anderson, Eric - 01/04/2016
 Custodian I #081113D012
- Delara, Don - 12/15/2015
 Substitute Computer Technician I
- Diaz, Josemar - 01/04/2016
 Custodian I #081113D013
- Ford, Virginia - 01/04/2016
 Custodian I #081113D017
- Johnson, Duane - 12/15/2015
 Grounds Maintenance Worker #081116D003
- II. CHANGES OF ASSIGNMENT
 Contreras, Danny - 01/04/2016
Current Assignment(s):
 Substitute Custodian
Add: Custodian #081113D014
- Corsaut, Kristina - 12/15/2015
Current Assignment(s):
 School Secretary #081140B001
Add: Substitute Secretary
 Substitute Human Resources Technician
 Substitute Typist Clerk

Minutes, December 14, 2015 (Continued)

VIII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #15-16-11 (Continued)

- II. CHANGES OF ASSIGNMENT (Continued)
 Genera, Frank - 01/04/2016

Current Assignment(s):

Substitute Custodian

Add: Custodian #081113D015

Hurst, Marilyn - 12/15/2015

Current Assignment(s):

Substitute Playground Supervisor

Add: Playground Supervisor #081137J003

Owens, James - 01/04/2016

Current Assignment(s):

Substitute Custodian

Add: Custodian #081113D016

.03 CONFERENCE/TRAVEL ACTION REPORT

Agenda Exhibit I.

January 13-15, 2016 - "Every Child Counts: Connecting Hearts & Minds" - M. Mukanos

January 27-29, 2016 - "2016 Superintendents' Symposium" - G. Magnuson

.04 INTER-DISTRICT TRANSFERS, 2015-2016

Agenda Exhibit J.

Permits granted to date: In: 202
Out: 190

.05 BUSINESS SERVICES REPORT

Agenda Exhibit K.

a. Purchase Orders dated 11/24/15-12/14/15 were approved in the total amount of \$253,953.60.

Minutes, December 14, 2015 (Continued)

VIII.CONSENT CALENDAR (Continued)

.06 CONTRACT/SERVICE AGREEMENT(S) NO. 215

Agenda Exhibit L.

Contract #: Bid 1151
 Contractor: P&R Paper Supply Co., Sunrise Packing Products, Inc. and Worldwide (a Veritiv Co.)

Site Dept. Manager: K. Butler
 New Contract/Amendment: New

Description of Services: Bid 1151 - Food Services Paper Products was formally bid by the Huntington Beach Union High School District's Purchasing Department on behalf of the Beach Cities Nutrition Services Cooperative for their annual paper product needs. The cooperative is comprised of the following districts - Buena Park School District, Huntington Beach City School District, Magnolia School District, Newport Mesa Unified School District, Saddleback Valley Unified School District and Westminster School District. (Ratification)

Contract Period: August 11, 2015 - June 30, 2016
 Funding Source: Cafeteria Fund
 Total Expenditure: Not to Exceed \$100,000

.07 AUTHORIZATION FOR INCREASE PURSUANT TO EDUCATION CODE SECTION 35120

Agenda Exhibit M.

Education Code Section 35120 provides the statutory authority for Governing Board member compensation. Specifically, EC 35120(a)(5) establishes base compensation for Governing Board members serving in a school district the size of Buena Park School District, as "a sum not to exceed two hundred forty dollars (\$240) in any month." Further, EC 35120(e) provides that "On an annual basis, the governing board may increase the compensation of individual board members beyond the limits delineated in this section, in an amount not to exceed 5 percent based on the present monthly rate of compensation."

A survey of local school districts indicates that school boards regularly consider and approve increases in compensation in accordance with Education Code requirements. The Governing Board of the Buena Park School District has never exercised the statutory right to increase compensation pursuant to EC Section 35120(e).

Minutes, December 14, 2015 (Continued)

VIII. CONSENT CALENDAR (Continued)

.07 AUTHORIZATION FOR INCREASE PURSUANT TO EDUCATION CODE

SECTION 35120 (Continued)

Should the Governing Board authorize an increase to the statutory maximum allowed by law, the increase will be \$12.00 per month per Governing Board member. The estimated annual fiscal impact would not exceed \$750 per year, and would be borne by the General Fund.

The Administration recommends that the Governing Board increase compensation \$12.00 per month per member effective January 1, 2016.

.08 GIFT ACCEPTANCE: KEVIN SATO (4 HANDCRAFTED BOOKSHELVES)

Agenda Exhibit N.

Kevin Sato, 7882 Squaw Valley Way, Cerritos, California, 90703, donated 4 handcrafted book shelves to provide new and returning teachers bookshelves for their classrooms at Gilbert Elementary School. Approximate value of \$221. This was an Eagle Scout Service Project.

IX. BOARD COMMENTS

Mrs. Jensen, Mrs. Smith, Mrs. Michel and Superintendent Magnuson reported on the various workshops they attended during the California School Boards Annual Education Conference held in San Diego.

Mr. Chambers attended the two Debate tournaments held on Sunday, December 13, 2015.

X. INFORMATION/CORRESPONDENCE.01 Information/Correspondence.02 Major Topics for Governing Board

Agenda Exhibit O.

.03 School Site Activity Calendar

Agenda Exhibit P.

XI. CLOSED SESSION

At 8:11 p.m., Mr. Chambers made the motion, seconded by Mr. Hamblen, that the Governing Board go into closed session.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, December 14, 2015 (Continued)

XII. RECONVENE

At 8:53 p.m., Mr. Chambers made the motion, seconded by Mrs. Jensen, that the Governing Board reconvene.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

XIII. REPORTING OUT OF CLOSED SESSION

- .01 CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE COUNTY OF ORANGE REGARDING REAL PROPERTY NEGOTIATIONS FOR:
 James A Whitaker School
 8401 Montana Street, Buena Park, CA 90621

Discussion was held regarding Conference with Greg Magnuson, Negotiator with the County of Orange regarding Real Property Negotiations for James A Whitaker School, 8401 Montana Street, Buena Park, California, 90621.

- .02 LABOR RELATIONS: CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #569 (GOVERNMENT CODE #54957.6)

Discussion was held regarding Labor Relations: Conference with Greg Magnuson, Negotiator with the California School Employees Association, Chapter #569 (Government Code #54957.6).

- .03 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Discussion was held regarding Public Employee Discipline/Dismissal/Release.

XIV. ADJOURNMENT

At 8:54 p.m., Mrs. Jensen made the motion, seconded by Mrs. Smith, that the Governing Board adjourn the meeting.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

_____ President

_____ Clerk

_____ Member

_____ Member

_____ Member