

MINUTES OF THE REGULAR MEETING OF THE  
GOVERNING BOARD OF THE  
BUENA PARK SCHOOL DISTRICT  
March 10, 2014

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the meeting at  
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CALL TO ORDER

The meeting was called to order at 5:30 p.m. by the President, Ms.  
Helen Lee.

FLAG SALUTE

MEMBERS PRESENT

Ms. Helen Lee; Mr. Samuel Van Hamblen; Mrs. Barbara Michel; Mrs. L.  
Carole Jensen; Mr. Brian Chambers.

ADMINISTRATION

Mr. Gregory Magnuson, Superintendent; Dr. Deanna Glenn, Assistant  
Superintendent, Educational Services; Mr. Kelvin Tsunozumi,  
Assistant Superintendent, Administrative Services; Mrs. Carma  
Cordray, Executive Assistant.

I. APPROVAL OF AGENDA

Mr. Chambers made the motion, seconded by Mrs. Michel, 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, March 10, 2014 (Continued)

II. CLOSED SESSION

At 5:31 p.m., Mrs. Michel made the motion, seconded by Mr. Chambers, 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.

III. RECONVENE

At 6:02 p.m., Mr. Chambers made the motion, seconded by Mr. Hamblen, 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.

IV. REPORTING OUT OF CLOSED SESSION

.01 PUBLIC EMPLOYEE PERFORMANCE EVALUATION - SUPERINTENDENT  
No comments made at this time.

V. APPROVAL OF MINUTES

.01 MINUTES OF THE REGULAR MEETING OF FEBRUARY 24, 2014

Agenda Exhibit A.

Mrs. Michel made the motion, seconded by Mr. Hamblen, to approve the Minutes of the Regular Meeting of February 24, 2014.

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

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

VI. HEARING SESSION

Buena Park Junior High School Principal Luisa Rogers expressed appreciation to the Governing Board for allowing her take time to care for an ill child.

VII. PRESENTATION

.01 INITIAL CONTRACT PROPOSAL: BUENA PARK TEACHERS ASSOCIATION (BPTA) TO THE BUENA PARK SCHOOL DISTRICT  
Buena Park Teachers Association presented their formal Sunshine Bargaining Proposal for the 2014-2015 school year.

Minutes, March 10, 2014 (Continued)

VII. PRESENTATION (Continued)

.02 INITIAL CONTRACT PROPOSAL: CLASSIFIED SCHOOL EMPLOYEE ASSOCIATION (CSEA), CHAPTER #569 TO THE BUENA PARK SCHOOL DISTRICT

Classified School Employees Association, Chapter #569 presented their formal Negotiation Openers for the 2014-2015 school year.

VIII. PROGRAMS AND REPORTS

.01 COMMON CORE PROGRESS REPORT

Dr. Deanna Glenn presented a Common Core Update to the Governing Board. Common Core State Standards (CCSS) for ELA and Math were adopted by the State in August 2010. The CCSS include K-12 standards and assessments for grades 3-8 and 11 and were designed to prepare students to be college and career ready. Dr. Glenn reviewed student expectations in ELA and Math for knowledge retention and higher order thinking. The CCSS implementation plan is divided into six phases from October 2012 through May 2015; Dr. Glenn discussed the contents of each phase noting that Phase 4: Pilot Implementation will occur April 2014-May 2014. Every school site has created a schedule for taking the SBAC assessment, primarily in the computer labs with some iPad usage. Each student must use an internet capable device to complete the exam which is expected to take about 5-7 hours to complete. Buena Park School District has been proactive and supportive of staff through extensive professional development and the gift of time to develop units and lessons of which by May 2014, the first half of the 2014-15 school year units will have been planned.

.02 CHARLES G. EMERY SCHOOL REPORT

Emery School Principal Debbie Diaz recognized eight students for exemplifying the District's core ethical values. William Kim, Kasey Kim, Justin Banerjee, Sarang Han, Emma Han, Valerie Valdovinos, Kyra Hughes, and Jake Martinez received certificates of recognition from the Governing Board.

Principal Diaz and Emery School teachers' Leanne Crawford and Jennifer Ferrara presented an overview of Charles G. Emery's Common Core Journey "Planting the future of our students one seed at a time." A Common Core Steering Committee (CCSC) was formed and provided training by Pearson, Mary Beckelheimer, Christy Luckey and District ELA trainers. A Professional Development Plan was crafted by the CCSC and presented to the Emery staff; Pearson trainer Vivian Cullen assisted the CCSC working with grade level teams to talk standards, learning progressions, questioning techniques, and performance tasks.

Minutes, March 10, 2014 (Continued)

VIII. PROGRAMS AND REPORTS (Continued)

.02 CHARLES G. EMERY SCHOOL REPORT (Continued)

Structured collaboration has now progressed to grade levels who are developing lesson plans and learning new ways to implement math with new processes and vocabulary. Common lesson plans are being developed with staff input for continuity across the grade levels which include standards, essential questions and Mathematical Practices. Teachers are working on honing their skills to empower students in the classroom to facilitate their learning, demonstrate their learning, and provide positive productive struggle time to articulate their learning and thinking process.

IX. ACTION CALENDAR.01 APPROVAL OF THE SECOND INTERIM BUDGET REPORT, 2013-14

Agenda Exhibit B.

Education Code 42130 requires the Governing Board to certify within 45 days of the close of the period ending January 31 (second interim reporting period) that the District will be able to meet its financial obligations for the budget year and two subsequent years.

The District has made the following key budget changes for Second Interim reporting purposes:

- LCFF revenues have been increased by \$121,770, a 0.4% increase over First Interim projections
- salaries have been reduced by \$340,617 (approximately 1.1%)
- spending for books and supplies has been lowered by \$104,208
- services and other operating expenditures were increased by \$99,870 primarily due to higher electricity costs
- Deferred Maintenance Fund contribution of \$119,000 eliminated
- unrestricted IMFRP reserve has been increased by \$150,000.

At Second Interim the District reports an overall General Fund (unrestricted and restricted combined) operating deficit of \$1,171,551. The deficit is a result of unrestricted and restricted deficits of \$922,316 and \$249,235 respectively. The restricted deficit spending is attributable to funding carryovers that were credited as revenues in the prior year, but are budgeted as expenditures in the current year.

Minutes, March 10, 2014 (Continued)

IX. ACTION CALENDAR (Continued).01 APPROVAL OF THE SECOND INTERIM BUDGET REPORT, 2013-14

(Continued)

In comparison to First Interim, the deficits for the General Fund Combined and for the Unrestricted have been reduced. The General Fund Combined deficit has improved by \$384,039 while the Unrestricted improved by \$411,274. The projected Unrestricted General Fund ending balance of \$4,571,205 is comprised of \$2,626,781 in Designation for Economic Uncertainties to provide sufficient funding to allow for a 3% economic reserve for uncertainty, revolving cash of \$55,000, and \$1,889,424 for designated amounts including reserves for: IMFRP, Kid Connection program surplus, and provisions for Other Post Employment Benefits (OPEB).

Multi-year projections (MYP) cover the period 2013-14 through 2015-16. The following assumptions are incorporated into the MYP:

- LCFF Funding Rate: 11.78% in 2013-14, 28.05% in 2014-15, 7.80% in 2015-16
- Unduplicated Student Percentage Assumption: 80.48% in 2013-14, 80.48% in 2014-15, 80.48% in 2015-16
- MYP assumes District enrollment loss in 2013-14 but presumes enrollment to be flat for the remaining two years.
- Five furlough days (for BPTA, CSEA, and management staff) are negotiated for 2014-15; the MYP assumes these five furlough days are restored
- LCFF provides additional funding for grades K-3. Per the negotiated settlement with our teachers' association, effective with the 2014-15 school year and continuing for all subsequent school years until full implementation of LCFF, an alternative annual average class size enrollment for each school site was agreed to. Due to this agreement, it is assumed that hiring of additional teachers for grades K-3 is not required during the period covered by the MYP and the average class size for grades K-3 is at a ratio of 30:1 or less.
- For the 2013-14 school year, BPSD has obtained from the State Board of Education (SBE) a waiver to increase class sizes up to 34:1 for grades 4-8. The MYP assumes class size at 32:1 for 2013-14. Given projected additional State funding, it is assumed that BPSD will not submit a request to the SBE to extend the class size waiver for these grades for 2014-15 and/or 2015/16 and that class sizes for grades 4-8 will revert back to 29.9:1.
- IMFRP revenues are now funded as part of LCFF. It is assumed that we will continue to fund a portion of these revenues to increase our IMFRP reserves to pay for future textbook adoptions.

Minutes, March 10, 2014 (Continued)

#### IX. ACTION CALENDAR (Continued)

##### .01 APPROVAL OF THE SECOND INTERIM BUDGET REPORT, 2013-14 (Continued)

- For 2014-15 and 2015-16, we have set aside reserves of \$2.08 million and \$3.25 million respectively for

- program restoration/enhancements.
- Per SSC's recommendation, in 2015-16 BPSD set aside \$1,007,191 (i.e., the equivalent of the projected increase in LCFF funding for the year) in reserves.

Building off of the assumptions above coupled with our 2013-14 projections, we anticipate the unrestricted General Fund to have a shortfall (revenues vs. expenditures) of \$1,171,551 but surpluses in subsequent years of \$1,733,778 and \$2,353,766 in 2014-15 and 2015-16 respectively. We further estimate District reserves (i.e., Designation for Economic Uncertainties) for 2013-14 through 2015-16 as follows: 5.9%, 6.0% and 6.0%.

Mrs. Michel made the motion, seconded by Mr. Chambers, that the Governing Board approve the Second Interim Budget Report, 2013-14.

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

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

.02 APPROVAL OF THE CERTIFICATION THAT CERTIFICATED EMPLOYEES ARE PROPERLY ASSIGNED

Agenda Exhibit C.

In accordance with the Education Code requirements of the Commission on Teacher Credentialing, certificated employees working outside their credential authorization must be identified on an annual basis. The three teachers listed have been certified as "highly qualified" under the provisions of the federal No Child Left Behind legislation, if applicable, for the assignment/subject area.

Mr. Chambers made the motion, seconded by Mr. Hamblen, that the Governing Board approve the Certification That Certificated Employees Are Properly Assigned.

AYES: 4; NOES: 1; ABSENT: 0.

Roll call vote: Ayes: Michel, Hamblen, Chambers, Lee  
Noes: Jensen

Minutes, March 10, 2014 (Continued)

IX. ACTION CALENDAR (Continued)

.02 APPROVAL OF THE CERTIFICATION THAT CERTIFICATED EMPLOYEES ARE PROPERLY ASSIGNED (Continued)

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

.03 APPROVAL OF THE ANNUAL DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS FOR THE 2014-2015 SCHOOL YEAR

Agenda Exhibit D.

The District is required to file with the California Commission on Teacher Credentialing an annual resolution to certify that reasonable efforts to recruit fully prepared teachers for assignments were made. The California Commission on Teacher Credentialing requires this document prior to accepting any emergency permit or waiver applications or renewals for the 2014-15 school year. The Declaration of Need for Fully Qualified Educators form lists the number of permits the District estimates may be needed for the 2014-15 school year.

Mrs. Jensen made the motion, seconded by Mrs. Michel, that the Governing Board approve the Annual Declaration of Need for Fully Qualified Educators for the 2014-2015 School Year.

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

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

X. CONSENT CALENDAR

.01 REMOVAL OF ITEMS FROM CONSENT CALENDAR

No items were removed from the consent calendar.

.19 APPROVAL OF CONSENT CALENDAR

Mrs. Jensen made the motion, seconded by Mr. Hamblen, that the Governing Board approve Consent Calendar Items .02 through .18, 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, March 10, 2014 (Continued)

X. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #13-14-15

Agenda Exhibit E.

CERTIFICATED PERSONNELI. NEW HIRE/REHIRE

Boer, Sara - 03/11/2014  
Substitute Teacher

II. REHIRES

The following certificated employees have been selected for rehire effective as of the first duty day of the 2014-15 school year, subject to contract stipulations, employment conditions, and, if applicable, grant requirements. Positions are 1.0 FTE unless otherwise indicated.

<u>Employee</u>	<u>Position</u>	<u>Position#</u>
0800000402	Elementary Teacher	080100C012
0800000630	Elementary Teacher	080100W018
0800000960	Elementary Teacher	080100B002
0800000990	Elementary Teacher	080100E018
0800001084	Elementary Teacher	080100G024
0800001904	Elementary Teacher	080100C009
0800002005	Elementary Teacher	080100P002
0800001526	Junior High School Teacher	080019J021
0800002006	Junior High School Teacher	080109J012
0800000331	Registered Nurse	080113D001
0800000324	Resource Specialist	080105G002

III. TEMPORARY ASSIGNMENT: ADMINISTRATOR IN CHARGE

(Ratification)

In order to ensure the continued and effective implementation of school site programs and activities during the temporary absence of the Principal of Buena Park Junior High School, Mr. William Lynch will serve as a temporary site Administrator in Charge and temporarily assume duties and responsibilities associated with the Principal position.

The need for a temporary Administrator in Charge is anticipated from February 7 through no later than March 31, 2014. Should there cease to be a need sooner, Mr. Lynch would be released to return to his regular position and duties prior to the March 31 end date.

Minutes, March 10, 2014 (Continued)

X. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #13-14-15 (Continued)

CERTIFICATED PERSONNEL (Continued)



III. TEMPORARY ASSIGNMENT: ADMINISTRATOR IN CHARGE  
(Ratification) (Continued)

During the temporary assignment, in addition to his regular salary, Mr. Lynch shall be paid on the principal schedule, step III, which equates to a salary stipend equal to 9.6% per diem, an additional \$52.88 per day (includes payroll benefits), as additional compensation for taking on duties and responsibilities associated with the Principal position. Funding for this assignment will be payable from the General Fund. The temporary assignment is not anticipated to extend beyond thirty-five (35) days, nor to exceed a total cost of \$1,851.

IV. EXTENSION OF TEMPORARY ASSIGNMENT: INTERIM ASSISTANT PRINCIPAL (Ratification)

In order to ensure the continued and effective implementation of school site programs and activities during the temporary absence of the Principal of Buena Park Junior High School, Ms. Emily Bruhns will continue to serve as a temporary Assistant Principal and assume duties and responsibilities associated with the Assistant Principal position.

The need for a temporary Assistant Principal is anticipated to extend through no later than March 31, 2014. Should there cease to be a need sooner, Ms. Bruhns would be released to return to her regular position and duties prior to the March 31 end date.

During the temporary assignment, in addition to her regular salary, Ms. Bruhns shall receive a salary stipend equal to 5% per diem, an additional \$25.69 per day (includes payroll benefits), as additional compensation for taking on duties and responsibilities associated with the Assistant Principal position. Funding for this assignment will be payable from the General Fund. Prior approval for this temporary assignment was secured on November 12, 2013, and January 13, 2014, for a total of sixty-eight (68) days and total cost of \$1,748. The extension will not exceed thirty-five (35) days, nor will it exceed an additional cost of \$900.

Minutes, March 10, 2014 (Continued)

X. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #13-14-15 (Continued)

CLASSIFIED PERSONNELI. NEW HIRE/REHIRE

Contreras, Danny - 03/11/2014  
Substitute Custodian

II. CHANGE OF ASSIGNMENT

Vanderwest, Kevin - 03/11/2014  
Current: Substitute Custodian  
Substitute Grounds  
Substitute Warehouse  
Substitute Maintenance  
Add: Maintenance II #081131D003

III. LEAVE OF ABSENCE (Ratification)

#0800000498 - 03/04/2014 - 04/29/2014  
Instructional Assistant II  
- Special Education #081124C002  
Playground Supervisor #081137C006

Requesting a leave of absence under the provisions of the federal Family Medical Leave Act/California Family Rights Act.

IV. CURRICULUM WORKChild Care During Parent Meetings

Whitaker School will be hosting eight Grupo CRECER parent meetings this year beginning Monday, March 17, 2014. These parent meetings will focus on strengthening parent involvement in an effort to improve their children's academic outcome. In order to increase parent participation, child care will be provided. One instructional assistant will provide child care during each meeting and will be paid the current hourly rate of pay (a range of \$18.63 - \$32.66, depending on job classification, includes benefits), not to exceed sixteen hours, payable from Whitaker School Title I funds, for a total not to exceed \$523.

Minutes, March 10, 2014 (Continued)

X. CONSENT CALENDAR (Continued)

.03 CONFERENCE/TRAVEL ACTION REPORT

## Agenda Exhibit F.

March 13, 2014 - "Whatever It Takes" - PLC Implementation Model for California Schools" - S. Voelker, S. Lee, J. Wackerman, C. Bright, B. Bolicek, B. Lynch, J. Reddingius, S. Adams, M. Beckelheimer

March 15-17, 2014 - "69<sup>th</sup> ASCD Annual Conference Association for Supervision and Curriculum Development" - A. Oei, V. Connolly, D. Diaz, J. Kuncewicki, R. Jeffrey, L. Rogers

March 17, 2014 - "Common Core State Standards and Alternate Supports for Special Education" - S. Adams

March 31-April 3, 2014 - "TEACCH (Treatment and Education of Autistic and related Communication Handicapped Children)" - M. Garcia

April 2-5, 2014 - "CABE 2014 Annual Conference" - D. Glenn, K. Yuen

April 29, 2014 - "Refraining Student Success Through a Multi-Tiered System of Supports" - M. Beckelheimer, C. Luckey, V. Connolly

.04 INTER-DISTRICT TRANSFERS, 2013-2014

## Agenda Exhibit G.

Permits granted to date: In: 176  
Out: 167

.05 BUSINESS SERVICES REPORT

## Agenda Exhibit H.

a. Purchase Orders dated 02/25/14-03/10/14 were approved in the total amount of \$171,747.52.

.06 CONTRACT/SERVICE AGREEMENT(S) NO. 182

## Agenda Exhibit I.

Contract #: OAH#2013100220  
Contractor: Newman Aaronson Vanaman  
Site Dept. Manager: D. Glenn  
New Contract/Amendment: New

Description of Services: Reimburse attorney's fees per Special Education legal settlement.

Contract Period: March 25, 2014 - March 30, 2014  
Funding Source: Special Education  
Total Expenditure: Not to Exceed \$15,000

Minutes, March 10, 2014 (Continued)

X. CONSENT CALENDAR (Continued).07 BOARD POLICY 1114 DISTRICT-SPONSORED SOCIAL MEDIA

Agenda Exhibit J.

.08 BOARD POLICY 1325 ADVERTISING AND PROMOTION

Agenda Exhibit K.

.09 BOARD POLICY 3100 BUDGET

Agenda Exhibit L.

.10 BOARD POLICY 3514.1 HAZARDOUS SUBSTANCES

Agenda Exhibit M.

.11 BOARD POLICY 3551 CHILD NUTRITION CAFETERIA FUND

Agenda Exhibit N.

.12 BOARD POLICY 3553 FREE AND REDUCED PRICE MEALS

Agenda Exhibit O.

.13 BOARD POLICY 5030 STUDENT WELLNESS

Agenda Exhibit P.

.14 BOARD POLICY 5141.3 HEALTH EXAMINATIONS

Agenda Exhibit Q.

.15 BOARD BYLAW 9220 GOVERNING BOARD ELECTIONS

Agenda Exhibit R.

.16 INTERDISTRICT TRANSFER REQUEST: JEMIMA YOON

.17 INTERDISTRICT TRANSFER REQUEST: PEARL YOON

.18 INTERDISTRICT TRANSFER REQUEST: NOLAN VANNOY

XI. BOARD COMMENTS

Mr. Chambers attended astronomy night at both Buena Park Junior High and Charles G. Emery School.

Mr. Chambers requested a James A. Whitaker School start time discussion be included on an upcoming Board agenda.

Minutes, March 10, 2014 (Continued)

XI. BOARD COMMENTS (Continued)

Mr. Magnuson extended an invitation to all Board members to

attend the Instructional Conference on March 11, 2014 at Heritage Hall.

Mr. Magnuson provided a list of 2013 Teachers of the Year by school site, shared an invitation to attend an Orange County School Boards Association presentation by Sue Barr, State Board of Education Member on April 2, 2014, and an invitation to the City of La Palma State of the City Luncheon on April 3, 2014.

XII. INFORMATION/CORRESPONDENCE

.01 Correspondence

.02 Major Topics for Governing Board

Agenda Exhibit S.

.03 Orange County Treasurer-Tax Collector Treasurer's Management Report

Agenda Exhibit T.

As of January 30, 2014, the current yield on investments in the Orange County Treasurer Tax Collector's Educational Investment Pool is 0.30%.

XIII. CLOSED SESSION

At 7:20 p.m., Mr. Chambers made the motion, seconded by Mrs. Michel, 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.

XIV. RECONVENE

At 8:30 p.m., Mrs. Michel made the motion, seconded by Mr. Chambers, 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.

Minutes, March 10, 2014 (Continued)

XV. REPORTING OUT OF CLOSED SESSION

.01 PUBLIC EMPLOYEE PERFORMANCE EVALUATION - SUPERINTENDENT  
The Governing Board presented the Superintendent with feedback on his 2013-2014 mid-year evaluation.

.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 LABOR RELATIONS: CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE BUENA PARK TEACHERS ASSOCIATION (GOVERNMENT CODE #54957.6)  
Discussion was held regarding Labor Relations: Conference with Greg Magnuson, Negotiator with the Buena Park Teachers Association (Government Code #54957.6).

XVI. ADJOURNMENT

At 8:31 p.m., Mr. Chambers made the motion, seconded by Mr. Hamblen, 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