

UNADOPTED MINUTES

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

**MINUTES OF REGULAR BOARD MEETING
September 12, 2013**

BOARD MEMBERS PRESENT:	Bonnie Castrey Dr. Duane Dishno Susan Henry Kathleen Iverson Dr. Michael Simons
BOARD MEMBERS ABSENT:	None
ADMINISTRATIVE PERSONNEL PRESENT:	Dr. Gregory Plutko, Superintendent Dr. Don Austin, Assistant Superintendent, Educational Services Carrie Delgado, Assistant Superintendent, Business Services Dr. Carolee Ogata, Assistant Superintendent, Human Resources Carole Thomas, Executive Assistant
ADMINISTRATIVE PERSONNEL ABSENT:	None
PLACE AND DATE OF MEETING:	District Office September 12, 2013
CALL TO ORDER:	The meeting was called to order at 6:45 p.m. by the Board President, Ms Castrey.
CLOSED SESSION:	The Board recessed to Closed Session at 6:46 p.m. to consider Public Employee Appointment Assignment/ Reassignment/ Discipline/ Dismissal/Release – Government Code section 54957 and Education Code sections 44896 and 44951, and Public Employee Evaluation: Superintendent – Government Code section 54957. Present were Dr. Greg Plutko, Dr. Don Austin, Dr. Carolee Ogata and Ms Carrie Delgado.

CALL BACK TO ORDER:	The meeting was called back to order by Ms Castrey at 7:32 p.m. She announced that the Board had met in closed session to discuss the preceding items and there was nothing to report out. Ms Castrey announced that the meeting would be both opened and closed in honor of Mrs. Betty Dabney, former Personnel Commissioner, who was retiring after nearly 50 years of service
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in a variety of positions.

PLEDGE OF ALLEGIANCE: (II)

The Pledge of Allegiance was led by Mrs. Dabney.

RESOLUTION HONORING BETTY DABNEY: (III-A)

It was moved by Mrs. Iverson, seconded by Dr. Simons, to adopt a resolution honoring Mrs. Betty Dabney on her retirement from the Personnel Commission.

Motion unanimously carried.

BOARD RECOGNITION: (III-B)

A presentation was made to Mrs. Dabney prior to recessing to a reception in her honor at 7:48 p.m. Christiane Garisek, President of CSEA Chapter 157, presented Mrs. Dabney with a resolution. Carolyn Everett, CSEA, also made a presentation to Mrs. Dabney. It was announced that a Betty Dabney Community Service Scholarship would be established in Mrs. Dabney's honor.

The meeting was reconvened at 8:07 p.m.

APPROVAL OF MINUTES: (III-C)

It was moved by Mrs. Iverson, seconded by Dr. Simons, to approve the minutes of the August 13, 2013 regular Board.

Motion carried 4-0.
Mrs. Henry abstained.

BOARD COMMITTEE REPORTS AND ACTIVITIES: (III-D)

Board members representing the district on various committees presented reports and discussed activities.

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SUPERINTENDENT'S REPORT: (III-E)

Dr. Plutko extended thanks to all staff members and parent volunteers in the district for a very successful start to the new school year and indicated that enrollment is fairly steady. He announced that this evening the Board would be asked to consider approval of a new Health Care program for district employees. Dr. Plutko asked Dr. Carolee Ogata and Ms Carrie Delgado to address the Board briefly on this new program. Dr. Plutko thanked the associations for their cooperation in the planning.

Dr. Plutko also thanked the Board and staff for their work on updating the Board Policies and Administrative Regulations which are currently being submitted for approval.

STUDENT BOARD REPRESENTATIVE REPORTS: (III-F)

Jasmine Ruiz, newly appointed Student Representative to the Board from Marina High School, was introduced by Dr. Don Austin. Student representatives from each school site were also introduced and presented reports on their campus activities.

Kelcey Bligh – Edison High School
Michelle Martinez – Westminster High School
Cassie Macy – Huntington Beach High School

Carmen Garcia – Ocean View High School
Yvonne Le – Fountain Valley High School
Penelope Lopez – Valley Vista High School
Riley Sweet – Community Day School

STAFF
PRESENTATION –
WHS: (III-G)

Owen Crosby, Principal of Westminster High School, gave a presentation on the use of Senior Exit Interviews to help prepare students for college, career and beyond. He was assisted by Janie Hoy, Director of Student Services, and Lilly Pham, Westminster High School graduate, Class of 2013.

STAFF
PRESENTATION –
EDUCATIONAL
SERVICES: (III-H)

Dr. Don Austin, Assistant Superintendent of Educational Services updated the Board on two items: Student Achievement and Common Core State Standards funding.

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PUBLIC
COMMUNICATION TO
THE BOARD: (III-I)

Greta Halvorsen-Reeves, representing CSEA, commented on negotiations and updated the Board on the outcome of the insurance Memorandum of Understanding.

Danielle Guthrie, staff member, asked a procedural question regarding board policy.

Steve Mason, parent, commented on the use of Parent/Student Portal.

CONSENT CALENDAR:
(IV)

It was moved by Dr. Dishno, seconded by Mrs. Iverson, to approve the Consent Calendar as presented.

Motion carried 5-0.

PURCHASE
ORDERS: (IV-A)

Purchase orders in the amount of \$5,775,854.00 were approved as presented.

PERSONNEL
REPORT: (IV-B)

Approval was granted for the Personnel Report No. 4 as presented.

PROFESSIONAL
AND OFFICIAL
BUSINESS
ACTIVITIES: (IV-C)

Approval was granted for the Professional and Official Business activities as presented.

FIELD TRIPS:
(IV-D)

Approval was granted for the field trips as presented.

CONTRACTS AND
CONSULTING
AGREEMENTS:
(IV-E)

The Board determined that the listed individuals or contractors are specially trained, experienced, and competent to provide services and advice in the noted areas. Such services are not available free of charge from public agencies, and such services and advice are needed on a limited or occasional basis. Approval was granted for the consultants and/or contractors as

presented.

NON-PUBLIC
SCHOOL/AGENCY
CONTRACTS/
ADDENDA -
WOCCE: (IV-F)

Approval was granted to enter into the non-public school/agency contracts/addenda as presented, and the West Orange County Consortium for Special Education was authorized to receive invoices and process payment.

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PART C RESPITE
COSTS
REIMBURSEMENT –
WOCCE - NO. 2603:
(IV-G)

Approval was granted for the Huntington Beach Union High School District (HBUHSD) to reimburse designated parents for infant respite care in an amount not to exceed \$1,674 for the period July 9, 2013 to January 29, 2016. Respite care is determined to be an appropriate service under Part C criteria of the infant's Individual Family Service Plan (IFSP).

PART C RESPITE
COSTS
REIMBURSEMENT –
WOCCE - NO. 2604:
(IV-H)

Approval was granted for the Huntington Beach Union High School District (HBUHSD) to reimburse designated parents for infant respite care in an amount not to exceed \$1,296 for the period July 12, 2013 to July 12, 2015. Respite care is determined to be an appropriate service under Part C criteria of the infant's Individual Family Service Plan (IFSP).

GRANT
APPLICATION –
FRANK M. &
GERTRUDE R.
DOYLE
FOUNDATION –
EHS: (IV-I)

Approval was granted for Edison High School to submit an application to the Frank M. & Gertrude R. Doyle Foundation for the Energy and Environmental Sustainability Program through STEM grant in the amount of \$330,000. No matching funds are required. Authorization to expend funds upon receipt was granted.

GRANT
APPLICATION –
FUNDING FOR THE
TARGET FIELD TRIP -
OVHS: (IV-J)

Approval was granted for Ocean View High School to submit an application to the Target Field Trip grant program in the amount of \$700. The proposed field trip will allow our Special Education students to visit the Griffith Observatory in Los Angeles. No matching funds are required. Authorization to expend funds upon receipt was granted.

GRANT
APPLICATION –
FUNDING FOR THE
FEDCO GRANT -
OVHS: (IV-K)

Approval was granted for Ocean View High School to submit an application to the FEDCO Grant program in the amount of \$500. The proposed grant will fund a field trip that will allow our Special Education students to visit the La Brea Tar Pits in Los Angeles. No matching funds are required. Authorization to expend funds upon receipt was granted.

ACCEPTANCE OF
GRANT FUNDING -
WORKFORCE
INVESTMENT ACT
(WIA) – ADULT
SCHOOL: (IV-L)

Approval was granted to accept the grant funding of \$1,022,885 from the California State Department of Education for the Workforce Investment Act (WIA), Title II, Adult Education and Family Literacy Act for the 2013-2014 fiscal year. This funding will be used to continue the Adult Basic Education, Adult Secondary Education, English as a-Second Language and EL Civics programs, as well as courses for adult learners wishing to obtain a General Educational Development (GED) certificate. Authorization to expend funds upon receipt was granted.

ACCEPTANCE OF FUNDS – INDIAN EDUCATION GRANT: (IV-M)	Approval was granted to accept funds from the U.S. Department of Education for Indian Education grant funding in the amount of \$237,437 for the 2013-2014 school year. No matching funds are required. Authorization to expend funds upon receipt was granted.
NEW BASIC TEXTBOOK ADOPTION – FIRST LIST: (IV-N)	Approval was granted to commence the adoption of the new basic textbooks (First List) for the 2013-2014 school year according to district policy.
ADULT EDUCATION COURSES OF STUDY: (IV-O)	Approval was granted to adopt the proposed courses and classes offered through Adult School for the 2013-2014 school year.
REIMBURSEMENT FOR PUBLIC SCHOOL CHOICE: (IV-P)	Approval was granted for the Huntington Beach Union High School District to provide transportation reimbursement to the parents of students who qualify for public school choice. This allows the students to attend another school under Title I, Part A of the <i>Elementary and Secondary Education Act of 1965 (ESEA)</i> , as amended by the <i>No Child Left Behind Act of 2001 (NCLB)</i> for school improvement.
JULY 2013 DISBURSEMENTS: (IV-Q)	A recap of the payments processed during the month of July 2013 was presented.
SURPLUS OF DISTRICT PROPERTY: (IV-R)	Approval was granted to dispose of the listed surplus/obsolete district vehicles and equipment by public auction through Inter Schola, San Francisco.
RESOLUTION - TEMPORARY INTERFUND TRANSFERS: (IV-S)	Approval was granted to adopt a resolution for temporary cash borrowing between funds for the fiscal year 2013-14.
RESOLUTION – SIGNATURE AUTHORIZATION – WORKERS’ COMPENSATION LIABILITY ACCOUNT – WELLS FARGO BANK: (IV-T)	Approval was granted to adopt a resolution updating authorizations for signatures for the Custodian of the Workers’ Compensation Account. Staff changes have made this update necessary.

RESOLUTION – SIGNATURE AUTHORIZATION – PROPERTY AND LIABILITY ACCOUNT	Approval was granted to adopt a resolution updating authorizations for signatures for the Custodian of the Property and Liability Account. Staff changes have made this update necessary.
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RESOLUTION –
INCREASING NET
2013-14 BEGINNING
FUND BALANCE,
EXPENDITURES &
RESERVES FOR
FINAL UNAUDITED
ACTUALS
REPORTING: (IV-V)

Approval was granted to adopt a resolution increasing 2013-14 Beginning Fund Balance, Expenditures and Reserves by the net amount of \$3,294,086 for the fiscal year 2013-14 as a result of final unaudited actual reporting.

GANN AMENDMENT
APPROPRIATIONS
LIMIT RESOLUTION:
(IV-W)

Approval was granted to adopt the resolution establishing the GANN Amendment Appropriations Limit for 2012-13 and 2013-14.

SCHOOL DISTRICT
CERTIFICATION 2012-
2013 UNAUDITED
ACTUAL FINANCIAL
REPORT: (V-A)

It was moved by Mrs. Iverson, seconded by Dr. Dishno, to approve the 2012-13 Unaudited Actual Financial Report as presented, pursuant to Education Code section 42100. This school district elects to use the single budget adoption cycle for the 2013-14 budget year, pursuant to Education Code section 42127(i).

Motion unanimously carried.

CONTRACT -
VOLUNTARY
EMPLOYEES BENEFITS
ASSOCIATION (VEBA):
(V-B)

It was moved by Mrs. Henry, seconded by Mrs. Iverson, to enter into a contract with Voluntary Employees Benefits Association (VEBA) to secure medical benefits for the following three plans: United Health Care HMO Signature Value Plan, United Health Care Choice Plus PPO Plan and Kaiser HMO Plan. The contract is for a period of fourteen months from November 1, 2013 through December 31, 2014.

Motion unanimously carried.

PROFESSIONAL
GROWTH AWARDS:
(VI-A)

It was moved by Mrs. Iverson, seconded by Dr. Dishno, to award \$750 to classified employees who earned ten approved growth points in accordance with Article 12.11 of the CSEA contract.

Motion unanimously carried.

BOARD POLICY: (VII-A)

It was moved by Mrs. Iverson, seconded by Mrs. Henry, to approve the following Board Policy for second reading and deletion in the continued revision of existing policies and administrative regulations:

BP 4133/4233/4333 – All Personnel
Professional and Official Business
*BP 4133/4233/4333 is being replaced by BP 3350 – Business and
Non-instructional Operations – Travel Expenses*

Motion unanimously carried.

BOARD POLICY: (VII-B) It was moved by Dr. Simons, seconded by Mrs. Iverson, to approve the following Board Policy for second reading and adoption in the continued revision of existing policies and administrative regulations:

BP 3350 – Business and Non-instructional Operations
Travel Expenses
BP 3350 is replacing BP 4133/4233/4333 All Personnel – Professional and Official Business

Motion unanimously carried.

BOARD POLICY: (VII-C) It was moved by Mrs. Henry, seconded by Mrs. Iverson, to approve the following Board Policy for second reading and adoption in the continued revision of existing policies and administrative regulations:

BP 3290 – Business & Non-instructional Operations
Gifts, Grants and Bequests

Motion unanimously carried.

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BOARD POLICY: (VII-D) It was moved by Mrs. Henry, seconded by Mrs. Iverson, to approve the following Board policy for second reading and deletion in the continued revision of existing policies and administrative regulations:

BP 6162.7 – Instruction
Use of Technology in Instruction
BP 6162.7 is being combined with BP 6163.4 – Instruction – Student Use of Technology

Motion unanimously carried.

BOARD POLICY: (VII-E) It was moved by Mrs. Henry, seconded by Dr. Dishno, to approve the following Board policy for second reading and adoption in the continued revision of existing policies and administrative regulations:

BP 6163.4 – Instruction
Student Use of Technology
*BP 6163.4 has had information added from:
BP 6162.7 – Instruction – Use of Technology in Instruction*

Motion unanimously carried.

BOARD POLICY: (VII-F) It was moved by Dr. Simons, seconded by Mrs. Henry, to approve the following Board policy for first reading in the continued revision of existing policies and administrative regulations:

BP 6162.6 – Instruction
Use of Copyright Materials
This BP is being updated because some of the Copyright information that needs to be included is being deleted with the Exhibit 6162.7

Motion unanimously carried.

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BOARD POLICY: (VII-G) It was moved by Mrs. Henry, seconded by Mrs. Iverson, to approve the following Board policy for first reading in the continued revision of existing policies and administrative regulations, with two small corrections:

BP 6163.2 – Instruction
Animals at School

The HBUHSD currently does not have a policy with regard to Animals at School.

Motion unanimously carried.

NEW BUSINESS: (VIII) Mrs. Henry commented on a statement she had made in the previous minutes concerning her nomination for CSBA Region 15 Director, and clarified that Martha Fluor had submitted the nomination. Mrs. Henry also stated she will be attending the Board of Directors meeting next weekend in Sacramento, at no expense to the district, and there will be another Linked Learning meeting in November which she will be attending. She has had discussion concerning their appointment of an ROP representative, not an ROP delegate.

Dr. Simons commented on two names which came up during the Student Representative reports - the McKenna Claire Foundation, a local foundation started by an employee of SchoolsFirst Credit Union whose daughter died of a brain tumor, and is a good project to support. Dave Mohs was a long time volleyball coach at Marina High School for whom the gym is named. Dr. Simons raised this because there have been requests recently from people wanting to know the protocol to get a facility named.

Mrs. Iverson stated she was pleased that so many schools are working on the "Got Milk" program. She asked that a thank you letter be sent to Ms Delgado, Dr. Ogata and the entire Insurance Committee. She also asked that staff investigate a way to set the money aside that we are rolling out of Adult Education and determine what benefit it would be to applying that money to the principal for the Adult Education building. Ms Castrey asked Dr. Plutko to look into that and get a background memo to the Board.

ANY OTHER PUBLIC
COMMUNICATION TO
THE BOARD: (VII)

None.

ADJOURNMENT: The meeting was adjourned at 9:45 p.m.

Clerk

Secretary