



La Habra City School District

BOARD OF EDUCATION - REGULAR MEETING

AGENDA - Special Meeting

District Office - Board Room
500 N. Walnut Street, La Habra, CA 90631

Wednesday, February 19, 2020 10:30 AM

10:00 a.m. - Work/Study Session
10:30 a.m. - Call to Order/Special Meeting
(Meetings are recorded for use in official minutes)

1. Work/Study Session

Start time: 10:00 AM

Trustees will review applications received for the current Board Vacancy.

2. Formal Call to Order

Start time: 10:30 AM

- o Welcome
o Pledge of Allegiance

3. Action Item: Adoption of Agenda

(Action)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Board Action \_\_\_\_\_

4. Public Comment

Members of the audience may address the Board of Education on agenda items during consideration of that item and items not on the agenda that are within the Board's subject matter jurisdiction. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Board should complete and submit a Presentation Card, available on the table near the hallway door. The Presentation Card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Board, but will be researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Board meeting as an agenda item.

## 5. GENERAL MATTERS

### a. Information: Provisional Appointee Interviews

(Information)

Trustees will interview the three selected applicants for the Board Vacancy. Interviews will be based on the attached selection process.

[Interview Process \(p. 3\)](#)

### b. Information/Action Item: Approval of Provisional Appointee to the La Habra Board of Trustees

(Action)

Following the interview process, Trustees will discuss and appoint one of the applicants to serve as the Provisional Appointee to the La Habra City School District Board of Education through the November 2020 election, and authorize the Superintendent to execute the necessary documents per the attachment.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Board Action \_\_\_\_\_

[Board Vacancy Selection Memo \(p. 4\)](#)

[Provisional Appointment Notice Form \(p. 5\)](#)

## 6. Board/Superintendent Comments:

## 7. Adjournment

Motion \_\_\_\_\_

Second \_\_\_\_\_

Board Action \_\_\_\_\_

## 8. NEXT BOARD MEETING:

The next regular meeting of the Board of Education is scheduled for March 12, 2020 at 6:00 p.m., at the District Education Board Room, 500 N. Walnut Street, La Habra, California.

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La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the Superintendent's Office at 562-690-2300; fax: 562-690-4154.

**Special Board Meeting  
February 19, 2020**

**Interview Process**

1. Below is the process for the trustee candidate interviews.

- Eight questions will be asked of each applicant.
- Each applicant will be given 30 minutes for each interview.
- Each applicant will be given approximately the same amount of time for response to each question.
- Follow-up questions may be asked after all questions have been answered. These questions should be narrowly worded to request information pertaining to the original question.
- When asking follow-up questions, the focus should be made on the specific attributes of the applicant. Questions relating to the following protected classes should be avoided: race, religion, sex, national origin, age, disability, marital status (including identity of spouse), pregnancy, status with regard to public assistance, and non-relevant lawful activities.

2. The order of the interviews are as follows:

- First Interview: Susan Pritchard
- Second Interview: Louise Gant
- Third Interview: Ofelia Hanson

3. After the interview is completed, the Board will discuss the applicants. After the discussion, the Board President shall conduct a vote.

- Trustees shall make a motion to appoint one of the applicants to serve as the Provisional Appointee to the La Habra City School District Board of Education. There shall be one vote per trustee. If the applicant receives a majority of votes, that person shall fill the vacant position.
- In the event of a tie vote, the Board shall decide on the process of breaking a tie, which may include, but is not limited to, voting again or scheduling another meeting.

# La Habra City School District

**To:** Board of Trustees  
**From:** Joanne Culverhouse, Ed.D., Superintendent  
**Date:** February 19, 2020

**Re:** Board Vacancy Interview and Selection

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## **Background:**

Due to the recent passing of Board member, Ida MacMurray, the La Habra City School District Board of Education announced the vacancy position at its January 9, 2020 Regular Board Meeting. The Board of Trustees has advertised for a replacement trustee. Applications for the vacancy were accepted until January 27, 2020, at 4:00 p.m. The Board received the following applications:

- Louise Gant
- Ofelia Hanson
- Susan Pritchard

## **Rationale:**

At this meeting, the Board will conduct an interview of the applicants. At the conclusion of the interview, the Board will discuss the interview and may select the applicant as the replacement trustee. The Board may also discuss and decide additional actions to be taken regarding the selection process.

## **Recommended Action:**

It is recommended that a selection of one of the above named individuals be appointed to serve as the Provisional Appointee to the Board of Trustees, and authorize the Superintendent or designee to execute the necessary documents.

## **Financial Implications, if any:**

None

**Notice of Provisional Appointment  
to the  
La Habra City School District Governing Board  
Pursuant to Education Code Section 5092**

**NOTICE IS HEREBY GIVEN THAT** a vacancy occurred on the Board of Trustees of the La Habra City School District, effective December 29, 2019, as a result of the passing of Trustee Ida MacMurray. On \_\_\_\_\_, the Board of Trustees appointed \_\_\_\_\_ to fill this vacancy.

This appointee shall hold office until the next regularly scheduled election for school board members on November 3, 2020.

The registered voters of the district may, within 30 days from the date of the appointment, petition for the conduct of a special election to fill the vacancy. If a petition calling for a special election and containing a sufficient number of signatures is filed in the office of the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California, not later than (a) \_\_\_\_\_, 2020, and found to be valid, the provisional appointment is set aside and the seat remains vacant until a special election is held, not later than the 130<sup>th</sup> day after the determination that the petition is legally sufficient. Unless a valid petition is filed in a timely manner, the provisional appointment shall become effective.

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
La Habra City School District

Post in three public places in the district. Publish in an advertisement one time in a newspaper of general circulation published in the district if such a newspaper exists; otherwise, no publication is required. The notice must be posted and published within 10 days of the provisional appointment.

Note (a): Insert a date 30 calendar days after the date the appointment was made.