



La Cañada Unified

February 2006

Volume 01 - Issue 04

Message from the Superintendent

by Jim Stratton, Superintendent



The Student Achievement Guarantee in Education (SAGE) program studied the effect of grades K-3 class size reduction in 80 Wisconsin schools. Achievement results, based on pre-and-post tests using the Comprehensive Test of Basic Skills (CTBS), show that students in class size reduction (CSR) schools consistently outperform students not in a CSR program. Overall, CSR first graders showed a 25-30 percent higher level of academic achievement than their non-CSR counterparts, and they maintained that gain through third grade.

The SAGE project also determined three effects of class size reduction that can lead to greater individualization: fewer discipline problems and more instruction, more teacher knowledge of students and more teacher enthusiasm for teaching. According to the study, the individualization that occurs in small-size classes is procedural. That is, teachers tend not to alter the curriculum but provide help, explanations, examples and demonstrations and constantly check on the progress of individual students.

La Cañada Unified School District has maintained a 20 to 1 teacher-student ratio in grades K-3 for about 10 years now. The current cost for these smaller sizes is about \$1.5 million per year, of which approximately \$1 million comes from state CSR funds, \$.07 million from federal funds, \$.22 mil from the La Cañada Flintridge Educational Foundation and the remaining \$.23 mil from the district General Fund.

Class size averages in grades 4-6 are considerably higher. The average district wide class size average for 4th grade is 29.4, for 5th grade 31.3 and for 6th grade 31.2. Class size averages at the middle and secondary levels are equally high. In 2004-05, for example, the average class size for 7-12 English and math classes was 31.5 and 32.0 respectively. Science was 34.7, and social science was 34.2.

Those numbers are higher than LA area districts with comparable demographics. Manhattan Beach USD, for example, had 04-05 middle school English and math class size averages at 26.0 and 27.8 respectively and high school English and math classes at 25.7 and 26.4 respectively. The 04-05 numbers at San Marino were middle school English at 25.8, middle school math at 29.3, high school English at 24.7 and high school math at 29.2.

The state of California provides some money to reduce class sizes in English and math at the 9th grade level. Like CSR funding at

(continued on last page)



LC Newsl ine

The Newsboard

By Scott Tracy, Board President



Board Activities

With new Board members in-place, the Governing Board has begun to address a number of priorities which are designed to facilitate fact-based decision-making in an open forum with community input, including:

1. **Core Values:** The Board has reached agreement on its Statement of Core Values, which are printed elsewhere in this Newsletter and have been posted on the District's website. The Core Values serve as a basis and foundation for all Board decision-making and activities.

2. **New or Revitalized Committees:** Several committees have been formed or strengthened, consistent with the goal of both Superintendent and Board to improve communications and to receive greater community input prior to making major decisions. These committees include:

- ✦ Budget Advisory Committee
- ✦ Construction Committee
- ✦ Palm Drive Property Review Committee

3. **Workshops:** Workshops provide the Board, staff, and the community with an opportunity to discuss major issues in open session.

The workshop held in December to review construction process and progress resulted in a directive from the Board for improved, more-timely, user-friendly reporting of construction information along with the reinstatement of the superintendent's construction committee that includes two Board members.

The January classroom reduction workshop – which is discussed further in this column – resulted in a clear directive from the Board for staff to submit alternative recommendations to reduce our average class size in grades 4-12.

Our next workshop, on staff evaluations, is scheduled for February 28, 2006 at 5 pm at the new District offices at FIS. Future workshops will be scheduled at the February 7, 2006 Board meeting.

4. **Board Liaison Assignments:** The Board has completed its annual assignment of liaison roles of Board members to various groups including:

- ✦ School-based activities (e.g. Site Councils, Curriculum Councils)
- ✦ Support groups (e.g. LCFEF, PTA Council, Boosters)
- ✦ Board and Superintendent committees (e.g. Bond Oversight Committee, Budget Advisory Committee)
- ✦ Cooperative ventures with the City (e.g. Joint Use, Sports Coalition)



Helpful Links from the LCUSD website:

Governing Board Meeting Schedule

<http://www.lcusd.net/SchoolBoard/index.htm>

LCUSD Master Calendar:

<http://www.lcusd.net/Cal/>

LCUSD GATE Advisory Council

<http://www.lcusd.net/District/councils.htm>

LCUSD Bond Oversight Committee

<http://www.lcusdnet/facilities.htm>

Core Values

At its December 13, 2005 meeting, the Governing Board approved a statement of its core values. The result of discussion, research, and feedback from the community, the core values are designed to be the foundation on which all Board decisions are made. The statement of values is as follows:

Statement of Core Values

The La Cañada Unified School District recognizes the community's passion for superior education and commits to:

- ✦ foster a learning environment dedicated to academic achievement, character growth and the overall health, safety and well-being of each child
- ✦ provide opportunities for any child who is not thriving
- ✦ promote a culture of mutual respect and professionalism among all stakeholders
- ✦ demonstrate continuing personal growth and improvement among students, staff, administrators, parents and Governing Board members
- ✦ maintain strong, open and proactive communication between and among all stakeholders
- ✦ preserve financial stability of the district by maximizing its fiscal, physical and human resources to best benefit children and their learning environment

- ✦ Lobbying-related organizations (e.g. Five Star Coalition)
- ✦ Community groups (e.g. Community Prevention Council, Chamber of Commerce).

These liaison assignments provide important opportunities for Board members to participate in meaningful discussions with various stakeholders and to receive input useful for thoughtful, fact-based decision-making.

Class Size Reduction Workshop

An excellent report was reviewed that included research materials on the relationship between class size and student achievement, current and historic average class size data for District sites, average class size information for comparable districts, survey of physical classroom availability at District sites, and estimated costs associated with a number of class size reduction alternatives.

Significant facts regarding District class sizes were disclosed at the workshop, a few of which are highlighted below:

- ✦ Grades four through six average 30.6 students per classroom in 2005-06
- ✦ Grades seven through twelve reported average class sizes in 2004-05 as follows: 31.5 (English), 32 (Math), 34.7 (Science) and 34.2 (Social Science)
- ✦ The average size of English classes for grades seven through twelve in 2004-05 increased by 12.7% from the prior five-year average
- ✦ LCHS 7-12 average class sizes (English, Math, Science, and Social Science) in 2004-05 exceeded the average class sizes at 9-12 high schools in Arcadia, Manhattan Beach, Palos Verdes, San Marino, and South Pasadena without exception
- ✦ In 2004-05, the average sizes of LCHS English and Science classes were more than 40% larger than those in Palos Verdes

The Board expects to receive staff recommendations regarding class size reduction alternatives as early as the February 7, 2006 Board meetings.

If you are interested in attending upcoming workshops and Board meetings, please contact Kim Bergner at kbergner@lcusd.net and request to be put on the distribution for Board agendas. Agendas are distributed three days in advance of Board meetings.



Five-Star Coalition Hosts Series of Three Educational Forums

The Five-Star Coalition is a coalition of Board Members and Superintendents from five school districts: Burbank, Glendale, La Cañada, Pasadena and South Pasadena, representing more than 75,000 students. The member districts share common boundaries and interests in promoting excellence in public education.

The Five-Star Education Coalition will present a free three-part informational series on issues of educational importance. These forums are open to the public. The first forum, "Adequacy, Sufficiency and Equity in Funding Public Education," will be held on Thursday, March 9, 2006, from 4 to 6 p.m. at the Pacific-Edison Community Center, 501 S. Pacific Avenue, in Glendale.

Featured speaker is Dr. Lawrence Picus, Director of the Center for Research in Education Finance. Picus, a professor at USC, is a past president of the American Education Finance Association, and has consulted extensively on school finance issues in more than twenty states, most recently Arkansas, Arizona, Kansas, Kentucky, Montana, Massachusetts, and Texas. He will present information about the adequacy and equity in public school funding as well as other data concerning provisions for education programs for K-12 school children. The presentation will be followed by a short question and answer period.

The free program, beginning with registration and refreshments at 4 p.m., is open to parents, community members, educators, elected community leaders, students, members of professional associations, anyone who has an interest in public education.



After School GATE Program

For approximately 300 students at all three LCUSD elementary sites, the first week of February is the kick-off for the annual After School GATE program. For six years, La Canada Unified School District has brought together local and regional resources in an effort to offer enrichment courses to students in grades 4,5, and 6.

This year's seventeen courses, held at La Canada Elementary but open to students from all LCUSD elementary sites, represent a wide assortment of educational opportunities. Among the favored traditional offerings are criminal justice, marine biology, American sign language, and writing classes presented by L.A. Times local residents. New this year are classes in sudoku, Shakespeare, Korean art and fingerprinting.

"The beauty of this program, which is offered to all students in grades 5 and 6 and all GATE (Gifted and Talented Education) students in grades 4,5, and 6," says Judi Healey, GATE Coordinator, "is that it draws on the interests of our students and the talents of our community. Last spring our GATE Advisory Committee did an in-depth survey of participating students, and we used this to design our current program."

The After-School GATE program offers four to eight week classes beginning this week and running until early May.



The Annual Audit

Each year, the District must comply with requirements of the Education Code that an audit of the financial activities of the District be conducted by an external auditor. This audit must be submitted to the Los Angeles County Office of Education, as well as be approved and accepted by the Board.

The audit is conducted by the firm of Boceta, Macon, Workman and Associates. The lead auditor is Jeanette L. Garcia, CPA. The purpose for their work is two fold. The first, as mentioned, is to review the financial activities of the District. The review is always for the previous year, so in this case, the audit is for the 2004-05 school year.

The second purpose is to review the District's expenditures to ensure compliance with State and Federal Guidelines regarding the District's use of these funds. When these funds are given to the District, we often refer to them as restricted or categorical funds because they can only be used for certain purposes and programs. Every year, the auditors conduct the audit based on criteria and certain items to be examined that are determined by the State of California in an annual audit guide. Some of the items selected to be audited are changed from year to year by the State.

Often, upon contrasting the regular District budget reports, such as the First Interim Report (normally provided to the Board in December), and the audit (normally approved by the Board in January), it is confusing to the community because the budget reports and the audit do not neatly overlap. The causes for these differences are due to special audit rules developed by the Governmental Standards Accounting Board (GASB). GASB develops the guidelines and rules on how the audit is conducted and presented.

Following the GASB guidelines, there are three reasons why the budget reports and audit do not look the same. The first is that we present our budget reports by object while the audit must be presented by activity. The second is GASB guideline #34, which dictates that the audit must be "government wide." That means that all funds must be combined into one statement including things like capital assets (buildings, bonds, and improvements) that we don't normally incorporate into our regular budget reports. The third is GASB guideline #39, which dictates any outside organizations that has a material effect on the District must be reported in the audit. In LCUSD's situation, we have one such group, our Education Foundation, that therefore must be included in the audit that once again, we don't normally report in our regular budget updates.

The auditors found our financial activities to be completely in order resulting in "no audit findings." The second component of the audit found our District in complete compliance with all the State and Federal regulations. The audit also indicated that LCUSD is a "low risk" auditee, meaning that our auditors have confidence in our financial statements and reports.

The Business Office Staff works throughout the year with all financial activities to ensure that procedures remain correct and within guidelines. The staff includes Diane Clinton, Director of Finance, Jackie Ong, Theresa Jimenez, George Slocum, and Janice Baumer.



LCHS Students Recognized

La Cañada High School students continue to be recognized for artistic and academic achievements. Four LCHS students recently participated in the PTA Reflections contest and were recognized in literature, photography, musical composition and visual arts. The honors were awarded at the PTA District level, which includes several San Gabriel Valley school districts. Five LCHS students were honored for a winning entry in the JPL Invention Challenge competition at Disneyland. Additionally, six LCHS students were named to the 2006 All-State Honor Band. Three hundred twenty students were selected from over 1,000 applications from high schools throughout the state. The honored students are as follows:

Reflections

Joan Chen – Gold Award for Visual Arts
Ryan Togioka – Bronze Award for Literature
Ashley Anderson – Bronze Award for Photography
Christopher Lee – Bronze Award for Musical Composition

JPL Invention Challenge

Chris Omae
Tomas Kanholm
Alex Kanholm
Grant Scholler
Douglas Chen

All-State Honor Band

Kara Malhotra
Nicolas Moura
Joanne Kang
Ara Darakjian
Kate Doubleday
Tomas Kanholm



Countywide Spelling Bee

La Cañada Unified will be participating in the first Los Angeles Countywide Spelling Bee. Each of the elementary schools are in the process of identifying four students who will compete in a district spelldown on Feb. 13, 6:30 p.m. in the new Board Room on Foothill and Cornishon. The winner of that competition will go on to represent the district at the county spelldown.

All of our 4-6 classes had spelldowns and identified two students who will participate in a school Spelling Bee to be held on Feb. 2 at 8:30 a.m. The four top spellers on that day will represent our school at the District level competition the evening of the 13th.

The classroom representatives and the school winners will all be given spelling lists to study for the school and district competition. The county will provide its own list to the student who will represent the district on March 22 at the countywide Spelling Bee.

This is the first time that the district and the county will hold a Spelling Bee competition. We are excited about participating and wish all of our 4-6 students the best of luck.



For More Info

Detailed eligibility requirements for the Golden State Merit Seal can be found at:

<http://www.cde.ca.gov/ta/tg/sr/meritdiploma.asp>



District Weathers Perfect Storm of Technology Issues

The district suffered a “perfect storm” of unrelated technology issues over the winter break which hampered the district’s ability to communicate with the public for several days. The fact that these issues came about just after the district had moved its district offices and was still settling into its new location at Foothills School added to the challenge of resolving them. First, one of the main file servers at the high school suffered a catastrophic failure taking out teacher access to the network, the electronic gradebook program, teacher files and folders on the server, and email at the high school. Secondly, the district lost use of most of its voice mail system which was related to a mistake made by SBC in the process of migrating phone lines to the new district office’s phone system. This affected all school voice mail including attendance hotlines and all office voice mail boxes. Parents could not leave any voice mail messages at any of the schools. Thirdly, the district’s move of network equipment from the old district office location to the new office was only half completed over the winter break, and the remaining half was put on hold due to the illness of the district’s information systems supervisor who handled the migration. This caused districtwide network instability and took down districtwide email for several days, including access to the district’s website and the services hosted on the web site.

Fortunately, there was a positive outcome for each of these issues, and all of the district’s communications channels have since been restored. Through the extraordinary efforts of district tech staff and outside consultants, over 95% of the data on the failed server was recovered and access to email, teachers’ gradebooks, and teacher files was restored after being off line for a little more than a week. It took about two weeks for SBC to determine that they had dismantled the wrong phone line (the one dedicated to the district voice mail system) and to reconstruct the circuit, and an additional week for the phone/voicemail system vendor (Mitel) to get the system all configured and operational. The automatic telephone attendant with call routing and office voice mail is now operational throughout the district. We are also pleased to report that the move of all of the district file servers and networking gear to the new district office is now complete and the district has transitioned to optical fiber for its internet service providing a significant increase in speed. Districtwide email (both internal and external emails) and access to the district’s homepage are now functioning properly, so that all avenues of communication with the public have been restored.



Golden State Merit Seal

The Golden State Merit Seal recognizes public school graduates who have demonstrated mastery of the high school curriculum in designated content areas. This year’s senior class has 151 students who have achieved this distinction and will receive recognition at the senior awards night on June 5, as well as a special Golden State Merit Insignia affixed to their high school diploma. To be eligible for the Golden State Seal Merit Diploma, students must be receiving a high school diploma from their district and have earned a scaled score of 370 or above on six qualifying examinations. The six examinations must include the grade 11 history social-science CST (U.S. History), one English-language arts exam, one mathematics exam, one science exam, and two exams of the student’s choice. The graduating class of 2005 had 147 Golden State Merit awardees and the number has increased each year since the new regulations allowed schools to use California Standards Test scores in lieu of scores on Golden State Exams. Assembly Bill 1266 of 2003 repealed the Golden State Examinations program (GSE) which was the means by which students demonstrated mastery of the high school curriculum and earn the Golden State Seal Merit Diploma. In order to continue the Golden State Seal Merit Diploma, the State Board of Education adopted regulations to allow the use of specified California Standards Test (CST) scaled scores to qualify for the Golden State Seal Merit Diploma. These regulations became effective April 22, 2004. A list of this year’s awardees is posted in the CCRC. See the green box on the previous page for links to eligibility requirements.



La Cañada Unified School District
School Calendar
2006-2007

	1 st week M T W T F Aug	2 nd week M T W T F	3 rd week M T W T F	4 th week M T W T F	Days Taught	Teacher Work Days	Buy Back Days	Holiday
1 st school month	Aug 29 30 31 1	11 12 13 14 15	18 19 20 21 22	25 26 27 28 29	19	20	1	1
Aug 28 - Sept 29	Sept 4 5 6 7 8							
2 nd school month	Oct 2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	20	20	0	0
3 rd school month	Nov 30 31 1 2 3	6 7 8 9 10	13 14 15 16 17	20 21 22 23 24	18	18	1	3
Oct 30 - Dec 1	Dec 4 5 6 7 8	11 12 13 14 15	18 19 20 21 22	25 26 27 28 29	15	15	0	2
4 th school month	Jan 8 9 10 11 12	15 16 17 18 19	22 23 24 25 26	Feb 29 30 31 1 2	18	19	0	1
Dec 4 - Dec 22	Feb 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	March 26 27 28 1 2	18	18	0	2
5 th school month	Mar 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	20	20	0	0
Jan 8 - Feb 2	Apr 2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	15	15	0	0
6 th school month	May 30 1 2 3 4	7 8 9 10 11	14 15 16 17 18	21 22 23 24 25	20	20	0	0
Feb 5 - Mar 2	June 28 29 30 31 1	4 5 6 7 8	11 12 13 14 15	18 19 20 21 22	17	18	0	1
7 th school month								
Mar 5 - Mar 30								
8 th school month								
Apr 2 - Apr 27								
9 th school month								
Apr 30 - May 25								
10 th school month								
May 28 - June 29								
Total Days					180	183	2	10

1st quarter: Sept 5 - Nov 9 (47 days)
 2nd quarter: Nov 13 - Feb 1 (43 days)
 3rd quarter: Feb 5 - Apr 6 (43 days)
 4th quarter: April 16 - June 20 (47 days)

First day of school for students: September 5
 Last day of school for students: June 20

Additional Days: Counselors and Nurse- Psychologists- Aug 23, 24, 25, 28, 29 & 30 June 22, 25, 26, & 27
 Aug 21, 22, 23, 24, 25, 28, 29 & 30 June 22, 25, 26, 27 & 28

New teachers' additional workdays: August 29 & 30, 2006
 Elementary and Assistant Principal's work year: August 3, 2006-June 29, 2007

District Master Calendar

February 2006						
Mon	Tue	Wed	Thu	Fri	Sat	
						Week
		1 (3) PCR 4th Gr. Passage to Mother Lode - Hu's Class DAC Mtg. - DO 1:00 pm **Future "K" Parent Orientation-LCE Multipurpose Rm. 7:00 pm**	2 (3) ***7-12 Report Cards Distributed*** PCR-Round Table Pizza Night CPC Dir. Mtg.:VHHS 7:00 am	3 (3) PTA Council Meeting-Citibank, 9:15 am 9-12 Comedy Sportz:Aud. 7-30 pm PCR Parent Tour, 9:00 am	4 (1) LCHS Instrumental Music Dinner Show:LCHS Gym 6-9:30 pm	Week
6 (1) LCE - 5th Gr. Valley Forge Trip 2/6-2/10	7 (7) CAHSEE Test Gr. 10 & 12 Only:LCHS 7/8 PTA Mtg. - LCHS-IRC 9:15 am Elementary Staff Mtg. Instructional Council Mtg.-IRC 3:00 pm Var. G/B Bskbt:S. Pas.@LCHS 5:30 pm PCR ELAC Mtg. - 2:00-3:00 pm ****Governing Board Mtg. - Rd. Building, 4490 Cornishon Ave. @ 7:00 pm****	8 (5) Booster Mtg.-LCHS IRC 6:30 am K-6 Tech Leaders Mtg.(See Description for Specific Dates) 3:30-5 pm CAHSEE Test Gr. 10 & 12 Only:LCHS LCE ELAC Mtg. - 2:00-3:00 pm PCR-PTA Mtg. - 8:20 am	9 (5) PCY ELAC Mtg. - 2:00-3:00 pm LCFED Mtg.:LCE 7:15 pm Var. G/B Bskbt:Temple City@LCHS 5:30 pm 7-12 Tech Leaders Meeting:LCHS IRC 3-4:30 pm PCY-Reading Night: 7:00 pm	10 (5) LCHS Band Orchestra @ Disneyland Performance 7/8 Valentine's Dance:LCHS Cafe 2:45-4:15 pm 7/8 CJSF Applications Due Kindergarten Registration - Siblings Only 8:00 am ****LCHS Drama Production:LCHS Aud. 2/10-2/11****	11 (2) ACT Testing ****LCHS Drama Production:LCHS Aud. 2/10-2/11****	Week
13	14 (3) PCY-PTA Mtg. - 9:15 am KINDERGARTEN REGISTRATION Begins 8:00 am - Elem. Sites 7-12 School Site Council:LCHS Rm. 305 3:00 pm	15 (2) ***PTA Reflections Awards Program:YMCA 7:00 pm*** LCE - PTA Mtg. - Cafe 7:15 pm	16 (4) ***JPG Mtg. - 12:30-3:00 pm*** LCHS ELAC Meeting:LCHS 7:00-8:30 pm LCE-Round Table Pizza Night ****Curriculum Council Mtg.- 8:30-11:00 am****	17 (2) LCE Parent Tour, 9:00 am 9-12 PTSA Mtg.-LCHS Cafe Lounge @ 9:15 am	18	Week
20 (2) **Washington's Birthday Observance-NO SCHOOL** CEC Child Care Will be Closed	21 (2) CEC Child Care at Elem. Sites w/Pre-registration **Lincoln's Birthday Observance - NO SCHOOL**	22	23	24 (4) PCY-Spirit Rally 10:15 am CSF Applications Due Chamber Singers Chapman Festival 1:00-9:00 pm PCY - Parent Tour, 9:00 am	25	Week
27 (5) Y-Winners Sign Up Indoor Soccer, Grs. 1-6th Y-Jr. High Basketball Sign Up: Grs. 6-9th PCY - 6th Gr. Wrightwood Field Trip 2/28-3/3 Scoliosis Screening-7th Gr. Girls, 8th Gr. Boys PCR-Science Exploration Week	28 (4) LCHS Staff Mtg. Elem. Site Council Mtg. (SSC):Library 3:15 pm ****Governing Board Mtg. - Rd. Building, 4490 Cornishon Ave. @ 7:00 pm**** PCR-Science Exploration Week					Week

Superintendent

(continued from page 1)

grades K-3, these dollars do not cover the entire staffing costs and during the state budget crunch of three years ago, LCUSD abandoned the program. Reinstating 9th grade CSR would cost the district somewhere around \$100,000 after state funding. Exact costs always depend on the specific teachers hired for the classes; teachers with more education and experience cost more than those with less education and experience. LCUSD administrative staff is recommending the reinstatement of 9th grade CSR for 2006-07.

At its January 17 workshop, the LCUSD Governing Board studied the personnel costs and physical space needs that it would take to begin to reduce class sizes at grades 4-12. Scenarios were developed to staff specific grade levels and courses at 30 to 1, 28 to 1, 25 to 1 and 20 to 1. At the 4th grade level, for example, the costs of staffing 06-07 classes at all three schools at 20 to 1 would be between \$300,000 and \$450,000 (again, the specific cost depends on where specific teachers would place on the LCUSD salary schedule). To continue the 4th grade example, the additional classes also would require that we use some of the current specialty classrooms (e.g., daycare, art, Spanish, etc.) or bring on new portable classrooms at about \$250,000 per unit. Staff has estimated that each elementary staff could possibly accommodate a maximum of 3-4 additional portable units.

Similar scenarios were developed for grades 7-12. At grade seven, a critical transition year, the reduction of the core classes of English, math, science and social science to 25 to 1 would cost between \$125,000 and \$195,000 depending on teacher salaries. Reducing class



La Cañada Unified School District

Cabinet

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James Stratton

Deputy Superint.
Dr. William Loose

Asst. Superint.
Mike Leininger

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sizes at LCHS would also mean moving teachers out of their rooms during conference periods and potentially bringing more portables onto campus.

In the upcoming weeks, the Governing Board will continue to discuss how to best address the class size issue and how to best utilize budget dollars to make inroads. If you would like copies of the background materials assembled for the January 17 workshop, please contact my office at 818-952-8387.



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