

**LA CAÑADA UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

January 16, 2007

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Scott Tracy on January 16, 2007 in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Board Members, Scott Tracy, Susan Boyd, Joel Peterson, Cindy Wilcox and Jinny Dalbeck.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California. Present were the five Board Members, Superintendent James Stratton, Deputy Superintendent Bill Loose and Assistant Superintendent Mike Leininger. Closed session adjourned at 6:10 p.m.

**WORKSHOP**

The Governing Board workshop on class size reduction began at 6:15 p.m. Mr. Tracy opened the meeting with an introduction stating the Board has been intensely interested in class size reduction. This workshop is an update and follow-up to a workshop the Board held a year ago. Following the workshop the Board voted to restore class size reduction in 9<sup>th</sup> grade English and math.

Mr. Stratton discussed class size reduction research, including the SAGE program (Wisconsin Student Achievement Guarantee in Education), Tennessee's Project STAR (Student-Teacher Achievement Ratio) and the North Carolina's Success Starts Small program. Jeremy Finn of the National Institute on the Education of At-Risk Students summarized these projects by stating, "Student engagement and the conditions that facilitate engagement are affected positively in a small-class setting. In general, management problems were reduced and instructional interactions were enhanced."

Mr. Stratton proceeded by looking at specific class size figures and comparing the district's 2005-06 enrollment and class sizes with the district's 2006-07 enrollment and class sizes at individual sites and for the district as a whole.

2007-08 Grades 4, 5, and 6 class size projections were presented. Mrs. Wilcox asked about interdistrict transfers and whether the district is accepting interdistrict transfer requests in grades 4, 5, and 6. Mr. Stratton responded that interdistrict transfers are analyzed continually and are based on availability. Currently, only a very limited number of spaces are available at the 4<sup>th</sup> grade levels.

La Cañada high school courses were reviewed showing average class size, maximum and minimum. Mrs. Dalbeck asked what the LCTA contract's maximum class sizes are. Mr. Stratton responded the grades 4, 5, and 6 limit is 33 and grades 7-12 is 36.

Mr. Stratton presented the district's CBED's ten year history by site, showing class size averages.

Mr. Stratton provided average class size by district as reported in the state's School Accountability Report Card database. The districts compared were Arcadia USD, Beverly Hills USD, Las Virgenes USD, Manhattan Beach USD, Palos Verdes Peninsula USD, San Marino USD, South Pasadena USD, Piedmont USD and Palo Alto USD. Elementary, middle and high schools were compared with these districts. Mr. Tracy stated that there are a total of 13 different high schools, including La Cañada High School that we are comparing ourselves to. For the year 2005-06, of those 13 districts, La Cañada High School has the highest class size in English and Mathematics. La Cañada High School is 11th of 13 in Science and Social Science. Even at this year's lower numbers in English from 31 to 28 we are still the highest in English. Mr. Stratton reported that because both algebra and geometry 9<sup>th</sup> grade classes were reduced to 20, the overall LCHS math averages were reduced significantly.

Deputy Superintendent Dr. Loose was introduced to discuss the cost of the district's current class size reduction programs and the staffing impact of various class size reduction scenarios. Dr. Loose reported the district's K-3 enrollment is currently at 20:1. The state gives the district revenue of \$1,024 per student for K-3 class size reduction. The district also receives funding from the Educational Foundation and a small amount of federal money from the No Child Left Behind program to fund K-3 class size reduction. The district contribution to the K – 3 class size reduction is \$164,776.

Dr. Loose proceeded to discuss current class sizes and projections and costs for various 2007-08 class size reduction options.

Dr. Leininger discussed the classroom availability at each site in various class size reduction scenarios.

In conclusion, Mr. Stratton showed some class size reduction options in high school Science, Math and Social Science and in 7<sup>th</sup> grade small schools. Mr. Stratton suggested considering the option of reducing Science, 7<sup>th</sup> grade small schools and Math, specifically Algebra II/Trig and Math Intervention, with future class size reduction in Social Science. Mr. Tracy asked what the criterion was in choosing these classes for class size reduction. La Cañada High School principal Dr. Dragos responded that historically more kids are taking more than two years of science thus increasing the current class sizes. There currently are approximately 160 more students taking science annually than there were 5 years ago. In making this recommendation the high school looked at the current class sizes, the size of the science labs and current testing data. Dr. Dragos stated that science class size reduction scenarios would benefit the students at the high school.

Mr. Tracy commended staff for the quality information provided at this workshop stating this type of information is important for the Board when making budget decisions.

The workshop was adjourned at 7:18 p.m.

**MEMBERS PRESENT:** Mr. Scott Tracy, President  
Mrs. Susan Boyd, Vice President  
Mr. Joel Peterson, Clerk  
Mrs. Cindy Wilcox, Member  
Mrs. Jinny Dalbeck, Member

### **REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:19 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada. Present were the five Governing Board Members, Mr. Stratton, Dr. Loose, Dr. Leininger and Executive Secretary to the Superintendent Kim Bergner. There were approximately 25 people in the audience. Mr. Tracy asked La Cañada High School principal Dr. Dragos to lead the Pledge of Allegiance to the Flag.

### **REPORT OUT OF CLOSED SESSION**

Mr. Tracy reported there was no action taken in closed session.

### **APPROVAL OF AGENDA**

It was moved and seconded (Boyd/Wilcox) to approve the agenda. The motion to approve the agenda was adopted unanimously.

### **APPROVAL OF MINUTES**

The approval of the November 14, 2006, December 5, 2006 and December 12, 2006 meeting minutes of the Governing Board was tabled until the next regular meeting of the Governing Board.

## REPORTS

### 1. **Student Representative**

Mr. Heaton reported on this year's Monte Carlo event. Mr. Heaton stated winter sports are in full swing as the semester comes to a close. Finals are coming up and ASB elections are soon.

### 2. **Superintendent's Report**

Mr. Stratton introduced La Cañada High School Principal Dr. Dragos to assist in introducing five high school students who for the second year in a row are the first place winners in the JPL Invention Challenge. These five students were present to receive Certificates of Achievement from the Governing Board. The five students present were Chris Omae, Tomas Kanholm, Alex Kanholm, Grant Scholler and Douglas Chen.

Karen Furno, the district's elementary drama specialist, was present to recognize six Paradise Canyon Elementary parents who assisted Ms. Furno in the "Annie Jr." drama production. Ms. Furno stated that many parents assisted her with the production but these parents went above and beyond to support the production. Those parents are Mindy Fisher, George Sorensen, Jeff Lankey, Debbie Kawamura, Miriam Ellis and Gayle Penrod. Miriam Ellis was not present for the presentation.

### 3. **President's Report**

Mr. Tracy deferred his report.

### 4. **Assistant Superintendent of Facilities and Operations Report**

Dr. Leininger provided a construction update primarily updating the Board on the Paradise Canyon Elementary multi-purpose room project.

## OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

Mandy Redfern, LCTA President regarding Class Size Reduction

Mr. Tracy asked for a motion to amend the agenda to include agenda item R73-06-07 Special Activity: LCHS Drama trip to New York, New York April 9 – 13, 2007. It was moved and seconded (Dalbeck/Peterson) to add agenda item R73-06-07 Special Activity: LCHS Drama trip to New York, New York April 9 – 13, 2007 to the Consent agenda. The motion to add agenda item R73-06-07 Special Activity: LCHS Drama trip to New York, New York April 9 – 13, 2007 to the Consent agenda was adopted unanimously.

## PROPOSED ACTION ITEMS

### 1. **First Reading**

- a. **\*Acceptance of 2005-06 Audit Report, R66-06-07.** It was moved and seconded (Dalbeck/Wilcox) to Accept the 2005-06 Audit Report. Deputy Superintendent, Dr. Loose introduced the district's auditor Jeanie Garcia of Boceta, Macon, Workman and Associates. Dr. Loose stated the district's audit is unqualified, which is the best the audit can be. There are also no audit findings or exceptions in this year's audit. Mrs. Garcia made a brief statement regarding auditing requirements and the district's audit. Mrs. Dalbeck asked what the district is doing to look at the two suggested findings as stated in the management letter. Those two items are the Palm Crest Elementary

attendance issue and inventory in the Cafeteria. Dr. Loose stated these two issues have already been reviewed and addressed and changes are currently being made in district procedures. Ms. Garcia stated that as the district's auditors they will also be following up on these two items. There being no further questions from the Board, the motion to accept the 2005-06 Audit Report was adopted unanimously.

- b. **\*Discussion of Palm Crest/District Office Joint Use Multipurpose Room Concept, R87-06-07.** This item was presented as a discussion item. Dr. Leininger reported that per the direction of the board, staff and board liaisons met with neighbors of Palm Crest Elementary to discuss a joint use multipurpose room at the old district office site. There were approximately 11 people in the audience; 7 of those were neighbors. After a presentation by the district and group discussion, a feedback questionnaire was distributed and completed by those in attendance. Through the discussion and the questionnaire, the response surfaced that there was no interest in building a multipurpose room at the old district office site. Based on the information we've received that the district does not qualify for state funds for the joint use project and on the reconfirmation that the number one request is that Palm Crest Elementary have a cafeteria large enough to reduce the lunches from 3 to 2, staff is proposing to not make a formal Joint-Use presentation to the City and to direct Osborn and Lundgren Management to meet with the Palm Crest Elementary Site Construction Committee to design a new multipurpose room at the Palm Crest Elementary site where the current multipurpose room is located. Mr. Peterson agreed with the request to not make a formal request of the City for funds for a joint use project. Mr. Peterson recommended that an update be provided to the City through Joint Use on the outcome of the Palm Crest Elementary community meeting and on the Board's decision based on that community meeting. Mrs. Wilcox and Mrs. Boyd want to make it clear that there is a dollar limit to this project. Mr. Peterson clarified that the dollar limit has been explicitly put to the community and site committees for both the Palm Crest Elementary and Paradise Canyon Elementary multipurpose room projects. There was some discussion on the specific size and costs of the two multi-purpose room projects. There was consensus from the Board to provide an update to the City through Joint Use and to direct Osborn and Lundgren Management to meet with the Palm Crest Elementary Site Committee to design a "scrape and build" multipurpose room at the Palm Crest Elementary site.
- c. **\*CAHSEE Waivers, R74-06-07.** It was moved and seconded (Boyd/Peterson) to approve the CAHSEE Waivers, R74-06-07. Parents of two students are requesting a CAHSEE Waiver. Both students meet the criteria set by the State to receive the waiver. Therefore, it was recommended the two CAHSEE waiver requests be approved. The motion to approve the CAHSEE Waivers was adopted unanimously.
- d. **\*CSBA Education Legal Alliance, R81-06-07.** It was moved and seconded (Peterson/Dalbeck) to consider joining the Education Legal Alliance. Mrs. Dalbeck stated that the California School Board Association is requesting that all districts join the Education Legal Alliance. These funds go toward legal fees on important educational issues. Mrs. Dalbeck suggested joining the Education Legal Alliance with direction to staff to look at pro-rating the 2006-07 membership. The impact of not joining the Alliance was discussed. The motion to join the Education Legal Alliance was approved by a 3:2 vote with Mr. Peterson and Mr. Tracy voting against joining the CSBA Education Legal Alliance.
- e. **\*Approval of Contract Amendment with Lundgren Management, R86-06-07.** It was moved and seconded (Dalbeck/Wilcox) to approve the Contract Amendment with Lundgren Management, R86-06-07. Staff met with representatives from Lundgren Management and have negotiated a monthly fee with set hours and set fees. This current amendment would take the district through July 2007 which would get us through the pre bid phase of the elementary projects, completion of the band room and completion of the bid phase of the 2<sup>nd</sup> and 3<sup>rd</sup> floor projects at the high school. In July

2007, the district will go back and renegotiate the contract for additional services beyond July 2007. The motion to approve the contract amendment with Lundgren Management through July 2007 was adopted unanimously.

2. **Consent Agenda**

It was moved and seconded (Peterson/Dalbeck) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted with a 4:1 vote with Mrs. Boyd voting against the approval.

- a. **Personnel Report, P10-06-07.** The Board approved the following Personnel Items: *Certificated*: New Hires: Kathy Selsor. *Classified*: New Hires: Jason Kelly, Marti Valdez. Resignation: Elizabeth Smedley. Termination: 01-06-07.
- b. **Variable Term Waiver, R75-06-07.** The Governing Board approved the variable term waiver for Erin Thomas.
- c. **Approval of New Special Education Position, R84-06-07.** The Governing Board approved a new .5 position – Teacher on Assignment for Special Education.
- d. **Change of CMSA Mileage Rate for Director of Special Education, R78-06-07.** The Governing Board approved increase the mileage reimbursement rate for the Director of Special Education to \$300.00.
- e. **Approval of Revision of Facility Use Rates for the 06-07 School Year, R79-06-07.** The Governing Board approved the facility use rates increase for the 06-07 school year.
- f. **Special Activity: LCE Valley Forge, R85-06-07.** The Governing Board approved the LCE Valley Forge trip February 5 – 9, 2007.
- g. **Approval of Contract with Mitel for Support Services, R76-06-07.** The Governing Board approved entering into a contract with Mitel for support services on the voice over IP telephone system.
- h. **Gifts to District, 80-06-07.** The Board approved the Gifts to the District as presented.
- i. **Purchase Order List #9.** The Board approved Purchase Order List #9.

**COMMUNICATIONS**

At the request of the Community Prevention Council concerning what groups have done in response to the summit meeting on substance abuse in the community, Mrs. Wilcox proposed sending a letter to the CPC on behalf of the school Board regarding the Governing Board workshop on Substance Abuse. La Cañada High School Assistant Principal, Ms. Davidson will also be sending a letter on what the district is doing to fight substance abuse. The Board agreed with Mrs. Wilcox's proposal and Mr. Tracy thanked Mrs. Wilcox for her initiative.

Mrs. Wilcox asked when the First Interim budget booklet will be posted to the district's web site. Mr. Loose reported the budget booklet will be posted within the next two weeks.

Community liaisons were discussed. There was a discussion regarding the Childcare Roundtable. All Board liaison assignments were approved as discussed.

There was some discussion regarding the old district office property and whether the District Site Resolution Committee needs to continue. Mrs. Dalbeck and Mrs. Boyd will meet with staff to discuss future direction.

A Board Bylaws workshop was scheduled for Monday, January 29, 2007 from 5 – 9 p.m.

Mrs. Boyd asked when the athletic programs will come back to the Board for review. Mr. Stratton stated the high school is ready to come back with additional information; it's a matter of scheduling the workshop. Mrs. Boyd requested information on the athletic program policies, coaches' handbook, job descriptions, facility use and contract be included.

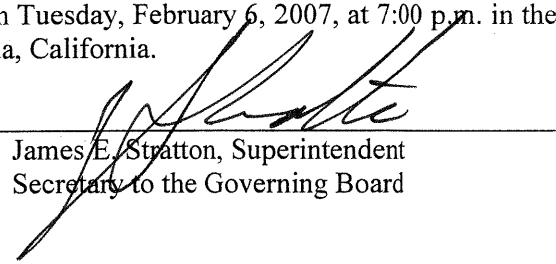
Mr. Peterson asked about the ongoing special education analysis. Mr. Stratton reported that Dr. Jackson would come to Closed Session to further discuss legal issues. This will be discussed at the next agenda planning.

Mr. Peterson asked for update regarding branding/marketing of the district. Mr. Stratton stated he is awaiting contact information. Mrs. Dalbeck will get back to Mr. Stratton with some leads. A brainstorming session was recommended. It was clarified that the next board meeting will deal with district goals.

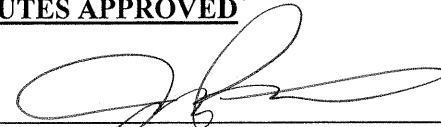
Mrs. Boyd asked about the girl's softball issue and the lack of a restroom facility at the field. Dr. Leininger reported this is being discussed at Joint Use and is part of the 5 year Capital Facility Plan.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:04 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, February 6, 2007, at 7:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California.

  
James E. Stratton, Superintendent  
Secretary to the Governing Board

**MINUTES APPROVED**

  
Joel Peterson, Clerk

2/6/07  
Date