

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

February 6, 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 February 6, 2007 in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Board members Scott Tracy, Jinny Dalbeck, Susan Boyd, Cindy Wilcox, and Joel Peterson.

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: Discussion on District Goals

The Governing workshop on district goals began at 6:11 p.m.

Mr. Stratton opened the meeting with an introduction. Mr. Stratton stated that the focus of the workshop is to report on progress and accomplishments in implementing the goals. He said that the report's focus is on districtwide rather than single school initiatives and on activities new within the last two years and on measurable outcomes where appropriate.

Mrs. Donna Robinson, Paradise Canyon Elementary principal, was present to discuss the accomplishments in K-6 Curriculum/Instruction and Assessment. Mr. Kevin Buchanan, La Cañada High School Assistant Principal, reported on 7-12 Curriculum/Instruction and Assessment.

Mrs. Anais Wenn, Palm Crest principal, and Ms. Wendy Sinnette, 7 – 8 principal, presented information on many of the student support programs that have been implemented throughout the district in both elementary and 7-12.

Dr. Damon Dragos, La Cañada High School principal, and Ms. Lindi Dreibelbis Arthur, Director of Assessment & Research, shared staff development and professional training that have been implemented and provided to district staff.

Mr. Enoch Kwok, Director of Technology, provided information to the Board regarding technology advances and improvements within the district.

Dr. Mike Leininger, Assistant Superintendent, discussed the facilities improvements and projects that have taken place within the district and changes that have been made to the construction process/model.

Dr. Bill Loose, Deputy Superintendent, discussed Financial Management improvements and developments.

Dr. Dragos and Superintendent James Stratton reported on changes that have been made to increase communication within the district and the community.

The workshop was adjourned at 7:20 p.m.

MEMBERS PRESENT:

- Mr. Scott Tracy, President
- Mrs. Jinny Dalbeck, Vice President
- Mrs. Susan Boyd, Clerk
- Mrs. Cindy Wilcox, Member
- Mr. Joel Peterson, Member

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:18 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 20 people in the audience. Mr. Tracy asked Anais Wenn, Palm Crest Elementary principal, 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 (Dalbeck/Boyd) to approve the agenda. The motion to approve the agenda was adopted unanimously.

APPROVAL OF MINUTES

Mr. Tracy stated that the minutes of the November 14, 2006; December 5, 2006; December 12, 2006; and January 16, 2007 meetings of the Governing Board had been distributed to the Governing Board members in advance for review. Amendments were made to the January 16, 2007, minutes and the December 5th meeting minutes. The minutes of the November 14, 2006; December 5, 2006; December 12, 2006; and January 16, 2007 meetings of the Governing Board were approved as amended.

REPORTS

1. Student Representative Report

Mr. Heaton, the Student Representative to the Board, was not present.

2. Deputy Superintendent's Report

Dr. Loose, Deputy Superintendent, reported on the budget cycle. The Governor's budget proposal comes out in January. The district staff then begins to construct the next year's budget based on the Governor's proposal. As the district constructs the 2007-08 budget, Dr. Loose asked for confirmation that for 2007-08 the Board is interested in strengthening the reserves for economic uncertainties and in implementing further class size reduction. Mr. Tracy asked the Board if there are any questions from the Board regarding these budget items. Mrs. Wilcox asked for clarification on class sizes at the high school. Mr. Buchanan, high school Assistant Principal, was present to provide clarification on current high school class sizes. Mrs. Dalbeck would like the Board to further discuss class size reduction to look at ways to make a serious impact by looking at alternative funding sources. Mrs. Wilcox made a motion to designate \$500,000 in the 07-08 budget to class size reduction. Board President Mr. Tracy ruled that a formal motion is not appropriate for non agenda items. Mrs. Wilcox stated her belief that the Board needed to cure a Brown Act violation related to discussions regarding class size reduction during the most recent closed session, explaining her belief that such topics needed to be discussed and voted on in open session. Mr. Stratton replied that the discussions regarding class size reduction during closed session were appropriate and allowed under the Brown Act because it was part of discussions regarding direction to staff on labor contract negotiations. Mr. Peterson stated his belief that closed session discussions had all been related to interlinked aspects pertaining to options for labor contract negotiations and associated directions to staff. He further stated his belief that no Brown Act violation had occurred and no Board member had participation in such a violation. Mr. Tracy voiced his support and concurrence with the statements of Mr. Stratton and Mr. Peterson. Mrs. Wilcox asked for legal counsel review of how issues are brought forward to open session and whether or not a formal vote is recommended or needed on budget assumptions. There was no support for legal counsel from

other board members. Mrs. Dalbeck, Mrs. Boyd, Mr. Tracy and Mr. Peterson stated support for budget assumptions that include an economic uncertainty reserve of 3.5% and an additional 2.6 FTE to address class size reduction. Mr. Stratton clarified that the budget will continue to be in flux as state funding fluctuates and negotiations continue but that these Board directives will guide projections. Mrs. Wilcox asked for clarification on the FTE involving class size reduction. Mr. Stratton responded that a 2.6 increase in FTE could address high school science, algebra II and 7th grade. Mrs. Wilcox encouraged the Board to move to increase funding for class size reduction to \$500,000. Mr. Tracy stated there is consensus from the Board to proceed for now on the increase to reserves to 3.5% and the \$250,000 towards class size reduction. Dr. Loose reported the budget will continue to come back to the Board for discussion.

3. **Assistant Superintendent of Facilities and Operations Report**

Dr. Leininger reported on the sound/recording system in the board room. The new system will be up and running at the next board meeting.

Dr. Leininger provided a construction update.

OPPORTUNITY FOR PUBLIC TO ADDRESS BOARD

The following audience members addressed the Board:

Mrs. Wilcox requested an opportunity to address the Board. After Board discussion it was agreed Mrs. Wilcox would speak during Communications.

PROPOSED ACTION ITEMS

1. **First Reading**

- a. ***Approval of Assistance League Summer School Contract, R93-06-07.** It was moved and seconded (Boyd/Peterson) to approve the Assistance League Summer School Contract. Mr. Stratton stated that the Assistance League continues to provide summer enrichment classes for the elementary grade levels and 7-8. Jeanie Broberg, Mary Kirks, Linda Johnson and Nancy Smith were present on behalf of the Assistance League. Mrs. Broberg stated this is the 29th year the Assistance League has worked with the District on this program and thanked the district for its hard work. Mr. Tracy thanked the Assistance League for its commitment and support of the schools. Mr. Peterson made a motion to amend the contract. Mrs. Broberg stated that the contract has been in place for 29 years and would like to go forward with approval without the amendment. After some discussion, Mr. Peterson retracted the motion to amend the contract but asked staff to look at the contract prior to coming for approval next year. The Board was in agreement with the direction to staff to review contract language related to net income and fees payment to the district in advance of next year. The motion to approve the Assistance League Summer School Contract was adopted unanimously.
- b. **Request to Cease Transportation Services for Chilao Mountain Route, R91-06-07.** This item is presented for first reading only. Dr. Leininger reported on the history and current situation involving the Chilao transportation service. Last year's deficit from providing the Chilao transportation was approximately \$50,000. Mrs. Wilcox asked if any current attempts have been made to contact the Forest Service and other employers to assist in subsidizing the transportation costs. Mrs. Wilcox asked for clarification on special education transportation requirements. Mr. Stratton stated that if there is a physical challenge involved there would be an IEP request to provide transportation. Mr. Peterson asked for clarification on field trip funding. Mr. Stratton clarified that field trip transportation is funded through donations and that the general fund is not

used. Mrs. Dalbeck asked what federal funding the district has received in the past for federal employees. Mr. Stratton reported historically it has been from \$7,000 - \$11,000.

Mr. Scott Hamrick, a Chilao parent, spoke to the Board and thanked members for their hard work. Mr. Hamrick stated that not all Chilao families were aware of the meeting tonight and therefore were not present this evening. Mr. Hamrick stated that if the bus transportation was eliminated it would provide an extreme hardship to the families involved. Mrs. Dalbeck asked Mr. Hamrick if he could provide board members with a list of the employers of the families impacted. Mr. Tracy responded to Mr. Hamrick that this will come back to the board on February 27th and asked Mr. Hamrick for his assistance in contacting the other parents. Dr. Leininger clarified that letters noticing tonight's meeting had been sent to all families whose children currently ride the bus from Chilao. Mr. Andy Beattie spoke stating that as a former board member he was personally involved in the Board's previous decision to fund the bus. Mr. Beattie stated that he personally drove the route in various weather conditions. He stated that it is commendable to provide this service to our students. Mr. Beattie recommended Board members make the trip to get a better understanding of the impact to the Chilao families. Mr. Tracy asked staff to explore additional federal funding and to get a list of employers from the families. Mrs. Dalbeck stated she will check with Congressman David Dryer's office and see if there is additional federal funding to assist these families. The Board thanked the families for coming this evening.

Mrs. Dalbeck left the meeting at 8:33 p.m.

- c. **Sodexo Food Services Program, R98-06-07.** This report/review is presented for first reading only. Dr. Loose provided a Sodexo update on the current Food Services program. The program is currently running at a deficit of \$43,256 with approximately 5 more months to go. Mrs. Boyd asked about summer costs and asked Dr. Leininger to research the federal requirement to provide free and reduced lunches for summer school. Mr. Tracy asked for clarification on what costs are imbedded in the expenditures and asked Dr. Loose to look at the Sodexo contract language regarding a positive fund balance and the distribution of any positive fund balance between district and Sodexo. The Board asked staff to research the drop in supplies vs. revenue on a monthly basis. Mrs. Wilcox asked if district staff provides written evaluations to Sodexo and if so, could the Board receive copies. Staff does not currently generate such evaluations. The Board discussed an evaluation of the program and student surveys. Mr. Peterson asked what the options are for the Food Services program besides Sodexo. Dr. Leininger responded there are other companies to look at or the district can look at going back to an in-house Food Services program. Dr. Leininger reported that he and Dr. Loose meet on a regular basis with Sodexo to discuss the current program looking at the financial and nutritional aspects of the program. Mr. Tracy asked staff to provide survey information to the Board along with staff's opinion on current services. Mrs. Wilcox asked for lunch menus from South Pasadena and Berkeley for comparison. Dr. Leininger reported that each school district manufactures its menu based on district sales. The quality of the district items have been reviewed and improved to make the items more nutritious. Mrs. Wilcox questioned nutrition, quality of food and quantity of food available. Dr. Leininger will report back. Mrs. Wilcox asked about staff workers' attitudes towards students. Mrs. Wilcox asked about outside vendors selling off campus. The Board gave direction to staff to follow up on the legality of outside vendors at Oak Grove. Mrs. Wilcox asked if any administrators or teachers eat in cafeterias. Mr. Peterson stated the deficit to run the program appears to be growing instead of decreasing. Dr. Leininger responded that part of the deficit in running the program is due to the loss of soda revenue. Soda sales

netted approximately \$1,000 a day. Mrs. Karen Mathison, a high school parent, stated that she has been involved in improving the cafeteria for several years. Mrs. Mathison suggested we clarify where the loss is and look at participation. Mrs. Mathison asked for an evaluation of the program from Sodexho and suggested closing the campus to increase participation. The open campus policy was discussed. Mrs. Mathison suggested the district work as active participants with Sodexho to improve the quality of the food. Mrs. Mathison provided many suggestions to better serve the program. Mrs. Wilcox wants staff to look at the current participation at each site to determine what items have the best margin. Dr. Leininger reported that many of Mrs. Mathison's recommendations are being considered in the Nutrition committee. Mr. Tracy would like to hear from Sodexho regarding the financial difference between the K-6 Food Services program and the 7-12 Food Services program. The Board asked for site breakdowns of revenues and expenses. Dr. Loose reported there are many meetings throughout the year with Sodexho regarding the Food Services budget. This item and requested information will come back to the Board at the next meeting.

- d. **Review of District Goals, r96-06-07.** This item is presented for first reading only. The broad goals remain fairly consistent from year to year. Mr. Stratton stated that this is appropriate and establishes a consistent multi-year focus. He asked the Board to think about any revisions. Mrs. Boyd asked that there be time to better digest the workshop information. Mr. Tracy asked if Mr. Stratton could provide the management team's workshop presentation notes in TWIR. Mr. Stratton agreed to do that. Mr. Stratton asked for clarification on the Board's future desire for workshop format. Mrs. Boyd asked that the Board get the presentation notes and data beforehand. It was also recommended in the future the workshop be scheduled for two hours. Mr. Tracy directed the Board to provide any revisions to Mr. Stratton regarding the goals by February 15th so they can be incorporated in a draft for discussion at the next board meeting. Mr. Stratton reported that Curriculum Council will hear the same presentation on Thursday that the Board heard tonight,
- e. ***Resolution 14-06-07 Proclaiming March 4 – 10, 2007 Week of the Administrator.** It was moved and seconded (Boyd/Wilcox) to adopt Resolution 14-06-07 Proclaiming March 4 – 10, 2007 Week of the Administrator. Mr. Tracy stated that the district currently has a Day of the Teacher and Week for the Classified Employees. Mr. Tracy is asking the Board to consider adopting a resolution proclaiming March 4 – 10 Week of the Administrator to recognize the district's hard working Administrators. It was moved and seconded (Peterson/Boyd) to amend the Resolution making punctuation/capitalization corrections. The motion to make corrections to the Resolution was adopted unanimously. The motion to adopt Resolution 14-06-07 Proclaiming March 4 – 10, 2007 Week of the Administrator was adopted unanimously.

2. Consent Agenda

It was moved and seconded (Peterson/Boyd) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.

- a. **Personnel Report, P11-06-07.** The Board approved the following Personnel Items: *Certificated:* New Hires: Tiffany Ringel. Leave of Absence: Jane Chang-Hur, Melissa King, Alicia Close-Pal. *Classified:* Leave of Absence: Sallie Cruise. *CMSA:* New Hire: Danielle Newcom.
- b. **Extra Duty, Extra Pay, P12-06-07.** The Board approved the Extra Duty/Extra Pay Report.
- c. **Approval of the LCHS Counseling Plan, R94-06-07.** The Board approved the LCHS Counseling Plan as presented.
- d. **Approval of Classified Job Description, R92-06-07.** The Board approved the new classified job description for Speech-Language Pathology Assistant.

- e. **Special Activity: Paradise Canyon trip to Riley's Colonial Chesterfield Farm, R97-06-07.** The Board approved the Paradise Canyon field trip to Riley's Colonial Chesterfield Farm April 3 – April 4, 2007.
- f. **Notice of Completion, R88-06-07.** The Board approved the Notice of Completion for A&V Contractors and Commercial Paving & Coating.
- g. **Surplus of Equipment, R90-06-07.** The Board approved the surplus of a maintenance electric cart.
- h. **Gifts to District, R89-06-07.** The Board approved the Gifts to the District as presented.
- i. **Purchase Order List #10.** The Board approved Purchase Order List #10.

COMMUNICATIONS

Mr. Tracy commended Mr. Peterson and Mrs. Wilcox for all the work they did on the Board Bylaw revisions. This took major effort that will have great value to this Board and future boards.

Mr. Tracy would like to schedule a workshop to finalize Board Norms and finish the Board Bylaw revisions. Mr. Tracy would also like to calendar an opportunity to discuss strategic planning. A Board Norms/Bylaws workshop was scheduled for March 6th from 4:30 – 6:30 p.m. at the high school.

A Board strategic planning session was calendared for February 22nd from 5:00 – 9:00 p.m.

Mr. Tracy gave staff direction to agendize a Board meeting change from April 17th to April 19th.

Mrs. Wilcox read a letter addressed to Mr. Stratton regarding Board Bylaws and requested Board Policy 6162.5 on Student Assessment be agendized for possible board action. In her letter Mrs. Wilcox also requested a survey on assessment practice from all teachers by name. The letter is attached. It was agreed this item will come to the next agenda planning for discussion. Mr. Stratton clarified that he has not given direction to elementary principals regarding assessment review. This is not the district's current plan and he would need consensus from the board if they are requesting that be changed. Mr. Tracy asked Mr. Peterson and Mrs. Boyd their opinion on this request. Mrs. Boyd stated that she is not aware of elementary issues regarding assessment and she would hate to put this on our elementary staff. Mrs. Wilcox said that it is important tests are returned as a learning tool and that elementary students develop lifetime skills of reviewing graded tests. Mr. Peterson's understanding is that the real issues are at the high school but would like to see the data from elementary as well at some point. Mr. Tracy stated he would like to not place this on the principals' plates in the next two weeks and would like to move this out several months. Mr. Tracy stated that we should agendize the item but not in the next two weeks. Mr. Stratton asked that we address this after we hear the report from the high school on February 27th.

Mrs. Wilcox discussed the sound quality of the board meeting recordings, stating not all voices are clear. Dr. Leininger stated this should be taken care of with the new system.

Mr. Peterson discussed marketing as related to all examples of goals progress. He commended staff on goals achieved and stated we should be marketing our achievements. Mr. Stratton agreed and reported he has a meeting tomorrow to discuss marketing with a parent expert who is volunteering time and advice.

Mrs. Boyd asked about Pinnacle and the MOU with teachers regarding posting grades only once a quarter. Mr. Tracy asked Mr. Stratton to discuss this issue with Ms. Sinnette and asked for further information on this, specifically from School 4.

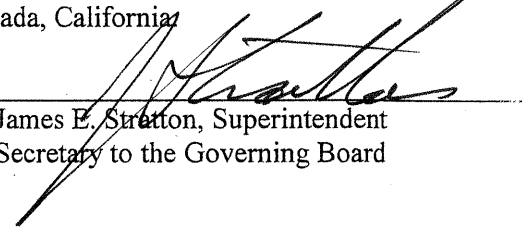
Mrs. Boyd discussed senior attendance and grades the second semester and shared one school's incentive to keep seniors in class by providing the kids an option of not taking the final if they have a B+ in the class. Mr. Stratton questioned the impact this would have on ADA.

Mrs. Boyd discussed a closed campus at the high school and taking advantage of parking restrictions that would enable the site to transition to a closed campus. Mr. Stratton stated that he believes that this has to be a comprehensive process that involves all the stakeholders at the high school, including parents, students, teachers and administrators. Mr. Stratton believes that a well-done review takes at least a year. High school administrators have stated that they feel it would be difficult to take on one more major project this year.


Mrs. Boyd reported that at the last Joint Use Committee meeting Mr. Peterson was elected as Joint Use Chair. Also at the last meeting the Oak Grove field restrooms were moved up on the 5 year capital plan. A committee has been formed to work on this and the committee is hoping Boosters will assist in the funding. The high school tennis courts have also been moved up. Mr. Peterson asked for clarification on the repaving at Lanterman. Mrs. Boyd responded the repaving of Lanterman was discussed at Joint Use and that the City prematurely arranged for trial paving in a limited area. City and district staff will meet to resolve the problem.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:30 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, February 27, 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

Date

3/8/07

