

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

May 31, 2005

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:00 p.m. by President Ron Dietel on May 31, 2005 at La Canada High School in the Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members, Ron Dietel, Scott Tracy, Jinny Dalbeck, Cindy Wilcox, and Andy Beattie.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 4:01 p.m. in La Canada High School in the Information Resource Center at 4463 Oak Grove in La Canada, California. Present were the five Board Members, Superintendent Sue Leabo, Deputy Superintendent Jim Stratton, and Assistant Superintendent Bill Loose. Closed session adjourned at 5:30 p.m.

**MEMBERS PRESENT:**

- Dr. Ron Dietel, President
- Mr. Scott Tracy, Vice President
- Mrs. Jinny Dalbeck, Clerk
- Mrs. Cindy Wilcox, Member
- Mr. Andy Beattie, Member

**WORKSHOP: FIELD TRIPS**

A workshop on field trips began at 5:44 p.m.

Prior to the workshop Dr. Leabo introduced Ernesto Leon. Dr. Leabo announced Mr. Leon comes to the district with ten years elementary teaching experience, four years experience as an Elementary Assistant Principal and two years as an Elementary Principal. Mr. Leon received his Bachelor of Arts in English Literature from Occidental College, a Master of Education in Language and Literacy from Harvard Graduate School of Education and a Master of Arts in Educational Administration from Cal State LA. Mr. Leon will begin working with the district on August 5, 2005. Dr. Dietel thanked Mr. Leon for accepting his position as Principal at Palm Crest Elementary School. Mr. Leon expressed his excitement to be part of La Canada Unified School District and thanked everyone for the opportunity to work in the district.

After introductions the workshop on field trips began. Mr. Stratton reported in the past there has been some concern regarding the lack of field trip guidelines. The workshop this evening is to establish district guidelines for field trips. Mr. Stratton distributed a draft of field trip guidelines for discussion.

The guidelines presented were as follows:

- Student participation in a field trip may not be a requirement for involvement in a school activity.
- Field trips are funded by student/parent donations. No student may be denied participation for inability to donate.
- Collected moneys for trip expenses should go through district accounts.
- K-6 grade levels should take only one major (overnight, out of state, etc.) trip per year.
- 7-12 student groups (e.g. band, institutes, etc.) should schedule major international and transcontinental trips not more than once every two years.
- An administrator should be present for international/transcontinental trips for student groups of 25 and above.

Mr. Beattie asked for clarification on donation vs. fee for field trips and athletic transportation.

Mrs. Dalbeck asked for clarification on K-6 overnights and what happens to the few kids that don't participate. Mr. Stratton reported other local trips are planned for those students that do not participate.

Mrs. Dalbeck stated it should be stressed that the 7-12 student groups scheduling major international and transcontinental trips should schedule those trips during a school holiday.

Mrs. Dalbeck asked for a change in the field trip form requesting additional information with more specific information on itinerary prior to bringing to board for approval. This information was requested to be submitted in TWIR. TWIR would be a heads up prior to it coming to board.

Dr. Dietel asked for a time line for field trip approval.

Mrs. Dalbeck also requested that emergency procedures be reviewed with students. Mrs. Dalbeck would like the board to see what information the students receive on politics, safety etc. Mrs. Dalbeck would also like a Code of Conduct given to students along with a meeting and Code of Conduct for chaperones. Also requested was a post field trip survey of staff and chaperones. There was much discussion on the Code of Conduct requirements.

Mrs. Wilcox would like more parent input on travel location. Mrs. Wilcox also stated that field trip organizers need to insure that when school days are missed for a field trip, the missed days are curriculum intensive and absolutely required to meet the goals of the trip. Mrs. Wilcox noted that the district does not have very many administrators and there could be times when groups competing for administrators to accompany their field trips. The guidelines could specify an administrator or second teacher accompany a group of more than 25 students. Mrs. Wilcox also suggested that the guidelines include notice that the board reserve the right to rescind approval for a field trip pending a change in the political or health situation at the field trip destination. As a result, Mrs. Wilcox suggests that the groups research and recommend travel insurance to the parents.

Mr. Dietel asked board members to email Mr. Stratton with any additional ideas.

### **WORK SHOP: SURPLUS PROPERTY ADVISORY COMMITTEE**

A workshop with the Surplus Property Advisory Committee began at 6:20 p.m.

Two members of the Surplus Property Advisory Committee were present, Chair Mr. Reid Samuelson and committee member Mr. Lee Gregg.

Dr. Leabo explained that last January when the district started talking about selling the district office property a Surplus Property Advisory Committee was formed. The purpose of the committee was to determine if the existing district office site was surplus. Dr. Leabo introduced Mr. Samuelson as Chair of the committee. Mr. Samuelson reported it was his understanding this is the first Surplus Property Advisory committee formed by the district. The committee was faced with a two step process. The first process was to determine what property the district has that is surplus. Then the committee performed a cost benefit analysis. The committee took into account the cost of building and the opportunity costs. Mr. Gregg stated that it became necessary for the committee to study all district properties and not only declare the district office property surplus but also items such as bungalows or classrooms that may not be needed at this time.

The seven recommendations by the Surplus Property Advisory Committee were discussed.

Dr. Leabo reported this committee has done an excellent job. Mr. Tracy thanked Mr. Joel Peterson, Surplus Property Advisory Committee member, for his hard work on preparing the recommendation and Mr. Samuelson for being Chair of the committee. Mr. Beattie stated this was really a model committee. Dr. Dietel thanked the committee for all their hard work.

The workshop was adjourned at 6:45 p.m.  
A break was called until 7:00p.m.

### **REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:00 p.m. in the Information Resource Center at La Canada High School in La Canada. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Dr. Loose, and Executive Secretary to the Superintendent Kim Bergner. There were approximately 100 people in the audience. Dr. Dietel asked Lee Gregg to lead the Pledge of Allegiance to the Flag.

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

Dr. Dietel reported there was no action taken in closed session.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

Dr. Dietel stated that the minutes of the May 9, 2005, May 10, 2005, May 11, 2005 and May 16, 2005 meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the May 9, 2005, May 10, 2005, May 11, 2005 and May 16, 2005 meetings were approved as presented.

### **REPORTS**

#### **1. Superintendent's Report**

- a) **Negotiations Update** – Dr. Leabo reported on current negotiations. Dr. Leabo reported the district currently has an agreement with CSEA and CMSA. Dr. Leabo reported on those two agreements. The district met with LCTA today. Dr. Leabo reported on current LCTA negotiations and reported there was a tentative agreement on salary for 04-05. This agreement was to implement a new restructured salary schedule. Over the years the salary schedule has become very unequal. The district has offered a 1.1% increase for 05-06, LCTA has asked for a 3.5% increase for 05-06 with salaries open in 06-07.

Dr. Leabo reported on the items LCTA and the district have agreed on.

Dr. Leabo discussed health benefits. Dr. Leabo showed the 2005-06 Health & Welfare Benefit payment examples, showing the potential cost to the employee.

Dr. Leabo reported it is the district's intent to contact the Public Employee Relations Board (PERB) and declare Impasse. PERB will be asked to send in a mutual mediator. The timeline depends on when the mediator is available.

Dr. Loose discussed salary data from Los Angeles County Office of Education. Dr. Loose showed various salary comparisons.

2. **President's Report**

a) **Plaque Presentation** – Dr. Dietel presented Ms. Kim Chau, Student Board Representative with a plaque and thanked her for her service as Student Representative to the Governing Board for 2004-2005.

3. **Student Representative Report** – Ms. Chau reported that students are getting ready for finals. Seniors have begun their senior activities. Senior ditch day was last Friday, where they took a trip to Catalina. Prom was this weekend, over 600 kids attended. Prom King was Matt Motia and Prom Queen was Michelle Collins. Graduation is June 16<sup>th</sup>.

Mr. Beattie would like to take this opportunity to recognize sports. Dennis Ballard has done a superior job with Boys Basketball. It is very unfortunate Boys Swimming were unable to keep their championship trophy. These boys have done a phenomenal job. Mr. Beattie asked we give those boys a round of applause for a job well done.

**OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

Dan Mirisola, LCUSD Parent  
 Steven Edberg, LCUSD Parent  
 Mandy Redfern, President of LCTA

**PUBLIC HEARING**

A public hearing of CSEA Agreement, R187-04-05 was opened at 7:43 p.m. There being no public comment the hearing was closed at 7:44 p.m.

**PROPOSED ACTION ITEMS**

1. **First Reading**

- a. **\*Approval of CSEA Agreement, R187-04-05.** It was moved and seconded (Beattie/Tracy) to approve the CSEA Agreement, R187-04-05. Dr. Loose discussed the current CSEA agreement. Mr. Beattie asked if any of the increased health costs are covered. Dr. Loose discussed the health benefits on the CSEA agreement. Mr. Beattie asked that the district opt for the maximum flexibility on plans in the future. Mrs. Wilcox asked for clarification on the AB 1200. The motion to approve the CSEA Agreement was adopted unanimously.
- b. **CMSA Agreement Changes, R181-04-05.** It was moved and seconded (Beattie/Dalbeck) to approve the CMSA Agreement Changes, R181-04-05. Dr. Loose reported this is the agreement reached with CMSA. This proposal is very similar to the CSEA agreement. Mr. Beattie asked for clarification on the CMSA agreement. The motion to approve the CMSA Agreement Changes was adopted unanimously.
- c. **Approval of Surplus Property Advisory Committee Recommendations, R202-04-05.** It was moved and seconded (Wilcox/Beattie) to approve the Approval of Surplus Property Advisory Committee Recommendations. Dr. Leabo thanked the Surplus Property Advisory Committee for their hard work. The committee has made seven recommendations to the Board. Dr. Leabo is recommending approval of items 1 – 5 with an additional recommendation as recommendation 6. Dr. Leabo stated it is the recommendation that the board do an in depth study on surplus property at some point. Mrs. Dalbeck would like to see a long term strategic plan on the use of district

property. Mr. Beattie stated he would like to form a study committee that would evaluate the most efficient use of all district space and time. Mrs. Wilcox made a motion to amend the Superintendents recommendation to include items 6 and 7 of the Surplus Property Advisory Committee recommendations with modifications to item 7 to consider other locations. The motion was seconded (Wilcox/Tracy). Mr. Tracy would like to accept all recommendations of the committee including 6 and 7 before the district continues to move forward, which recommended that the District study certain alternatives prior to approving the relocation of the District office to the FIS site. In particular, Mr. Tracy expressed concerns over the District's failure to consider a sophisticated "capital management" approach, including opportunity cost considerations, to evaluate alternative sites for the District office, as recommended by the Surplus Property Advisory Committee. Mr. Beattie stated that the scope of the report is to declare property surplus. The committee took upon themselves an additional role beyond the scope of declaring property surplus. Mr. Beattie reported items 1 – 5 meet the scope of the committee by declaring property surplus. Mr. Beattie stated there is tremendous value to the district office moving to FIS. Mrs. Dalbeck thinks we need to move forward with the current plan on moving the district office to FIS but continue to do a study for long term use. Mrs. Wilcox stated that all valuable ideas need to be considered regardless of the committee's original charter. Furthermore, once the district office moves to the FIS location, there will be tremendous inertia working against another remodel or new construction and move. The committee report provides the encouragement and direction needed to maximize district income from capital assets and should be acted on now, prior to moving the District Office to the FIS location. A vote on the modified motion was not approved with a 2:3 vote. A vote on the modified motions was not approved with a 2:3 vote, Tracy and Wilcox voting for the modified motion, Beattie, Dalbeck and Dietel voting against. The motion to approve the Superintendent's recommendation to accept the Surplus Property Advisory Committee Recommendations 1 – 5 was adopted by a 3:2 vote, Beattie, Dalbeck and Dietel voting for, Tracy and Wilcox voting against.

- d. **Resolution #24 Temporary Cash Transfer and Resolution #25. Temporary Borrowing.** It was moved and seconded (Beattie/Dalbeck) to approve Resolution #24 Temporary Cash Transfer and Resolution #25 Temporary Borrowing. The motion to approve resolution #24 Temporary Cash Transfer and Resolution #25 Temporary Cash Borrowing was adopted unanimously.
- e. **ASB 7-8, R189-04-05.** It was moved and seconded (Tracy/Dalbeck) to approve the ASB Budget 7-8, R189-04-05. The ASB 7 -8 Budget comes to the board on an annual basis. The motion to approve the ASB 7-8, R189-04-05 was adopted unanimously.
- f. **ASB 9-12, R190-04-05.** It was moved and seconded (Dalbeck/Beattie) to approve the ASB Budget 9-12, R190-04-05. The ASB 9 – 12 Budget comes to the board on an annual basis. The motion to approve the ASB 9-12, R190-04-05 was adopted unanimously.
- g. **Resolution 20-04-05 School Holidays.** It was moved and seconded (Tracy/Dalbeck) to approve Resolution 20-04-05 School Holidays. A modification to the Resolution was made to read as Holiday not Birthday. The motion to approve Resolution 20-04-05 was adopted unanimously.
- h. **Resolution 21-04-05 To Limit Candidate Statements to 200 Maximum Words.** It was moved and seconded (Wilcox/Tracy) to approve Resolution 21-04-05 To Limit Candidate Statements to 200 Maximum Words. The motion to approve Resolution 21-04-05 to Limit Candidate Statements to 200 Maximum Words was adopted unanimously.
- i. **Resolution 19-04-05 Declaration of Indefinite Salaries for Retroactive Pay.** It was moved and seconded (Dalbeck/Beattie) to approve Resolution 19-04-05 Declaration of Indefinite Salaries for Retroactive Pay. This is for 2005-2006. The motion to approve

Resolution 19-04-05 Declaration of Indefinite Salaries for Retroactive Pay was adopted unanimously.

- j. **Resolution 23-04-05 Authorization to Reissue Warrant.** It was moved and seconded (Beattie/Wilcox) to approve Resolution 23-04-05 Authorization to Reissue Warrant. In order to reissue a stale dated (outlawed) warrant, the Board needs to authorize the staff to request a re-issuance of the warrant. The motion to approve Resolution 23-04-05 Authorization to Reissue Warrant was adopted unanimously.
- k. **Declaration of Need for Fully Qualified Educators, R180-04-05.** It was moved and seconded (Tracy/Wilcox) to approve Declaration of Need for Fully Qualified Educators, R180-04-05. This is a routine item that needs to be filed with The California Commission on Teacher Credentialing in the event the district may need to employ some teachers who are in the process of completing a full credential. These teachers are required to maintain enrollment in a teacher preparation program, which leads to full certification. The motion to approve Declaration of Need for Fully Qualified Educators was adopted unanimously.
- l. **Grade K-12 Core Literature List Revisions, R183-04-05.** This item is being presented for a first reading. Mr. Stratton reported on the revisions. This item will come back at the next regularly scheduled meeting for approval.
- m. **School Site Plans, R182-04-05.** This item is being presented as a first reading. A school plan must be developed at each school that operated any program funded through the Consolidated Application. The LCUSD site plans adhere to the Single School Plan for Pupil Achievement templates as provided for in Ed Code 64002. The board reviewed the School Site Plans and asked for clarification on some items in the plan. This item will come back at the next regularly scheduled meeting on June 21<sup>st</sup>.
- n. **Field Trip Summary Report 2004-2005, R184-04-05.** It was moved and seconded (Dalbeck/Beattie) to accept the Field Trip Summary Report 2004-2005, R185-04-05. This report tells when a field trip was taken, which teacher sponsored it, how many students attended and the destination for field trips taken in 2004-05. This item was amended to be a first reading. This item will come back at the next regularly scheduled meeting.
- o. **GATE Program Application for 2005-2006, R185-04-05.** It was moved and seconded (Tracy/Wilcox) to approve the GATE Program Application for 2005-2006, R185-04-05. The Education Code requires districts to submit an application to the California State Board of Education in order to receive Gifted and Talented Education funds. This year according to the three year cycle, we are required to submit a full application in addition to the budget. Jim reported briefly on the GATE Advisory Committee. The motion to approve the GATE Program Application for 2005-2006, R185-04-05 was adopted unanimously.
- p. **Resolution 22-04-05 Exemption from Tuberculosis Testing.** It was moved and seconded (Beattie/Dalbeck) to approve Resolution 22-04-05 Exemption from Tuberculosis Testing. Dr. Loose reported we have an employee that has requested an exemption from tuberculosis testing. Per Ed Code this employee has the right to request this exemption. Mrs. Wilcox expressed concerns that Tuberculosis is difficult to detect which is why the testing has become important to controlling the spread of the disease. Furthermore, she is concerned that other employees will apply for exemption from testing, opening the possibility that students in the district will have a greater chance of being exposed. The motion to approve Resolution 22-04-05 Exemption from Tuberculosis Testing was adopted by a 4:1 vote, with Mrs. Wilcox voting against.
- q. **New Board Bylaws, BB9150 Student Board Representative, R200-04-05.** This item is a first reading. This item will come back at the next regularly scheduled board meeting.
- r. **Approval to Proceed with Draft of Bond Sale Resolution, R204-04-05.** This item is presented as a first reading. Mr. Stratton reported the purpose of this item is for the

Board to have a discussion regarding the sale of the Series B bonds. This would give approval for staff to work with George K. Baum and Company and bond counsel to draft a resolution for Governing Board consideration. The resolution would propose the issuance of \$10 million in General Obligation Bonds, Series B. Some of the options are to just go ahead with the sale, the second option is to issue bond anticipation notes. These are one year notes. This will come back at the June 7<sup>th</sup> meeting for further discussion. If approved on June 7<sup>th</sup> it is possible to sell in 2005. It was recommended the district be proactive in informing the community of the potential sale. The Board requested PCM3 construction timeline along with construction costs for the June 7<sup>th</sup> meeting.

## 2. Consent Agenda

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

- a. **Personnel Report, P21-04-05.** The Board approved the following Personnel Items: Certificated: *New Hires:* Jennifer Clavin, Susan Fuelling, Jennifer Harabedian, Wendy Kepner, Linda Morton, Jennifer Sinay. *Modification:* Leslie Mayne. *2<sup>nd</sup> Semester BTSA Teachers were approved as follows:* Jackie Castro, Vicki Sheff, MaryJane Hufstедler, Mary Lou Langedyke, Sharon Barker, Pam Hodde, Mary Ruth Dicks. CMSA: *New Hires:* Ernesto Leon. Classified: *Resignation:* Veronica Jaramillo. Leave of Absence: Maria J. Sosa. Summer School Assignments were also approved.
- b. **Extra Duty, Extra Pay, P22-04-05.** The Board approved the Extra Duty/Extra Pay Report.
- c. **Non-Public School/Non-Public Agency Contracts, R199-04-05.** The Board approved the non-public school/non-public agencies contracts.
- d. **Elementary Instrumental Music Agreement with Assistant League of Flintridge, R179-04-05.** The Board approved the Elementary Instrumental Music Agreement with Assistant League of Flintridge, R179-04-05.
- e. **Student Teaching Agreement – Pacific Oaks College, R186-04-05.** The Board approved entering into a Student Teaching Agreement with Pacific Oaks College.
- f. **Recommendation for Designee to sign Glendale Community College Adm. Forms, R193-04-05.** The board authorized the recommendation for designee to sign Glendale Community College Admission Forms.
- g. **Approval of Special Activities, R201-04-05.** The board approved the special activities for the LCHS basketball team to attend the Palm Springs Basketball Summer Tournament July 15, 2005 to July 17, 2005.
- h. **Award Bid for Asbestos & Lead Containing Materials Abatement, R188-04-05.** The Board approved awarding the bid for Asbestos & Lead Containing Materials Abatement to CST Environmental, Inc. with a bid of \$79,800.00.
- i. **Accept Bid for Waste Disposal for 2005-2006, R194-04-05.** The board approved the acceptance of Bid for Waste Disposal to Solid Waster Recycling and Disposal for 2005-06.
- j. **Accept Bid for Transportation for 2005-2006, R195-04-05.** The Board approved the bid by Laidlaw Transit, Inc., Embree Buses Branch for Transportation for 2005-2006.
- k. **Accept Bid for Pest Management Services, R198-04-05.** The Board approved the Bid by Service Pro Pest Management Company for Pest Management Services for 2005-06.
- l. **Change Order for Southern California Roofing, R196-04-05.** The Board approved the Change Order for Southern California Roofing in the amount of a \$1,977.20 credit.
- m. **Gifts to District, R192-04-05.** The Board approved the Gifts to the District as presented.
- n. **Purchase Order List #15.** The Board approved Purchase Order List #15.

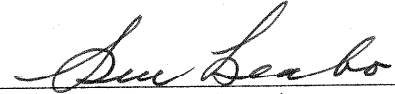
**COMMUNICATIONS**

CSBA Conference was discussed. Conference registration and hotel reservations will be made on June 13<sup>th</sup>.

La Canada Elementary 5<sup>th</sup> grade teacher rotation was questioned and briefly discussed.

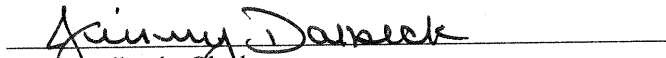
**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:59 p.m. The Next Regular meeting of the Governing Board will be held on Tuesday, June 21, 2005 in the La Canada High School Information Resource Center.



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Sue Leabo, Superintendent  
Secretary to the Governing Board

**MINUTES APPROVED**

  
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Jinny Dalbeck, Clerk

Date July 12, 2005