

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

January 17, 2006

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:03 p.m. by President Scott Tracy on January 17, 2006 at the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Board Members, Scott Tracy, Jinny Dalbeck, Cindy Wilcox, Susan Boyd and Joel Peterson.

**WORKSHOP: Class Size Reduction**

The district provided the board with a class size reduction packet in advance. Mr. Stratton discussed the four articles provided in the packet: Reducing Class Size Leads to Individualized Instruction, Class Size Reduction: From Promise to Practice, Teaching Practices for Smaller Classes and Class Size Reduction A Fresh Look at the Data. All four articles are from the magazine, Educational Leadership and discuss the SAGE program results. The SAGE program (Student Achievement Guarantee in Education program) is an initiative that requires participating schools in Wisconsin to maintain the student teacher ratio in K-3 classes at 15:1 and develop rigorous standards-based academic curriculums. Teachers identified the benefits of the program as 1) the emergence of individualization, 2) less discipline problems, 3) more teacher enthusiasm and 4) more knowledge of the individual student. The configuration of the class was found to not be significant, i.e. 15:1 or 30:2.

Mr. Stratton discussed the districts current 2005-2006 class sizes in grades 4, 5 and 6. The average class size came out to be 30.6. Mr. Stratton discussed the current class sizes in middle school and high school. Mr. Stratton provided the board with CBEDS information from 1996 – 2005. From the information presented to the Board, Mr. Tracy noted that the 7 – 12 average class sizes at LCHS uniformly increased in 2004-05 from prior five-year averages, which was almost dramatically evidenced by the 12.7% increase in the English average class size compared to the prior five-year averages.

Mr. Stratton provided average class size by district as of 2004-05. The districts compared were Arcadia USD, Manhattan USD, Palos Verdes USD, San Marino USD and South Pasadena USD. Mr. Stratton stated we also need to look at student achievement. There is only one district in the information provided that has higher achievement than La Cañada Unified, which is San Marino Unified School District. Mr. Tracy noted that the average class sizes at LCHS (7-12) exceed the five comparable districts (9-12) without exception. At the extremes, the average number of students in English and Science classes at LCHS (7-12) exceed those at Palos Verdes Unified last year by more than 40%.

Dr. Loose reported on the salary expenses for the current K – 3 CSR program. The current cost of the K-3 elementary program is \$4,113,905. With State funding for the program, funds from the Educational Foundation, NCLB funding and the cost of the program at 33:1, the cost to the district is \$237,401. Dr. Loose provided various scenarios and costs for implementing class size reduction in 4 – 6; 7-8 and 9-12. To get the funding for 9<sup>th</sup> grade CSR the classes would have to be 20:1. The State incentive only applies to K-3 and 9<sup>th</sup> grade. 9<sup>th</sup> grade math was discussed. There currently are 4 sections of Algebra 1B, if the district wanted to reduce the class size to 25:1 it would not be subsidized by the state. The state restrictions on 9<sup>th</sup> grade CSR is the district has to choose one math subject and English must be reduced prior to math.

Dr. Leininger discussed the various class size reduction scenarios effect on classroom requirements and space availability at the elementary sites. The cost per portable currently is approximately \$250,000. Dr. Leininger reminded the board that any place a portable is installed at the elementary sites there would be a loss of playground space. Mr. Peterson asked what the district's revenue is from Child Education Center and questioned the impact of not providing child care on site and using Child

Education Center's current space for class size reduction. The district wide revenue from the Child Education Center is approximately \$35,000 per year per site. Mrs. Wilcox encouraged the District to ask CEC to re-locate in order to minimize the cost of class size reduction. Mr. Stratton reported that in the past the community has expressed their desire for on-site childcare.

Dr. Leininger discussed the impact on high school facilities with 9<sup>th</sup> grade class size reduction. Any additional housing at the high school would create a loss of parking spaces.

Mr. Tracy asked how quickly the board can expect recommendations. Mr. Stratton reported he can make recommendations at the next board meeting. Mr. Peterson stated he would like to not only see how the recommendation would be implemented but how the district will try to measure it, so that after a period of time the board can look at the results and reevaluate the program. Staffing class size reduction was discussed. Mr. Stratton stated it would be helpful if there is already some consensus from the board on where to begin with class size reduction. The board agreed that 9<sup>th</sup> grade English then 9<sup>th</sup> grade Math is a priority. Mrs. Wilcox would like Algebra 1B to be included in class size reduction. Mr. Stratton reported this would not qualify for state funding as part of the state's 9<sup>th</sup> grade class size reduction program. Mr. Peterson stated if the board decides to implement class size reduction it would be equitable to implement something at a non-high school program. Mr. Tracy requested a primary recommendation on 9<sup>th</sup> grade English and Math with a secondary recommendation with possible scenarios dealing with class size reduction in 7<sup>th</sup> – 12<sup>th</sup> grades and 9<sup>th</sup> grade Algebra 1B by next board meeting.

and 4<sup>th</sup>-6<sup>th</sup> grade

The workshop was adjourned at 6:05 p.m.

### CLOSED SESSION

The Governing Board adjourned to Closed Session at 6:05 p.m. in La Canada High School 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 7:00 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 7:05 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada. Present were the five Governing Board Members, Mr. Stratton, Dr. Loose, Mr. Leininger and Executive Secretary to the Superintendent Kim Bergner. There were approximately 27 people in the audience. Mr. Tracy asked Jeannie Garcia 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. Mrs. Wilcox requested 2c and 2i be taken out of consent and moved to become 1d and 1e respectively. The motion to approve the agenda as amended was adopted unanimously.

## APPROVAL OF MINUTES

Mr. Tracy stated that the minutes of the December 6, 2005 and December 13, 2005 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the December 6, 2005 and December 13, 2005 were approved as presented.

## REPORTS

### 1. Superintendent's Report

Dr. Dragos gave a report regarding the high school extra curricular code. The high school policy is taken from the CIF guidelines and incidents that have happened over the years. The intent is to hold students to their highest level. Dr. Dragos discussed the consequences for students that come to school activities under the influence: Students who participate in a play or a sport are suspended from any extra curriculum and the participation from a sport for the remainder of the season or semester, along with a parent conference. Mrs. Boyd asked if this includes play offs. Dr. Dragos responded the semester is the guideline; ~~play offs are not considered part of a semester.~~ <sup>however, this</sup> The board asked if consequences are consistent. Dr. Dragos stated that all students that are participating in an extra curriculum activity will be required to read the extra curricular code. Dr. Dragos will be taking this to Instructional Council for their review.

*Ms. Davidson will ensure reinstatement of the discipline policy.*

*is being changed to include play offs.*

Mr. Kwok gave a report on the status of technology in the district. Mr. Kwok's reported on the three issues that caused problems throughout the district, 1) the LCHS core server suffered catastrophic failure, 2) the SBC voice mail telephone line and date line was dismantled and 3) the district office network migration was half completed when the network engineer became ill with sever influenza. The impact was most severe to the high school due to the loss of the electronic gradebook, network services, email system, teacher folders and files. The pinnacle internet viewer was also down. The SBC issue caused loss of district wide voicemail. The network migration caused intermittent email service for the district; web server component failure, sluggish internet access and the lunchbox prepay system was down. Currently, the LCHS server is back up. The district hired an outside consultant who was able to recover the email system and the Pinnacle Gradebook intact. 95% of the teacher folder/files were recovered. SBC reconstituted the voice mail access line and as of last Friday, the voice mail system was up and running. The network migration is 75% complete with only PCR left to reconfigure. The current unresolved issues are the Lunchbox prepay system and the attendance telephone hotlines at the elementary schools. Mr. Kwok sent a press release to the papers to make the community aware of the problems the district was experiencing. *The Board requested parents be communicated with in regards to technological difficulties at* Mr. Stratton reported the district broke their All State Honors Band record with 6 students from the high school being selected. Four students have received awards for the PTA Reflections contest.

*the school sites.*

### 2. President's Report

Mr. Tracy announced that one of the goals of the board is to recognize successes of our students. Mr. Tracy read the names of the students that won the JPL Invention Challenge.

Mr. Tracy reported that this year as a board, they are striving to support Mr. Stratton's three areas of focus. As a policy making board, where the majority of the decisions are one of judgment, Mr. Stratton has focused on getting better information to the board in advance to make those types of decisions. In December, the board had a construction workshop. Earlier this evening, there was a class size reduction workshop. There is an upcoming workshop on staff evaluations. The board has also established several new committees. The board has an

upcoming two day session with certain members of LCTA for an interest based bargaining training session. A board sub committee, which consists of Mrs. Boyd and Mrs. Wilcox, has been formed to improve budget communication. Mrs. Wilcox and Mrs. Boyd reviewed the proposed template for a user friendly budget booklet. The board discussed and reviewed the proposed booklet. Minor changes to the booklet were recommended. Mr. Tracy asked Dr. Loose when the book will be completed and posted on the district web site. Dr. Loose would like to use the format for the second interim. The board requested the current budget information from the December meeting be presented on the web site as a ~~PDF~~<sup>PDF</sup> with a link to the school board glossary page. Mrs. Boyd asked if the back part of the book, pages 12 to 27, could be presented at the February board meeting. Dr. Loose agreed.

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

Dr. Leininger distributed a Summary Budget Status Report by Project. Dr. Leininger reviewed the projects line by line. Dr. Leininger reported the construction meetings are now being attended by a representative from the Bond Oversight Committee and two board members. One of Dr. Leininger's goals has been to increase communication by providing as much information as possible to the board. Dr. Leininger will also be preparing an Executive Summary, which is a narrative update on the projects. The Palm Crest, Paradise Canyon and La Canada High School/Band & Bldg B projects have been put on hold. The district wants to re-look at these projects. Dr. Leininger will bring these projects back to the board before accepting bids. Mrs. Dalbeck asked about the existing bid contracts. Dr. Leininger stated he will be looking at those contracts and will be getting out addendums prior to the addendum deadline.

Dr. Leininger discussed the current time line for construction at Paradise Canyon, Palm Crest and high school band room and foods room. Mr. Peterson reported that in the last construction meeting he asked that the CAD drawings be put on the district web site. Dr. Leininger reported it was decided against putting them on the server but that the drawings are available on CD Rom at the PCM3 trailer. Mrs. Wilcox asked for clarification on the EMS Upgrade figures. Dr. Leininger clarified the EMS funds and the air handler upgrade. The Board requested the EMS project information be separated from the air handler upgrade. Changes to the Summary Budget Status Report By Project were discussed. It was requested Mrs. Dalbeck and Mr. Peterson attend the construction meetings more frequently to work on the Budget Summary Status Report. Mrs. Boyd would like the Summary Budget Status Report to reflect how much has currently been spent on each project. Dr. Leininger reported on the expected date of the LCHS Band & Bldg B project. The bids for the LCHS Band & Bldg B project will come to the board for approval on February 28<sup>th</sup>. The move will probably be around the first of March.

### 4. Student Representative Report

Ms. Shipley reported that in December, ASB held a fundraiser for the Pakistan earthquake. ASB raised \$1,300, which went to Mercy Core. Bridge held a Battle of the Decades dance and raised approximately \$650. ASB held a blood drive today. ASB had a hard time signing people up this year due to some problems they experienced last year. However, this year went very smoothly and the hope is that more people will sign up for the next blood drive.

The Student Union Club at the high school is looking at the parking problems at the high school. The club is trying to look at short term and long term solutions and is working on re-educating the parents on drop off and pick up rules. Mr. Tracy announced he received a letter today from the club representative, Andy Taylor, regarding the parking issues at the high school. Mrs. Dalbeck will respond to Andy Taylor.

for purposes of the projects only. But these and other drawings should be made available online as soon as possible.

and what percentage of construction has been completed.

The junior's held their annual Monte Carlo dance. The theme was I Love LA, and it went really well. It was announced the school musical will be West Side Story. The dancing workshop for the musical has already started.

### **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:  
John Caire, Parent

### **PROPOSED ACTION ITEMS**

1. **First Reading**
  - a. **\*Acceptance of 2004-05 Audit Report, R84-05-06.** It was moved and seconded (Wilcox/Boyd) to accept the 2004-05 Audit Report. The district's auditor, Jeanie Garcia of Boceta, Macon, Workman & Associates was present to discuss the district's audit. There were no audit findings or recommendations during this audit. This is due to the way the district operates throughout the year. Mr. Tracy read the letter from the county regarding the district's deficit spending. The motion to accept the 2004-05 Audit report was adopted unanimously.
  - b. **\*Extension of Lease Agreement with the City of La Canada Flintridge, R76-05-06.** It was moved and seconded (Boyd/Dalbeck) to approve the extension of the lease agreement with the City of La Canada Flintridge. This is a request to extend the Memorial Park lease that began in 1981. Currently, the City would like to do some slope repair at Memorial Park. In order to fund the repairs, the city is going to obtain grant funding. In order for obtain the grant the lease needs to be extended for 25 years. The motion to approve the extension of Lease agreement with the City of La Canada Flintridge was adopted unanimously.
  - c. **\*Approval of Supplemental Agreement to the Master Joint Use Agreement, R76-05-06.** It was moved and seconded (Dalbeck/Peterson) to approve the supplemental agreement to the master Joint Use agreement. Mr. Stratton reported the city has agreed to increase the joint use library hours at La Cañada High School to include Mondays. The city will be modifying the agreement to include Mondays. Mrs. Bozzani, the high school librarian, would like to begin the new hours in March with the start of second semester. A pilot program will run from March to June and then the program will be re-evaluated. The motion to approve the supplemental agreement to the master joint use agreement was adopted unanimously.
  - d. **Change Order for Lee's Engineering, Inc., R90-05-06.** It was moved and seconded (Peterson/Wilcox) to approve the Change Order for Lee's Engineering, Inc. Dr. Leininger reported the change order is for the LCHS Cafeteria interior walls. Mrs. Wilcox stated that her concern is this is approximately a 30% increase to the bid. Dr. Leininger reported there were no change orders on the other projects done by Lee's Construction. Mrs. Wilcox asked if the increase was something that could have been anticipated. Dr. Leininger reported \$1,600 is an owner change, the rest is unforeseen. The motion to approve the change order for Lee's Engineering was adopted unanimously.
  - e. **Purchase Order List #9-05-06.** It was moved and seconded (Dalbeck/Boyd) to approve purchase order list #9. Mrs. Wilcox asked for clarification on several items on the purchase order list. The motion to approve purchase order #9 was adopted unanimously.
2. **Consent Agenda**  
It was moved and seconded (Dalbeck/Wilcox) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.

- a. **Personnel Report, P14-05-06.** The Board approved the following Personnel Items: *Certificated:* New Hires: Nicole Neumann, Warren Weaver. Leave of Absence: Paige Salardino. *Classified:* New Hires: Phillip Scott McMullen, Lisa Sims, Melissa Snyder. Resignation: Robin Sanders.
- b. **Notice of Completion, R86-05-06.** The Board approved the Notice of Completions for Total Environmental Industries, Inc., D.M. Hoover Company, C.T. Georgious Painting, Lee's Engineering & Construction Inc., Southern California Roofing, Rey-Crest Roofing & Waterproofing Co., and Mallcraft, Inc.
- c. **Change Order for Lee's Engineering, Inc., R90-0506.** Moved to item 1 d.
- d. **Request to go to Bid for Asbestos Abatement at LCHS, R87-05-06.** The Board approved the request to go to Bid for Asbestos Abatement at LCHS.
- e. **Request to go to Bid for Asbestos Abatement at PCY, R88-05-06.** The Board approved the request to go to Bid for Asbestos Abatement at PCY
- f. **Request to go to Bid for Asbestos Abatement at PCR, R89-05-06.** The Board approved the request to go to Bid for Asbestos Abatement at PCR
- g. **Rejection of Claim, R82-05-06.** The Board approved the rejection of claim.
- h. **Gifts to District, R27-03-04.** The Board approved the Gifts to the District presented.
- i. **Purchase Order List #9-05-06.** Moved to 1 e.

### COMMUNICATIONS

The Board agreed to set up site meetings to meet with district staff.

The next workshop is scheduled for February 28<sup>th</sup>. Other workshops will be scheduled at the February 7<sup>th</sup> board meeting.

Mrs. Boyd discussed her concerns about Title IX requirements. The board directed Mr. Stratton to research the language and make sure the district is in compliance. The timeline for this information was discussed. Mrs. Dalbeck stated if the district needs to make changes to the budget to be in compliance this will need to be done by March. Mr. Stratton will research Title IX and put initial information in TWIR.

It was moved and seconded (Boyd/Wilcox) to extend the board meeting to 11:30 p.m. The motion to extend the board meeting to 11:30 p.m. was adopted unanimously.

Mrs. Boyd reported on the Community Prevention Council and the seminar she recently attended regarding drug and alcohol abuse. Mrs. Dalbeck and Mr. Tracy recommended inviting Dr. Dragos, Ms. Sinnette and Ms. Davidson to discuss their views on the issue. Mrs. Wilcox explained that the Community Prevention council is considering requesting a meeting with the City Council, and representatives from various organizations including the Barkley Center and the YMCA. The purpose of the meeting is to look for ways to educate adults in the community, and then as necessary, arrange for the arrest and conviction of adults who provide, facilitate, or enable minors to use alcohol and illegal substances. Mrs. Wilcox and Mrs. Boyd want to attend the joint meeting as representatives of the Board. The Board agreed. Mrs. Dalbeck added that it is important for the board and the district to look at our own issues and to focus on any problems that come directly under our purview. A date will be discussed at the next agenda planning.

The board agreed to submit a page ad for the Educational Foundation Gala.

It was requested the 06-07 calendar be put in the January newsletter.

### CLOSED SESSION

The Board reconvened to closed session at 10:50 p.m. Mrs. Dalbeck was not present in closed session.

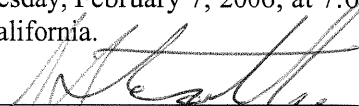
It was moved and seconded to extend the board meeting to 12:00 a.m. The motion to extend the board meeting to 12:00 a.m. was adopted unanimously.

**REPORT OUT OF CLOSED SESSION**

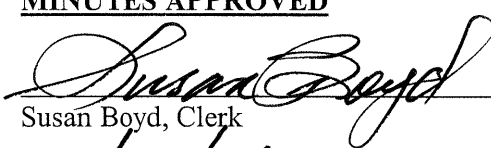
Mr. Tracy reported there was no action taken in closed session.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 12:00 a.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, February 7, 2006, 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**

  
\_\_\_\_\_  
Susan Boyd, Clerk

  
\_\_\_\_\_  
Date

