

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

October 24, 2000

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Meredith Reynolds on October 24, 2000 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Meredith Reynolds, Jeanne Broberg, Jinny Dalbeck, William Moffitt and Barbara Racklin, Superintendent Lorene Gonia, Assistant Superintendent of Human Resources Sue Leabo, Assistant Superintendent of Business Services Maureen Evans, and Assistant Superintendent of Curriculum and Instruction Jim Stratton.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:02 p.m. in the La Cañada Elementary School Faculty Lounge. Present were the five Board Members, Superintendent Lorene Gonia, Assistant Superintendent of Human Resources Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton, and Assistant Superintendent of Business Services Maureen Evans. Closed Session adjourned at 6:10 p.m.

MEMBERS PRESENT: Mrs. Meredith Reynolds, President
Mr. William Moffitt, Vice President
Mrs. Barbara Racklin, Clerk
Mrs. Jeanne Broberg, Member
Mrs. Jinny Dalbeck, Member

GOVERNING BOARD WORKSHOP

Mrs. Reynolds convened the Board Workshop at 6:15 p.m.

Proposed Board Policy 9271 Board Bylaws and Code of Ethics

Mrs. Reynolds explained the purpose of the workshop. The Board is studying a Code of Ethics for Board members to be adopted into Board Bylaws. Mrs. Broberg provided the Board with a copy of the CSBA sample policy 9271, Code of Ethics from the CSBA Gamut Policy Service. The Board was also given a sample civility policy from Clovis Unified School District, which included some of the topics included in the Code of Ethics. The Board also discussed the concept of a Board evaluation and policy, which includes both ethics and the role of Board and the role of Superintendent. Mrs. Broberg pointed out that the sample document that was provided by Consultant Rene Townsend had been signed by all members of that Board. Mrs. Reynolds added that such a form could be attached to the Board policy on Code of Ethics. The Board agreed that the document provided by Rene Townsend summarized what was included in the CSBA sample policy. Mrs. Reynolds asked the Board if there was anything that they wanted to add or delete. The Board agreed that a sentence would be added to the first paragraph of the document to indicate that the document would be signed by each Board member at the Annual Organizational meeting in December of every year. The Board asked that the Code of Ethics Board Policy 9271 be brought for first reading, asterisk, to the Board Meeting on November 7. The Board agreed that, after adoption, the Code of Ethics would be signed every year by every Board member at the Annual Organizational meeting. The reaffirmation of the Code of Ethics will be part of the agenda after the oath of office.

Mrs. Broberg explained the sample policy 9000.1, "Role and Function of the Board and Superintendent," from Montclair. Mrs. Broberg will look into the CSBA sample policy and was asked to bring it back for a Board Workshop on November 7.

The Board discussed the Civility Policy (sample from Clovis Unified School District), and the possibility of putting it into Board policy.

10/24/00

The Board will do a workshop on the “Role and Function of the Board and Superintendent” and the Civility Policy. The Code of Ethics Policy will be brought to the Board for first reading, asterisk, at the next Board meeting on November 7.

The Workshop was adjourned at 6:40 p.m.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:00 p.m. by Mrs. Reynolds in the La Cañada Elementary School Library. Present were the five Governing Board Members, Mrs. Gonia, Mrs. Leabo, Mrs. Evans, Mr. Stratton, and Secretary to the Superintendent Judy Mellick. There were approximately 10 people in the audience. Mrs. Reynolds asked PTA President Karen Mathison to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

Mrs. Reynolds reported that no action was taken in Closed Session.

APPROVAL OF MINUTES

Mrs. Reynolds said that the minutes of the October 10, 2000 meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes were approved as submitted.

APPROVAL OF AGENDA

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

REPORTS

1. Superintendent’s Report

Mrs. Gonia reported that a lot of activities are going on as part of Red Ribbon Week to help students have healthy attitudes about drugs and alcohol. Mrs. Gonia, Mr. Moffitt, Mrs. Dalbeck, and Mrs. Reynolds attended the parent meeting at LCHS, which provided parents with information on helping students abstain from drugs and alcohol.

Mrs. Gonia reported that there has been construction work going on at LCHS. Most of the work is underground. Concrete work should start next week. Structures should start appearing on that site in another month. The target is now November 2001 for completion.

Mrs. Gonia welcomed Assistant Superintendent of Business Services Maureen Evans to her first Board meeting.

2. PTA Enrichment Budget

PTA Council President Karen Mathison presented the Enrichment Budget report. She commented that the parents in this community have tremendously huge hearts. PTA has been serving our community for 98 years. The La Cañada PTA Council is one of the smallest in California. Policies and procedures have been written and rewritten because of La Cañada PTA. All schools in the District have PTA’s. All PTA offices are filled. PTA’s primary purpose is enriching the education of the children of the school district. Their prime function is not fundraising, but

fundraising is part of their activities. In the year 1999-2000, PTA has volunteered over 141,000 hours, and raised over \$230,000. Children have witnessed volunteerism. 140,000 hours of volunteer time would translate into \$1.4 million. When added to \$230,000 raised, the PTA has provided \$1.6 million. Only a few of PTA's activities include school safety, football food booth, stadium blankets, recess volunteers, library volunteers, field trip volunteers, classroom volunteers, room mothers, book fairs, lost and found, staff appreciation, disaster preparedness, Red Ribbon Week, and many, many others. Mrs. Mathison introduced the PTA unit presidents – Gail Friedman, LCE; Lori Rodli, PCY; Karen Jacob, LCHS 7/8; Sue Berta – Foothills PTSA; Char Adams – LCHS; and Dawn Witte – PCR. Mrs. Mathison then thanked the school district for allowing the PTA to help, and for being so easy to work with.

Mrs. Gonia thanked the PTA presidents for their work and for being the finest PTA she has ever worked with.

Mrs. Reynolds thanked Mrs. Mathison and the PTA presidents for everything they do for the district and the students.

3. Elementary Schools Report on Goals

Lily Ogden, LCE Principal, showed an example of a teacher's goals as adapted from the District goals. She reported on the work the elementary schools are doing to align the curriculum to or exceed state standards in Math, Social Studies, Spelling, and Science. She reported that they started the school year with training for the entire school district in the Rebecca Sitton spelling program. Mrs. Ogden reported that it has been a capacity building year in the area of Science. New Science materials were approved in March. Next week will be the first joint staff meeting for all schools to review materials available. They hope to adopt the materials that will be used next year.

Donna Robinson, PCY Principal, reported on implementing multiple instructional strategies. The GATE program is continuing as it has in the past. There is work being done on a web site. Fifth and sixth graders are starting work on a year disk. This year's work will expand upon what has been done in the past. The elementary schools are working with Mel Levine's School Attuned Program and the Spencer Kagan Workshop, which deal with how the brain learns. Several staff members from the district will be attending a presentation of Mel Levine at the Getty Museum. Several members of LCE were able to attend the Attuned summer program, which consisted of 4 days of training. Several PCY teachers have gone to the Spencer Kagan Workshops, which delineate 7 intelligences. These programs are recognizing that everyone has different talents and abilities. In the grade level meetings, teachers plan and share ideas with each other. In her classroom visits, Mrs. Robinson has noticed how these strategies are being utilized in the classroom. Some of the teachers at PCY attended the Early Literacy Inservice Course (ELIC).

Deitra Reed, PCR Principal, reported on developing and implementing multiple assessments. It is helpful to teachers to know that they don't have to be perfect at any one time, but learn in increments as children do. The staff has worked long and hard to make sure standards are accurately depicted in the Kindergarten Writing Rubrics. In the fall writing sample, they are establishing rubrics of what really is level 1, 2, 3, and 4. They are looking at having all children score in levels 3, 4, 5, 6, and to have children evaluate their own work. The math curriculum leaders (MCAD) met this summer to revise MCAD so it better meets standards and reflects the book that was used last year. In most grade levels, they have decided that they will do one assessment at first semester and one at second semester. The SAT-9 preparation materials have been chosen – PCR chose one, and LCE and PCY chose another. Test preparation must meet the criteria that the state has established.

Mrs. Reed reported on student support. She thanked Mr. Stratton and the Committee for working out a very precise way to evaluate each student's learning needs and implement appropriate

education experiences. They have established a retention policy, intervention for grade 2 students, and have explored intervention for other grades. All these strategies give opportunities to identify at risk children early and put in all the intervention programs so retention is not an issue. They use the Early Success program – books and activities to teach reading. In 2nd grade, children are identified on CRI (Classroom Reading Inventory). The staff goes through the process of trying interventions first before putting a child in special education.

Mrs. Ogden reported on opportunities being provided for character development. At PCR, it is called the STAR, at PCY it is Lions Think, at LCE Character. The staff is using the program from the Josephson Institute, which identifies six pillars of character. LCE uses the Learning to be a Healthy Kid program, and has a “Paws for Praise” incentive program. When children do something right, they get Paws for Praise. For extra special things, they get a golden paw. In this way, students are taught to make action match values.

Mrs. Robinson reported on the continuing integration of arts into the curriculum. Art is the enrichment of the program. For visual arts, they have a consultant, Kim Myers, who is acting as a consultant with teachers, meeting with each grade level during planning time. She is showing the teachers how to instruct students in projects that teach the concepts of art. Rosanna Brenner is working directly with students in all classrooms and helping students to do activities that Ms. Myers has designed. The drama program is just getting started this year.

Mrs. Robinson reported on communication with parents. The staff has been talking with parents about curriculum and assessment. They had a Curriculum Night, during which they informed parents about the Rebecca Sitton Spelling program. Approximately 80 people attended. An overview of the program was shown, then the parents went to classrooms and were given presentations of the program at each grade level.

Mrs. Reynolds asked if, in the future, they envision the report cards reproducing the assessment documents described. Mr. Stratton explained that, yes, they were looking into report cards at other school districts and are working toward aligning them with the standards.

Mrs. Robinson reported that the schools are seeking other ways of communicating with the parents about curriculum, ways of teaching, etc. The principals have spoken at PTA meetings, and are working on other methods of communication with parents.

Mrs. Robinson reported on assessment. A school history is done on every ELD child. The assessments that are used include CRI – Classroom Reading Inventory, Running Records, MCAD. It has been difficult to bring parents into all of the assessments. The staff is increasing all of their abilities to prescribe curriculum for all students.

Mrs. Reynolds commented that the students and parents need to learn what these assessments are so they learn how their learning is being assessed. Mrs. Robinson said that they are teaching students how to learn what is being taught.

Mrs. Reed reported on Staff Development – How we move teachers along and our opportunity to be the wind beneath their wings as they are being the wind beneath their students’ wings. Nancy Leininger is the PAR person for new teachers. The school improvement allocation is being used for articulation meetings, workshops and conferences. In the articulation meetings, teachers are talking about what it takes to be a 3 in La Cañada. Teachers have the opportunity to say this is our standard of excellence, this is what we are shooting for. Teachers can go to other teachers and get feedback on other strategies.

Mrs. Robinson reported on Facilities, Technology & Equipment. In order to ensure safe and secure campuses, the district has established various activities and events, including Red Ribbon

Week, engendering a sense of belonging, conflict management, discipline plans, fire and earthquake drills. Many of these activities tie in with Character Education. Officer McGruff, Red Ribbons, Spirit Rallies are all Red Ribbon Week activities. The Spirit Rallies at PCY all have themes which tie in with character development. Discipline plans are established at each school site every year. A copy goes home every year from every school, which the parent and student sign. In addition, every teacher has to turn in a discipline plan every year to the principal. PCY has a parent committee that is very involved in helping with disaster plans.

Mrs. Robinson reported on implementation of the updated district master plan for technology. The elementary schools have developed new computer labs, and are using the Alpha Smarts program for word processing. This program, called Type to Learn, teaches students how to work the keyboard.

Mrs. Robinson reported on the implementation and update of the district master facilities plan. Some bond funded improvement plans have been done, and there are plans for an outdoor science lab. Committees are working on establishing priorities that will be accomplished with bond funds. The schools need to communicate with parents and teachers and others in community about what is going to be happening as far as construction. The outdoor science lab is being used for archaeological digs, and art project, and other projects.

Mrs. Ogden addressed financial management and the work being done to coordinate all sources of funding to meet program needs – discretionary funds, categorical funds, SCRIP, Apples for Teachers, Donations, API Rewards. Parents have been asked to donate \$11 per student to make up for budget shortfalls. The schools have devised creative ways of working with money. Since the schools do qualify for API money, they are making plans to use that money.

Mrs. Reed reported on Communication & Decision making. The schools are working to enhance communication with parents and solicit participation and input. They are doing this by use of the school newsletters, PTA meetings, Curriculum night, volunteers, classroom newsletters and web sites, Parent Conferences, and SSTs, and IEPs. They are also working to enhance communication among staff and administrative team with the curriculum leaders, School Site Council, CEC Roundtable, Curriculum Council/IPG, Week in Review.

Mrs. Gonia commented that what makes quality instructional programs are the skills of the teachers. However, right up there with the teachers are skilled principals. You can see this in the common emphasis among the schools, the collegiality, and the way they work as a team. Mrs. Gonia said that we need to step back and realize the progress they have made and projects they have undertaken: Mrs. Reed – writing rubrics; Mrs. Ogden – the math program; Mrs. Robinson – She is new this year, but as she continues to work with us, she will take leadership in curriculum instruction. Mrs. Gonia also acknowledged Mr. Stratton, who works with the principals in order to make this happen. All these programs provide support for teachers to meet the needs and expectations of students and parents.

Mrs. Reynolds commented that in addition to all they do, they work with PTA and volunteers in coordinating parent energy.

Mrs. Broberg commented that the principals are fine-tuned to the program and are all very caring principals. She expressed her appreciation for all the principals do.

Opportunity to address Board

Richard Weld, President of LCTA informed the Board that an election was held yesterday, and a measure adopting an agency fee was approved by margin of 141 to 12.

First Reading

- a. ***Approval of Job Descriptions.** It was moved and seconded (Moffitt/Racklin) to approve the Job Descriptions as presented. Dr. Leabo explained that there were 2 new job descriptions and some revised job descriptions before the Board – Occupational Therapist, Health Occupation Coordinator, Instructional Computer specialist, Custodial I, Auditorium Tech. The motion to approve the Job Descriptions as presented was unanimously approved.
- b. ***Resolution 10-00-01 Gann Limit Calculations.** It was moved and seconded (Broberg/Racklin) to approve Resolution 10-00-01 Gann Limit Calculations. Mrs. Evans explained that annually a district is required to report its appropriation limit, its appropriations subject to limitation, the amount of its state aid apportionments and subventions included within the proceeds of taxes of the school district, and amounts excluded from its appropriations limit. The Resolution to adopt the Gann Limit Calculations was unanimously approved.

Consent Agenda

It was moved and seconded (Racklin/Moffitt) to approve the Consent Agenda as presented. It was moved and seconded (Broberg/Reynolds) that item 2F be removed from the consent agenda. The motion to remove item 2F from the consent agenda was unanimously approved.

Mrs. Reynolds indicated that the dates of the Choir Field Trips were in conflict, according to the Master Calendar, with the Spring Drama performance. Mr. Stratton indicated that he did not believe there was a conflict, but he would look into it. It was moved and seconded (Moffitt/Racklin) to approve the Choir Field Trips, provided they do not conflict with other activities. The motion was unanimously approved. It was decided that it was not necessary to bring this item back to the Board, even if there were date changes.

The Board then voted unanimously to approve the rest of the Consent Agenda as presented.

- a. **Personnel Report, P9-00-01.** *Certificated:* New Hire: ROP Teacher Rob Rogovin; Modification: add one section of ROP to ROP Teacher Monica Peralta. *Classified:* New Hire: Lead Auditorium Technician Christopher Childs. Modification: Increase .25 hrs./day Special Education 1:1 Aide Toby Lewsadder. Retirement: Instructional Specialist-Special Ed Joan Morey.
- b. **Extra-Duty/Extra-Pay Report, P10-00-01.**
- c. **Notice of Completion, Q-Safety R71-00-01.**
- d. **Participation in LACOE Regional Teacher Recruitment, R74-00-01.**
- e. **Notice of Completion, Visitors' Bleachers, R73-00-01.**
- g. **Purchase Order List #6.**
- h. **Gifts to the District, R70-00-01.**

COMMUNICATIONS

Mrs. Broberg invited all to the Kiwanis meeting on Wednesday, where Mrs. Gonia is the featured speaker. The meeting is at 12:00 noon at Descanso Gardens.

Mr. Moffitt thanked everyone who was at the High School Community Forum on Monday night. The presenters included the City of La Cañada Flintridge, the Chamber of Commerce, the PTA, and the Community Prevention Council. The forum was attended by approximately 125 people, which was one of largest turnouts for this kind of forum. There was a great deal of give and take, and the meeting was stopped because of lack of time not lack of topics for discussion. There is another forum at PCR on Thursday, and there are three other dates where there will be opportunities for parents to come together with questions and answers and concerns for mutual support. Those dates are November 15, January 17, and March 14.

Mrs. Reynolds commented that the forum was very good and there was a lot of energy.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:33 p.m. The Next Regular Meeting of the Governing Board will be held on November 7, 2000, at 7:00 p.m. in the La Cañada High School 9-12 Library.

Lorene Gonia, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Barbara Racklin, Clerk, Governing Board

Date