

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

November 28, 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 November 7, 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.

**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 and 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 7:05 p.m.

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

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:10 p.m. by Mrs. Reynolds in the La Cañada Elementary School Library. Present were the five Governing Board Members, Mrs. Gonia, Ms. Leabo, Mrs. Evans, Mr. Stratton, and Secretary to the Superintendent Judy Mellick. There were approximately 21 people in the audience. Mrs. Reynolds asked Chris Brown from Boy Scout Troop 398 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 November 7, 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 (Broberg/Moffitt) to approve the agenda. Mrs. Reynolds moved to amend the agenda to delete the oath of office for the student representative who was unable to attend the meeting, and to add approval of the Joint Use Agreement. Mr. Moffitt seconded. The motion to amend the agenda was adopted unanimously. The motion to approve the amended agenda was adopted unanimously.

## **PRESENTATION**

Mr. Moffitt presented a THANKS Award to Matt and Stephen (Jeff) Cox. Mr. Moffitt explained that the Community Prevention Council had a Parent Night Forum, at which Matt and Jeff Cox shared their experiences in weathering the pains and sufferings they have had with drug and alcohol dependency and answered questions from the audience. Mr. Moffitt explained that, in this case, THANKS stands for “Things Happen And Now Kids Succeed.”

Mrs. Reynolds also thanked Matt and Jeff Cox for helping validate parents’ feelings under the difficult circumstances of drug and/or alcohol dependency.

Mr. Moffitt added that because of the success of the Community Forum, the CPC decided to make the Parent Forum a yearly event. There will be two more forums taking place in the spring of this year.

## **REPORTS**

### **1. Superintendent’s Report**

Mrs. Gonia reported that the District had an all-district disaster preparation drill today. It went very well. She explained that the district likes to do this at least once a year, and hopefully twice a year. This kind of drill tests district communication systems and how prepared staff is for a disaster. Some of the findings: the additional radios were helpful and more might be needed. LCE did not have enough stretchers to carry out “injured” children.

Mrs. Racklin asked if the district had any outside observers. Mrs. Gonia replied that we did not have official outside observers, but there were parent volunteers who participated. Mrs. Racklin said that the Red Cross is able to provide objective observers who can evaluate disaster drills and offer suggestions.

Mrs. Reynolds asked if the district coordinated with the City in these drills. Mrs. Gonia replied that we did not at this time. Mr. Moffitt asked if there was any communication with the City to test the communication. Mrs. Evans replied that the City position for disaster preparedness is not filled at this time, so the district is unable to coordinate with the City on a disaster drill.

Mrs. Gonia reported that the district is looking at how the Thanksgiving week vacation worked. District had only 10 staff absences on the Friday before Thanksgiving, which is less than usual on the Wednesday before Thanksgiving.

Mrs. Gonia reported on the staff development buy-back days. Mr. Stratton explained the options for the staff development days and commented that the program seems to be working well. Staff member Mary Irwin commented that the offerings were very interesting and she wished she could attend more sessions.

### **2. Facilities Master Plan Update**

Mrs. Evans reported that there was a meeting with the architects, Mrs. Gonia, Mrs. Reynolds and Mrs. Dalbeck. The district will be looking at all the needs including class size reduction. In the discussion, it was decided that NTD Architects would be taking care of the elementary schools facilities master plan. Osborn would be looking at the high school, Oak Grove and Foothills. The architects will come back with recommendations at the December 12, 2000 meeting. The final plan should be ready for approval in March.

### Opportunity to address Board

Mrs. Reynolds asked Troop 398 to explain why they were at the meeting. The troop leader, Dennis Fors, explained that the troop is working on a merit badge and as part of that, they must attend a civic meeting.

The following Troop 398 Scouts addressed the Board:

Matt Walsh, 5042 Indianola Way  
 Rick Gooch, 1210 Homewood Lane  
 Jimmy Andersen, 4404 Shepherds Lane  
 David Facer, 5390 Vista Lejana Lane

Barry Riedel, 1355-1/2 Foothill Blvd addressed the Board.

### First Reading

- a. **\*Application for New Education Technical Staff Development, R90-00-01.** It was moved and seconded (Broberg/Racklin) to approve the Application for New Education Technical Staff Development. Mr. Stratton explained that this is funding for staff development program for grades 4-8. The motion to approve the application for New Education Technical Staff Development, R90-00-01 was adopted unanimously.
- b. **\*Application for Funding: The California Public School Library Act of 1998 (AB862) The California Classroom Library Materials Act of 1999, R91-00-01.** It was moved and seconded (Racklin/Moffitt) to approve the application for Funding: The California Public School Library Act of 1998 (AB 862) The California Classroom Library Materials Act of 1999. Mr. Stratton explained that this is the second year of funding the State legislature has approved for K-12 school libraries and K-6 classroom libraries. The requirement is that the district library plan be attached to the application. There have been no changes to the plan. The motion to approve the application for funding: The California Public School Library Act of 1998 (AB 862) The California Classroom Library Materials Act of 1999 was adopted unanimously.
- c. **\*Board Protocol: Role of the Board R97-00-01.** It was moved and seconded (Racklin/Dalbeck) to approve the adoption of Board Protocol: Role of the Board. Mrs. Reynolds explained that the Board had a workshop at the last meeting on November 7. Mrs. Broberg apologized for not attending the workshop, and thanked the Board for going on with the workshop. She also asked about the wording of #7 and #8. It was suggested that the phrase “about agenda items” be eliminated. Mrs. Gonia acknowledged the Board for their dedication in putting together a document of this nature for themselves and future governing board members. She said that it shows that the Board takes seriously their role as Board members. It was moved and seconded (Moffitt/Reynolds) to remove the phrase “about agenda items” The motion to amend was unanimously approved. The motion to adopt Board Protocol: Role of the Board as amended was unanimously approved.
- d. **\*Approve Job Description, R96-00-01.** It was moved and seconded (Dalbeck/Racklin ) to approve the Job Description for Technology Support Technician. Ms. Leabo explained that this is a new position, which would be half-time initially, at the high school only because it would be paid for by the Digital High School grant. Then it would be evaluated for possible modification next year. The motion to approve the Job Description was unanimously approved.
- e. **\*Resolution 13-00-01 Developer Fee Justification and Impact Analysis Report.** It was moved and seconded (Moffitt/Broberg) to adopt Resolution 13-00-01 Developer Fee Justification and Impact Analysis Report. Mrs. Evans explained that this was a study done last year. The study looked at district capacity, number of households, and enrollment to see if the district developer fees were appropriate. The impact analysis report justifies an increase in these fees. However, the district has decided to keep fees at the current rate. The motion to adopt Resolution 13-00-01 Developer Fee Justification and Impact Analysis Report was unanimously approved.
- f. **\*Kindergarten Curriculum Document Approval, R101-00-01.** It was moved and seconded (Racklin/Moffitt) to approve the State Language Arts, Math, Social Science and Science

standards as the basis for LCUSD curriculum documents and the Kindergarten Language Arts document as the template for all other content area documents. Mrs. Gonia reported that part of the Board goals and part of the Superintendent evaluation criteria is the adoption of standards for all students in all subject areas at all grade levels. The next step is identifying benchmark areas where teachers can assess students' progress. Mr. Stratton explained that the district is asking the Board to approve this document as a template for further documents and to approve state standards as the basis for the document. Teachers came together in the "curriculum institute process" to analyze the curriculum and make changes where needed. Assessments that measure how well students achieve standards will continue to be developed. The format will be consistent in all grade levels and subject areas. Mr. Stratton explained the document in detail. This document would be something to give all teachers to say that this is the way the kindergarten program works. This is intended to be a living document so there may be additions or deletions from time to time. Because this is a document created by teachers, it is a way of saying, "here's how you can pace your year, here is how to assess what your students are doing." The motion to approve this item was unanimously approved.

- g. \*Five Star Coalition 2000-2001 Legislative Agenda, R103-00-01.** It was moved and seconded (Racklin/Moffitt) to approve the Five Star Coalition 2000-2001 Legislative Agenda. Mrs. Dalbeck explained that the 5-star Coalition is a coalition of five school districts: Burbank, Glendale, La Cañada, Pasadena, and South Pasadena. The coalition has spoken with legislators and brought them into the coalition meetings to present them with the legislative agenda. The philosophical strands are same as they were last year. Mrs. Dalbeck explained that the items are those on which the Coalition wants to have input. Since the Coalition involved five different school districts, legislators can get a good feel for the impact on a cross-section of school districts. The Coalition has done a great deal to increase communication within the five school districts and with legislators. Mrs. Gonia acknowledged the time and efforts that Mrs. Reynolds and Mrs. Dalbeck have put into the work with the Coalition. Mrs. Reynolds reported that Mrs. Dalbeck was elected the chair of the Coalition. The motion to approve the Five Star Coalition 2000-2001 Legislative Agenda was unanimously approved.
- h. Joint Use Agreement, R104-00-01.** It was moved and seconded (Dalbeck/Racklin) to approve the Joint Use Agreement. Mrs. Reynolds explained that the Joint Use Agreement is an agreement between the school district and the City of La Cañada Flintridge for the cooperative use of certain specified recreational and educational facilities located in the City of La Cañada Flintridge. A Joint Use Committee has been established to oversee this agreement. This committee has made recommendations for revisions to the Joint Use Agreement. The City unanimously approved these revisions at its meeting of November 27, 2000. The motion to approve the Joint Use Agreement was approved unanimously.

### Consent Agenda

It was moved and seconded (Moffitt/Broberg) to approve the Consent Agenda as presented. The Board voted unanimously to approve the Consent Agenda as presented.

- a. Personnel Report, P13-00-01.** *Certificated:* New Hires: Special Education 1:1 Aide Janice Byers, Admin. Asst. to 7/8 Asst. Principal Robin Cresto, Special Education 1:1 Aide and Classroom Aide Robin Dutton (Korkunis), Special Education 1:1 Aide Lauren Leone, Instructional Specialist-Special Ed Toby Lewsadder, Classroom Aide Georganne McAdams, Special Education 1:1 Aide Marcela Serrano. Resignations: Robin Cresto (as Office Assistant II-ROP), Janice Byers (as Classroom, Noon, Special Education), Toby Lewsadder (as Special Education 1:1 Aide, PCR). Modification: Mary Jane Hufstedler from 100% to 117%.
- b. Extra-Duty/Extra-Pay Report, P14-00-01.**
- c. Memorandum of Understanding with LCTA for Salary Adjustments, R94-00-01.**
- d. Yosemite Institute, R89-00-01.**
- e. Bridge Retreat to Big Bear, R102-00-01.**

- f. Settlement Agreement for Case #S-0167-00/01, R99-00-01.
- g. Settlement Agreement for Case #SN-1732-00, R100-00-01.
- h. Non-Public School/Non-Public Agency Contracts, R95-00-01.
- i. Agreement between LCUSD and CSEA, R98-00-01.
- j. Revised Gifts, R92-00-01.
- k. Gifts, R93-00-01.
- l. Purchase Order List #8

### **COMMUNICATIONS**

Mrs. Gonia reported that we had a request for a participant on the Stakeholder Committee of the Arroyo Seco Watershed Restoration Feasibility Study. Mr. Moffitt agreed to be La Cañada Unified School District's designated representative.

Mrs. Broberg asked if it would be possible to have microphones at the Board meetings.

### **RECONVENE CLOSED SESSION**

The Board reconvened Closed Session at 8:55 p.m.

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

The Board reconvened Open Session at 9:30 and reported that no action was taken in Closed Session.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:31 p.m. The Next Regular Meeting of the Governing Board will be held on December 12, 2000, at 7:00 p.m. in the La Cañada Elementary School Library.

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Lorene Gonia, Superintendent  
Secretary to the Governing Board

### **MINUTES APPROVED**

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Barbara Racklin, Clerk, Governing Board

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Date