

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

December 11, 2001

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by Vice President Jinny Dalbeck on December 11, 2001 in the La Cañada High School 9-12 Library at 4463 Oak Grove Drive in La Cañada, California. Present were Board Members Andy Beattie, Jinny Dalbeck, Ron Dietel, Meredith Reynolds, and Scott Tracy, Interim Superintendent Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton, and Assistant Superintendent of Business Services John Kramar.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada High School 7/8 Library. Present were the five Board Members, Interim Superintendent Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton and Assistant Superintendent of Business Services John Kramar. Also attending were LCTA Representatives Richard Weld and Kathy apRoberts. Closed Session adjourned at 7:10 p.m.

MEMBERS PRESENT: Mrs. Jinny Dalbeck, Vice President
 Mr. Andy Beattie, Member
 Mr. Ron Dietel, Member
 Mrs. Meredith Reynolds, Member
 Mr. Scott Tracy, Member

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:16 p.m. in the La Cañada High School 9-12 Library. Present were the five Governing Board Members, Dr. Leabo, Jim Stratton, John Kramar, and Secretary to the Superintendent Judy Mellick. There were approximately 35 people in the audience. Mrs. Dalbeck asked outgoing Board President Barbara Racklin to lead the Pledge of Allegiance to the Flag

REPORT OUT OF CLOSED SESSION

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

APPROVAL OF AGENDA

It was moved and seconded (Beattie/Dietel) to approve the agenda. It was moved and seconded (Reynolds/Dietel) to pull item 3K off the consent agenda and move it to 1A and to move item 3E to 1H. The motion to approve the amended agenda was adopted unanimously.

APPROVAL OF MINUTES

Mrs. Dalbeck stated that the minutes of the November 7 special meeting, the November 13 regular meeting, and the November 27 special meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the November 7 special meeting, the November 13 regular meeting, and the November 27 special meeting were approved as submitted.

PRESENTATION TO BARBARA RACKLIN

Mrs. Dalbeck welcomed former Board member Barbara Racklin back home from New York. She thanked Mrs. Racklin for her four years on the Governing Board and 13 years that she volunteered in the school district, as PTA Council president, PTA site president, SOS president, room mother, site council member, etc. Mrs. Dalbeck presented Mrs. Racklin with a plaque.

Mrs. Racklin said that she thoroughly enjoyed the four years on the board, but more importantly the 13 years she volunteered in the school district. She said that she will miss the other board members and wished the new board members good luck.

Mayor Anthony Portantino presented Mrs. Racklin with a proclamation from the City Council of La Cañada Flintridge.

Mrs. Racklin presented gifts to her fellow Board members, Mrs. Dalbeck and Mrs. Reynolds.

Mrs. Dalbeck presented Mayor Portantino with a plaque from the Governing Board of the La Cañada Unified School District for the City's 25th anniversary.

SIGNATURE ON CODE OF ETHICS

Mrs. Dalbeck read the Code of Ethics, and the members signed.

ELECTION OF OFFICERS, President, Vice President, Clerk

Mrs. Dalbeck opened nominations for president. Mr. Beattie nominated Mrs. Dalbeck, seconded by Mr. Dietel. Mrs. Reynolds moved nominations be closed. The Board voted unanimously to close nominations. The Board voted unanimously to elect Mrs. Dalbeck as president.

Mrs. Dalbeck opened nominations for vice president. Mr. Dietel nominated Scott Tracy for vice president, seconded by Mrs. Reynolds. Mr. Dietel moved to close nominations. The Board voted unanimously to close nominations. The Board voted unanimously to elect Mr. Tracy as vice president.

Mrs. Dalbeck opened nominations for clerk. Mr. Dietel nominated Meredith Reynolds for clerk, seconded by Mr. Beattie. Mr. Dietel moved to close nominations. The Board voted unanimously to close nominations. The Board voted unanimously to elect Mrs. Reynolds as clerk.

REPORTS**1. Superintendent's Report**

- a. Process to Update Facilities Master Plan – Dr. Leabo reported that she, Mr. Stratton and Mr. Kramar met with Ted Osborn and Craig Windsor. At this point, the district needs to get the survey results and to find out what work is left on Phase 2. The District must look at what remaining funds are available, and curriculum changes and their impact on facilities. It is also necessary to get a 5-year enrollment update. Site and district staff must review old lists, remaining items from Phase 2 and collected information, and prioritize the items.
- b. PTA Conference – Dr. Leabo reported that the theme at the PTA Conference that she attended was “Be positive and stay focused.” She said that it is a good rule to live by.
- c. Process for Creating Superintendent Playground Safety Committee – Dr. Leabo reported that the Board had approved a recommendation to have a Superintendent's Playground Safety Committee. She would like the committee to consist of the following: each site council should select a representative, one staff member from each site, one board

member, one health coordinator, the director of maintenance and ops, and one elementary principal.

Mrs. Dalbeck asked if the Superintendent would be the facilitator of the committee. Dr. Leabo replied that the committee should choose a chair.

- d. AR 1250 Visitors/Outsiders – Dr. Leabo reported that the proposed Administrative Regulation speaks both to parents visiting and other outsiders visiting campuses during the school day. It will not apply to regular classroom volunteers organized by staff and/or PTA. The Education Code states that a parent or guardian has the right to observe instruction and other school activities that involve his or her child in accordance with the procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Dr. Leabo reported that she is hoping that, after winter break, all district employees will wear photo id's and all volunteers will wear volunteer badges.

Mr. Dietel encouraged Dr. Leabo to share this Administrative Regulation with PTA and Site Councils.

Associate Principal Lindi Arthur addressed the Board.

2. Student Representative Report

Student Representative JoAnn Bicknell reported that the high school did a Red Cross money drive and raised \$1700 for New York. They made wish ornaments for a wish tree. They are in the process of doing cookie decorating, and are in the middle of a battle of the bands. Seven bands are entered. Next week the holiday concerts are scheduled. On Thursday, at 7:30 is the Choir concert. The 7/8 instrumental concert is on Tuesday. Next Friday is the Senior Toast to announce senior songs. One of the bands in the battle of the bands played at the Palace in Hollywood.

3. Principals' Report on Goals

Dr. Leininger highlighted LCHS's 2001-02 goals: creating rubrics in all departments so students will be graded the same in all classes; formalizing articulation among and within departments; creating a systemic review to evaluate the effectiveness of long standing programs including SSR/Homeroom, block scheduling, honors placement, and Options independent projects; connecting instructional strategies to current brain research which will support students' learning styles, multiple intelligences, need for variety, reaching the middle child and will re-teach important concepts; defining the "middle" student at LCHS; designing, enhancing and implementing instructional strategies to serve all students with particular attention to the middle and low achieving students; aligning curriculum and assessments to standards; analyzing all data – SAT9, Golden State Exams, AP Exams, letter grades, and department finals – to improve instruction; reexamining the curricular advantages and disadvantages of a 7-12 configuration; maintaining, expanding, and revising portfolio development; developing personal learning plans for all students; increasing parent participation, contact with parents through conferences, phone calls e-mail, and progress reports; providing SDAIE training for teachers; revising disaster preparedness plan. Mr. Leininger said that he would like to give Don Schafsma and Dave Clausen kudos for the high school web site.

Mrs. van Zijl reported on the middle school goals: Implement a comprehensive 7-8 curriculum that matches or exceeds state standards in all subject areas. Implement multiple instructional strategies designed to meet the needs of a diverse student population with a variety of learning

styles. Identify “middle child”. Develop and implement social-emotional-behavioral well-being lessons in the classrooms for the 2002-2003 school year.

The three elementary school work together closely in establishing goals. Each principal reported on a particular area.

LCE Principal Lily Ogden outlined these implementation activities:

Language Arts – take adoption of spelling program and evaluate it to make curriculum better.

Math – review and pilot textbooks for adoption.

Social Studies – teach literacy in content area. Explore use of differentiated lesson plans.

Science – provide meaningful instructional experiences using new texts.

PCY Principal Donna Robinson reported on instructional strategies and shared information about teachers and administrators attending these programs:

Mel Levine’s Schools Attuned program, Roger Taylor differentiated learning, etc.

PCR Principal Esther Salinas reported on development and implementation of multiple assessments for students.

Last year was the first year the state implemented SAT9 4th grade writing test.

Each teacher gives students a writing prompt throughout the year and a district-designed math test.

Teachers will be implementing new report cards in grades K-3 that will be going home second semester.

Mrs. Robinson reported that the schools gave out a parent survey last year. Results were analyzed as part of the goal formation.

Staff participated in World of Difference training this year, which teaches people to appreciate all kinds of differences.

LCE is also participating in the “Safe School” program.

Mrs. Robinson reported on ensuring a safe and secure campus. There is a discipline plan in the handbook, which is signed by all students and their parents. Schools are working with other agencies to make sure they have all procedures planned to ensure safety in the event of a disaster.

Mrs. Ogden reported on developing authentic assessment projects in technology. Bob Brauneisen is meeting with every grade level in every school.

The elementary schools are working to improve communication with the PTA newsletter, site council meetings, curriculum nights, and parent conferences. They are looking to curriculum leaders to disseminate information to staff.

Mrs. Dalbeck thanked the high school staff and elementary school principals for their efforts. Mr. Tracy said there is a strong recognition of the critical role the principals fill in our schools.

Opportunity to address Board

The following audience members addressed the Board:

None

1. First Reading

- a. ***LCE Outdoor Science Center Contract Award, R102-01-02.** It was moved and seconded (Dietel/Reynolds) to approve the LCE Outdoor Science Center Contract Award. Dr. Leabo passed out background on the project. The Bid for \$239,500 is for

construction costs only. She said the actual costs could run in the neighborhood of \$290,000. Dr. Leabo said that in light of Administrative Regulation 3290.1, she could not recommend approving the contract bid because the regulation requires all necessary funds be raised and deposited with the District prior to awarding a contract. Dr. Leabo said that she is not in favor of approving the contract award without having all the money in place. She cannot guarantee that the District has funds in place to fund this project at this time.

The following audience members addressed the Board:

Kathy Trueblood, 5124 Caroli Lane
 Gayle Friedmann, 5130 Hayman Avenue
 Ken Gorvetzian, 4321 Chula Serda Lane
 Lynn Jackson, staff member at LCE
 Dorothy Melendy, 309 Inverness Drive

Mr. Dietel expressed his support. He recommended that the site be asked to raise additional funds as needed.

Mrs. Dalbeck explained that it was the Board's intention at the time that the only local bond dollar allocations to elementary schools was for \$33,000 to PCR to expand the administration building. No other bond dollars would be allocated until all modernization was completed.

It was moved and seconded (Beattie/Dietel) to amend the motion to include that monies necessary over and above the amount raised by the LCE Science Center Steering Committee will be covered from local bond dollars. The motion to amend the original motion was adopted unanimously.

The Steering Committee has indicated a commitment to use any further monies raised to decrease the shortfall.

The amended motion to approve the LCE Outdoor Science Center contract Award was adopted unanimously.

The Board directed staff to expand Regulations to include all issues that were brought up. They also directed staff to have one person from the LCE Science Center Steering committee designated as an observer on this project. No vote, but he/she can provide input to staff. The Committee will communicate that name to staff.

It was moved and seconded (Beattie/Dietel) to move item 1F to item 1B. The motion to move item 1F to item 1B was adopted unanimously.

- b. *High School New Electives for 2002-03, R117-01-02. Moved to 1B.** It was moved and seconded (Reynolds/Dietel) to approve the High School New Electives for 2002-03. Mrs. Dreibelbis-Arthur explained that in the process for new courses, the department chairs work with staff, the course gets approved by LST, then goes to district staff to be approved by the Board. The high school is looking for ways in which students can be more successful. Algebra 2 is designed as Algebra 2 without Trigonometry included, and meets state standards for Algebra 2. Earth Science is designed as a lab class. This course is recommended for UC approval and addresses state standards. Geology would become a grades 11-12 elective. The new courses would only be implemented if approved by the Board and if there are enough students signed up. The motion to approve the High School New Electives for 2002-03 was adopted unanimously.

- c. *First Interim Budget and Budget Revisions, R99-01-02.** It was moved and seconded (Reynolds/Dietel) to approve the First Interim Budget and Budget Revisions. Mr. Kramar thanked Diane Clinton for all the work done on the budget. Board approved budget last June, based on estimates. On September 19, the Board approved a change on the ending balances. The District did not have all the unaudited actuals until end of October. The Budget revision includes carry-overs. This budget gives a good estimate of what the budget will be like at the end of the year. Mr. Kramar is reporting that the District will be in the black by the end of the year, and the County requires that the District project for the next three years. The budget indicates no increase in expenditures. The District can increase expenditures in some areas and decrease in others. None of the anticipated state problems are included in this budget. It is almost sure that there will be some major cuts from the state. The Budget is balanced to the end of the year. In the projections the District shows at the end of 3 years, that it is still balanced, but it is running out. The motion to approve the First Interim Budget and Budget Revisions was adopted unanimously.
- d. *Resolution #12-01-02 Authorized Signatures.** It was moved and seconded (Reynolds/Dietel) to approve Resolution #12-01-02 Authorized Signatures. The motion to approve Resolution #12-01-02 Authorized Signatures was adopted unanimously.
- e. *Resolution #13-01-02 Reimbursement of Expenses Incurred by Board Members.** It was moved and seconded (Dietel/Reynolds) to approve Resolution #13-01-02 Reimbursement of Expenses Incurred by Board Members. The motion to approve Resolution #13-01-02 Reimbursement of Expenses Incurred by Board Members was adopted unanimously.
- f. *Approve Board Meeting Calendar for 2002-2003, R115-01-02.** It was moved and seconded (Dietel/Reynolds) to approve the revised Board Meeting Calendar for 2002-2003. The motion to approve the Board Meeting Calendar for 2002-2003 was adopted unanimously.
- g. *2001-02 Memorandum of Understanding between San Gabriel Unified School District, Lead Agency for San Gabriel Valley BTSA Consortium and La Cañada Unified School District, R120-01-02.** It was moved and seconded (Reynolds/Dietel) to approve the 2001-02 Memorandum of Understanding between San Gabriel Unified School District and La Cañada Unified School District. The motion to approve the Memorandum of Understanding between San Gabriel Unified School District, and La Cañada Unified School District was adopted unanimously.
- h. *Rescind Board Policies 2120, 2121, 2122, 2123, R122-01-02.** It was moved and seconded (Reynolds/Dietel) to rescind Board Policies 2120, 2121, 2122, and 2123. The motion to rescind Board Policies 2120, 2121, 2122, and 2123 was adopted unanimously.
- i. *Approval of District Library Plan, R116-01-02.** It was moved and seconded (Beattie/Reynolds) to approve the District Library Plan. Mr. Stratton reported that the District is getting in line for state monies if they become available. A district can only get money if they submit the template that was given to all the librarians in the state. It is intended to be a general statement. The more specific part is in the action plan. The last three items address the issues of technology and online resources. The motion to approve the District Library plan was adopted unanimously.

2. **Second Reading**

- a. **BP 4117.11 Pre-Retirement Part-Time Employment, R91-01-02.** It was moved and seconded (Beattie/Reynolds) to approve BP 4117.11 Pre-Retirement Part-Time Employment. The motion to approve BP 4117.11 was adopted unanimously.

3. **Consent Agenda**

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

- a. **Personnel Report, P12-01-02.**
- b. **Extra Duty/Extra Pay Report, P13-01-02.**
- c. **Increase in Salary Schedule, R113-01-02.**
- d. **Back Pay to Certificated Employee, R96-01-02.**
- e. **Special Activities: Valley Forge Trip, R118-01-02.**
- f. **Special Activities: Annual Peer Helping Conference, R119-01-02.**
- g. **Non-Public School/Non-Public Agency Contracts, R110-01-02.**
- h. **Notice of Completion Report, R100-01-02.**
- i. **LCHS Building 600 Contract Award, R102-01-02.**
- j. **Request to Go to Bid to Replace Chiller/Boiler at High School, R111-01-02.**
- k. **Award Contract for Asbestos Abatement at Elementary Schools, R111-01-02.**
- l. **Deferred Maintenance Transfer, R106-01-02.**
- m. **Change Orders for Phase I Modernization, R103-01-02.**
- n. **Change Orders for LCHS New Library, R105-01-02.**
- o. **Gifts, R104-01-02.**
- p. **Purchase Order List #8.**

DATE, TIME AND PLACE OF REGULAR GOVERNING BOARD MEETINGS

Discussed in Item 1F above.

2002 BOARD APPOINTMENTS/DISCUSSION OF LIAISONS TO COMMUNITY ORGANIZATIONS

The Board voted to continue this portion of the meeting to tomorrow at 6:00 p.m., in the District Office conference room.

COMMUNICATIONS

None

RECONVENE TO CLOSED SESSION

The Board reconvened to Closed Session at 11:45 p.m.

REPORT OUT OF CLOSED SESSION

The Board reconvened to Open Session at 12:00 midnight and reported that no action was taken in Closed Session.

ADJOURNMENT

The Board voted to continue the meeting until the following day at 6:00 p.m., when the Closed Session would be continued followed by Board Liaisons selected in Open Session. That meeting began at 6:00 p.m. and adjourned at 8:30 p.m. Present in addition to the five Board members were Dr. Leabo and Mr. Stratton. The Liaison selections are attached.

The Next Regular Meeting of the Governing Board will be held on Tuesday, January 15, 2002, at 7:00 p.m. in the La Cañada High School 9-12 Library.

Sue Leabo, Interim Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Meredith Reynolds
Clerk

Date