

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

February 6, 2001

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Barbara Racklin on February 6, 2001 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Barbara Racklin, Jeanne Broberg, Jinny Dalbeck, William Moffitt and Meredith Reynolds.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada Elementary School Faculty Lounge. Present were the five Board Members and Superintendent Lorene Gonia, Assistant Superintendent of Curriculum and Instruction Jim Stratton, Assistant Superintendent of Human Resources Sue Leabo, and Assistant Superintendent of Business Services Maureen Evans. Closed Session adjourned at 7:00 p.m.

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

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:05 p.m. by Mrs. Racklin in the La Cañada Elementary School Library. Present were the five Governing Board Members, Mrs. Gonia, Mr. Stratton, Dr. Leabo, Mrs. Evans, and Secretary to the Superintendent Judy Mellick. There were approximately 35 people in the audience. Mrs. Racklin asked past PTA President Andrea Terry to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

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

APPROVAL OF MINUTES

Mrs. Racklin stated that the minutes of the January 23, 2001 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/Dalbeck) to approve the agenda. The motion to approve the agenda was adopted unanimously.

**RECOGNITION OF SOUTHERN CALIFORNIA VOCAL ASSOCIATION HONOR CHOIR,
ALL STATE HONOR CHOIR AND SOUTHERN CALIFORNIA VOCAL COMPETITION
SEMIFINALIST**

Mrs. Racklin introduced La Cañada High School Associate Principal Lindi Arthur, who introduced Choir director Lori Marie Rios. Ms. Rios introduced the students who were chosen for the Southern California Vocal Association Honor Choir:

Ann Kelley
Melissa Cartelli
Vivian Lee
Rachel Frandsen
Holly Barber
Laura Marie Nucho
Greg Wannier

Ms. Rios also introduced the students who have been chosen for the All State Honor Choir:

Holly Barber
Laura Marie Nucho
Rachel Frandsen

Mrs. Gonia applauded all the students and thanked Ms. Rios for her work with the vocal program.

Mrs. Racklin suggested to the audience that, if they had not attended one of the vocal productions, they really should do so to hear the wonderful work of the groups. Mrs. Gonia reminded everyone that the “Aspects of Love” dinner theatre program was this coming weekend.

REPORTS

1. Superintendent’s Report

Mrs. Gonia reported that all our schools have reached the goals of the API scores. The total amount of the incentive the district will receive is \$255,384. The amounts for the individual schools are as follows: LCE – \$45,527, LCHS – \$126,005, PCR – \$45,083, and PCY – \$49,769. Mrs. Gonia said that in addition to these awards, the district expects to see monetary rewards for school staff. Mrs. Gonia reminded everyone that the SAT9 is a very high stakes test and is being used as a benchmark in API for California schools, but it is only one test. The use of multiple, meaningful, performance based assessment is important to the district in how to educate students. The ongoing assessments are far more important to the district than the single SAT9 test.

Mrs. Gonia reported that she has noted some confusion about the Facilities Master Plan update in the community. She went on to explain the process to date:

Modernization – In the spring of 1999, Osborn Architects worked with school sites to rank facility needs into three categories of prioritization.

Fall ’99 – Needs were categorized from each school site and were used as the basis for an argument in favor of passing a \$6 million bond.

December ’99 – The Bond passed.

March ’00 – CDE approved projects for minor modernization for an 80/20 match.

August ’00 – SAB funded the modernization plans for all three elementary schools.

Fall ’00 – NTD Architects defined the scope of work for each modernization project in categories I, II, and III at all three schools.

January 01 – LCUSD Board directed NTD to begin the process of updating the Facilities Master Plan. The first step in the process of updating the Facilities Master Plan is to review what is at each site (including projects for modernization).

Oct. '99 – K-12 Options Committee began to study and recommend the optimum, financially feasible, K-12 educational structure for La Cañada Unified School district students.

June '00 – K-12 Options Committee provided a report to the Board – rebuild FIS as a 6-8 middle school or modify current sites to accommodate projected enrollment and educational program. Directions were received from the Board to bring back more specific recommendations on modifications, etc.

Oct'00 – Feb. '01 – Options Committee took input from each school site.

January '01 – NTD to update elementary schools Facilities Master Plan with a request to bring Facilities Master Plan update in March '01. Facilities Master Plan is umbrella for all construction.

By Feb. '02 – District must certify that at least 50% of all modernization projects are under contract. Some projects need DSA approval; some do not. DSA approval takes 3-5 months. Changes can still be made in the scope of the projects over the next 2-3 weeks.

Mrs. Gonia recommended postponing the report on the update of the Facilities Master Plan to June, so as not to confuse the issue of modernization.

Mrs. Dalbeck expressed concern that since the projects had been funded with minor modernization monies (projects that did not require DSA approval), would the savings from those projects be available to use for other projects that require DSA approval. Mr. Tittle assured her that the funding from OPSC has already been approved and will not change because a certain project needs to be submitted to DSA for approval. Mr. Tittle said that when we applied to OPSC for funding, we took all projects that we felt did not need DSA approval.

Mr. Moffitt said he thought it is a good idea to postpone the Facilities Master Plan report to May or June.

Mrs. Gonia reminded everyone that in May '99 we revisited the Facilities Master Plan.

Mrs. Broberg said that everything that has been done to update the Facilities Master Plan is helpful to the K-12 Educational Options Committee. She said there is a greater focus on facilities than there has been in the past.

Mrs. Reynolds suggested that we do the architect report at this point in the meeting. It was moved and seconded (Dalbeck/Moffitt) to move the NTD Architect Report to the next item on the agenda. The motion was approved unanimously.

2. Report from NTD Architects on Current Modernization Projects at Elementary Schools

Mrs. Gonia reported that district staff has been going out to each of the school sites and taking input on each of the projects. Jay Tittle from NTD Architects will be reporting on the outcome of those meetings tonight. Staff and architects have met with each school two times now and will be having a third meeting on Feb. 27. Mr. Tittle will report on input on each of the projects. Mrs. Gonia asked that the audience hold questions until all three school reports are finished.

Mr. Tittle introduced himself and his colleague Lou Ellen Benjamin. He reported on the booklet that identifies the projects at each school. About a year ago, NTD was given lists of scope of work items that were developed by each of the sites as their priorities for projects. Some of the items were included in the minor modernization projects. Quite a bit of underground utility infrastructure at PCY was also replaced this past summer. Following is a list of those identified projects at each site:

La Cañada Elementary – ADA, Asbestos abatement, replace sand with safety matting, replace play equipment, administration/library/MP modernization, roofing and equipment screens, asphalt at parking lot, add parking spaces, exterior painting at relocatables, exterior painting at buildings, plumbing infrastructure, site lighting at parking and relocatables, landscape and irrigation, clock system, kindergarten landscaping, repair window glazing, storage at relocatables,

adult restrooms, sinks at relocatables, repair planters/sidewalks, outdoor science center, replace stage door, remove dishwasher equipment, enclosure at front dock/trash, covered area at drop-off/pick-up, lockers for 5th/6th grade, hot water at all classrooms, fence site.

Palm Crest – New fire alarm system, sinks in portable classrooms, storage in portable classrooms (include improve/enclose classroom ramps), asphalt replaced around portables (includes walkway down the hill, tree-wells, stripe for access and parking), site lighting, clock system, replacing old existing railing, drop off and pick up, sidewalks, asbestos abatement, support facility improvement, replace plumbing infrastructure, exterior painting, plan for landscape, drainage issues, irrigation.

Paradise Canyon – replace plumbing infrastructure, upgrade fire alarm system, replace exterior wood damage (dry rot) on old portables and repair roofline, install new clock system, improve rain protection and build sound abatement in lunch shelter, repaint exterior of school, including all walls, eaves, walkway shelters, install additional outside lighting on main playground, in the parking lots, and on the corner of Knight and Gould, install sinks and storage casework in relocatables, install lockdown hardware for doors, replace asphalt in Kindergarten play yard, repair retaining walls surrounding main playground, replace rusted and sagging chain link fence surrounding main playground, install drinking fountains on playgrounds, provide site signage, modernize library/administration areas, improve water drainage in several exterior areas including playgrounds, repair storage building at classrooms, widen driveway at drop-off, rebuild brick wall at Kindergarten, erosion control at slope banks, replace old railings.

Over the last several weeks a number of meetings have been conducted with each of the site councils, during which the groups continued to make refinements to the priority lists.

Mr. Tittle outlined a suggested schedule. NTD suggests that they prepare documents, go to bid, and do work over summer on the non-DSA work. The DSA work could move on a separate track that would allow the district to bid in October and start construction in November.

Mr. Tittle then reported in depth on the individual items at each site.

Mrs. Reynolds commented that she would like to look at putting the replacement of the playground surface with a handicapped accessible surface on hold in case there isn't enough money. Mr. Tittle reported that the district is currently not in compliance with ADA requirements for the playground surfaces. Mrs. Evans reported that the playgrounds were all looked at and, based on going through DSA, we will be required to replace the surfaces in order to be access compliant.

Mrs. Broberg asked how long an item could be kept as a place holder without losing funding? Mr. Tittle replied that, in order to get funding, construction contracts must be awarded for at least 50% of the work. If we have an item that is 8% of what we are going to spend overall, there is no particular problem in holding that item as a place holder because we will have enough other items to qualify for funding.

Mrs. Dalbeck asked if it would be more or less expensive to put a grate over the drainage area at PCR, rather than removing and reconstructing the area. Mr. Tittle replied that he believed it would be considerably more expensive to put a grate over the area, since the dimensions are not the same for the entire area.

Mrs. Dalbeck asked about the cost estimate for the science center, which was \$100,000 more in the booklet than it had been previously. Mr. Tittle replied that at that meeting they received the cost estimate from the group's consulting architect, which NTD had not seen before.

Mrs. Racklin asked where they were in the meeting process at each site. Mr. Tittle replied that they have met twice at each site, with one more meeting planned. The next scheduled meeting dates are: LCE – February 22, PCR and PCY – February 27, all at 3:15 p.m.

The following audience members addressed the Board on the Elementary Schools Modernization Projects:

PTA Council President Karen Mathison
 Mary Pinola, 330 St. Katherine Drive
 Kathy Trueblood, 4653 Lowell, La Crescenta
 Sharon Barker, LCE Teacher
 Melissa Schiller, 3912 Starland Drive
 Cindy Wilcox, 4408 Union
 Andrea Terry, 4614 Alcorn Drive
 Lee Gregg, 904 Willadonda
 Fereva Kaiserman, La Cañada Flintridge Outlook
 Annie Honch, 4629 Palm Drive

3. Report on Budget Information Committee

Mrs. Evans reported that letters have been prepared to go out to community organizations to invite them to participate on the Budget Information Committee. Mrs. Reynolds suggested that the letter ask the organizations to let the district know whom they will send as a representative. Mrs. Broberg said that organizations should be encouraged to send someone who is not also serving on another committee. Mrs. Dalbeck suggested that the use of the term “workshop” be dropped because the expectation might be that the Board would be there. Mr. Moffitt suggested that the letter indicate that the invitation is for the addressee or a designee. Mrs. Broberg suggested that the budget development draft that was presented at budget workshop could be the topic of the first meeting and that it would not have to be in conjunction with Board meeting.

4. Student Representative Report

The Student Representative was not in attendance.

Opportunity to address Board

There were no audience members wishing to address the Board at this time.

It was moved and seconded (Broberg/Reynolds) that item 1H on the First Reading agenda be moved up to the beginning. The motion was approved unanimously.

1. First Reading

h. Potential New Courses at La Cañada High School for the 2001-2002 School Year, R157-00-01. This item is for first reading only. Mr. Stratton reported that potential new courses for 2001-2002 at LCHS are being brought for the Board’s consideration. As future classes are brought for approval, the format will be the same. The district will attempt to offer more specific career preparation as well as more electives for students. Mr. Stratton introduced Lindi Arthur to respond to the board’s questions. Mr. Moffitt asked about the new course entitled Personal Management. Mrs. Arthur responded that the role is to offer elective credit in a real world course that would offer students skills in things that would not be addressed in other classes. LCHS Teacher Gavin Williams, who proposed the class, explained that he sees a lot of students coming out of high school without specific practical skills (i.e., sewing buttons, doing laundry, making dinners, etc.). He reported on what the class would cover – finances, self-defense, car maintenance, job searches, etc.

Mrs. Dalbeck asked Mrs. Arthur what the process is to evaluate these new courses to see if there is enough material to make the course year-long or only a semester course. Mrs. Arthur explained that, at this time, there are not semester courses. She also said that student enrollment is the primary indicator as to whether a class is viable.

Mr. Moffitt recommended that this item be brought back on the Consent Agenda at the next meeting.

- a. ***Rejection of Claim, R145-00-01.** It was moved and seconded (Reynolds/Moffitt) to approve the Rejection of Claim. Mrs. Evans explained that this is a claim where student required stitches when another student moved a chair and the student fell backwards and hit his head. Standard procedure is that the district rejects the claim and sends it to our claims adjuster. The motion to approve the Rejection of Claim was adopted unanimously.
- b. ***Proposed Board Calendar for 2001-2002, R142-00-01.** It was moved and seconded (Reynolds/Dalbeck) to resume consideration of the Board Calendar. The motion to resume consideration of the Board Calendar was approved unanimously. It was moved and seconded (Reynolds/Moffitt) to approve the proposed Board Calendar for 2001-2002. Mrs. Gonia reported that the Board has been meeting every other Tuesday and is considering meeting again every third Tuesday to give staff the time to prepare more in-depth reports. The proposed schedule includes meetings every three weeks with the exception of Winter break and Spring break. There are meetings every two weeks where there is need. The motion to approve the proposed Board Calendar for 2001-2002 was adopted unanimously.
- c. ***Job Descriptions, R150-00-01.** It was moved and seconded (Moffitt/Dalbeck) to approve the Job Descriptions. Dr. Leabo reported that there are four existing job descriptions and some changes. The Custodial Supervisor position is changed to Operations Supervisor, and changes the person to whom the groundskeeper reports. The motion to approve the job descriptions was adopted unanimously.
- d. ***Memorandum of Understanding between La Cañada Unified School District and California School Employees Association, R151-00-01.** It was moved and seconded (Reynolds/Broberg) to approve the Memorandum of Understanding between La Cañada Unified School District and California School Employees Association. Dr. Leabo explained that, effective January 1, 2001, there is a law that the district collect an agency fee from all employees represented by the bargaining association. The current contract excludes short-term employees from being represented by CSEA and the Memorandum of Understanding will excluded them from paying the agency fee. The motion to approve the Memorandum of Understanding was adopted unanimously.
- e. ***Subsequent Variable Term Waiver, R159-00-01.** It was moved and seconded (Broberg/Reynolds) to approve the Subsequent Variable Term Waiver. Dr. Leabo explained that this is routine for a teacher whose waiver expires in March and needs to be extended to the end of the year. The motion to approve the Subsequent Variable Term Waiver was adopted unanimously.
- f. ***Core Literature List Revision, R152-00-01.** It was moved and seconded (Broberg/Moffitt) to approve the Core Literature List Revision. Mr. Stratton explained that there has been a request to move “The Glass Menagerie” from grade 9 to grade 8 as a tool for teaching symbolism and imagery. It is the English department’s belief that it is accessible to 8th graders. Mrs. Reynolds asked if it could be put on the 9th grade

recommended reading list for next year. Mr. Stratton replied that it could. The motion to approve the Core Literature List Revision was adopted unanimously.

- g. ***Agreement with University of Southern California Department of Occupational Science and Occupational Therapy for field Experience Work, R153-00-01.** It was moved and seconded (Broberg/Moffitt) to approve the Agreement with University of Southern California Department of Occupational Science and Occupational Therapy for field Experience Work. Mr. Stratton explained that this agreement was modeled after other student teaching agreements. The district has received a request from USC to have an agreement for Occupational Therapy. He said that usually student teaching agreements have a stipend for the master teacher; however, this one does not. The motion to approve the Agreement with University of Southern California was adopted unanimously.

2. Second Reading

- a. **Variable Term Waiver, R140-00-01.** It was moved and seconded (Broberg/Dalbeck) to approve the Variable Term Waiver. The motion to approve the Variable Term Waiver was adopted unanimously.

Consent Agenda

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

- a. **Personnel Report, P19-00-01.** *Certificated:* New Hires – Substitute Teachers Deborah Baird, Andrea Baltay, Stacy Bishop, Desiree Buchanan, Vanessa Chaves, Albert Eddy, Mauricio Gallego, Kelly Johnson, Laura Kantor, Janet Kennally, Rochelle Nelson, Mary Robbins, Jill Wallace, 1st Grade Teacher Hilary Gregg (temporary), 5th Grade Teacher Rhoda Quick (temporary), ROP/Culinary Art class teacher Karen Stattler. Modifications – Andi DiConti from 117% to 100%, Mike Gilliland from 100% to 117%. Leaves of Absence – Carolyn Howard, Pat Kramer. *Classified:* Classroom Aide-Reading Jennifer Bisgard, Classroom Aide-Reading Paula Cunningham, Short Term Account Tech Belinda Hanson, Classroom Aide-Reading Michele Pence, Classroom Aide-Reading Brittney Reynolds. Modifications – Jose Luis Quinones from Delivery to Warehouse. Resignations – Jane Noll, Marie Yaacoubian.
- b. **Board Policy 7141 Bid Process on Public Construction Projects, R136-00-01.**
- c. **Award Bid Division 22, La Cañada High School Library, R147-00-01.**
- d. **Change Order for La Cañada High School – Trans-Therm, R149-00-01.**
- e. **Special Education Mediation Settlement, Case #SN1944-00, R155-00-01.**
- f. **Special Activities: Annual Peer Helping Conference Attendance, R158-00-01.**
- g. **Non-Public School/Non-Public Agency Contracts, R143-00-01.**
- h. **Gifts, R146-00-01.**
- i. **Purchase Order List #12**

COMMUNICATIONS

Mrs. Broberg asked when the meeting with Friends of Drama had been scheduled. Mrs. Evans replied that the meeting has been scheduled for Thursday, February 15 at 3 p.m. at the high school. Mrs. Broberg also informed the Board that Ron Dietel will be presenting the K-12 Options Committee report to the Board.

Mrs. Dalbeck suggested that when we have a large report coming, we do it as a workshop separate from the Board meeting. She suggested that perhaps we have a workshop at the March 6 meeting for the Educational Options report.

Mrs.Reynolds suggested that we have a special meeting for some of the reports.

Mrs. Gonia said that we could suggest to the Options committee that they report to the Board at the second meeting in March.

Mrs. Reynolds suggested a separate meeting for the K-12 Options Committee report.

It was decided to have a special Board meeting on Monday, March 5 at 7 p.m. dedicated to the K-12 Options Committee report.

Mrs.Reynolds asked if there was any more information on the Suburban Schools Organization. Mrs. Dalbeck replied that she would be getting some information from Jeff Frost, the legislative attorney for Five Star Coalition, who also represents CALSSD.

Mrs. Broberg said that she received a message from teacher Judy Frewing who said that she wishes that Art Consultant Kim Myers could teach the students directly so they would have the benefit of her expertise.

Mr. Moffitt reminded the Board of the PTA/CPC Parents Forum on March 14 for parents of pre-teens. CPC and PTA will be meeting Thursday to plan the forum. The Forum will be at PCY.

RECONVENE CLOSED SESSION

The Board Reconvened Closed Session at 10:30 p.m.

REPORT OUT OF CLOSED SESSION

The Board reconvened open session at 10:40 p.m. and reported that no action had been taken during Closed Session.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:45 p.m. The Next Regular Meeting of the Governing Board will be held on March 6, 2001, at 7:00 p.m. in the La Cañada Elementary School Library.

Lorene Gonia, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Jeanne Broberg, Clerk, Governing Board

Date