

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

June 3, 2003

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Scott Tracy on June 3, 2003 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members Andy Beattie, Jinny Dalbeck, Ron Dietel, Meredith Reynolds, and Scott Tracy, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada High School Information Resource Center Workroom. Present were the five Board Members, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis. Closed session adjourned at 6:08 p.m.

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

**GOVERNING BOARD WORKSHOP ON BUDGET**

Mr. Tracy convened the Governing Board Workshop at 6:10 p.m. Mr. Banis reported that the State budget deficit has grown. The Governor estimates the deficit to be \$38 billion. The Governor is hoping to balance the budget by reductions, fund shifts, transfers, loans, and tax increases. There will be a deferral of the Second Principal Apportionment until July 2, 2003. There will also be a deferral of 30% buy-back days, and a reduction of instructional materials block grant and library funds. Mr. Banis said that a district loss of \$76,500 would reduce the amount available to spend in 03-04. He reported that there will be an indefinite deferral of mandated cost claims, which means a \$290,000 reduction in revenue to LCUSD in 02-03. The PAR program will be cut \$14,000. For the 03-04 budget, there will be a 0% COLA and a 1.2% reduction in the Base Revenue Limit. This reduction equates to approximately \$58 per ADA or an estimated \$300,000 reduction for LCUSD. The categorical and other funding proposed to be reduced include Deferred Maintenance (67% cut), a reduction of approximately \$100,000; Summer School/Hourly Programs (including a cut in the Core Academic cap in hours from 7% to 5% and the elimination of both the K-4 Intensive Reading Program and the Grade 7-8 Algebra Program), a reduction of \$63,000, included in the Base Revenue Limit reduction; Mandated Cost Funding (indefinite deferral of 100%), a reduction of \$290,000 (in addition to the 02-03 mid year cut of \$290,000); Instructional Materials (30% cut), a reduction of \$46,000 in addition to the 02-03 mid year cut of \$76,500; SIP (10% cut), a reduction of \$42,000; PAR (29% cut), a reduction of \$12,000 in addition to the 02-03 mid year cut of \$14,000; GATE (18% cut), a reduction of \$7,500. The total proposed 03-04 reduction in Categorical and Other Funding is \$560,500. There is no proposed reduction in K-3 class size reduction, which is currently \$906 per student. There is no proposed reduction in Special Education, which is approximately \$505 per ADA. PERS Rate to Employers will be increased. The PERS rate charged to employers is changing from 2.89% in 02-03 to 10.42% in 03-04. This is an additional cost to LCUSD of approximately \$300,000. The May Revise and the PERS Board actions placed LCUSD in the position to receive approximately \$700,000 less from the State than projected in January. The previously presented reductions that are included in the budget are as follows: Reserves - \$300,000; Classified Staff - \$300,000; Certificated Staff - \$400,000; District Office - \$100,000; School Improvement - \$200,000, for a total \$1,300,000. Major cost increases include: Special Education - \$120,000; Insurance - \$50,000;

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Public Employees Retirement System Costs - \$300,000; Elections - \$50,000, for a total of \$520,000. Additional Reductions in the Budget as presented include: Supplies - \$100,000; Services - \$100,000; Maintenance Reductions - \$175,000, for a total \$375,000. Additional Options for Reductions for 03-04: Class Size Reduction – Grade 9 - \$120,000; Extra Duty/Extra Pay - \$50,000; Computers - \$50,000; Counselors - \$100,000; Additional Classified Reductions - \$100,000. Total \$420,000.

The Workshop adjourned at 7:42 p.m.

### **REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:43 p.m. in the La Cañada High School Information Resource Center. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, and Executive Assistant to the Superintendent Judy Mellick. There were approximately 30 people in the audience. Mr. Tracy asked 7/8 PTA President Susan Boyd to lead the Pledge of Allegiance to the Flag.

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

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

### **APPROVAL OF AGENDA**

It was moved and seconded (Beattie/Dietel) to approve the agenda. It was moved and seconded (Tracy/Beattie) to amend the agenda to move Item 11 to 1b. The motion to amend the agenda was adopted unanimously. The motion to approve the agenda as amended was adopted unanimously.

### **APPROVAL OF MINUTES**

Mr. Tracy stated that the minutes of the May 13, 2003 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the May 13, 2003 regular meeting were approved as submitted.

### **REPORTS**

#### **1. Superintendent's Report –**

- a. 7/8 Task Force** – Dr. Leabo reported on the 7/8 task force. She said that it had been a very satisfying experience to work with the group. The task force held an open hearing last Thursday, attended by about 18 people. The Task Force decided there would be 7/8 principal, who will report to the Deputy Superintendent, some modifications were made to the job descriptions of the 9-12 Principal, the 7-8 Principal, and the Assistant Principal. Members of the task force are being asked to serve on the interview committees. The Task force also suggested the district consider the possibility of hiring an Assistant Principal for 7/8 in the future.
- b. Construction Update** – Dr. Leabo provided an update on construction. She reported that there is money left over for LCE. They will do the playground this summer. PCY has about \$25,000. They will soundproof windows. Dr. Leabo reported that there has been an increase in modernization eligibility of \$700,000 for the high school. There is also new eligibility for the science labs of \$1.2 million. The district will be award the bid for the science labs on August 12, start work September 8, and complete work by September 14.

- c. **Donations to District** – Dr. Leabo reported on donations to district. There is an opportunity to participate in a grant – a company is collecting some data on students and exercise and will be donating \$300,000 worth of exercise equipment for high school physical education.

LCE and PCR PTA will fund the Elementary Music Program for 1 year; PCY Site Council will fund the program.

The district has been offered a donation from Arroyo United Foundation. They have proposed to place artificial turf on the LCHS Varsity football field and track, to be completed by the beginning of October. The estimated value of this donation is \$1 million.

## 2. **President's Report**

- a. **Student Safety** – Mr. Tracy reported on the post-prom shooting incident. He expressed concern for the injured student and his family and expressed his hopes for his speedy recovery. The concern throughout the community has been safety for La Canada students. There is currently a code of conduct policy at the high school, which deals with expulsion, suspension, and counseling. The district is preparing to adopt and implement programs titled, "Too Good for Drugs" and "Too Good for Violence," which will be integrated into the required 9<sup>th</sup> grade curriculum. There is the TUPE program (Tobacco Use Prevention Education). Schools are working with PTA and individual parents to create supervised alcohol and drug free activities for students. There is increased sheriff presence on campuses. The district is continuing the safe schools program in K-6. There are conflict resolution programs in 7-12 through the Bridge program and counseling. The High School has implemented a pilot character program for 9-12. There are programs in place, a contract in place with seniors, a prom contract signed by parents and students, and there were breathalyzers at prom. There is a parent forum tomorrow night with CPC and other community groups. Mr. Tracy commented that parents must accept responsibility and accountability for their children. He will recommend at tomorrow's forum a department of education unit called higher education center for alcohol and drug prevention. Mr. Tracy commented that, in no way should this incident detract from the accomplishments of the class of 2003.

3. **Student Representative Report** – Patrick Masters, student rep for next year, attended the meeting for Tricia Linden. Mr. Masters reported that students have expressed concerns about the post-prom party shooting. He reported that there is a crisis intervention team at LCHS and counselors have been available at lunchtime for students. The high school has received the High School Exit Exam results. The countdown has begun for seniors – 8 days left. Senior day is this Friday; all underclassmen are supposed to show respect for seniors. Also next week are Senior Salute assembly, slide show, and Senior breakfast. There is a Seniors vs. faculty softball game on Thursday. The Math Department of LCHS finished second in the state, their best since 1995. Several students did very well in the American Mathematics Contest.

## **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:  
None

## **PUBLIC HEARINGS**

1. **General Waiver: Golden State Seal Merit Diploma.** Mr. Tracy opened the public hearing at 8:20 p.m. Hearing no comments, Mr. Tracy declared the public hearing closed at 8:21 p.m.

2. **Statement of Assurances for 2002-2003 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12.** Mr. Tracy opened the public hearing at 8:21 p.m. Hearing no comments, Mr. Tracy declared the public hearing closed at 8:22 p.m.

At this point, the Board took a five-minute break. The meeting was reconvened at 8:30 p.m.

### **PROPOSED ACTION ITEMS**

#### 1. **First Reading**

- a. **\*2003-04 Proposed Budget, R187-02-03.** Mr. Banis reported that right now the district has a 3% reserve. There are no reserves to put in the 04-05 budget, so the district has to propose \$1.2 million in reductions. The proposals include eliminating class size reduction, and classified staff. The district can transfer \$1.1 million of the reserve funds to the general fund.

Mrs. Reynolds commented that she couldn't support taking the reserves down to the proposed amount.

Dr. Leabo reported that there are 1.66 elementary positions and 1.0 Spanish and 1.0 social studies unfilled positions. All K-3 classes are at maximum.

Mr. Beattie said that the last budget report was a good faith effort, well researched, well documented and well proven that the district needed to use reserve money. Had the Board known then what they know now, he would be advocating eliminating class size reduction and take class sizes to the most manageable levels possible. Mr. Beattie suggested cutting extra duty/extra pay by 75%, leave key varsity coaches or key ASB activities and go to outside support groups for other funding. The district has an open 7/8 principal position that could be cut.

Mr. Dietel agreed with the suggestions that Mr. Beattie has made. He said that he would have concerns about making cuts to class size reduction. He believes it has been a success in the district. He suggested that the district needs to look more at personnel cuts and technology. The district needs to cut at least \$1 million and not take money from the lease interruption fund or reserves. Mr. Dietel said that the district needs to work very closely with the Foundation and PTA to try to recoup some of that money.

Mrs. Reynolds said that it is important to consider what can honestly be called "extras," including a lot of extra duty/extra pay positions that other districts don't have or are otherwise funded. Right now the district can only afford basic education. She said that she could live with ongoing cuts in the neighborhood of \$500,000, then going into the reserves for the other \$300,000.

Mrs. Dalbeck commented that the Board needs to be able to say to the community that they have taken all other possible cuts before looking at class size reduction. Mrs. Dalbeck said that she would like to see staff look at ways to reorganize the district office. The district needs to look for new sources of revenue; the Foundation and PTA are short-term solutions. She said that the Board needs to be talking about doing a parcel tax next year. The hope is that the community would support a parcel tax to save class size reduction, and to put back a counselor position at the high school. Mrs. Dalbeck said that she would favor going with a parcel tax over a capital facilities bond.

Mr. Beattie said that he would like to offer both options to the community.

Mr. Tracy said that he has severe reservations on the budget as presented. He would like to ask staff to increase the cuts to \$650,000.

Mrs. Dalbeck suggested that the district take half of next year's potential cuts out of this year's budget.

Mrs. Reynolds asked for a timeline and concept of when cuts would be made and possible new revenue. Class Size Reduction is a major instructional shift and she would like staff to take time to look at how it would be eliminated.

Dr. Leabo said that if the district has to make further cuts for the 2004-05 budget, Class Size Reduction will be on the table and the Board needs to talk about it.

Mr. Tracy asked staff to prepare a revised budget to show a total of \$650,000 in cuts. This revised budget will be brought back to the next meeting on June 24.

Mr. Beattie said now is the time to let the fundraisers know what programs can be funded and how.

The Board decided to schedule a special meeting on June 11 at 7:30 p.m. to discuss the budget.

In accordance with bylaws, it was moved and seconded (Reynolds/Dietel) to extend the meeting beyond 10:30 p.m. The motion to extend the meeting was adopted unanimously.

- b. **\*Agreement with Arroyo United Foundation for Improvement of LCHS Sports Complex, R204-02-03.** This item was moved from 11. It was moved and seconded (Dietel/Beattie) to approve the agreement with Arroyo United Foundation for improvement of the LCHS Sports Complex. Dr. Leabo reported that the district was approached by an individual representing the Arroyo United Foundation who has made an offer to install artificial turf at the varsity football field at the high school. In the agreement, the District retains first right to use of the football field. Gladiator football uses the field on Saturdays and some Sundays, and would continue to have use of the field. The third user group would be the Arroyo United Foundation, which is a soccer organization. The field would be available at other times for other groups. This improvement is at no cost to the district. It was moved and seconded (Beattie/Dietel) to amend the contract as stated. The motion to approve the amended agreement with Arroyo United Foundation for improvement of LCHS Sports Complex was adopted unanimously.
- c. **\*Local Plan, R195-02-03.** It was moved and seconded (Dietel/Beattie) to approve the Local Plan. Mr. Stratton acknowledged all the hard work Lindi Arthur put into this plan. The district is required to come up with goals in each of the five areas. The motion to approve the Local Plan was adopted unanimously.
- d. **\*Approval of Lease/Purchase Agreement for Computer Refresh, R196-02-03.** It was moved and seconded (Dalbeck/Dietel) to approve the Lease/Purchase Agreement for Computer Refresh. Mr. Stratton explained that this impacts directly the decisions about the budget. Enoch Kwok has come up with a variety of options. Mr. Kwok reported on the plan for the technology update. There are 300 computers coming out of warranty this summer. The old computers are Windows 95 based, which Microsoft stopped supporting last year. The original proposal was to replace 400 computers, but Mr. Kwok has come up with several other options. He recommended Option #2B. It was moved and seconded (Beattie/Dietel) to amend the motion to approve Option 2B. The motion to

approve the Lease/Purchase Agreement for Computer Refresh, Option 2B, was adopted unanimously.

- e. **\*Foothill SELPA Local Plan, R203-02-03.** It was moved and seconded (Dietel/Reynolds) to approve the Foothill SELPA Local Plan. Mr. Stratton acknowledged the hard work that Gail Crotty has done on the SELPA Local Plan. This plan is a requirement for getting state and special education funds. The motion to approve the Foothill SELPA Local Plan was adopted unanimously.
- f. **\*Resolution #31-02-03 Temporary Cash Transfer and Resolution #32-02-03 Temporary Borrowing.** It was moved and seconded (Reynolds/Dietel) to approve Resolution #31-02-03 Temporary Cash Transfer and Resolution #32-02-03 Temporary Borrowing. Mr. Banis explained that this is a routine resolution to protect the district in case temporary cash transfers are needed. The motion to approve Resolution #31-02-03 and Resolution #32-02-03 was adopted unanimously.
- g. **\*Emergency Resolution #33-02-03 to Repair Air Conditioning at LCHS A and B Buildings.** It was moved and seconded (Dalbeck/Reynolds) to approve Emergency Resolution #33-02-03 to Repair Air Conditioning at LCHS A and B Buildings. Mr. Banis explained that there were some troubles last September. The system is about ready to break down. If the district goes through the bid process, the work will not get done by September. The motion to approve Emergency Resolution #33-02-03 was adopted unanimously.
- h. **\*Deferred Maintenance Plan, R197-02-03.** It was moved and seconded (Dietel/Dalbeck) to approve the Deferred Maintenance Plan. Mr. Banis explained that this is routine and done every year. The motion to approve the Deferred Maintenance Plan was adopted unanimously.
- i. **\*Resolution #36-02-03 Approve Assignment of Delinquent Tax Receivables.** It was moved and seconded (Reynolds/Dietel) to approve Resolution #36-02-03 Assignment of Delinquent Tax Receivables. Mr. Banis explained that last November the Board approved participation in this program. He is recommending continued participation. The motion to approve Resolution #36-02-03 was adopted unanimously.
- j. **\*Resolution #35-02-03 Layoff of CMSA Employee.** It was moved and seconded (Beattie/Dietel) to approve Resolution #35-02-03 Layoff of CMSA Employee. Dr. Leabo explained that this is a layoff of the Executive Assistant to Superintendent. The motion to approve Resolution #35-02-03 was adopted unanimously.
- k. **\*2003-2004 CSEA Calendar, R201-02-03.** It was moved and seconded (Reynolds/Dietel) to approve the 2003-2004 CSEA Calendar. Dr. Leabo explained that this calendar is negotiated with CSEA, and is very similar to this year's calendar. The motion to approve the 2003-2004 CSEA Calendar was adopted unanimously.
- l. **\*Declaration of Need for Fully Qualified Teachers, R202-02-03.** It was moved and seconded (Reynolds/Dalbeck) to approve the Declaration of Need for Fully Qualified Teachers. Dr. Leabo explained that this is a routine item that must be filed with the state in case the district needs to hire someone with an emergency credential. The motion to approve the Declaration of Need for Fully Qualified Teachers was adopted unanimously.

- m. **\*Resolution #34-02-03 Statement of Assurances for 2002-03 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12.** It was moved and seconded (Dietel/Reynolds) to approve Resolution #34-02-03 Statement of Assurances for 2002-03 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12. Mr. Stratton explained that this Resolution relates to the public hearing conducted earlier. This is a statement of assurance that there is a textbook for every student. The motion to approve Resolution #34-02-03 was adopted unanimously.
- n. **\*GATE Budget Application for 2003-2004, R193-02-03.** It was moved and seconded (Dietel/Dalbeck) to approve the GATE Budget Application for 2003-2004. Mr. Stratton explained that the district is required to submit a budget each year. Once it is approved by the state consultant, the District will get GATE funds, which have been cut this year. The state wants to see how the district will be using the amount. The motion to approve the GATE Budget Application for 2003-2004 was adopted unanimously.
- o. **\*Request for General Waiver – Golden State Seal Merit Diploma, R194-02-03.** It was moved and seconded (Dietel/Reynolds) to approve the Request for General Waiver – Golden State Seal Merit Diploma. Mr. Stratton explained that this is a waiver the state has made available to all school districts. It allows students to still get the Golden State Seal Merit Diploma even though they have not taken all the Golden State exams because they were cancelled this year. The motion to approve the Request for General Waiver – Golden State Seal Merit Diploma was adopted unanimously.
- p. **\*School Site Plans, R199-02-03.** It was moved and seconded (Dietel/Beattie) to approve the School Site Plans. Mr. Stratton explained that the site plans are now in a very consistent format. This is the single school plan that is required by the state. The motion to approve the School Site Plans was adopted unanimously.

## 2. Second Reading

It was moved and seconded (Beattie/Dietel) to approve all Second Reading items together in one motion. The motion to approve all three Second Reading items was adopted unanimously.

- a. **Grades K-2 Open Court Adoption: English Language Arts, R183-02-03.**
- b. **Grades 3, 4, 5, Houghton-Mifflin Adoption: English Language Arts, R184-02-03**
- c. **Grades 6-8 Textbook Adoption: English Language Arts, R185-02-03.**

## 3. Consent Agenda

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

- a. **Personnel Report, P23-02-03.** The Board approved the following Personnel Items:  
*Classified:* New Hire – Resource Center Coordinator Janet Hathaway. Reclassification – Siza Nishan from Paraprofessional I to Attendance Clerk. *Certificated:* New Hires – Secondary Teacher Ted Grisson, Elementary Level Teacher – 66% Karen Rose, Temporary Elementary Teacher Stephanie Van Belle, Elementary Level Teacher – 66% Gina Weinstein. Resignation – Emily Smernoff.
- b. **Extra Duty/Extra Pay Report, P24-02-03.** The Board approved the Extra Duty/Extra Pay Report.

- c. **Approval of Job Description: Information Systems Supervisor (CMSA), R186-02-03.** The Board approved the job description for Information Systems Supervisor (CMSA).
- d. **Approval of Job Description: Computer Support Technician (CSEA), R198-02-03.** The Board approved the job description for Computer Support Technician (CSEA).
- e. **2003-2004 Designation of CIF Representatives to League, R201-02-03.** The Board approved the 2003-2004 Designation of CIF Representatives to League.
- f. **Special Activities: Girls Varsity Basketball, Girls JV/Frosh/Soph Basketball, R206-02-03.** The Board approved the Special Activities: Girls Varsity Basketball trip to Palm Springs, Thursday, June 26 to Sunday, June 29, 2003, and Girls JV/Frosh/Soph Basketball trip to San Diego, Sunday, June 20 to Sunday June 27, 2003.
- g. **Instrumental Music Agreement with Assistance League of Flintridge, R207-02-03.** The Board approved the Instrumental Music Agreement with Assistance League of Flintridge.
- h. **Agreement with Assistance League of Flintridge for “Sprouts” Program, R209-02-03.** The board approved the agreement with Assistance League of Flintridge for the “Sprouts” Program.
- i. **Non-Public School/Non-Public Agency Contracts, R200-02-03.** The Board approved the Non-Public School/Non-Public Agency Contracts.
- j. **Renewal of School Services Contract, R188-02-03.** The Board approved the renewal of the School Services Contract to assist with fiscal budget services.
- k. **CEC Summer Contract, R190-02-03.** The Board approved the CEC Summer Contract.
- l. **Request to Go to Bid for Pool Services for 2003-2004, R192-02-03.** The Board approved the request to go to bid for pool services for 2003-2004.
- m. **California Environmental Quality Act Certification – LCHS Science Lab Project, R205-02-03.** The Board approved the California Environmental Quality Act Certification for the LCHS Science Lab Project.
- n. **Accept Bid for LCE Playground Improvements, R208-02-03.** The Board accepted the bid from G. Voskanian for LCE Playground improvements.
- o. **Gifts, R191-02-03.** The Board approved the following donations: \$1,750 from the Roszkos Family for instructional supplies and the Character Education Program at PCY; \$300 from Kathryn L. King-Van Wie and Daniel R. Van Wie; \$183 from Edison International for instructional supplies at PCR; \$10,000 from La Cañada Junior Women’s Club to purchase books for the Library/Media Center at LCHS; \$55 from Anne Tryba and John H. Hale.
- p. **Purchase Order List #15.** The Board approved Purchase Order List #15.

## COMMUNICATIONS

Mr. Beattie reported that he would be sitting on the Joint Use subcommittee for Lanterman Auditorium. There will be a special Joint Use Meeting on June 10 at 8:15 a.m.

There was a discussion of meeting with fundraiser groups regarding budget cuts. Mr. Beattie and Mr. Tracy will be meeting with the groups on Tuesday, June 10, at 7:00 p.m. in the IRC.

## ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 11:35 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, June 24, 2003, at 7:00 p.m. in the La Cañada High School Information Resource Center.



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Sue Leabo, Superintendent  
Secretary to the Governing Board

**MINUTES APPROVED**

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Ron Dietel, Clerk

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Date