

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

July 17, 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 July 17, 2001 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Barbara Racklin, Jinny Dalbeck, Will 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 four 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 joined them at 5:30 p.m.. Closed Session adjourned at 6:30 p.m.

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

MEMBERS ABSENT: Mrs. Jeanne Broberg, Clerk

BOARD WORKSHOP ON BOND SURVEY

The Board reconvened to Open Session at 6:35 p.m. for a workshop on the bond survey. Mrs. Evans explained that the District put together a panel that included district staff, board member, bond oversight committee members, and community members to interview companies to perform a bond survey. The District then selected the firm of Fairbank, Maslin, Maullin & Associates. Mrs. Evans introduced John Fairbank from Fairbank, Maslin, Maullin & Associates.

Mr. Fairbank explained the process his firm uses for surveys. School districts usually have a group of people who have experience in the political side, and also those who know the school district. La Cañada has a complicated set of issues. His first step is to try to get a very clear sense of the district's goals, such as what is the district trying to find out from survey. He would like to hear how the district looks at the issue – the reasons why it should be supported, opposition arguments, messengers who can get the message across as to how much money is needed and how it will be spent. There also might be other issues the district wants to ask about. He said that the main constraint is time. He proposed a sample size of around 600, with surveyors spending 20-25 minutes on the phone with respondents. Mr. Fairbank said that the committee might go through 6 or 7 drafts of questions before arriving at a final. Once the

Mrs. Dalbeck asked how much time the process would take to get to the final draft. Mr. Fairbank replied that, ideally, they would like to be out in the field by the middle of September and have results by September 15.

Mrs. Dalbeck asked who the firm uses for callers. Mr. Fairbank replied that they have three phone banks they typically use, one in the state and two out of state. He expects to use a firm in Sacramento that has a very good interviewing base. There will be a supervisor on the line with the interviewers. Board members can listen in.

Mrs. Dalbeck asked if Mr. Fairbank had any questionnaires that his firm has done in the past. Mr. Fairbank replied that he can show the Board samples. He cautioned that La Canada has a unique set of issues. A parcel tax is the most difficult one to pass. He said that he would like to spend more survey time on the parcel tax.

Mrs. Racklin asked what the statistical significance is of the number Mr. Fairbank proposes to survey. Mr. Fairbank replied that, in a district this size, 600 is about 4%. He said he would like to explore taking 600 and customizing the sample. For example, they might have 400 that would be representative of the whole district, then take 100 and sample certain areas around the school in question, with questions such as traffic congestion, etc. Then take another hundred and survey those who might not vote for these items.

Mrs. Gonia asked Mr. Fairbank to lay out logistically how this survey gets developed. Mr. Fairbank replied that he would like to start with a committee, perhaps consisting of board members, the superintendent, union representatives, community members, etc. He said the committee should be about 10 members. He indicated that his firm could start as soon as the District is ready to go. It can take two or three weeks going through two or three drafts. Mr. Fairbank said that it would not be necessary to have all the people on the committee together for a meeting. He could meet with them separately or talk over the phone.

Mrs. Racklin asked if the Board members would give her names of possible members for the committee.

Mr. Dietel asked if information should go out to the community about the survey. Mr. Fairbank replied that, if information about the survey were disseminated before the survey began, the results of the survey would not be accurate. The interviewers will be giving information regarding the issues and options within the survey.

Andrea Terry told the Board that the PTA council passed a motion in the Spring to put out information about the survey prior to the survey.

Mrs. Racklin thanked Mr. Fairbank for his information

The Workshop adjourned at 7:11 p.m.

APPROVAL OF MINUTES

Mrs. Racklin stated that the minutes of the June 19, 2001 regular meeting and the June 23 and June 28, 2001 special meetings of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the June 19, 2001 regular meeting and the June 23 and June 28, 2001 special meetings were approved as submitted.

APPROVAL OF AGENDA

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

PRESENTATION

Mrs. Gonia introduced Kathy Trueblood, who presented a donation to the District from the LCE Outdoor Science Center Steering Committee. Ms. Trueblood thanked Mary Pinola, Lily Ogden, Meredith Reynolds, Jinny Dalbeck, Lorie Gonia and Maureen Evans. She also thanked Gayle Friedmann, LCE PTA President. She expressed her heartfelt thanks to all those who donated funds to the LCE Outdoor Science Center.

Gayle Friedmann thanked Kathy Trueblood for all her work and dedication. She presented a check to the district for \$236,154.93 for the LCE Outdoor Science Center. PTA is starting a docent program to put together experiments that go along with the curriculum of the district.

REPORTS

1. Superintendent's Report

- a. Mrs. Gonia introduced Jim Stratton, who provided an update on the Homework Committee work. Mr. Stratton reported that the two sub-committees, K-6 and 7-12 have met already, and will be bringing recommendations to the Curriculum Council in September.

Mrs. Dalbeck commented that the committee worked really well together and was able to come to agreements on topics. She was very encouraged by the progress the committee was able to make.

- b. Mrs. Gonia reported that the 7/8, 9-12 Structure Committee will be meeting tomorrow in Rm. 211. They will be looking at recommendations that came out of the K-12 Options Committee. They will structure their discussion in "What, By When, and Who's Going to do it," so they will have plans for the future.

Mrs. Revnolds commended Dr. Leininger for his preparation and facilitation of the

- d. Mrs. Gonia reported that enrollment is down 67 students in K-6 from what was reported in CBEDS last year. Enrollment is up 44 students in 7/8 and down by 25 in the high school.
- e. Mrs. Gonia introduced John Fairbank from Fairbank, Maslin, Maullin & Associates, who will be doing a survey to see if the community will support a bond and parcel tax to reopen FIS. Mrs. Racklin told the audience to speak to a board member if they were interested in serving on the committee to develop the survey.

2. WASC Accreditation Report

Dr. Leininger reported that the high school received a full six-year accreditation, which includes a brief written report on progress at the end of the third year. Dr. Leininger said that the high school would come back to the Board at the end of each year to report on progress. He thanked Mary Jane Hufstедler, Patty Compeau, and Cindy Wilcox, who were on the WASC committee. He said that the high school now has the ability with the action plan to go out and hit four major areas that were identified – aligning curriculum with standards and assessments, communication with all stakeholders, school to career/college, and character/citizenship – with addressing the middle child woven into all areas. AP scores indicate that the high school had 323 students take 624 tests and still had an 82% pass rate.

3. SAT 9 Preliminary Data

Mr. Stratton reported on the SAT 9 data. The District's rate of participation in SAT 9 testing was 99%. The District students were given an actual writing sample for the first year. The District has received the results from that. Those results are not part of API. This year, the District's results on English/Language Arts standards items will be included for the first year of API. Next year, it will be necessary to increase by 5 API points in order to qualify for API funds. Individual results have already been separated by site. They are being packed up right now and should start going out the end of this week. The District hopes to have them all out no later than July 26. There will be parent orientations on how to interpret the SAT 9 scoring for the elementary schools on September 6 in the LCE Cafeteria, and for the high school on September 20 in the LCHS Library. Mr. Stratton displayed district and site national percentile ranks for all subject area categories.

4. Modernization Update

Mrs. Evans introduced Pete Voorhies who gave a modernization update. Mr. Voorhies reported that the plans for the 600 Bldg. have gone to DSA for review. The District will go to bid in October. 80% of the construction designs are done for the chiller boiler replacement at the high school. Schematics have been received and the work will go to bid about September. The co-generation system needs work and the District will parallel work on that during the same time frame. There is a deteriorated steel deck on the roof on the north end of 600 building, which will be abated in August. The work should be done by the first of next year. The existing 9-12 library roof is taking longer than anticipated. They are putting lightweight insulating concrete on the roof, and it was necessary to bid that work. It will be September before that work is finished. Phase 1 modernization at the three elementary sites is going well. Painting was done at LCE.

Moffitt asked how long it will take to replace the chiller/boiler. Mr. Voorhies said it would take about 60-90 days.

5. **Report from Playground Safety Committee**

Mrs. Racklin reported that she is the Board representative to the Playground Safety Committee. They met for the first time on July 10. The Committee Chair is Andrea Terry. The Committee has met three times in the last week. The Committee toured all elementary school sites, studied all surfaces, toured Memorial Park and looked at the loose fill surface at the park. The Committee has talked about many different surfaces that may be viable. The Committee has been charged with making recommendations of several options for surfaces at all sites to the Board. They are also to make a recommendation on how to take care of the immediate problem at PCR. The Committee hopes to make a recommendation for that playground as soon as possible. Mrs. Racklin introduced the members of the Committee who were present: Ron Dietel, Andrea Terry, Gayle Friedmann, and Brian Goodknight. Ms. Terry said the committee is anticipating that they will be asking for a special Board meeting to present the recommendation. Mrs. Racklin reported that the Special Board meeting has been scheduled for July 25 at 8:00 a.m. in the La Cañada Elementary School Library. The Committee recommends, based on the safety audit reports, that the District top and till immediately all playground sites with sand. The Committee recognizes that the sand areas are slated for other surfaces during modernization, but there is a need to make the surfaces safe immediately. Mrs. Gonia asked if the Committee is recommending a surface for PCR, which now has no surface. Mrs. Racklin replied that the Committee would be making a recommendation on PCR, but they want to meet one more time and present the recommendation to the Board on July 25. Mrs. Reynolds recommended that the Committee should consider having different surfaces at different sites for safety issues. Mrs. Racklin said that the thought is that the sites are so similar that there are some same safety issues, but also separate issues at each site. Mrs. Terry said that PCR could actually be seen as a test or pilot before getting to Phase 2 of modernization.

Opportunity to address Board

The following audience members addressed the Board:

None

1. **First Reading**

- a. ***Resolution #2-01-02 Grades 9-12 Assurances for Fiscal Year 2001-02 Pupil Textbook and Instruction Materials Incentive Program.** It was moved and seconded (Moffitt/Dalbeck) to approve Resolution #2-01-02 Grades 9-12 Assurances for Fiscal Year 2001-02 Pupil Textbook and Instruction Materials Incentive Program. Mr. Stratton explained that to spend Schiff-Bustamante money in grades 9-12, it is necessary have a resolution that the books the District will be purchasing meet the state standards. The motion to approve Resolution #2-01-02 was adopted unanimously.

- c. ***Textbook Adoption: *Economics Principles in Action*, R22-01-02.** It was moved and seconded (Reynolds/Moffitt) to approve Textbook Adoption: *Economics Principles in Action*. The current Economics textbook is 5 years old, outdated and does not address the Golden State exam and state standards. This book best addresses the standards and is in a format that is very readable for students. The motion to approve Textbook Adoption: *Economics Principles in Action* was adopted unanimously.
- d. ***Change Date of Board Meeting from October 2 to October 1, 2001, R3-01-02.** It was moved and seconded (Reynolds/Moffitt) to approve the change of date of the Board Meeting from October 2 to October 1, 2001. The change in Board meeting date is being requested so as not to conflict with the high school back to school night. The high school had a tight schedule with religious holidays and elementary school back to school nights, so the high school back to school night had to be scheduled for October 2. The motion to approve the change of Board Meeting Date was adopted unanimously.
- e. ***Resolution #1-01-02 Implement IRC Section 125 Flexible Fringe Benefits Plan.** It was moved and seconded (Dalbeck/Reynolds) to approve Resolution #1-01-02 Implement IRC Section 125 Flexible Fringe Benefits Plan. Mrs. Evans explained that the District has negotiated with LCTA for implementation of an IRC Section 125 Flexible Benefits Plan. This plan allows employees to direct a part of their pay, on a pre-tax basis, into special accounts that can be used throughout the year for reimbursement of certain out-of-pocket medical, dental and/or dependent day care expenses. The motion to approve Resolution #1-01-02 was adopted unanimously.
- f. ***District Base Allocation for School Clerical and Aides, R15-01-02.** It was moved and seconded (Reynolds/Dalbeck) to approve District Base Allocation for School Clerical and Aides. Dr. Leabo explained that 85% of all school funds are spent on human resources. The District knows the allocation of teachers according to the number of students. However, the allocation of classified staff to teachers and students is not known. This is a formula for allocation of clerical and aides. There is no negative impact on any employee for the 2001-02 school year. Mrs. Gonia said that the District now has a formula, based on the number of students at a school, that will tell the number of clerical and aides needed at that school. This formula was developed from Dr. Leabo's research from CASBO and other districts. Dr. Leabo explained that the District is not required to negotiate this formula and the CSEA contract allows the District to transfer clerical staff and aides. The motion to approve District Base Allocation for School Clerical and Aides was adopted unanimously.

2. Consent Agenda

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

- f. **Memorandum of Understanding – Counselor’s Job Description, R2-01-02.**
- g. **Approve Revisions to Appendix B, R11-01-02.**
- h. **Approval for Fire Extinguisher Services, R4-01-02.**
- i. **Disposal of Surplus Equipment and Materials, R7-01-02.**
- j. **2001-02 Agreements with Los Angeles County Office of Education for Business and Financial Data Processing Services, R8-01-02.**
- k. **Bus Transportation for 2001-02, R9-01-02.**
- l. **Contract Award Recommendation for Elementary Schools, R10-01-02.**
- m. **Transfer of Funds, R14-01-02.**
- n. **Special Activities: Pep Squad Summer Camp, Santa Barbara, R19-01-02.**
- o. **Special Activities: Stanford Cross Country Invitational Meet, R20-01-02.**
- p. **Special Activities: Yosemite Institute, R23-01-02.**
- q. **Non-Public School/Non-Public Agency Contracts, R18-01-02.**
- r. **Gifts, R6-01-02.**
- s. **Purchase Order Lists #2 and #21**

COMMUNICATIONS

None

RECONVENE TO CLOSED SESSION

The Board reconvened to Closed Session at 9:52 p.m.

REPORT OUT OF CLOSED SESSION

The Board reconvened to Open Session at 10:45 and reported that no action was taken in Closed Session.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:47 p.m. The Next Regular Meeting of the Governing Board will be held on August 21, 2001, at 7:00 p.m. in the La Cañada Elementary School Library.

Lorene Gonia, Superintendent
Secretary to the Governing Board

MINUTES APPROVED