

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

August 21, 2001

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 3:00 p.m. by Vice President Jinny Dalbeck on August 21, 2001 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Jinny Dalbeck, Will Moffitt and Meredith Reynolds.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 3:01 p.m. in the La Cañada Elementary School Faculty Lounge. Present were the three Board Members and Governing Board's legal counsel Warren Kinsler. 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 6:30 p.m. Closed Session adjourned at 6:58 p.m.

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

**MEMBERS ABSENT:** Mrs. Barbara Racklin, President  
Mrs. Jeanne Broberg, Clerk

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:05 p.m. in the La Cañada Elementary School Library. Present were the three Governing Board Members, Mrs. Gonia, Dr. Leabo, Mr. Stratton, Mrs. Evans, and Secretary to the Superintendent Judy Mellick. There were approximately 30 people in the audience. Mrs. Dalbeck asked 7/8 Assistant Principal Gaylene van Zijll 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 MINUTES**

Mrs. Dalbeck stated that the minutes of the July 17, 2001 regular meeting and the July 25, 2001 special meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the July 17, 2001 regular meeting and the July 25, 2001 special meeting were

## REPORTS

### 1. Superintendent's Report

#### a. Enrollment

Mrs. Gonia reported that the enrollment is slightly declining, however the district is hopeful that, with interdistrict transfers, enrollment will go back to flat.

#### b. Budget

Mrs. Gonia reported that the district is in its third year of no deficit spending. The ending fund balance exceeded expectations by about \$200,000, leaving the district with over 4% in general fund reserves in a \$29 million budget. The district has been making contributions that were suggested by the actuarial study into the retirement fund. The district is increasing the lease maintenance fund. There is adequate funding to maintain leased sites. The Lease Interruption Fund is at \$1 million. The Food Services fund is healthy. Mrs. Gonia attributed the healthy budget to staff paying close attention and monitoring the budget.

Mrs. Gonia announced that Maureen Evans is resigning as Assistant Superintendent of Business Services to accept a position in the Little Lake District. Mrs. Evans thanked Mrs. Gonia for her leadership and support, and thanked Jim Stratton and Sue Leabo for being excellent team members. Mrs. Dalbeck commented that the district would miss Mrs. Evans and her contributions and thanked her for everything she has done. Mr. Moffitt thanked Mrs. Evans and said that she has been doing a lot of good work. Mrs. Reynolds said that she appreciated that Mrs. Evans was always a person who got the job done.

#### c. Staffing

Mrs. Gonia reported that the district has hired 28 new staff members and is now fully staffed to start the year.

#### d. Survey Results

Mrs. Gonia reported that the district sent out a survey to all schools to get parent feedback on how the schools are doing. The high school came back with the fewest number of respondents, so Mrs. Gonia suggested that the high school results are probably not statistically valid. The majority of respondents from all schools agreed strongly or agreed that the school was excellent or good and exhibited positive results in most of the areas. Mrs. Gonia stated that the district is not making any interpretation of the data tonight, but wanted the Board to know that the surveys had been done and would be sent to the sites for review and disaggregation. There will be a more in depth report from the sites at a later date.

#### e. 7/8 Principal

Mrs. Gonia announced that, in order to give greater identity to the 7/8 program, the Board will be asked to approve the job description for 7/8 principal, Gaylene van Zijll.

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### 2. Report from Playground Safety Committee

Committee Chair Andrea Terry reported that the Committee had originally planned to bring recommendations to the Board tonight so the District would have them before the bid process started. The Committee decided that they wanted to take the recommendations to the sites and get input from the sites in order to make the recommendations even better. Site representatives of the Committee will take recommendations to the sites to get input. Site representatives will bring information back

finished. The chiller boiler will have to be off-line about 90 days. In the 9-12 library, the old windows have been torn off and the curbs rebuilt. Mr. Voorhies stated that the work should be done before the students come back. Phase 1 modernization at the three elementary schools is progressing well. LCE and PCY have been painted. The underground work at PCR and PCY is not completed. The hardscape at PCR is almost completed. The repairs to the fire damaged portables are about 75% complete. DSA review has been completed on the LCE Outdoor Science Lab except for the Fire/Life/Safety Review. The plans will probably be approved by DSA by the end of August, and go to bid in October. The outside of the new library building is done, and the electrical wire has been pulled into place. Concrete work will be completed Thursday. Hardscape work should start within the next two weeks. The work on the new library is going well and on schedule. Mr. Voorhies reported that he had a meeting a week ago with the architect and consultants for Phase 2 to make sure there is a smooth bidding process. Another meeting will take place next week.

Mr. Voorhies commented that it has been a pleasure working with Mrs. Evans.

Mr. Moffitt asked if the ditches on the elementary campuses would be gone and if the campus would be ready for kids to come back next week. Mr. Voorhies replied that they would be ready.

Mrs. Dalbeck stated that the district had received a check for \$40,000 from the state legislature that is to be used for the joint use library operational fund. The money will be used for operational costs to keep the library open beyond the hours it is open now.

Mrs. Dalbeck thanked Mr. Voorhies for his report and for all his work.

#### **4. SAT 9 Report**

Mr. Stratton stated that tonight's report deals with the standards aligned part of SAT 9. Reading tests – 50 items, Writing – 25 questions in Gr. 2, 3, 40 questions in all other grades, Math – 65 combined questions for 2,3. For other grades, 65 separate items on the whole test. Most of the scores are in the 70's and 80's, some in the high 60's. In most cases there is maintenance of a high level or a slight increase between 2000 and 2001. The lower scores seen in grade 10 and grade 11 reflect a concern with reading – reading is not as solid and not improving as much as in the lower grade levels. To qualify for API 85% of students must take the test. La Cañada had 99.9% take the test. The District does a comparison between sites to make sure there are no gaps in the program and to make sure that all students are performing at the same level at all schools. Performance at all schools is consistent. The State Board of Education sets what they call cut scores for reading and writing standards – performance levels that indicate if a student is at basic proficiency, above, below or far below. The Language Arts cut levels are based on reading and writing scores. 30% of students statewide are at basic proficiency or above. La Cañada students are in the mid- to high-90's.

Mr. Stratton reported that LCUSD has already hit the state goal, but is looking to find out how to move all students into the basic or above category. The State Board will set cut levels for math next.

1. **First Reading**

- a. **Job Descriptions, R28-01-02.** It was moved and seconded (Moffitt/Reynolds) to approve job descriptions. Dr. Leabo reported that, in response to recommendations of the K-12 Educational Options Committee, the district has revised the job description for the 7/8 Assistant Principal to make it 7/8 Principal.

It was moved and seconded (Reynolds/Moffitt) to amend the Principal 7/8 job description and associate principal job descriptions as follows: add to 7/8 – coordinate student enrollment, coordinate with 9-12 principal in resolving issues pertaining to facilities and cafeteria, coordinate 7/8 testing, coordinate home instruction. Assistant principal – add serves as district liaison to Community Prevention Council. The motion to approve job descriptions as amended was approved unanimously.

- b. **\*Variable Term Waiver, R27-00-01.** It was moved and seconded (Reynolds/Dalbeck) to approve the Variable Term Waiver. Dr. Leabo explained that this is a routine item. The District must have a board resolution in order to submit a request for a waiver for teacher credentialing. The motion to approve the Variable Term Waiver was adopted unanimously.
- c. **\*CEC Contract – Agreement for Lease of Real Property and ChildCare Services, R34-01-02.** It was moved and seconded (Moffitt/Reynolds) to approve the CEC Contract – Agreement for Lease of Real Property and Child Care Services. Mr. Stratton explained that a request had been brought to the Board at an earlier meeting to accept the proposal from CEC. This is the contract with CEC. This contract is much like the contract under which CEC is currently operating. The only changes are a specific statement of the goal setting procedure. Automatic renewal is conditional on CEC passing an annual evaluation of the goals that the CEC agreed upon with the Child Care Round Table. If the Round Table decides that CEC has not met the goals, the agreement can be terminated. The other change is, rather than specify which days for Christmas and New Year, the contract says 4 days at Christmas and New Year.

Mrs. Gonia said that the district recommends that the contract with CEC continue because they are good providers and the district cannot offer the caliber of program that CEC offers.

Mrs. Dalbeck stated that she is glad to see the addition of goals and the 6-month termination if they don't meet those goals. The motion to approve the CEC Contract was adopted unanimously.

- c. **\*Waste Disposal, Green Waste and Co-Mingled Recycling Program, R34-01-02.** It was moved and seconded (Reynolds/Moffitt) to approve the Waste Disposal, Green Waste and Co-Mingled Recycling Program. Mrs. Evans explained that the district received one bid from Solid Waste Disposal. They have been providing service to the district for several years now.

the District did not go out to bid and worked with the insurance carrier. The District is working with the insurance carrier to see what kind of process can eliminate the smoke damage and if that is not possible, how to replace teachers' personal items. The motion to approve Emergency Resolution #3-01-02 was adopted unanimously.

- e. **\*Contract with Betsy Richman for Communication Services, R35-01-02.** It was moved and seconded (Moffitt/Reynolds) to approve the contract with Betsy Richman for Communication Services. Mrs. Gonia explained that the District would like to continue with the service to help communicate with the community about things going on in the district. The District is recommending continuation of Ms. Richman's contract to provide columns for the Outlook for Board members and Cabinet in regard to things in the district. The contract would limit her responsibilities to columns and occasional press releases. The Board expressed concerns that the overtime did not have a limit. The motion to approve the Contract with Betsy Richman for Communication Services was tabled to the next meeting pending Board comments to the Superintendent.

## 2. Consent Agenda

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

- a. **Personnel Report, P2-01-02.** *Certificated:* New Hires – 5<sup>th</sup> Grade Teacher Jennifer Harris, Reassigned to Teacher Specialist Kimberlee Kimes, 4<sup>th</sup> Grade Teacher Sean Lu, English Teacher Kerry Martinez, Speech Therapist Lesley Mayne, 50% Special Education Teacher Myrna McCune (temporary), 40% Reading Intervention Teacher Janet Morano (temporary), Substitute Teacher Mickey Reardon, English Teacher Jeanie Riddell, Teacher on Special Assignment Nancy Samuels, Math Teacher Celine Young (temporary). *Modifications –* Marina Chahine from 100% to 117%, Mary Ruth Dicks from 100% to 117%, Carol Granz from 100% to 117%, Sue Hamre from 100% to 117%, Mary Jane Hufstedler from 100% to 117%, MaryLou Langedyke from 100% to 117%, Donna Larson from 100% to 117%, Larry Naeve from 100% to 117%, Lori Marie Rios from 100% to 117%, Sandra Toms from 100% to 117%. *Leave of Absence –* Nancy Samuels (40% leave). *Resignation –* Jeanie Riddell. *CMSA: Resignations –* Jose Aguilar, Emese Varga-Bihari. *Classified:* New Hires – Office Assistant I Elizabeth Dowling, Substitute Custodian Jesus Merlo, Substitute Custodian Ricardo Vega. *Resignations –* Emily Brockman, Marty Capoccia, Corey Cullen, Connie Storey. *Reassignment –* Sarah Jones from Office Assistant I to Secretary I.
- b. **Extra Duty/Extra Pay Report, P3-01-02.** Paulette Lantz, Joan Patterson, Terese Caire, Sue Carr, Janis Fuhrman, Jackie Valentine, Janet Warda, Esther Salinas.
- c. **Job Descriptions, R24-01-02.** Paraprofessional I, Lead Instructional Fine Arts Specialist and Instructional Fine Arts Specialist.
- d. **Memorandum of Understanding between LCUSD and LCTA to Modify PAR Agreement. R26-01-02.** Starting in 2004 all Beginning Teachers and teachers from out of

- h. **Disposal of Surplus Equipment, R30-01-02.** Due to the condition of three (3) reel mowers, it would be too costly to repair them. This equipment is declared surplus in order to sell it.
- i. **Contract Award for LCHS 9-12 Library Roof Repair, R31-01-02.** Accept bid from Solid Waste Recycling and Disposal.
- j. **Purchase Order Lists #3 and #22.**

### **COMMUNICATIONS**

Mrs. Reynolds reported that Jeanne Broberg had submitted her letter of resignation and it is in process with the County Office.

Mrs. Dalbeck said that, at the September meeting, the Board needs to reassign Mrs. Broberg's liaison assignments to the Board.

Mrs. Dalbeck reported that a Joint Use Committee meeting was held on Monday. At that meeting, it was determined to extend the operation of the Skateboard Park through January 31, 2001. Mrs. Evans has worked very hard to make sure there was no negative impact on our lessees. The City has surveyed the community and users and has found that there is a positive effect. The City is working to mitigate traffic problems. There have been 10 minor injuries. Mrs. Reynolds said that The City was very good in responding to the question raised about traffic. Mrs. Dalbeck said that the Committee has amended the supplemental Joint Use Agreement to add evaluation in January to see what impact it has had on District lessees at the site.

As reported earlier by Mrs. Dalbeck, Mr. Moffitt reiterated that \$40,000 was donated for the Joint Use Library. He is looking forward to seeing it in use. He asked that any Board members with contacts with college and university libraries work to get contacts established so when the Library is in use there will be greater information access. Mr. Moffitt has contacts with Occidental College and is working with them.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:24 p.m. The Next Regular Meeting of the Governing Board will be held on September 11, 2001, 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**