

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

June 26, 2007

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:30 p.m. by President Scott Tracy on June 26, 2007, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Board Members Scott Tracy, Jinny Dalbeck, Susan Boyd, Cindy Wilcox, and Joel Peterson.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 4:30 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California. Present were the five Board Members, Superintendent James Stratton, Deputy Superintendent Bill Loose and Assistant Superintendent Mike Leininger. Closed session adjourned at 6:00 p.m.

MEMBERS PRESENT:

- Mr. Scott Tracy, President
- Mrs. Susan Boyd, Vice President
- Mr. Joel Peterson, Clerk
- Mrs. Jinny Dalbeck, Member
- Mrs. Cindy Wilcox, Member

WORKSHOP: SPECIAL EDUCATION

The Governing Board workshop on Special Education began at 6:12 p.m. There were approximately 25 people in the audience. Mr. Stratton introduced Dr. Tamara Jackson, Director of Special Education.

Dr. Jackson began the workshop with information on what is new in Special Education. Dr. Jackson discussed the IEP challenges and reported on the new IEP software that will be put in place. This software will assist staff in developing goal' and tracking the goals' progress.

Dr. Jackson spoke about the RTI model – Response to Intervention. Under the RTI mode, a Student Study Team would refer a student to a program of intensive interventions before or in lieu of special education placement. The RTI model is not currently mandated by the state. The state continues to use the discrepancy model. However, the district is researching the RTI model and is also systematizing interventions as part of each school's Every Student Succeeds plan.

Dr. Jackson supplied background information on the Dynamic Indicators of Basic Early Literacy Skills (DIBELS). DIBELS are a set of standardized, individually administered measures of early literacy development. They are designed to be short, one minute, fluency measures used to regularly monitor the development of pre-reading and early reading skills.

Dr. Jackson discussed behavioral support for special education students. Behavioral support is one of the many challenges for Special Education. In the past, behavioral support has been provided by non-public agencies. Often, a lack of communication with school staff resulted in the potential of the NPA not following the goals and objectives developed by the IEP. In an effort to return behavioral support to the sites, instructional aides have received staff development in Discrete Trial Training, Floor-Time and in implementing behavioral support plans.

The Special Education Department is developing an eligibility pool of instructional aides who will be assigned to the district office instead of a school site. This will provide the Special Education Department with more flexibility and prompt placement of an aide when needed.

SELPA has developed procedures for determining when additional support is needed by a Special Circumstances Instructional Aide (SCIA). District/SELPA representatives participate in the decision, and the need for the SCIA is evaluated periodically.

Collaboration and communication procedures have improved to enhance communication among staff, parents and service providers. A Special Education website is currently being created for the 2007-2008 school year. The website will be dedicated to sharing special education information with staff and parents.

The Special Education Directors from La Cañada, Glendale and Burbank meet as a SELPA (Special Education Local Planning Area) monthly to discuss services, new California Department of Education mandates, legal issues and staff development.

The district also receives support from the California Diagnostic Center which is providing the district with a pilot project called the Assistive Technology Pilot Project. This pilot program provides training to teachers in using assistive technology such as: talking word processors, Inspiration and Kidspiration graphic organizers, word prediction software, Alpha Smarts portable keyboards, Franklin Spellers, Kurzweil and Intellikeys.

Dr. Jackson discussed other staff development being provided through SELPA, including the Crisis Prevention Institute Training, Hot Topics in Transition and the Community Advisory Committee College Night.

The Preschool Program was discussed. The preschool Special Day Class at Paradise Canyon next year will have typically developing children joining the students with special needs.

The District currently employs two Occupational Therapists; one full time and one at .75 part time. The district has only one student receiving OT services from an outside agency. The District currently employs three full time Speech Pathologists. Each Pathologist services one elementary school including the preschool students. Two part time Speech Pathologists service the 7-12 program and provide services to students attending community preschools. There currently is a nationwide shortage of speech pathologists.

A new part time position is being created for an Assistant to the Director of Special Education. This position will assist all staff in accessing the IEP software, will attend various IEP meetings and take notes, will preview draft IEPs, will work in collaboration with general education teachers and special education teachers, will provide instruction on inclusive teaching techniques and lesson plans, will revise the special education procedural manual and will provide orientation and support for new teachers and paraprofessionals.

Dr. Jackson discussed the district's intention to conduct a Special Education Audit that would be performed by School Services of California and would look at ways to improve the special education program and possibly reduce expenses. Dr. Loose discussed the costs and benefits of the audit.

Dr. Jackson discussed the possibility of hiring an Autism specialist. An Autism specialist would provide program management, social skills instruction staff training, parent training etc. Dr. Jackson stated that if the district decides to perform a Special Education audit we can see if the hiring of an Autism Specialist would be an appropriate expenditure.

Dr. Jackson concluded her presentation and opened the discussion for questions.

Mrs. Boyd asked Dr. Jackson to explain the difference between the RTI and the discrepancy model. Dr. Jackson explained that the RTI model starts earlier in a child's education. The discrepancy model is sometimes called a "wait to fail" program because you have to wait to see the discrepancy between ability and achievement.

Dr. Jackson was asked to clarify the website that is currently being created. Dr. Jackson reported the website would be an informational site for staff and parents that would provide updates on upcoming meetings and current special education information.

IEP note taking and the recording of IEP meetings were discussed.

Mrs. Dalbeck and Mr. Stratton asked for and received clarification on who would attend the preschool special day class program.

The Board directed staff to move forward with information gathering as related to the Special Education Audit.

Special Education parents in the audience shared their specific experiences and comments.

The Special Education workshop concluded at 7:12 p.m.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:15 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada. Present were the five Governing Board Members, Mr. Stratton, Dr. Loose and Dr. Leininger. Chris Roberts was present to take minutes. There were approximately 30 people in the audience. Mr. Tracy asked Ray Pancost to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

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

APPROVAL OF AGENDA

It was moved and seconded (Wilcox/Dalbeck) to approve the agenda. Mrs. Wilcox requested Consent agenda item 3k be moved to First Reading item 1f. Mrs. Boyd requested that Consent agenda item 3B be moved to First Reading 1g. The motion to approve the agenda as amended was adopted unanimously.

APPROVAL OF MINUTES

Mr. Tracy stated that the minutes of the May 8, 2007; May 16, 2007; and May 22, 2007 meetings of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the May 8, 2007; May 16, 2007; and May 22, 2007 meetings of the Governing Board were approved as presented.

REPORTS

1. Superintendent's Report THANKS Presentation – Outgoing Bond Oversight Committee Chair, Craig Steele

Mr. Stratton stated the T.H.A.N.K.S. (Things Happen And Now Kids Succeed) award is the district's most prestigious award and we have not given one in over a year. It is with gratitude for his service and regret at his departure that we present this T.H.A.N.K.S. award to Mr. Craig Steele. Mr. Steele has been the Bond Oversight Committee Chair for three years and we have been fortunate to have his expertise on the committee. His term will expire on June 30, 2007 and Mr. Steele will no longer be on the committee.

Mr. Tracy presented the award to Mr. Steele. Mr. Steele thanked the Governing Board and staff for the award and how they make things happen.

Mr. Stratton introduced Adam Heller, the 2007-2008 Student Representative.

2. **President's Report**

Mr. Tracy deferred his report.

3. **Assistant Superintendent of Facilities and Operations Report**

Dr. Leininger provided a construction update, reporting that 24 movers were brought to the high school to move the 2nd and 3rd floor room furnishing and teacher supplies and place all materials in A building. We are "off and running" on that project and we should be ready for the start of school.

The Michigan Hill project will widen Foothill Boulevard by 7 feet on the south side removing the metal guard rail. Dr. Leininger is working with the high school to put out a letter to notify parents about the project. The job is a 60 work day project which would be completed toward the end of September.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

Ron Dietel, LCUSD Parent – regarding Board Bylaw 9270

PUBLIC HEARING

Approval of 2007-2008 Projected Budget and 2006-07 Estimated Actuals, R165-06-07.

The hearing was opened at 7:33 p.m. There being no public comment, the hearing was closed at 7:34 p.m.

PROPOSED ACTION ITEMS

1. First Reading

- a. ***Approval of SELPA Local Plan Statement of Assurance, R173-06-07.** It was moved and seconded (Boyd/Wilcox) to approve the SELPA Local Plan Statement of Assurance, R173-06-07. Mr. Peterson asked for clarification on a portion of the plan.

Mr. Peterson requested legal review of the language in paragraph 10.

It was moved and seconded (Peterson/Boyd) to amend the motion to approve the SELPA local plan contingent upon legal review to ensure that paragraph 10 and any other related paragraphs do in fact state the intent of the Board as discussed at the meeting and if they do not then to have additional language come back to the Board. The motion to amend the motion to approve the SELPA local plan contingent upon legal review was adopted unanimously as amended.

- b. ***Field Trip Summary Report, R172-06-07.** It was moved and seconded (Peterson/Wilcox) to accept the Field Trip Summary Report. The motion to accept the Field Trip Summary Report was adopted unanimously.
- c. ***CAHSEE Waiver, R174-06-07.** It was moved and seconded (Wilcox/Dalbeck) to approve the CAHSEE Waiver, R174-06-07. Mr. Stratton discussed the requirements for a CAHSEE waiver and stated that this request meets those requirements. The motion to approve the CAHSEE waiver as requested was adopted unanimously.
- d. **2007-2008 Consolidated Application, R183-06-07.** This item was originally presented for a first reading. It was moved and seconded (Dalbeck/Wilcox) to

amend this item to enable a vote of approval. The motion to change this item to first reading approval was adopted unanimously. The motion to approve the Consolidated Application R183-06-07 as requested was adopted unanimously.

- e. ***Resolution 30-06-07 Approving Assignment of Tax Receivables.** It was moved and seconded (Boyd/Wilcox) to approve Resolution 30-06-07 Approving Assignment of Tax Receivables. It was moved and seconded (Peterson/Wilcox) to amend the resolution to replace all references to board of trustees with Governing Board. The motion to change all reference of board of trustees to Governing Board was adopted unanimously. The motion to adopt the resolution as amended was adopted unanimously.
- f. **Extra Duty, Extra Pay, P22-06-07.** It was moved and seconded (Peterson/Wilcox) to approve the Extra Duty/Extra Pay Report. The motion to approve the Extra Duty/Extra Pay report was adopted unanimously.
- g. **Request to go to Bid to install lockdown hardware at the three elementary sites, R181-06-07.** It was moved and seconded (Dalbeck/Peterson) to approve the Request to go to bid to install lockdown hardware at the three elementary sites, R181-06-07. The motion to approve the Request to go to Bid to install lockdown hardware at the three elementary sites was adopted unanimously.

2. Second Reading

- a. **Approval of 2007-2008 Projected Budget and 2006-2007 Estimated Actuals, R165-06-07.** It was moved and seconded (Dalbeck/Boyd) to approve the 2007-2008 Projected Budget and 2006-2007 Estimated Actuals, R165-06-07. We are required to adopt a budget by July 1st. As of yet, the State has not adopted its budget. We make all of our projections based on what we think will be included in the State budget. Once the legislature passes the budget and it is signed by the Governor the projected budget will be revised. We have carefully been looking at enrollment and staffing. Dr. Loose discussed the many components of the budget.

move
to pg. 151

* Mrs. Wilcox noted that the Board is responsible for helping to set the District goals and for the approval of the district goals. The Board then has a further responsibility to make sure the budgets are driven by the goals. Mrs. Wilcox said that the time to add teachers for class size reduction is ~~not~~^{now} because there is a good pool of teachers looking for jobs at this time of year and because the High School schedule is now being set up for the start of school in September. Mrs. Wilcox added that ~~if~~^{if} we wait until later in the Summer, the High School schedules are mostly ready and it would be very disruptive to add new teachers and new sections at that time. Mrs. Wilcox expressed concern regarding the timing of a state approved budget and asked Dr. Loose if the district could hire another teacher to assist in Class Size Reduction. Dr. Loose cautioned the Board in committing one-time excess revenue to ongoing costs. The current carryover is not money we can count on again next year. Dr. Loose assured Mrs. Wilcox when the state budget is approved and if additional monies are available Personnel has a process in place that could accommodate the timely hiring of additional staff.

COLA monies were briefly discussed.

Mr. Peterson expressed an interest in transparency and credibility and stated his concern with the "roll over" monies. Mr. Peterson would like a better handle in projecting expected monies such as interest income, local income and staffing expenses when preparing the budget. Mrs. Dalbeck commented that past practice has not been to track those expenditures until later in the spring for the Estimated Actuals. If the Board wants it sooner then we should develop a process.

Mr. Tracy stated that this is an important issue and deserves Governing Board attention to better create transparency. Mr. Tracy stated that the District has improved the budgeting process and has reduced the amount of surprise carryover. However, Mr. Tracy encouraged staff to continue to work at lowering the surprise amount of carryover at the end of the year. This would better assist in making decisions for negotiations and staffing.

Mrs. Wilcox made a motion that for September 2007 we hire 2 teachers on a temporary contract not to exceed \$200,000.00. The motion failed due to lack of a second.

The motion to approve the 2007-2008 Projected Budget and 2006-2007 Estimated Actuals was adopted by a 4:1 vote. Mrs. Wilcox voted against the approval of the 2007-2007 Projected Budget and the 2006-2007 Estimated Actuals. * moved from pg. 150

- b. **Sodexo Food Services Program, R169-06-07.** It was moved and seconded (Wilcox/Boyd) to approve the Sodexo Food Services Program, R169-06-07. Changes requested during the first reading have been made and Dr. Loose reported that he is satisfied that the contract presented protects the district.

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move to { Mrs. Dalbeck stated she will be voting against the renewal stating that after 3 years there appears to be no improvements to the program with a continual deficit. Mrs. Wilcox disagreed and stated there have been huge steps forward and stated that Sodexo is covering the losses to the district.

The motion to approve the Sodexo Food Services Program was adopted by a 4:1 vote with Mrs. Dalbeck voting against the approval. ** moved from

- c. **School Site Plans for 2007-08, R170-06-07.** It was moved and seconded (Wilcox/Dalbeck) to approve the School Site Plans for 2007-08, R170-06-07. Mr. Stratton stated that these are the plans that the sites develop as a condition of receiving School Improvement funds.

Mrs. Dalbeck expressed concern with the high school site plan using Site Improvement monies for staffing. Mr. Stratton stated that the high school looks at the funding of these positions as a way to assist in student improvement.

The motion to approve the School Site Plans for 2007-08 was adopted unanimously.

3. Consent Agenda

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

- a. **Personnel Report, P21-06-07.** The Board approved the following Personnel Items: *Certificated:* New Hires: Alicia Close-Pal, Kim Crosby, Justin Eick, Melanie Harrick, Nicole Guinta, Michelle Laska, Elaine Leibl, Gayle Nicholls-Ali, Emily Toffelmire, Wendy Watts. Modification: Susan Fuelling. Leave of Absence: Suzanne Healy. Resignation: Arvind Arya, Elizabeth Chamberlain, Lina Hariz. *Classified:* New Hires: Lisa Kellogg, Andrea Lust. Modification: Cynthia Smither. Resignation: Rebekah Ruswick, Nicole Elliott-McGuffie, Jennifer Jackson, Silvia Cordova. Leave of Absence: Juanita Villarreal.
- b. **Extra Duty, Extra Pay, P22-06-07.** This item was moved to First Reading item 1f.
- c. **Variable Term Waiver, R185-06-07.** The Board approved the Variable Term Waiver as requested.
- d. **Variable Term Waiver, R186-06-07.** The Board approved the Variable Term Waiver as requested.

- e. **Request for a Public Presentation of 07-08 District Proposal to CSEA, R177-06-07.** The Board approved a public presentation of the 07-08 District Proposal to CSEA at the July 17, 2007 Board meeting.
- f. **Request for a Public Presentation of 07-08 CSEA Proposal to District, R178-06-07.** The Board approved a public presentation of the 07-08 CSEA Proposal to District at the July 17, 2007 Board meeting.
- g. **Special Activity: Pep Squad Camp, R175-06-07.** The Board approved the Pep Squad request to attend Pep Squad Camp in August.
- h. **Special Activity: LCHS Band to Spain, R176-06-07.** The Board approved the LCHS Band request to go to Spain in April 2008.
- i. **Authorization to Make Appropriations Transfers, R182-06-07.** The Board approved the authorization to make appropriations transfers.
- j. **Notice of Completion, R180-06-07.** The Board approved the Notice of Completion for Custom Design Construction for General Construction for the Band & Home Ed project.
- k. **Request to go to Bid to install lockdown hardware at the three elementary sites, R181-06-07.** This item was moved to First Reading item 1g.
- l. **Gifts to District, R184-06-07.** The Board approved the Gifts to the District as presented.
- m. **Purchase Order List #16.** The Board approved Purchase Order List #16.

COMMUNICATIONS

Mrs. Boyd asked for clarification on the advertising banners around the inside of the baseball fences. Dr. Leininger stated that in the past these banners were part of a fundraiser through ASB. The Governing Board directed staff to make sure we are working within the Administrative Regulations.

Mrs. Dalbeck requested the district look at additional split courses like Algebra 1a and 1b for students needing that model in additional classes such as science and foreign language.

Mrs. Dalbeck asked that the Board bring back Board Bylaw 9270 with the amendments from legal counsel regarding domestic partners and that the entire bylaw be voted on not just the amendments.

Mr. Peterson stated that he has been contacted by interested parents for a new swimming pool. His guidance to the parents is that they put together a written document to the Superintendent as to what they are proposing. Mrs. Dalbeck was also contacted by parents interested in knowing about costs etc. In agenda planning, Mrs. Dalbeck asked if it would be appropriate to ask our architects for a cost estimate on a new swimming pool. That information was forwarded to the parents and the parents have now contacted other parents. Mrs. Dalbeck also directed the parents to contact the Superintendent and Dr. Leininger. Mr. Stratton stated that to date he has not been contacted by any parents regarding a new swimming pool and would be interested in their ideas regarding funding.

Mrs. Boyd has also been contacted. Mrs. Boyd reported at the Boosters meeting that the district is considering the resurfacing of the high school tennis courts. Those parents thought the district should not move forward with the tennis court resurfacing because it might be a good space for a new swimming pool.

Dr. Leininger reported that he has received some calls regarding the Paradise Canyon Elementary modernization. The concern was that a gymnasium was being built. The neighbors would like to see something from the Governing Board in writing that it would not be used at night by outside groups.

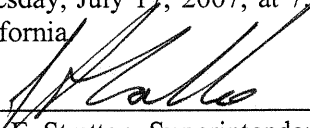
After some discussion the Governing Board directed staff to prepare a letter to the Paradise Canyon neighbors and a press release regarding all construction projects.

Mr. Peterson announced that the Kiwanis Gourmet Food and Wine Festival is September 9, 2007, from 2-6 p.m. at a cost of \$45,000. Last year this event raised \$35,000 for the district.

The Board briefly discussed Board Bylaw 9270.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:07 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, July 17, 2007, at 7:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California



James E. Stratton, Superintendent
Secretary to the Governing Board

MINUTES APPROVED



Joel Peterson, Clerk

Date

9/20/07