

LA CAÑADA UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE GOVERNING BOARD
ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD
December 11, 2001 in **LA CAÑADA HIGH SCHOOL 9-12 LIBRARY**
4463 Oak Grove Drive, La Cañada, California

PLEASE NOTE
LOCATION:
La Cañada
High School
9-12 Library
7:00 p.m.

AGENDA

CALL TO ORDER in La Cañada High School 9-12 Library at 5:00 p.m.
CLOSED SESSION in La Cañada High School 7/8 Library at 5:01 p.m. (Agenda attached)
REPORT OUT OF CLOSED SESSION
REGULAR MEETING in La Cañada High School 9-12 Library at 7:00 p.m.
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
APPROVAL OF MINUTES, November 7, November 13, and November 27, 2001
PRESENTATION TO BARBARA RACKLIN
SIGNATURE ON CODE OF ETHICS
ELECTION OF OFFICERS, President, Vice President, Clerk

REPORTS:

1. Superintendent's Report Leabo
 - a. Process to Update Facilities Master Plan
 - b. PTA Conference
 - c. Process for Creating Superintendent Playground Safety Committee
 - d. AR 1250 Visitors/Outsiders
2. Student Representative Report Bicknell
3. Principals' Report on Goals Leininger/van Zijll/Ogden/Robinson/Salinas

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD concerning items not on the agenda. The *Brown Act* prohibits the Board from responding to items not on the agenda. Please limit your remarks to three minutes. In order to facilitate the efficient working of the Board, comments on non-agendized items will be limited to a total of 45 minutes.

PROPOSED ACTION ITEMS (over for a description of items)

1. **First Reading** [Asterisk (*) denotes action may be taken on the first reading.]
 - a. *First Interim Budget and Budget Revisions, R99-01-02 Kramar
 - b. *Resolution #12-01-02 Authorized Signatures Kramar
 - c. *Resolution #13-01-02 Reimbursement of Expenses Incurred by Board Members Kramar
 - d. *Approve Board Meeting Calendar for 2002-2003, R115-01-02 Leabo
 - e. *2001-02 Memorandum of Understanding between San Gabriel Unified School District, Lead Agency for
San Gabriel Valley BTSA Consortium and La Cañada Unified School District, R120-01-02 Stratton
 - f. *High School New Electives 2002-03, R117-01-02 Stratton
 - g. *Rescind BP 2120, 2121, 2122, 2123, R122-01-02 Leabo
2. **Second Reading**
 - a. BP 4117.11 Pre-Retirement Part-Time Employment, R91-01-02 Leabo
3. **Consent Agenda**
 - a. Personnel Report, P12-01-02 Leabo
 - b. Extra Duty/Extra Pay Report, P13-01-02 Leabo
 - c. Increase in Salary Schedule, R113-01-02 Leabo
 - d. Backpay to Certificated Employee, R96-01-02 Leabo
 - e. Approval of District Library Plan, R116-01-02 Stratton
 - f. Special Activities: Valley Forge Trip, R118-01-02 Stratton
 - g. Special Activities: Annual Peer Helping Conference, R119-01-02 Stratton
 - h. Non-Public School/Non-Public Agency Contracts, R110-01-02 Stratton
 - i. Notice of Completion Report, R100-01-02 Kramar
 - j. LCHS Building 600 Contract Award, R101-01-02 Kramar
 - k. LCE Outdoor Science Center Contract Award, R102-01-02 Kramar
 - l. Request to Go to Bid to Replace Chiller/Boiler at High School, R111-01-02 Kramar
 - m. Award Contract for Asbestos Abatement at Elementary Schools, R112-01-02 Kramar
 - n. Deferred Maintenance Transfer, R106-01-02 Kramar
 - o. Change Orders for Phase 1 Modernization, R103-01-02 Kramar
 - p. Change Orders for LCHS New Library, R105-01-02 Kramar
 - q. Gifts, R104-01-02 Kramar
 - r. Purchase Order List #8 Kramar

DATE, TIME AND PLACE OF REGULAR GOVERNING BOARD MEETINGS

2000 BOARD APPOINTMENTS/DISCUSSION OF LIAISONS TO COMMUNITY ORGANIZATIONS

COMMUNICATIONS: Informational communication among Board and staff members

RECONVENE CLOSED SESSION (if needed)

RECONVENE OPEN SESSION AND REPORT OUT OF CLOSED SESSION (if needed)

ADJOURNMENT

The Next Regular Governing Board Meeting will be held on January 15, 2001 at 7:00 p.m. in the
La Cañada High School 9-12 Library

December 11, 2001 GOVERNING BOARD MEETING, DESCRIPTION OF ACTION ITEMS

1. First Reading [*Asterisk (*) denotes action may be taken on the first reading.*]

- a. *First Interim Budget and Budget Revisions, R99-01-02. This is an update of the June budget with actual data as of October 31, as well as the most current projections.
- b. *Resolution #12-01-02 Authorized Signatures. Each year in December it is necessary for the Governing Board to authorize certain employees to sign for contracts, reports, leases, data processing, etc., which have been approved by the Governing Board. The Board is requested to approve Resolution #12-01-02 Authorized Signatures.
- c. *Resolution #13-01-02 Reimbursement of Expenses Incurred by Board Members. Each year it is necessary for the Governing Board to adopt a resolution regarding the reimbursement of expenses. The Board is requested to approve Resolution #13-01-02 Reimbursement of Expenses incurred by Board representatives.
- d. *Approve Board Meeting Calendar for 2002-03, R115-01-02. At the Annual Organizational Meeting of the Governing Board held in December of each year, the Board sets the Board Meeting calendar for the following school year. The Board is requested to approve the 2002-2003 Governing Board Meeting Schedule.
- e. *2001-02 Memorandum of Understanding between San Gabriel Unified School District, Lead agency for San Gabriel Valley BTSA Consortium, and La Cañada Unified School District, R120-01-02. The Beginning Teacher Support Assessment (BTSA) Program is a state program designed to mentor new teachers as they expand their knowledge of state curriculum, current instructional practice and local procedures. La Cañada Unified School District has joined a consortium composed of the San Gabriel, Monrovia, San Marino, South Pasadena and Rosemead districts to meet the eligible staffing numbers established by the state. The Board is requested to approve the 2001-2002 Memorandum of Understanding between San Gabriel Unified School District, Lead agency for San Gabriel Valley BTSA Consortium, and La Cañada Unified School District.
- f. *High School New Electives for 2002-2003, R117-01-02. Staff members create new courses in consultation with their department chairperson. The Leadership Support Team is recommending potential new courses for the 2002-2003 school year. The Board is requested to approve the course descriptions for Algebra 2 and Earth Science.
- g. *Rescind BP 2120, 2121, 2122, 2123, R122-01-02. Whereas all job descriptions are approved by the Governing Board, most job descriptions are not part of Board Policy. The job descriptions for Superintendent, Assistant Superintendent, Business Services, Assistant Superintendent, Curriculum and Instruction, and Assistant Superintendent, Human Resources are Board Policies 2120, 2121, 2122, and 2123, respectively. The Board is requested to rescind Board Policies 2120, 2121, 2122, and 2123 so that these job descriptions are no longer part of Board Policy. All job descriptions will still be approved by the Governing Board.

2. Second Reading

- a. BP 4117.11 Pre-Retirement Part-Time Employment, R91-01-02. This is a new policy which would allow certificated employees to work on a part-time basis before retirement without jeopardizing their full retirement credit. The Board is requested to approve Board Policy 4117.11 Pre-Retirement Part-Time Employment.

3. Consent Agenda

- a. Personnel Report, P12-01-02. The Board is requested to approve the Personnel items.
- b. Extra Duty/Extra Pay Report, P13-01-02. The Board is requested to approve the Extra Duty/Extra Pay Report.
- c. Increase in Salary Schedule, R113-01-02
- d. Back Pay to Certificated Employee, R96-01-02. A teacher was not paid for the full number of instructional minutes provided based on the definition of full time instructional minutes per day in the current labor contract during the past. The District discovered the error, notified the Association and the teacher of the error and recommended a correction be made. The Board is requested to approve the Memorandum of Understanding regarding back pay for a certificated employee.
- e. Approval of District Library Plan, R116-01-02. The District library committee has updated a District plan to include provisions and processes for building both site and classroom library collections. The Board is requested to approve the District amended library plan.
- f. Special Activities: Valley Forge Trip, R118-01-02. The Board is requested to approve the trip to Valley Forge, PA, Monday, February 4 to Friday, February 8, 2002 for PCR and Monday, February 11 to Friday, February 15, 2002 for PCY.
- g. Special Activities: Annual Peer Helping Conference, California Association of Peer Programs, R119-01-02. The Board is requested to approve participation in the Annual Peer Helping Conference of California Association of Peer Programs in Garden Grove, Thursday, February 28 to Saturday, March 2, 2002.
- i. Non-Public School/Non-Public Agency Contracts, R110-01-02. The Board is requested to approve the Non-Public School/Non-Public Agency Contracts.
- k. Notice of Completion Report, R100-01-02. The Board is requested to approve the Notice of Completion Report.
- h. LCHS Building 600 Contract Award, R101-01-02. The Board is requested to approve awarding contracts to the referenced lowest bidders for the LCHS Building 600 Modernization – Phase 2.
- i. LCE Outdoor Science Center Contract Award, R102-01-02
- j. Request to Go to Bid to Replace Chiller/Boiler at High School, R111-01-02. DSA approval has been received for the construction documents to replace the Chiller/Boiler at LCHS. The Board is requested to approve going to bid for LCHS Chiller/Boiler replacement.
- k. Award Contract for Asbestos Abatement at Elementary Schools, R112-01-02. The Board is requested to approve awarding a contract to the post-qualified, responsive low bidder, Matrix Industries, Inc., for lead and asbestos abatement for Phase 2 Modernization of LCE, PCR and PCY.
- l. Deferred Maintenance Transfer, R106-01-02. The Board is requested to ratify the transfer of \$117,000 from the General Fund to the Deferred Maintenance Fund for the 2000-01 year and approve the transfer of \$117,000 from the General Fund to the Deferred Maintenance Fund for the 2001-02 year.
- m. Change Orders for Phase 1 Modernization, R103-01-02. The Board is requested to ratify Change Orders for Elementary Modernization – Phase 1.
- n. Change Orders for LCHS New Library, R105-01-02. The Board is requested to approve Change Orders for Phase 2 – Library.
- o. Gifts, R104-01-02. This is a list of donations to the district since the last regular Board meeting.
- p. Purchase Order List #8.

LA CAÑADA UNIFIED SCHOOL DISTRICT

REGULAR MEETING OF THE GOVERNING BOARD

DECEMBER 11, 2001 – LA CAÑADA HIGH SCHOOL 9-12 LIBRARY
4463 OAK GROVE DRIVE, LA CAÑADA, CALIFORNIA

CLOSED SESSION: 5:00 P.M.

IN LA CAÑADA HIGH SCHOOL 7/8 LIBRARY

CLOSED SESSION AGENDA

1. Public Employee Discipline/Dismissal/Release

2. Public Employee Appointment/Employment

3. Student Discipline and/or Related Student Matters

4. Conference with Labor Negotiator

Government Code Section 54957.6. Direction will be provided to District Negotiator Interim Superintendent Dr. Sue Leabo regarding negotiations with LCTA and CSEA.

5. Conference with Real Property Lease Negotiator

GC Sections 54954.5, 54956.8. Direction will be provided to District lease negotiator Interim Superintendent Dr. Sue Leabo regarding the terms of the leases at the District owned sites.

6. Pending Litigation

GC Section 54956.9. Disclosure would jeopardize process of settlement.

RECONVENE OPEN SESSION FOR REGULAR BOARD MEETING

7:00 p.m. in La Cañada High School 9-12 Library

RECONVENE CLOSED SESSION following the regular 7:00 p.m. meeting, if needed.

RECONVENE OPEN SESSION for adjournment.