

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**June 5, 2001 in LA CAÑADA ELEMENTARY SCHOOL LIBRARY**  
**4540 Encinas, La Cañada, California**

**AGENDA**

**CALL TO ORDER** in La Cañada Elementary School Library at 5:00 p.m.  
**CLOSED SESSION** in La Cañada Elementary School Faculty Lounge at 5:01 p.m. (Agenda attached)  
**REPORT OUT OF CLOSED SESSION**  
**REGULAR MEETING** in La Cañada Elementary School Library at 7:00 p.m.  
**PLEDGE OF ALLEGIANCE**  
**APPROVAL OF MINUTES**, May 22, 2001  
**APPROVAL OF AGENDA**

**REPORTS:**

1. Superintendent's Report Gonia
  - a. 7/8, 9-12 Configuration
  - b. Interviews for Bond Survey Companies
  - c. Bond Construction Update
2. Student Representative Report Michael Kotick

**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. Approval of 2001-2002 Proposed Budget, R248-00-01 Evans
  - b. \*Board Policy 1330 Revisions, R253-00-01 Evans
  - c. \*Supplemental Amendment to Joint Use Agreement – Skateboard Park, R264-00-01 Evans
  - d. \*ASB Budget 7/8, R249-00-01 Evans
  - e. \*ASB Budget 9-12, R250-00-01 Evans
  - f. 2001-2002 District Educational Goals, R259-00-01 Stratton
  - g. English Elective Proposals 2001-2002, R260-00-01 Stratton
  - h. \*Declaration of Need for Fully Qualified Educators, R247-00-01 Leabo
  - i. \*Approve CSEA 2001-02 Calendar, R255-00-01 Leabo
  - j. \*Resolution #24-00-01 To Limit Candidate Statements to 200 Maximum Words Gonia
  - k. \*Resolution #25-00-01 Grades 9-12 Assurances for Fiscal Year 2000-01 Textbook and Instructional Materials Incentive Program Stratton
  - l. \*Resolution #26-00-01 Assurances for Fiscal Year 2000-01 Pupil Textbook and Instructional Materials Incentive Program Grades K-12 Stratton
2. Consent Agenda
  - a. Personnel Report, P29-00-01 Leabo
  - b. Extra-Duty/Extra Pay Report, P30-00-01 Leabo
  - c. Job Descriptions, R261-00-01 Leabo
  - d. Revision of Job Description, R263-00-01 Leabo
  - e. Change Order – LCHS Library, R251-00-01 Evans
  - f. Bid Authorization, R252-00-01 Evans

## May 22, 2001 GOVERNING BOARD MEETING, DESCRIPTION OF ACTION ITEMS

1. **First Reading***[Asterisk (\*) denotes action may be taken on the first reading.]*
  - a. Approval of 2001-2002 Proposed Budget, R248-00-01. The attached 2000-01 Estimated Actuals is the best estimate of the District's position as of June 30, 2001. The attached 2001-2002 Proposed Budget reflects the most recent information on the Governor's Proposed Budget as well as local modifications, revisions, and plans for next year. This is being presented for first reading only.
  - b. \*Board Policy 1330 Revisions, R253-00-01. The District has recently revised the Short Term Facility Use Procedures and Facility Use Rates. Therefore, minor adjustments have been made to the Use of School Facilities Board Policy BP 1330 (a) to reflect the changes. The Board is requested to approve Board Policy Revision BP 1330 (a).
  - c. \*Supplemental Amendment to Joint Use Agreement – Skateboard Park, R264-00-01.
  - d. \*ASB Budget 7/8, R249-00-01. The incoming ASB plans and approves their fiscal budget every year. This procedure sets guidelines for how much money is available toward allowable expenditures. The data provided is based on prior year revenues and expenditures and anticipated current year revenues and expenditures. The Board is requested to approve the ASB Budget for 7/8.
  - e. \*ASB Budget 9-12, R250-00-01. The incoming ASB plans and approved their fiscal budget every year. This procedure sets guidelines for how much money is available toward allowable expenditures. The data provided is based on prior year revenues and expenditures and anticipated current year revenues and expenditures. The Board is requested to approve the ASB Budget for 9-12.
  - f. 2001-2002 District Educational Goals, R259-00-01. The Curriculum Council generated K-12 District educational goals that serve as the basis for program planning, implementation and review. These revisions were suggested by the Curriculum Council on May 15, 2001. The Board is requested to approve the 2001-2002 District Educational Goals.
  - g. English Elective Proposals 2001-2002, R260-00-01. English elective choices include various titles beyond the core reading list. The English  $\frac{3}{4}$  and Advanced Placement English teachers are requesting approval of elective titles. The Board is requested to approve the English Elective Proposals for 2001-2002.
  - h. \*Declaration of Need for Fully Qualified Educators, R247-00-01. The California Commission on Teacher Credentialing requires that prior to application for emergency permits, a Declaration of Need for Fully Qualified Educators must be on file in Sacramento. La Cañada Unified anticipates that it may need to employ some teachers – in Special Education, Physical Education, Spanish, Science, Math and Elementary classroom positions – who are in the process of completing a full credential. This Declaration is for the 2001-02 school year only and must be filed with the CCTC prior to any initial or renewal applications for emergency permits. The Board is requested to approve the Declaration of Need for Fully Qualified Educators.
  - i. \*Approve CSEA 2001-02 Calendar, R255-00-01. The school work calendar is an item that must be negotiated with the appropriate Bargaining Unit. Recently CSEA and the District negotiating team agreed on a proposed work calendar for the 2001-02 school year. The Board is requested to approve the 2001-02 CSEA School Calendar.
  - j. \*Resolution #24-00-01 To Limit Candidate Statements to 200 Maximum Words. Pursuant to Education Code Section 5000, elections will be held on November 6, 2001, to elect members to governing boards in most L.A. County school districts. There will be three seats on the La Cañada Unified School District Governing Board up for election at that time. In the past La Cañada Unified has passed a resolution limiting the number of words in candidate statements. Again, candidates are asked to limit their statements to two hundred words or less, with payment of the maximum estimated cost for such statements to be made by candidates at time of filing. The Board is requested to approve Resolution #24-00-01 to limit candidate

framework and adoption cycle established by the state board. The Board is requested to approve Resolution #26-00-01 Assurances for Fiscal Year 2000-01 Pupil Textbook and Instructional Materials Incentive Program Grades K-12

2. **Consent Agenda**

- a. Personnel Report, P29-00-01. The Board is requested to approve the following Personnel items:  
*Certificated:* Modifications – Mary Jane Hufstедler from 100% to 117%, Serafina Kenwood from 80% to 60%. Leaves of Absence – Nancy De Boer (40% leave, will work 60% FTE), Celine Young (maternity). Resignations – Betty Bates, Jason Berns, Matt Daniels, Katherine Hurley. *Certificated for 2001-2002 school year:* New Hires – 80% Art Teacher Joseph Lee, English Teacher Michael Ollins, Social Science Teacher Gavin Williams. *Classified:* New Hires – Groundsperson Feliciano Anguiano, Facilities Maintenance VIII Billy Crye, Groundsperson Jesse Martinez, Noon duty aide Heather McClellan (temporary), Occupational Therapist Tracy Prehn, Supervisor of Operations Jose Aguilar, Director I of M&O Brian Goodknight. Modification – Noon duty aide Amy Lockman. Leave of Absence – Teresa Pisacane.
- b. Extra-Duty/Extra-Pay Report, P30-00-01.
- c. Job Descriptions, R261-00-01. We are updating the following current job descriptions: Accounting Technician I, Payroll Technician and Secretary Special Services. We are replacing job titles and descriptions for the following job positions: *Receptionist* to Classified Personnel Technician, *Personnel Technician* to Administrative Secretary and *Secretary to Assistant Superintendent* to Administrative Secretary. We are creating two levels of Accounting Technician, *Accounting Technician I and II*. The Board is requested to approve the following Job Descriptions: Classified Personnel Technician, Payroll Technician, Accounting Technician I, Accounting Technician II, Secretary, Special Services, and Administrative Secretary.
- d. Approval of Revised Job Description, R263-00-01. There is a need to clarify that the Supervisor of Operations also has supervisory responsibility for maintenance operations, including employees in absence of the Director. The Board is requested to approve the Revised Job Description.
- e. Change Order – LCHS Library, R251-00-01. Current contract for Bid Division #03 Braaksma Construction is \$1,100,330.29. Added work in the form of dig/pour existing concrete increases the contract by \$840.14 for a total of \$1,101,170.43. A deductive credit Backcharges will decrease the contract by \$1,855.00 for a total of \$1,099,315.43. The Board is requested to approve Change Order for Phase 2 Library.
- f. Bid Authorization, R252-00-01. The District is under a tight timeline to begin its modernization projects this summer. Bids for Phase I were opened on May 31, 2001. Bids for Phase 1A are scheduled to be opened on June 19, 2001 at 4:30 p.m. The Board is requested to authorize the Assistant Superintendent of Business Services to accept, reject, award and rescind formal bids, pursuant to Education Code Section 35161, during the period June 6, 2001 through September 10, 2001.
- g. Contract Award Recommendation for Elementary Modernization, Phase I, R262-00-01. Bid opening for Phase 1 – Elementary Modernization was held on May 31, 2001. The trade contractors required for completing Phase 1 have been contacted through the Formal Bid Process. The Board is requested to approve Contract Award Recommendations for Elementary Modernization.
- h. Special Activities: San Diego Classic Girls Basketball, R257-00-01. The Board is requested to approve the Special Activity – San Diego Classic Girls Basketball Tournament, Thursday, July 19 through 22, 2001.
- i. Special Activities: Band Camp, R258-00-01. The Board is requested to approve the Special Activity – Band Camp at Cal Poly, Pomona, Monday, August 27 through 31, 2001.
- j. Non-Public School/Non-Public Agency Contracts, R256-00-01
- k. Non-Public School/Non-Public Agency Contracts, R254-00-01. This is a list of donations to the district since the last meeting. Board meeting

**LA CAÑADA UNIFIED SCHOOL DISTRICT**

**REGULAR MEETING OF THE GOVERNING BOARD**

**JUNE 5, 2001 – LA CAÑADA ELEMENTARY SCHOOL LIBRARY**  
**4540 ENCINAS, LA CAÑADA, CALIFORNIA**

**CLOSED SESSION: 5:00 P.M.**

**IN LA CAÑADA ELEMENTARY SCHOOL FACULTY LOUNGE**

**CLOSED SESSION AGENDA**

- 1. Public Employee Performance Evaluation, Superintendent**
- 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 Negotiators Assistant Superintendent of Human Resources Dr. Sue Leabo and Assistant Superintendent of Business Services Maureen Evans 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 Assistant Superintendent of Business Services Maureen Evans regarding the terms of the leases at the District owned sites.

- 6. Pending Litigation**

GC Section 54956.9. Disclosure would jeopardize process of settlement.