

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**July 17, 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**

**BOARD WORKSHOP ON BOND SURVEY** in La Cañada Elementary School Library at 6:30 p.m.

**REGULAR MEETING** in La Cañada Elementary School Library at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**, June 19, June 23, and June 28, 2001

**APPROVAL OF AGENDA**

**PRESENTATION:**

Presentation of Check for LCE Outdoor Science Center

**REPORTS:**

- |    |   |           |
|----|---|-----------|
| 1. | Superintendent's Report                 | Gonia     |
|    | a. Update on Homework Committee         |           |
|    | b. Update on 7/8, 9-12 Structure        |           |
|    | c. Staffing                             |           |
|    | d. Enrollment                           |           |
|    | e. Update on Bond Survey                |           |
| 2. | WASC Accreditation Report               | Leininger |
| 3. | SAT-9 Preliminary Data                  | Stratton  |
| 4. | Modernization Update                    | Evans     |
| 5. | Report from Playground Safety Committee |           |

**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. | <u>First Reading</u> [Asterisk (*) denotes action may be taken on the first reading.]   |          |
|    | a. *Resolution #2-01-02 Grades 9-12 Assurances for Fiscal Year 2001-02 Pupil Textbook and Instruction Materials Incentive Program | Stratton |
|    | b. *Textbook Adoption: <i>World Cultures: A Global Mosaic</i> , Grade 9 Regional Studies, R-21-01-02                              | Stratton |
|    | c. *Textbook Adoption: <i>Economics Principles in Action</i> , R22-01-02  | Stratton |
|    | d. *Change Date of Board Meeting from October 2 to October 1, 2001, R3-01-02  | Gonia    |
|    | e. *Resolution #1-01-02 Implement IRC Section 125 Flexible Fringe Benefits Plan   | Evans    |
|    | f. *District Base Allocation for School Clerical and Aides, R15-01-02   | Leabo    |
| 2. | <u>Consent Agenda</u>   |          |
|    | a. Personnel Report, P1-01-02   | Leabo    |
|    | b. Approval of Job Descriptions, R12-01-02  | Leabo    |
|    | c. Classification Salary Range, R13-01-02   | Leabo    |
|    | d. Approval of Salary Schedule 2001-02, R16-01-02   | Leabo    |
|    | e. Memorandum of Understanding SB 813 Funding, R1-01-02   | Leabo    |
|    | f. Memorandum of Understanding – Counselor's Job Description, R2-01-02  | Leabo    |
|    | g. Approve Revisions to Appendix B, R11-01-02   | Leabo    |
|    | h. Approval for Fire Extinguisher Services, R4-01-02  | Evans    |
|    | i. Disposal of Surplus Equipment and Materials, R7-01-02  | Evans    |
|    | j. 2001-02 Agreements with Los Angeles County Office of Education for Business and Financial Data Processing Services, R8-01-02   | Evans    |
|    | k. Bus Transportation for 2001-02, R9-01-02   | Evans    |

## July 17, 2001 GOVERNING BOARD MEETING, DESCRIPTION OF ACTION ITEMS

1. **First Reading**[*Asterisk (\*) denotes action may be taken on the first reading.*]
  - a. \*Resolution #2-01-02 Grades 9-12 Assurances for Fiscal Year 2001-02 Pupil Textbook and Instruction Materials Incentive Program. Education Code 60451 requires that “Schiff-Bustamante” funds for pupils in grades 9-12 be used for purchases of instructional materials aligned with content standards adopted by the State Board of Education. The following 9-12 texts have been determined by staff to align with the California History-Social Science standards: *Economics – Principles in Action*, and *World Cultures, A Global Mosaic*. The Board is requested to approve Resolution #2-01-02 Grades 9-12 Assurances for Fiscal Year 2001-2002 Pupil Textbook and Instruction Materials Incentive Program.
  - b. \*Textbook Adoption: *World Cultures, A Global Mosaic*, R21-01-02. The high school has a long tradition of wanting students to become informed global citizens who appreciate diverse cultures. Regional Studies enables students to become aware of China, Latin America and the Middle East and their importance to the global society. This goal is best achieved by *World Cultures – A Global Mosaic*, published by Prentice-Hall. The Board is requested to approve adoption of textbook: *World Cultures – A Global Mosaic*.
  - c. \*Textbook Adoption: *Economics Principles in Action*, R22-01-02. The current economics textbook is over five years old and out-dated. The social science department has chosen *Economics – Principles in Action*, published by Prentice-Hall, as the preferred text. The Board is requested to approve adoption of textbook: *Economics – Principles in Action*.
  - d. \*Change Date of Board Meeting from October 2 to October 1, 2001, R3-01-02. The Board is requested to approve the change of meeting date from October 2 to October 1, 2001, so as not to conflict with the high school Back to School Night previously scheduled.
  - e. \*Resolution #1-01-02 Implement IRC Section 125 Flexible Fringe Benefits Plan. The district has negotiated with the La Cañada Teachers Association for the 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 Board is requested to approve adoption of Resolution #1-01-02 Internal Revenue Code (IRC) Section 125 Flexible Fringe Benefits Plan.
  - f. \*District Base Allocation for School Clerical and Aides, R15-01-02. The district has developed an allocation plan for the assignment of clerical and aide time to school sites. In developing this plan, a CASBO recommendation for staffing was considered along with the special needs of La Cañada. The Board is requested to approve the District Base Allocation for school clerical and aides.
2. **Consent Agenda**
  - a. Personnel Report, P1-01-02. The Board is requested to approve the following Personnel items:  
*Certificated:* New Hires – Spanish Teacher Jennifer Alvarado, 1<sup>st</sup> Grade Teacher Mandy Emory (temporary), PE Teacher Linda MacKessy, 80% English Teacher Kerry Martinez, Spanish Teacher Diane Mathis. Resignations – Kate Brown-Matousek, Rosamatilde Puma. *CMSA:* New Hire – Temporary Director of Fiscal Services. *Classified:* Resignations – Mary Liss, Constance McCurdy.
  - b. Approval of Job Descriptions, R12-01-02. The Board is requested to approve the following job descriptions: Food Service Worker, Service Manager, Para-professional II, and Central Kitchen

- negotiations as required by law. The Board is requested to approve the Memorandum of Understanding – SB 813 Funding.
- f. Memorandum of Understanding – Counselor’s Job Description, R2-01-02. The purpose of adding language stating counselors, psychologists and the nurse are responsible for direct instruction is needed to document their eligibility to participate in Buy-Back Staff Development. The Board is requested to approve the Memorandum of Understanding – Counselor’s Job Description.
  - g. Approve Revisions to Appendix B, R11-01-02. Some new extra duty/extra pay positions have been approved by the Board during the 2000-01 school year. These positions need to be added to Appendix B in the contract. The Board is requested to approve revisions to Appendix B.
  - h. Yearly Service for Fire Extinguisher Services, R4-01-02. The Board is requested to accept the bid from Red Flag Fire Protection for 2001-02 for Fire Extinguisher Service.
  - i. Disposal of Surplus Equipment and Materials, R7-01-02. Storage areas at the sites and the maintenance facility have become overcrowded with unusable items. The Board is requested to approve the disposal of surplus equipment.
  - j. 2001-02 Agreements with Los Angeles County Office of Education for Business and Financial Data Processing Services, R8-01-02. The District is required to contract with the Los Angeles County Office of Education for business and financial data processing services and network support services. The Board is requested to approve the 2001-2002 Agreements with Los Angeles County Office of Education for Business and Financial Data Processing Services.
  - k. Bus Transportation for 2001-02, R9-01-02. In May the district issues requests for bids for Student Transportation for Home to School for the Chilao Mountain route and for field trips. One bid was received from Laidlaw Transit, Inc., Embree Buses Branch. The Board is requested to accept the bid from Embree Buses for Home-School transportation and Field Trips for the 2001-02 school year.
  - l. Contract Award Recommendation for Elementary Schools, R10-01-02. The Board is requested to award a contract to the post-qualified, responsive, low bidder – C.T. Georgiou Painting, Inc.
  - m. Transfer of Funds, R14-01-02. The Board is requested to approve transfer of funds from Fund 70 (Building Fund) to Fund 82 (School Building Fund – Modernization) and from Fund 01 (General Fund) to Fund 36 (Retirees Benefits).
  - n. Special Activities: Pep Squad Summer Camp, Santa Barbara, R19-01-02. The Board is requested to approve the Special Activity – USA Pep Squad Camp at UC Santa Barbara, Monday, August 13 to Thursday, August 16, 2001.
  - o. Special Activities: Stanford Cross-Country Invitational Meet, R20-01-02. The Board is requested to approve the Special Activity: Stanford Cross Country Invitational at Stanford University, Friday, September 28 to Saturday, September 29, 2001.
  - p. Special Activities: Yosemite Institute, R23-01-02. The Board is requested to approve the Special Activity: Yosemite Institute, Monday, February 18 to Saturday, February 23, 2002.
  - q. Non-Public School/Non-Public Agency Contracts, R18-01-02.
  - r. Gifts, R6-01-02. This is a list of donations to the district since the last regular Board meeting.
  - s. Purchase Order List #2 and #21

**LA CAÑADA UNIFIED SCHOOL DISTRICT**

**REGULAR MEETING OF THE GOVERNING BOARD**

**JULY 17, 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.