

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

February 10, 2004

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by Vice President Ron Dietel on February 10, 2004 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members, Jinny Dalbeck, Ron Dietel, Scott Tracy, Cindy Wilcox, and Superintendent Sue Leabo, Deputy Superintendent Jim Stratton and Chief Business Officer Dave Banis.

Andy Beattie was not present.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada High School Information Resource Center Workroom. Present were Jinny Dalbeck, Ron Dietel, Scott Tracy, Cindy Wilcox, Superintendent Sue Leabo, Deputy Superintendent Jim Stratton and Chief Business Officer Dave Banis. Closed session adjourned at 6:15 p.m.

GOVERNING BOARD WORKSHOP – Oversight Committees

The Board reconvened to Open Session at 6:18 p.m. for a workshop on Oversight Committees. Mr. Beattie was not in attendance until approximately 7:00 p.m. Dr. Leabo stated this is the first opportunity to discuss these committees formally. The three recommended committees are the Bond Oversight Committee, Site Facilities Committee and Parcel Tax Oversight Committee. The Bond Oversight Committee is a board appointed committee and is required by law and subject to the Brown Act. The law requires certain membership to the Bond Oversight Committee. Dr. Leabo's recommendation adheres to the law but has increased membership to include a community member, a board liaison and two additional parents. Dr. Leabo distributed a handout to the board and discussed membership, term, purpose and duty. For appointment to this committee applications will be requested. The applications will be reviewed by the board and appointment will be made within 60 days from the county confirmation of the passing of the bond. Membership to the Bond Oversight Committee is for a two year term without compensation. Dr. Leabo discussed the activities and limitations of the Bond Oversight Committee.

The Site Facilities Committee is a Principal's committee. The Site Facilities Committee is not subject to the Brown Act. Dr. Leabo distributed a handout and discussed membership, term and purpose of the Site Facilities Committee. One of the purposes of the committee is to establish project priorities for recommendation to the Superintendent and Governing Board. However, there are some projects that may be done out of order due to timing and construction requirements.

The Parcel Tax Oversight Committee is a Superintendent appointed committee. Dr. Leabo distributed a handout and discussed membership, term, purpose and duties of the Parcel Tax Oversight Committee. Dr. Leabo discussed the difficulty with this committee being that if the parcel tax passes the parcel tax money goes directly into the general fund. The Parcel Tax Oversight Committee will consist of ten people, which will include the Chief Business Officer. The committee will be required to make an annual report.

Mr. Dietel questioned whether the Parcel Tax Committee would be able to monitor the parcel tax monies. Dr. Leabo reported it will be very difficult to mark the parcel tax funds. The committee would be able to track what the money is spent for but the funds go directly into the general fund with the districts other funds.

Mrs. Wilcox questioned whether these committees are open meetings. Dr. Leabo responded by stating the Bond Oversight Committee is required to be an open meeting because it is subject to the Brown Act. The Site Facilities Committee and the Parcel Tax Committee meetings are not subject to the Brown act but can be made open meetings.

Mrs. Wilcox questioned the appointment of LCTA and CSEA representatives on the Parcel Tax Oversight Committee. Dr. Leabo stated LCTA represents 98% of the teachers and feels they would be a fair representation of site recommendations. Dr. Leabo explained she does not want to hand pick a certificated or classified employee. Mr. Dietel stated there is an understanding there is mistrust on the use of the funds within the community. Mr. Tracy stated he is not concerned about this particular issue. Mrs. Dalbeck stated she would like to see the sites choose the parents on the committee.

Further clarification was requested on the Bond Oversight Committee. A recommendation was made to increase the number of parents on the Bond Oversight Committee to 5. The design of the law is that the committee be balanced with parents and other members. They must issue one report annually. There are no legal requirements for a minimum of meetings. However, because they are under the Brown Act the committee must post when and where they will meet. The Bond Oversight Committee will meet until all funds have been expended.

Clarification on duties of the Site Facilities Committee was requested. A community member questioned whether the Site Facilities Committee is being established to set priorities or to follow through with the projects. Dr. Leabo reiterated the purpose of the Site Facilities Committee is to establish project priorities for recommendation to the Superintendent and the Governing Board and to provide site information to the Bond Oversight Committee. The process for the Site Facilities Committee is: they will meet with the Architect, then will come to the Board for approval. Awarding the bids will be a board decision. The Site Facilities Committee would be involved in the design of the projects. Mrs. Wilcox stated she wants the Site Facilities Committee to oversee the project. Mrs. Wilcox reported this has worked very well at La Canada Elementary. Dr. Leabo reported there is hired staff to follow the project. However, the Site Facilities Committee can ask to meet with the Architect or Construction Manager to discuss projects.

There was much discussion regarding the frequency which these committees should meet.

Mr. Beattie commented there has to be trust in the board and district staff to be able to make the decisions that are best for the district. Mrs. Dalbeck clarified the community concern is that these committees are not going to be consulted. Mrs. Dalbeck feels we need to address this concern. Dr. Leabo reported final decisions are made by the board. Mr. Beattie responded to the community the board is elected and they have a responsibility to the community. Mr. Beattie then read the Board Policy on Governing Board duties.

At the closing of the workshop, the following recommendations were requested:

Parcel Tax Oversight Committee:

- ❖ Membership changed to read 5 parent representatives
- ❖ Meeting frequency, time and location to be determined by the committee.
- ❖ Meetings are to be open meetings.

Bond Oversight Committee:

- ❖ Change membership from 2 parents to 3. Total committee 10 plus Superintendent and or designee.
- ❖ Bond Oversight Committee is a board appointed committee under the constraints of the Brown Act.
- ❖ Must be appointed within 60 days from county certification.
- ❖ Meetings dates and times to be determined by the committee.

Site Facilities Committee:

- ❖ Change site council representative to parent representative
- ❖ Change two teachers to two staff members
- ❖ Meeting frequency, time and location to be determined by the committee.
- ❖ Meetings are to be open meetings.

Mrs. Dalbeck stated she would hope the Site Facilities Committee would communicate to their constituent groups, she is expecting them to be the conduit of communication.

Ron thanked everyone for attending the workshop. The workshop adjourned at 7:55 p.m.

MEMBERS PRESENT: Mr. Andy Beattie, President
Mr. Ron Dietel, Vice President
Mrs. Cindy Wilcox, Clerk
Mrs. Jinny Dalbeck, Member
Scott Tracy, Member

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:57 p.m. in the La Cañada High School Information Resource Center. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, Executive Secretary to the Superintendent Kim Bergner. There were approximately 16 people in the audience. Mr. Beattie asked Liz Vail, Manager of Wells Fargo Bank to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

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

APPROVAL OF AGENDA

It was moved and seconded (Dietel/Wilcox) to approve the agenda. A motion was made and seconded (Wilcox/Dalbeck) to move **Opportunity to Address the Board** and the **Student Representatives Report** to start the meeting. The motion to approve the agenda as revised was adopted unanimously.

OPPORTUNITY TO ADDRESS THE BOARD

The following audience members addressed the Board:

Ms. Liz Vail, Manager of Wells Fargo Bank reported the bank ran a program called Team Up for Our Schools. The program ran during a 60 day period last summer at the local La Canada branch. Liz personally thanked the community for helping her branch be the fastest growing Wells Fargo branch and presented a check for \$1,160.00.

Mr. Michael Gips, – Angeles Crest Highway, La Canada – Ballot Measures.

Lisa Singelyn, PTA President, LCE – Elimination of Teacher Specialist Position

STUDENT REPORT

Mr. Masters reported second semester has begun. With the new semester, come new ASB representatives. ASB likes having the new faces. ASB has done Voter Registration drive. This has just started and there have been some students who have registered. Mr. Masters will report back next

month on their progress. The News Press has shown interest in doing a story on the Life of a Senior and the pressures of the Seniors who are waiting for college responses.

APPROVAL OF MINUTES

Mr. Beattie stated that the minutes of the January 13, 2004 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of January 13, 2004 were approved as corrected.

REPORTS

1. Superintendent's Report

Elementary Class Size Reduction – Dr. Leabo reported there have been some elementary classes that have increased above 20:1. Legally the district can go over the 20:1 ratio on January 20, 2004.

Budget Review – Dr. Leabo reported 82% of the district budget is employee salaries and benefits, 18% is services and supplies. Major cuts can not be made without effecting employees. It is very difficult to predict what happens until the election on March 2nd. We know right now the budget concerns for 2004-05. Workers Compensation will increase about \$300,000 next year; the district has no control over that increase. The loss of \$1,500,000 in one time funding in 2003-2004. Step and column increases will be approximately \$200,000 for 2004-05 and the district also lost a safety grant that helped fund \$80,000 toward positions for a total budget shortage of \$2,080,000.

If the district gets full COLA (Cost of Living Adjustment) the district would receive approximately \$360,000, if the state goes back and gives us some of last years COLA we could receive approximately \$550,000. Average Daily Attendance (ADA) is down and could result in a loss of \$300,000. Dr. Leabo reported the district has two large unknowns, Health Benefits and Categorical funding. The actual increase for Health Benefits over the last two years is \$600,000.

Dr. Leabo reported the district must give certificated lay off notices by March 15, 2004. Classified employees have to be notified 45 days before their layoffs. Recommendations for reductions will be made tonight.

Dr. Leabo reported on the enrollment numbers as of February 10, 2004 and projected enrollment for 2004-2005.

Dr. Leabo reported on the classified positions that are paid for by Categorical funds. Mrs. Wilcox questioned 9th grade class size reduction. Dr. Leabo reported part of the recommendation is 9th grade class size reduction be eliminated. However, it will be maintained if the Parcel Tax passes. Mr. Tracy questioned K-3 class size reduction. Dr. Leabo reported after 9th grade, Kindergarten or third grade would be eliminated first, then second grade, and lastly first grade. If the district eliminated class size reduction we would lose \$900,000 in income. Class Size Reduction costs the district money but if we don't do CSR we lose the funding. Our share of the CSR encroachment varies depending on the number of students.

Instrumental Music Survey – Dr. Leabo asked Mr. Stratton to report on the Instrumental Music Survey. Mr. Stratton reported he is hoping the Assistance League of Flintridge will be funding the Music program next year. The hope is Assistance League of Flintridge will give the money directly to the district. The district initiated a survey in the event Assistance League of Flintridge is not willing to fund the program to see what parents would prefer as alternatives to

the current program. Mr. Stratton distributed a tally sheet showing what the parents are saying regarding the program. The most favorable solution from the parents was to have the music program one hour after school. The least favorable was to have the program in the evenings. The survey information has been given to the Assistance League and we are waiting for a response from them. The Assistant League board will be considering the request for the funds or to run a program before or after school where the program is run by the Assistance League.

2. **President's Report**

LCHS Tour – Kickoff of Measure B & P. Mr. Beattie asked Ms. Boyd to report on the Campaign Committee. Ms. Boyd reported on the La Canada High School Tour on February 7th. The campus was open from 3pm – 5 pm. There were people there to hear an overview on Measures B & P and tour the facilities. The campaign committee has raised approximately \$16,000 to support the campaign. Lawn signs have been distributed and flyers have been mailed. The campaign committee is currently getting ready to send out another mailer explaining what will happen if the measures don't pass. Approximately 30 coffees have been held to answer questions about the specifics of the two measures. There will be a Town Hall meeting on February 19th with a panel of speakers and another open house at the high school on February 21st from 9 a.m. – 4 p.m. A web site has been established, YESBP.ORG. A walking program has been established and is being headed by Mrs. Wilcox and Mr. Dietel in which people are being assigned to various parts of the city, walking door to door, handing out flyers, buttons and lawn signs.

Ms. Hufstedler, LCTA Representative, stated she will send out an email asking for teachers who live in the community for their support.

Mr. Beattie reported there is no organized opposition.

Brown Act Review – Mr. Beattie reminded the board that while Measures B & P are run by an outside committee there are members of the board that are members of the committee. Remember that no more than two members can be in one place at one time.

PROPOSED ACTION ITEMS

1. **First Reading**

- a. ***Approval of Five Star Legislative Agenda, R#104-03-04.** It was moved and seconded (Dietel/Tracy) to approve the Five Star Legislative Agenda. Mrs. Dalbeck reported this is an annual short list legislative agenda. This agenda is what guides the Five Star Coalition. The short list is broad intentionally to give Five Star Coalition some flexibility. All five of the school districts members governing boards must approve this agenda to move forward. The motion to approve the Five Star Agenda was adopted unanimously.
- b. **Recommendation for 2004-05 Budget Reductions, R103-03-04.** It was moved and seconded (Dalbek/Tracy) to approve the recommendation for 2004-05 budget reductions made in the Superintendent's report. The recommendation is \$1.1 million in certificated staff, \$240,000 in classified staff and \$100,000 in supplies and services. Dr. Leabo requested the board give the authorization to begin identifying the \$1.5 million in reductions. It was questioned if the district would be constrained to \$1.5 million in reductions if we find we need additional cuts. Dr. Leabo reported this recommendation is based on the passing of the Parcel Tax measure. Mr. Beattie stated that as always the district is being fiscally responsible and it pains the board to have to

look at these reductions. The motion to approve the recommendation for 2004-05 Budget Reductions was adopted unanimously.

- c. **Approval of Los Angeles County Plan for Expelled students, R100-03-04.** It was moved and seconded (Dietel/Wilcox) to approve the Los Angeles County Plan for Expelled Students. The county has put together a county wide plan to identify gaps in the current expulsion program and fill those gaps. This plan does not change how we do expulsions but will put together a county wide plan on what happens to expelled students and will provide consistency throughout the county. Mr. Dietel questioned what currently happens to expelled students. Mr. Stratton reported the district provides county services, which would be a county school. However, many decide to go to a charter school or a private school. But the district is required to provide some alternative. The motion to approve the Los Angeles County Plan for Expelled Students was adopted unanimously.
- d. **Approval of Educational Goals for 2004-05, R99-03-04.** It was moved and seconded (Tracy/Dietel) to approve the Educational Goals for 2004-05. Mr. Stratton reported Curriculum Council puts together what they see as the goals for next year and makes a recommendation to the board. The timeline is the goals are set now or in March, and then the goals go to the schools so they can tie their plans and their budget to the goals. Curriculum Council felt that once they reviewed the progress their attempt was to set global goals not localized goals. Mrs. Wilcox requested delaying this. Mr. Stratton reported the Single Site Plan is due in May so he would need a decision by second Wednesday in March. Mrs. Wilcox would like a discussion on Tests. Mr. Stratton reported Tests would not be a global statement, but an implementation statement or a board policy. Specific activity is more an implementation activity. Mr. Dietel questioned whether sites will report back on specific implementations. Mr. Stratton reported that last year sites presented their individual goals and it was felt that was not the desired approach by the board. The board agreed they liked being abreast of the ongoing progress of the goals and agreed to have the goals brought to the board as in the past. Mrs. Wilcox requested a motion to bring back for a second reading. The board requested small pieces of the goals be brought to the board in a study session. The motion to bring this item back for a second reading on March 9th was adopted unanimously.
- e. ***Approve Special Meeting of the Governing Board on March 4, 2004..** It was moved and seconded (Wilcox/Tracy) to approve the request for a Special Meeting of the Governing Board on March 4, 2004. Dr. Leabo reported based on what happens March 2 a special meeting will be required to adopt a resolution for a reduction in services. The lay offs will have to be identified by names at this meeting. This will be a single item meeting. The motion to approve the Special Meeting on March 4, 2004 was adopted unanimously.

2. Second Reading

- a. **Approval of Increase in Facility Use Rates for the 04-05 School Year, R89-03-04.** It was moved and seconded (Dietel/Wilcox) to approve the Increase in Facility Use Rates for the 04-05 School Year. This is being presented as a second reading. The motion to approve the Increase in Facility Use rates for 04-05 School Year was adopted unanimously.

3. Consent Agenda

It was moved and seconded (Dalbeck/Tracy) to approve the consent agenda as presented. The motion to approve the consent agenda was adopted unanimously.

- a. **Personnel Report, P15-03-04.** The board approved the following personnel items:
Classified: Hires: Klaris Bandari, Linda Dunlop, Matthew Ferguson, Juan Garcia, Erika Larson, Amelia Van Es, Rickie Wang. Resignations: Gary Godbold, Anne Schlotman. Retirement: Juan Garcia. *Certificated:* Hires: Jill Baran-Scott, David Chao, Tom Forrester, Britta Foshee, Charmane Johnson, Josh Landerer, Makiko Nakasone, Jill Sayre, Jamie Wisehaupt. Leave of Absence: Sheryl Genie. Resignation: Shannon Snaer. BTSA Support Providers: Mary R. Dicks, Mary J. Hufstedler, Mary Langedyke, Kathy apRoberts, Sharon Barker, Jackie Castro, Pam Hodde, Vicki Sheff. Technology CPR: Julie Clark, Diane Jimenez, Tom Traeger, Lindsay Ward, Donald Schaafsma. *CMSA:* Leave of Absence: Tish Hernandez.
- b. **Special Activity: Big Bear – PCR, R94-03-04.** The Board approved the request for Palm Crest Elementary students to attend Blue Sky Meadow Outdoor Science Camp in Big Bear March 22 – March 26, 2004.
- c. **Special Activity: Wrightwood-PCY, R96-03-04.** The Board approved the request for Paradise Canyon Elementary students to attend Wrightwood Outdoor Science School in Wrightwood, CA February 23 – February 27, 2004.
- d. **Special Activity: Pilgrim Overnight, Dana Point – PCY, R97-03-04.** The Board approved the request for Paradise Canyon Elementary to attend the Pilgrim Overnight in Dana Point, CA in May.
- e. **Special Activity: California Association Peer Program, Garden Grove-LCHS, R98—03-04.** The Board approved the request for La Canada High School students to attend the California Association of Peer Programs at the Hyatt Regency Hotel in Garden Grove, CA February 26 – February 28, 2004.
- f. **Special Activity: Valley Forge-PCY, R102-03-04.** The Board approved the request for Paradise Canyon Elementary students to attend the Freedom Foundation at Valley Forge March 29 – April 2, 2004.
- g. **Special Activity: LCHS Men’s Ensemble to Sacramento, R106-03-04.** The Board approved the request for La Canada High School Students in the Men’s Ensemble to attend the Men’s Ensemble Tour in Sacramento and San Francisco March 17 – March 21, 2004.
- h. **Non-Public School/Non-Public Agency Contracts, R95-03-04.** The Board approved the non-public school/non-public agency contracts.
- i. **Approval of Contract with Miller, Brown & Dannis for Legal Services,** The Board approved the request to enter into contact with Miller, Brown & Dannis for legal services.
- j. **Disposal of Surplus, R107-03-04.** The Board approved the request for Palm Crest Elementary to dispose of an overhead projector which is non-repairable.
- k. **Gifts to District, R103-03-04.** The Board approved the following Gifts to District: Overhead Projector, Projector Screen and Humidifier, Mrs. Theresa Chung; 12 cases of paper, Mr. Jeffrey Gish; \$365.67, Box Tops for Education; \$15.50, Cartridges for Kids; \$366.00, Edison International Match Fund; \$2,000.00, Mr. and Mrs. Ho Uook Lee; \$125.00, The Bledsoe Family; \$52.76, Greg Boreham & Nancy Fairchild; \$120.00, The Chen Family; \$8,000.00 La Canada PTA.
- l. **Purchase Order List #9.** The Board approved Purchase Order List #9.

COMMUNICATIONS

Mrs. Wilcox asked whether anyone was attending the SELPA dinner on February 25th. Because this is the same evening as Founders Day it was determined no one is available to attend and it was requested Ms. Bergner notify SELPA with regrets from the board.

Mr. Tracy informed the board he represented the board at today’s Community Scholarship Foundation of Flintridge annual fundraiser luncheon.

Mr. Dietel informed the board he recently attended an Eagle Scout presentation on behalf of the board.

Mr. Beattie has recently met with several newspapers, including the News Press and two major Korean papers to establish lines of communication with the papers on a wide range of topics.

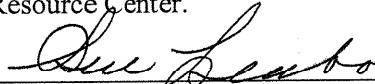
Mrs. Wilcox requested the district get a proposal from Kronick, Moskovitz, Tiedemann & Girard, a law firm. Dr. Leabo stated she does not think they have a local office but she will look into it and report back.

Mrs. Dalbeck reported that Mr. Beattie, Dr. Leabo and herself drove to Chilao to meet with several Chilao families regarding bus transportation. Mrs. Dalbeck has contacted Carol Liu's office to discuss funding assistance to continue bus service to these families. Mrs. Dalbeck reported the communication with the families was refreshing and felt the families were working with the district to problem solve. Mrs. Dalbeck will keep the board posted on the search for funds for busing. It was reported that the Chilao site is now registered with the historical society as the only two room school house in the area.

Mr. Stratton reported Mr. Banis and himself met with Child Education Center (CEC) to discuss facility issues regarding after school field use. Outsider users come onto the campus after school and CEC is concerned with several issues such as, gates, dogs, bystanders and overall space issues. Mr. Tracy questioned what their lease affords them. Mr. Stratton responded CEC knows this is not part of their lease but the field use by outside groups impacts their program. Mr. Stratton stated that any changes the district may make to accommodate CEC would impact joint use. It was recommended Mr. Stratton facilitate getting CEC together with Pat Kendall, Sports Coalition to discuss their concerns. Mrs. Dalbeck volunteered to sit in on the meeting as a Joint Use representative after March 2nd. Mrs. Wilcox requested the number of kids serviced at CEC. Mr. Stratton responded he will provide that information in TWIR.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:59 p.m. The next scheduled meeting is a Special Meeting of the Governing Board being held on Tuesday, March 4, 2004, at 6:00 p.m. in the La Cañada High School Information Resource Center.

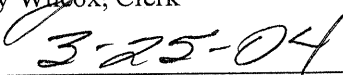


 Sue Leabo, Superintendent
 Secretary to the Governing Board

MINUTES APPROVED



 Cindy Wilcox, Clerk



 Date