

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

June 8, 2004

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:05 p.m. by President Andy Beattie on June 8, 2004 in Room 41 at 4490 Cornishon in La Cañada, California. Present were Board Members Andy Beattie, Ron Dietel, Cindy Wilcox, Scott Tracy, and Jinny Dalbeck, Superintendent Sue Leabo, Deputy Superintendent Jim Stratton and Chief Business Officer Dave Banis.

**CLOSED SESSION**

The Board adjourned to Closed Session at 5:05 p.m. in the Special Education Conference Room. Present were the five Board Members, Superintendent Sue Leabo, Deputy Superintendent Jim Stratton, Chief Business Officer Dave Banis. Closed session adjourned at 5:28 p.m.

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 5:29 p.m. in Room 41 at 4490 Cornishon. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis and Secretary Chris Roberts. There were approximately 7 people in the audience.

**PROPOSED ACTION ITEM**

**1. SECOND READING**

- a. **Vote Regarding Sewer Assessment, R155-03-04.** It was moved and seconded (Dietel/Dalbeck) to approve the Vote Regarding Sewer Assessment. Dr. Leabo recommended approval of the sewer assessment. Mrs. Dalbeck reported a sub committee was formed to discuss questions and concerns between the two governing entities. The sub committee met three times and discussed enrollment and the methodology of assessment and what assistance the City of La Cañada Flintridge (City) could provide the district.

As a result of the sub committee meeting some reduction in the sewer assessment was made. The District can save approximately 11% of the assessment fee by prepaying the fee to the City, this would result in a savings of approximately \$49,377.00. The possibility of the district financing the assessment fee through the City was discussed. Two loan concepts were discussed. One concept is a 20 year term loan with equal payments. The second option is a 5 year interest only loan with the principal payments calculated on the remaining balance for 15 years.

The Governing Board discussed the district's cost of the on site construction to connect to the sewer. Dr. Leabo estimated the sewer connection cost to be approximately \$150,000. The sub committee discussed the option in the first 5 years to extend the principal of the loan by the cost of the on site construction, up to \$200,000. The legal requirements of the district complying with the city ordinance were discussed.

The following members of the audience addressed the board:  
Roger Burke, parent  
Bill Stoner, parent  
Fred Akers, community member

The vote this evening is for the assessment based on the new figures. It is separate from whether the district gets a low interest loan from the city. Mr. Alexander explained the City came up with the new assessment figures after reviewing student population and assumptions.

The district's need for the sewer connection was discussed. It was agreed sewers would greatly benefit the students of our district and the sewers should be installed. The difficult question of affordability was discussed. With the two loan options being offered by the City, the district could budget a fairly low repayment amount of money over the next five years. The legalities of borrowing from the City were discussed.

Mrs. Wilcox expressed her deep concerns regarding the expense of this project. Mrs. Wilcox would prefer to put the districts funds into schools and staffing. Mrs. Wilcox also expressed concerns regarding voting on the assessment without having a firm offer on funding from the City. Mr. Dietel also expressed concerns on voting on the assessment without a firm offer from the City. Mr. Dietel thanked the sub-committee for the time they've put into this issue. Mr. Tracy expressed his concerns on obligating the district to the \$400,000 debt that would be created if the district voted yes on this project.

Mrs. Dalbeck stated the board has done what they needed to do, which included entering into conversation with the City. Mrs. Dalbeck stated the City did not meet their obligation to come to the district with this information. The City has been working for a long period of time on putting these numbers together. If the City had communicated with the District, the District could have built language into the bond that might have helped the district with the funding of this project. The District has worked very hard for the last 6 years to establish a good working relationship with the City and it is unfortunate the City did not take the steps to notify the District sooner. The board has tried to get as much information as they can in the time allowed. Mrs. Dalbeck stated the district will eventually need to connect to the sewers but is uncomfortable not having a firm offer from the City. The concern is if the district doesn't take advantage of the loan opportunity from the city now that it won't exist in the future.

Legal counsel informed the governing board if the district abstains from voting on the Sewer Assessment Ballot the vote would be counted as a "Yes". Mr. Alexander, City Manager, clarified all votes are counted and the City needs 51% of the votes to pass, not including the abstentions.

Mr. Dietel asked whether after hearing the information presented this evening if Dr. Leabo has changed her recommendation. Dr. Leabo reported she clearly sees both sides of the issue. Dr. Leabo concurs that the financial picture of the district is tough and the additional expense of this project could create a problem.

Mrs. Dalbeck made a motion to abstain from voting on the sewer assessment. The motion to abstain from voting on the sewer assessment was seconded by Mr. Tracy. The impact of abstaining was discussed. The vote on the motion to abstain failed to pass with a 2:3 vote.

Mrs. Beattie called for the vote on the original motion. A Yes vote means the district will make the ballot Yes and obligate the district to the assessment. Those in favor of voting yes on the assessment were Dietel, Beattie and Dalbeck. Those opposed were Wilcox and Tracy. The motion to vote Yes on the sewer assessment ballot was adopted by a 3:2 vote. Mr. Beattie signed the ballot and handed it to legal counsel for delivery to City Hall.

A brief recess was called prior to the start of the regular meeting.

## **REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:25 p.m. in Room 41. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, Secretary Chris Roberts. There were approximately 7 people in the audience. Mr. Beattie asked Kim Chau, the new Student Representative to lead the Pledge of Allegiance to the Flag.

### **REPORT OUT OF CLOSED SESSION**

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

Mr. Beattie reported the Governing Board voted 3:2 to vote yes on the City of La Cañada's sewer assessment ballot.

Mr. Beattie requested a moment of silence in honor of Ronald Reagan.

### **APPROVAL OF AGENDA**

It was moved and seconded (Tracy/Dietel) to approve the agenda. The motion to approve the agenda was adopted unanimously.

### **APPROVAL OF MINUTES**

Approval of minutes of the April 27, 2004 and May 18, 2004 regular meeting and May 11, 2004 Special Meeting of the Governing Board were deferred until the June 29, 2004 meeting.

### **REPORTS**

1. **Superintendent's Report**
  - a) **End of Year Activities**
  - b) **Bond Presentation**

The Superintendents report was skipped in order to honor the district's retirees.

2. **President's Report**

Student Representative, Patrick Masters was honored for his year of service as Student Representative. Mr. Masters introduced Kim Chau, the incoming student representative.

The following district retirees were honored in order of the longest service:

Warren Weaver  
 Corinne Venit  
 Nancy Gunther  
 Barbara Weinmen  
 Georgie Mendoca  
 Juan Garcia  
 Alfredo Contrares  
 Phyllis Bige  
 Judy Mitz

The Governing Board thanked everyone for the positive impact they've made to the district.

3. **Student Representative Report** –Kim Chau the new Student Representative is currently an 11<sup>th</sup> grader at the high school. Ms. Chau plays varsity softball, is a cheerleader and was Prom Commissioner for the Associated Student Body. Ms. Chau stated there are no words to express

how the retiring employees have impacted the students of the district. Finals start next week and most students are "hanging on". Baseball and Softball ended up in second place for the season. The golf team finished fourth out of fifteen. ASB elections for next year have taken place resulting in Tristin Schulloff as ASB President and Kate Schmidt as Vice President. Last week was the Senior Salute assembly, which started with a breakfast and included singing, cheering, a senior video and later a BBQ.

Last night was Senior Awards night. Many seniors attended, receiving awards and scholarships for athletics and academic achievements.

### **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

None

### **PUBLIC HEARING**

1. **Statement of Assurances for 2003-2004 Pupil Textbook and Instructional Material Incentive Program for Grades K-12.** Mr. Beattie opened the public hearing at 7:51 p.m. on the Statement of Assurances for 2003-2004 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12. Hearing no comments, the public hearing was closed at 7:52.m.
2. **Public Presentation of LCTA and District Negotiations Proposals, R156-03-04.** Mr. Beattie opened the public hearing at 7:53 p.m. on the LCTA and District Negotiations Proposal, R156-03-04. Hearing no comments, the public hearing was closed at 7:54 p.m.

### **PROPOSED ACTION ITEMS**

#### **1. First Reading**

- a. **2004-05 Proposed Budget, R162-03-04.** This item is being presented for a first reading. Mr. Banis reported the projected budget reflects the most recent information on the Governor's proposed budget. After the State budget is finalized, other adjustments will be made to reflect the impact of the state budget on the district's budget. The 2004-2005 Budget projects a General Fund Balance of \$958,842 with a 3.0% Reserve for Economic Uncertainties. The Governing Board asked for clarification on the 3% reserves, which Mr. Banis provided. Concerns were also expressed by the governing board on the skyrocketing costs of benefits and future administrative staffing costs.

Mrs. Wilcox questioned the procedures for creating and hiring new positions within the District. Mrs. Wilcox would like the board to be able to provide more input to the District prior to these decisions being made. Mr. Beattie advised Mrs. Wilcox staffing and negotiations can be discussed in Closed Session but also stated Administration has their jobs and the governing board has other responsibilities. The board must trust that District Administrators and Principals are making decisions that are best for the students of the district.

This item will return for a second reading at the next regular meeting of the governing board.

It was requested agenda item 1g be moved to 1b to accommodate those in the audience in attendance to hear this item.

- b. **Resolution #28 Temporary Cash Transfer and Resolution #29: Temporary Borrowing.** It was moved and seconded (Dietel/Wilcox) to approve Resolution #28

Temporary Cash Transfer and Resolution #29: Temporary Borrowing. Mr. Banis reported this is an annual request. The motion to approve Resolution #28 Temporary Cash Transfer and Resolution #29: Temporary Borrowing was adopted unanimously.

- c. **\*Declaration of Need for Fully Qualified Educators, R157-03-04.** It was moved and seconded (Dietel/Dalbeck) to approve Declaration of Need for Fully Qualified Educators. Dr. Leabo reported this is an item that we vote on annually and it is her recommendation the governing board approve the Declaration of Need for Fully Qualified Educators. The motion to approve Declaration of Need for Fully Qualified Educators was adopted unanimously.
- d. **Board Policy 7310- Naming of Facilities, R165-03-04.** This item is being presented for discussion only.

Mr. Tracy provided a history of why this item is being presented. Mr. Tracy stated with the failure of the parcel tax the community was sent scrambling to raise as much money as possible for the current year. The district had to take another look at whether to attempt to go out for a new parcel tax. The endowment committee will attempt to build the endowment fund from about \$2 million to a goal of \$10 million by 2010, which would mean \$500,000 to the district annually. The Foundation's endowment fund was started in 1992 and went from 0 to \$2 million in 12 years. The Foundation is hoping to go from \$2 million to \$10 million in 6 years. It is aggressive thinking and necessary. The endowment trustees have proposed that the District adopt a policy that would provide the opportunity to recognize select donors of major gifts in the form of naming rights of certain District-owned facilities. The discussion tonight is to look at the current board policy and consider amendments to that policy that would allow for the naming of facilities.

Mr. Beattie expressed concern regarding selling off name rights to Corporations or individual naming of schools. Mr. Tracy responded there are several ways to address this concern. The governing board could consider not allowing corporate naming of facilities or the naming of schools. Mrs. Dalbeck agreed to do some research prior to this coming back to the board.

- e. **\*Authorization to Enter into Contract for Construction Management Services, R161-03-04.** It was moved and seconded (Dietel/Dalbeck) to approve Authorization to Enter into Contract for Construction Management Services with PCM3. Dr. Leabo discussed the 2004 construction projects. Dr. Leabo reported if this contract is approved David Charles will be the construction manager for the district. Mr. Charles has worked with the district in the past and the district has requested he work with the district again on the upcoming construction projects. Bidding is not required for the hiring of construction management services.

The pros and cons of construction management services versus a general contractor were discussed. Dr. Leabo informed the board the district has done both. There is less expense to the district using construction management services and less work on the district. The rate for construction management was discussed. Dr. Leabo reported the average cost for construction management services is approximately 11 – 14%. Construction managers are on the job every day making sure the crews are doing their jobs and have the districts best interests in mind. The construction manager works directly with the architect and the contractors to assure the construction projects run smoothly according to the plans.

Mr. Tracy questioned the urgency of making a decision on this contract. Dr. Leabo responded there is some urgency but this item could be tabled and discussed at a later date. Dr. Leabo discussed the district's relationship with PCM3. Dr. Leabo informed the board

Dave Charles has worked with the district in the past and has knowledge of the district's sites, personnel and procedures. PCM3 has reduced their bid in order to accommodate the district prior to presenting this contract this evening. Mrs. Wilcox stated that she did not want to spend almost 12% of the total bond for construction management. Mrs. Wilcox further commented that the architect and contractors add specific, documented value and have liability for work performed. When the project is going well, the construction manager looks good, and should things go badly, the construction manager has no liability, per their contract.

Mr. Tracy stated he would like to get a bid from Osborn Architects for construction management services. Dr. Leabo responded if that is the direction from the board the district will get a bid from Osborn. However, the cost of the PCM3 contract is at the going rate or better than the going rate. Construction management services are bidding now at 15% of construction costs. This is a very busy time for construction management services and the rates are higher than in the past. PCM3 responded to the board discussion and stated Dr. Leabo called PCM3 and asked them to lower their rate, PCM3 did that. Dr. Leabo requested David Charles as the district's construction manager, PCM3 guaranteed David Charles. PCM3 wouldn't do that for any district. PCM3 likes working with Dr. Leabo and La Canada Unified School District and made these accommodations to help assure a working relationship with the district.

Mr. Beattie stated the district has a history with PCM3. Mr. Beattie is comfortable with the costs of this contract and recommends the board back PCM3. Mr. Beattie informed the board the district will be receiving three full time employees to assist the district with the upcoming construction projects. Mr. Tracy again requested the district contact Osborn Architects to get a bid for construction management services. Mrs. Wilcox and Mr. Dietel agreed with Mr. Tracy.

Mrs. Dalbeck recommended the board have a special meeting to make this decision.

A motion was moved and seconded (Dietel/Wilcox) to table this item until June 17, 2004. The motion to table the approval of contract for construction management services was adopted unanimously. The district was directed by the board to contact Osborn Architects regarding construction management services.

A brief break was called at 9:41 p.m. The meeting was reconvened at 9:52 p.m.

- f. **Appointment of Bond Oversight Committee, R168-03-04.** It was moved and seconded (Wilcox/Tracy) to approve Appointment of Bond Oversight Committee. Dr. Leabo reported she is very pleased with the applications received and thanked Mr. Tracy for his help in reviewing the applications. Dr. Leabo reported a first meeting date has not been established and a board liaison will need to be appointed. Mrs. Wilcox volunteered to be the board liaison. The motion to approve the appointment of the Bond Oversight Committee as presented was adopted unanimously.
- g. **\*Approval of Projects for Phase I of Construction, R169-03-04.** It was moved and seconded (Dietel/Wilcox) to approve Approval of Projects for Phase I of Construction. Dr. Leabo presented a list of projects for Phase I of construction and has requested formal approval for these projects. Dr. Leabo reported she has met with the site committees and the Facilities Executive Committee and the projects being presented have been reviewed and discussed. The motion to approve the Projects for Phase I of Construction was adopted unanimously.

- h. **\*Authorization to Enter into Contract for Architectural Services, R167-03-04.** It was moved and seconded (Dalbeck/Dietel) to approve Authorization to Enter into Contract for Architectural Services. Mr. Banis reported Osborn Architects has worked with the district for a number of years and helped update the facilities master plan. Mr. Banis recommended approval of this contract based on the history the district has had with Osborn Architects and Craig Windsor. Mr. Tracy asked whether this should be tabled until the construction management contract is discussed. Mrs. Dalbeck stated the board should move forward on this contract. Dr. Leabo reported if Osborn Architects were to provide construction management services and architectural services two contracts could be entered into. The motion to approve Authorization to Enter into Contract for Architectural Services was adopted unanimously.
- i. **\*Resolution #30-03-04 Statement of Assurances for 2003-2004 Pupil Textbook and Instructional Materials Incentive Program Grades K-12.** It was moved and seconded (Dalbeck/Dietel) to approve Resolution #30-03-04 Statement of Assurances for 2003-2004 Pupil Textbook and Instructional Materials Incentive Program Grades K-12. The motion to approve Resolution #30-03-04 Statement of Assurances for 2003-2004 Pupil Textbook and Instructional Materials Incentive Program Grades K-12 was adopted unanimously.
- j. **Amendment to Allocation of Additional Funds, R123-03-04.** It was moved and seconded (Dalbeck/Wilcox) to approve the Amendment to Allocation of Additional Funds. Dr. Leabo recommended making an amendment to the March 16<sup>th</sup> decision on allocation of additional funds. The amendments include an additional item number which would provide the next \$25,000 available to recall classified staffing. The motion to approve the Amendment to Allocation of Additional Funds was adopted unanimously.

## 2. Second Reading

- a. **School Site Plans for 2004-05, R154-03-04.** It was moved and seconded (Wilcox/Dietel) to approve School Site Plans for 2004-05. Mr. Stratton reported the district is asking the board to approve the plans and goals but not the budgets. The plans presented this evening reflect the modifications requested during first reading. The motion to approve the School Site Plans for 2004-05 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, P23-03-04.** The Board approved the following Personnel Items: Certificated: *Leave of Absence:* Brittany Barker; *Retirement:* Nancy Gunther. Classified: *New Hires:* Janice Baumer, Laura Johnson; *Modification:* Janice Baumer; *Resignation:* Nancy Ekeke, Raquel Iniguez, *Retirement:* Barbara Weinman. CMSA: *Reclassification:* Robin Cresto, Frinna de la Cruz.
- b. **Non-Public School/Non-Public Agency Contracts, R171-03-04.** The Board approved the non-public school/non-public agencies contracts.
- c. **\*Resolution #31-03-04 Declaration of Indefinite Salaries for Retroactive Pay for 2004-05.** The Board approved Resolution #31-03-04 Declaration of Indefinite Salaries for Retroactive Pay for 2004-05.
- d. **Contract Award for La Canada High School Exterior Painting, R163-03-04.** The Board gave approval to award the contract for the exterior painting at La Canada High School to Prime Painting.

- e. **Contract Award for La Canada High School Roofing Project, R166-03-04.** The Board gave approval to award the contract for the roofing project at La Canada High School to SCR, Group, Inc. dba Southern California Roofing Company.
- f. **Authorization to Make Appropriation Transfers, R159-03-04.** The Board approved the Authorization to Make Appropriation Transfers.
- g. **Special Activity: Palpitating Panthers, R170-03-04.** The Board approved the special activities for summer trips for Palpitating Panthers.
- h. **Amendment to contract for LACOE Network Services and Support, R173-03-04.** The Board approved the amendment to the LACOE contract for Network Services and Support.
- i. **2004-2005 Designation of CIF Representatives to League, R164-03-04.** The Board designated Michael Leininger and Randy Boal as CIF Representations for the 2004-05 school year.
- j. **Approval of Job Description: Elementary Secretary, R171-03-04.** The Board approved the Elementary Secretary Job Description as presented.
- k. **Approval of Job Description: Facilities Maintenance V, R174-03-04.** The Board approved the Facilities Maintenance V Job Description as presented.
- l. **Disposal of Surplus Equipment, R158-03-04.** The Board gave approval for disposal of surplus equipment.
- m. **Gifts to District, R160-03-04.** The Board approved the Gifts to District as presented.
- n. **Purchase Order List #14.** The Board approved Purchase Order List #14.

### COMMUNICATIONS

Two additional board meetings were scheduled. A closed session meeting to discuss employee transitions was scheduled for Tuesday, June 15<sup>th</sup> at 5:00p.m. A special meeting to discuss the contract for construction management services and loan options for the sewer assessment, if the assessment passes, was scheduled for June 17<sup>th</sup> at 8:30 a.m. at the high school.

### CLOSED SESSION


The board reconvened to closed session at 10:50 p.m.

### OPEN SESSION

At 11:50 p.m. the Governing Board reconvened to Open Session. Mr. Beattie reported there was no action taken in closed session.

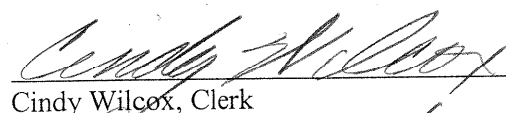
### ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 11:55 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, June 29, 2004, at 7:00 p.m. in Room 41 at 4490 Cornishon in La Canada.



Sue Leabo, Superintendent  
Secretary to the Governing Board

### MINUTES APPROVED



Cindy Wilcox, Clerk

8.10.04

Date