

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

January 15, 2002

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Jinny Dalbeck on January 15, 2002 in the La Cañada High School 9-12 Library at 4463 Oak Grove Drive in La Cañada, California. Present were Board Members Andy Beattie, Jinny Dalbeck, Ron Dietel, Meredith Reynolds, and Scott Tracy, Interim Superintendent Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton, and Assistant Superintendent of Business Services John Kramar.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada High School 7/8 Library. Present were the five Board Members, Interim Superintendent Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton and Assistant Superintendent of Business Services John Kramar. Closed Session adjourned at 6:30 p.m.

MEMBERS PRESENT: Mrs. Jinny Dalbeck, Vice President
 Mr. Andy Beattie, Member
 Mr. Ron Dietel, Member
 Mrs. Meredith Reynolds, Member
 Mr. Scott Tracy, Member

WORKSHOP – Superintendent Search Process Discussion

Mrs. Dalbeck called the Workshop to order at 6:40 p.m. There were approximately 10 people in the audience. She explained that the purpose of the Workshop was to discuss the search process for a new Superintendent. Traditionally, the Board would hire a search consultant firm in the fall of the academic year. The firm would meet with various members of the school district community to gather the criteria for a new superintendent as well as a profile of the district. The search firm would then develop a profile, develop a brochure and post the position. In addition to posting the position, the search firm would contact several people the firm believes would be a match for the district. They would then bring a file of all applications and a notebook with their recommendation of 5 or 6 candidates to interview. They would explain to the Board their reasons for choosing those candidates and not others. Paper screening would take place in February, followed by interviews, then a site visit to interview the candidate's school district community. Traditionally, the timing for offering a position is between March and April, with the new superintendent starting in spring or early summer.

Mrs. Dalbeck explained that she has consulted several search firms, who highly recommend that the Board start the search at the traditional time. Mr. Beattie recommended that the Board start interviewing search firms in mid-May. The objective would be to have a superintendent hired in Spring 2003, with the start date to be determined. The search firm interviews are conducted in open session. Depending on the firm, the cost can range from \$24,000 to \$65,000.

The Workshop adjourned at 7:03 p.m.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:09 p.m. in the La Cañada High School 9-12 Library. Present were the five Governing Board Members, Dr. Leabo, Jim Stratton, John Kramar, and Secretary to the Superintendent Judy Mellick. There were approximately 30 people in the audience. Mrs. Dalbeck asked community member Cindy Wilcox to lead the Pledge of Allegiance to the Flag

REPORT OUT OF CLOSED SESSION

Mrs. Dalbeck reported that no action was taken in Closed Session.

APPROVAL OF AGENDA

It was moved and seconded (Reynolds/Dietel) to approve the agenda. It was moved and seconded (Reynolds/Beattie) to pull Consent Agenda items 2F and 2G and to add a President's Report. The motion to pull Consent Agenda items 2F and 2G and add a President's report was adopted unanimously. The motion to approve the agenda as amended was adopted unanimously.

APPROVAL OF MINUTES

Mrs. Dalbeck stated that the minutes of the December 11, 2001 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the December 11, regular meeting were approved as amended.

REPORTS

1. Superintendent's Report

- a. District Office Reorganization – Dr. Leabo reported on reorganization in the District Office Administrative Positions. The administrative positions will change to Superintendent, Deputy Superintendent of Educational Services, and Chief Business Officer. The Deputy Superintendent will take on more responsibilities, such as supervising and evaluating the principals, and a new position to start in July, Director of Assessment, Research, and Consolidated Programs. The Deputy Superintendent will provide leadership in developing, achieving, and maintaining the best possible student programs and services. He will serve on the district negotiating team and administer district policy on inter-district transfers. The organization of Business office will not change, but there will be a change in the title of the Assistant Superintendent of Business Services to Chief Business Officer. The Superintendent will be responsible for personnel and construction projects, and act as the district's chief negotiator, as well as all other duties of the Superintendent. The Director of Assessment, Research, and Consolidated Programs will be responsible for collecting and analyzing data in the district to help with special instructional programs and grants. The reorganization would be effective immediately upon approval of the Superintendent and Deputy Superintendent contracts.
- b. Construction Update – Dr. Leabo reported that the District has received approval for the 600 Building and construction has started. Approval for LCE Science Center has been received and construction has started. Bids will open on January 24 for phase 2. She will meet with sites to prioritize what bids should be awarded on February 5. The District has received a letter from the architect for the LCE Science Center assuring there will be no additional fees. PCM 3 has sent a letter guaranteeing that they will not charge the District additional funds for the project. Dr. Leabo has received a letter from LCE stating that they will continue with fund raising.

- c. Survey Update – Dr. Leabo reported that the survey is done. The firm moved very rapidly and completed the survey prior to winter break. 600 people were contacted. Godbe Research will put the analysis in the mail to the District on January 18. The Board will have it on Tuesday. The Board will report on the survey in a workshop on February 5.
- d. Mr. Kramar introduced the new Supervisor of Operations, Oberlin Garcia.

Mrs. Reynolds presented a plaque to Lauren Beattie for her service as student representative two years ago.

2. Student Representative Report

Student Representative JoAnn Bicknell reported that the cut-out for student drop-off at the high school is completed. Security is directing traffic. ASB will be taking a retreat to Lake Arrowhead. ASB and student store have moved into the 9-12 Library. The current ASB president has suffered an illness. He is doing fine, but the vice president has taken over until he returns. Monte Carlo night was last weekend. The theme was “Dancing through the Decades.” Miss Bicknell issued an invitation for all Board members to attend the Senior barbecue Thursday at 12:30 p.m.

3. Academic Unit Transfer Credit –

Mr. Stratton reported that the high school has been challenged with the new accountability coming from the state. Each year a new standards-aligned test will be added to the Academic Performance Index (API). Students will be required to take a very specific test that is aligned to the standards. It doesn't matter if a student has taken a class somewhere else. As long as that class is listed on La Cañada Unified School District transcripts, that test must be taken. Test scores can be used for college credit and placement and may be used for college admission. Schools all over the state are wrestling with how to accept credit from institutions other than their own. LCHS received a six-year accreditation last year. As an accredited school, LCHS is certifying that all classes listed on LCHS transcripts meet the state standards. Mr. Stratton introduced Associate Principal Lindi Dreibelbis-Arthur, who reported further on academic unit transfer credit. Mrs. Arthur reported that the measuring stick in these times is the District's performance on state mandated tests. The State has implemented standards-based assessment in all areas. The District is required to test students in those specific areas that are on state standards. The District must assure that all students are receiving a curriculum that is aligned to state standards. LCHS is ultimately responsible for all students' performance on state mandated tests, no matter where they took the course. LCHS must confirm that the courses taken elsewhere are aligned with state standards. Transfer credit guidelines were printed in the student handbook last March. They were also sent to the private schools in the area so that they would be well informed of LCHS practices. These guidelines only apply to currently enrolled students.

Currently the PE teachers are working with a L.A. County Office of Education PE consultant to assure that all courses are aligned to state standards.

Summer school registration will begin February 12. On February 13, LCHS will hold a pre-registration night for 10th, 11th, and 12th graders. Incoming 9th grade parent orientation night will continue as a separate program.

LCHS will continue to discuss the percentage of classes required at LCHS for graduation. These discussions will take place at site council, curriculum council, department meetings, etc.

Mr. Stratton thanked Mrs. Arthur and said that she has been responsible for all the hard work pushing to have the deadlines met, get the handbooks out, etc.

Mrs. Dalbeck asked how often the high school would reevaluate the courses that are approved. Mrs. Arthur said that, as changes happen at the high school, that will initiate review of approved courses.

The following audience members addressed the Board on this issue:

Cindy Wilcox, 4408 Union St.
Bob Frank, Hillside School
Karen Mathison

4. **President's Report**

Mrs. Dalbeck reported that the Board has set a timeline to have interviews of search firms in May for the superintendent search. The Board will hire a search firm in June. The firm will then give the Board a timeline for the superintendent search.

Opportunity to address Board

The following audience members addressed the Board at this time:

None

1. **First Reading**

- a. ***Audit Report, R128-01-02.** It was moved and seconded (Beattie/Reynolds) to accept the audit report. Mr. Kramar reported that the findings that were identified by the audit are being addressed by the District. Mr. Kramar recommended that the Board consider having a purchasing agent in order to maintain better control over inventory.

Mr. Beattie congratulated the district for doing such a good job, and heartily endorsed any system to control purchasing.

The motion to accept the Audit Report was adopted unanimously.

- b. ***Quit-Claim Deed for Proposed Student Drop-Off at La Cañada High School, R129-01-02.** It was moved and seconded (Dietel/Beattie) to approve the Quit-Claim Deed for Proposed Student Drop-Off at La Cañada High School. Mr. Kramar reported that the City and other agencies have paid for the work on the turn-out. The School District's attorneys have advised that the best thing for the district is to actually deed the property to the City. The motion to approve the Quit-Claim Deed for Proposed Student Drop-Off at La Cañada High School was adopted unanimously. Mrs. Dalbeck asked staff to send a letter to the City thanking them for recommending and paying for this work.
- c. ***Resolutions #14, 15, 16, R125-01-02.** It was moved and seconded (Reynolds/Dietel) to approve Resolutions #14, 15, and 16 Reduction of Classified Service. Dr. Leabo explained that the purpose of these Resolutions is to reduce certain classified employees from 12 months to 11 months. The elementary principals already changed from 12 month to 11 month employees. These Resolutions are necessary so their secretaries are also 11 month employees. The motion to approve Resolutions \$14, 15 and 16 Reduction of Classified Service was adopted unanimously.
- d. ***Revisions to BP 0410 Non-Discrimination in District Programs and Activities, R133-01-02.** It was move and seconded (Beattie/Reynolds) to approve Revisions to BP0410 Non-Discrimination in District Programs and Activities. Mr. Stratton explained that this is a change in language only, given to us by the CCR Committee. The order of

groups covered by the policy is very important. The motion to approve Revisions to BP 0410 Non-Discrimination in District Programs and Activities was adopted unanimously.

- e. ***Revisions to BP 1312.3 Uniform Complaint Procedures, R134-01-02.** It was moved and seconded (Reynolds/Dietel) to approve the Revisions to BP 1312.3 Uniform Complaint Procedures. Mr. Stratton explained that this is a change in language only, given to us by the CCR Committee. The motion to approve the Revisions to BP 1312.3 Uniform Complaint Procedures was adopted unanimously.

3. Consent Agenda

It was moved and seconded (Dietel/Tracy) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.

- a. **Personnel Report, P14-01-02.**
- b. **Extra Duty/Extra Pay Report, P15-01-02.**
- c. **Exemption Certification for John Kramar, R123-01-02**
- d. **Approve Job Description for CBO, R124-01-02.**
- e. **Approve Job Descriptions, R136-01-02.**
- f. **Renewal of Membership for CALSSD, R135-01-02.**
- g. **Special Activity: ASB Trip to Lake Arrowhead, R140-01-02.**
- h. **Special Activity: LCE Trip to Catalina Island Marine Institute, R141-01-02.**
- i. **Approve Supplemental Agreement #3 to Joint Use Agreement for Skate Board Park, R139-01-02**
- j. **Change Orders for Phase 1 Elementary, R126-01-02.**
- k. **Change Orders for Phase 2 Library, R127-01-02.**
- l. **Disposal of Surplus, R130-01-02.**
- m. **Notice of Completion, R131-01-02.**
- n. **Gifts, R134-01-02.**
- o. **Purchase Order List #10.**

COMMUNICATIONS

Dr. Leabo reported that the move into the new Library will take place on February 4. There will be a ribbon cutting ceremony on February 4 at 11:00 a.m.

Mrs. Dalbeck passed around an Ed Source order form, asking Board members to indicate any publications they would be interested in ordering.

She reported that, on Thursday, Jan. 31, the Board has the opportunity to go the LACSTA meeting. The meeting will take place at 5:30 p.m.

Mrs. Dalbeck read a letter from Mayor Anthony Portantino thanking the Board for its presentation of a plaque for the City's 25th anniversary.

Mrs. Dalbeck reminded the Members that there is a CALSSD meeting in Sacramento on February 7.

Mr. Tracy reported that he has been asked to investigate the Board's position on possible naming rights of property. The endowment committee would like to know if the Board would allow property to be named after someone for undetermined gifts. Mrs. Dalbeck asked staff to provide samples of other districts' policies in this area.

Mr. Dietel reported that he attended his first CPC meeting. There will be a CPC forum this Thursday at 7:00 p.m. at the Barkley Community Center.

Mrs. Dalbeck told the Board that a closed session was needed. The Board agreed on Tuesday, January 22, from 7:00 to 9:00 p.m.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:55. The Next Regular Meeting of the Governing Board will be held on Tuesday, February 5, 2002, at 7:00 p.m. in the La Cañada High School 9-12 Library.

Sue Leabo, Interim Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Meredith Reynolds
Clerk of the Governing Board

Date