

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

October 1, 2001

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Barbara Racklin on October 1, 2001 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Barbara Racklin, Jinny Dalbeck, Will Moffitt and Meredith Reynolds, and Interim Superintendent Sue Leabo.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada Elementary School Faculty Lounge. Present were the four Board Members, Interim Superintendent Sue Leabo, and District Counsel Terry Tau. Closed Session adjourned at 6:58 p.m.

MEMBERS PRESENT: Mrs. Barbara Racklin, President
Mrs. Jinny Dalbeck, Vice President
Mr. William Moffitt, Member
Mrs. Meredith Reynolds, Member

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:02 p.m. in the La Cañada Elementary School Library. Present were the four Governing Board Members, Dr. Leabo, and Secretary to the Superintendent Judy Mellick. There were approximately 15 people in the audience. Mrs. Racklin asked CSEA representative Mary Irwin to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

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

APPROVAL OF MINUTES

Mrs. Racklin stated that the minutes of the September 11/19, 2001 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the September 11/19, 2001 regular meeting were approved as submitted.

APPROVAL OF AGENDA

It was moved and seconded (Dalbeck/Moffitt) to approve the agenda. It was moved and seconded (Reynolds/Moffitt) to pull item 1f from the agenda. The motion to pull item 1f from the agenda was adopted unanimously. The motion to approve the agenda as amended was adopted unanimously.

REPORTS

1. President's Report

Mrs. Racklin reported that the District has a viable candidate for Interim Assistant Superintendent of Business Services. The name cannot be released since the District does not yet have confirmation.

Mrs. Racklin reported that Student Representative Joann Bicknell was not able to be at the meeting because of a volleyball game. She will be sworn in at the next meeting.

2. **Curriculum Report**

Dr. Leabo reported that Mr. Stratton had a conflict and so was unable to attend the meeting. She reported that Mr. Stratton is working with staff in regard to field trips. The district is monitoring the safety of field trips that are being planned. Groups may continue to fund raise and wait until a reasonable period of time prior to the field trip to make the final determination whether to cancel. Some groups have already cancelled trips.

3. **Superintendent's Report**

Dr. Leabo reported that she has received a letter of resignation from Deitra Reed, Principal at Palm Crest. She told the Board and the audience that the District will not release Ms. Reed until a suitable person is in place to make the transition as smooth as possible for everyone. Whoever is selected will be a temporary or interim principal for the rest of the year. The District will post the position in January or February.

The following audience members addressed the Board at this time:

Janice Fuhrman, Palm Crest teacher
Linda Bair, 4641 Hillard

Opportunity to address Board

No audience members addressed the Board at this time.

1. **First Reading**

- a. ***Board Policy Revisions 1312.3 Uniform Complaint Procedures, R51-01-02.** It was moved and seconded (Moffitt/Reynolds) to approve the Board Policy Revisions 1312.3 Uniform Complaint Procedures. Dr. Leabo explained that periodically the California School Boards Association sends recommendations to policies to keep them current. The changes in this policy are technical and were also noted in the District's Compliance Review last. The motion to approve the Board Policy Revisions was adopted unanimously.
- b. ***Possible Granting of Easement to City of La Cañada Flintridge, R55-01-02.** It was moved and seconded (Dalbeck/Reynolds) to approve the possible granting of an easement to the City of La Cañada Flintridge. Dr. Leabo explained that the District has received a letter from the City of La Cañada Flintridge asking if the Board would be willing to consider granting an easement for a drop off area at the high school.

Mrs. Dalbeck said that the City is asking for funds from the state to alleviate traffic problems on Oak Grove. The plan is to create a drop off zone there so other traffic is not impeded by parents dropping students off at the high school. The City needs a letter from the District to assure them that the Board has discussed it and is willing to consider granting an easement. If the City gets the funding from the state or if they don't get funding and decide to fund out of their budget, the District would then have go through legal means to grant an easement. Any recommendation for an easement or entitlement would have to come back to the Board for a vote.

Mr. Moffitt commented that he would be in favor of a drop off zone in that area.

Mrs. Dalbeck reported that, at the northernmost driveway, the City has projected putting in a signal and a crosswalk. If approved, the Board would instruct staff to draft a letter to the City informing them that the Board is in favor of their going ahead with the grant

process and would consider an easement. The motion to approve the possible granting of an easement to the City was adopted unanimously.

- c. ***Contract with Fairbank, Maslin, Maullin & Associates, R56-01-02.** It was moved and seconded (Reynolds/Dalbeck) to approve the contract with Fairbank, Maslin, Maullin & Associates. Last summer, a committee selected a firm to conduct a survey to see if the community would support a bond and/or parcel tax to reopen Foothill Intermediate School. The proposed contract with Fairbank, Maslin, Maullin & Associates is for \$23,500, with half of the payment due upon signature by the District and the remaining balance due upon presentation of the survey's findings.

Mrs. Racklin said that her recollection is that initially there would be a committee formed to look at the first draft of the survey. She said that six people were called of the 20 names submitted by the Board.

Mrs. Reynolds said that the Board doesn't know what these people were asked.

Mrs. Dalbeck said that the Board had directed Mrs. Evans to talk to Fairbank and come back with a schedule and a contract.

Mrs. Reynolds said that she would like more specificity on item #2 in the contract - preparation and presentation of final results as necessary to complete a survey. The Board does not have information on what will be asked and whom they will ask.

Mr. Moffitt said that item #6 talks about travel and other direct expenses, including but not limited to messenger and other delivery fees, but does not give any indication as to what those expenses might be.

Mrs. Reynolds said that the Board needs a clear understanding of who will make the calls. This information should be in the agreement so the Board can agree on who the callers are and monitor them. She said the Board needs a little more fleshing out to know exactly what Fairbank is going to do.

Mrs. Dalbeck suggested that the Board create a sub-committee or direct Dr. Leabo to go back to Fairbank and get more information. The Board needs to know who was called and what they were asked.

Mr. Moffitt asked if the Board wanted to proceed further with Fairbank. He said that he was feeling a little uncomfortable about going ahead with Mr. Fairbank.

Ron Dietel, Chair of the K-12 Educational Options Committee, addressed the Board at this time.

Mrs. Reynolds said that, as the K-12 Options Committee Board representative, she will volunteer to follow up on this.

Mrs. Racklin said that staff needs to sit down in a face to face meeting with Mr. Fairbank and a couple of Board members to get clarification on several issues.

The Board directed staff to set up a meeting with Mr. Fairbank and two Board members. The Board also directed staff to check into figures of a bond and parcel tax. It was moved and seconded (Reynolds/Dalbeck) to table the motion. The motion to table the motion to approve the contract with Fairbank, Maslin, Maullin & Associates was adopted unanimously.

- d. ***Memorandum of Understanding with CSEA to change positions from CMSA to CSEA, R57-01-02.** It was moved and seconded (Moffitt/Dalbeck) to approve the Memorandum of Understanding with CSEA to change positions from CMSA to CSEA. Dr. Leabo explained that the District has been involved in some discussion with CSEA about positions that have been classified as CMSA and therefore outside the bargaining unit. The Memorandum of Understanding states that the positions indicated would become a part of the bargaining unit when the positions become open. The positions affected are: Account Technician I and II and Payroll Technician (these positions are currently open.) The positions of Secretary for Special Services and Technology Support Specialist will become part of CSEA at such time as they should become vacant. The motion to approve the Memorandum of Understanding with CSEA was adopted unanimously.
- e. ***Memorandum of Understanding with LCTA Concerning Additional Stipends, R58-01-02.** It was moved and seconded (Reynolds/Moffitt) to approve the Memorandum of Understanding with LCTA Concerning Additional Stipends. Dr. Leabo explained that the District continues to have some additional needs for various consulting teachers. Funds are available to hire supporting teachers for those roles. These stipends would be for this year only. Further discussion of these stipends will occur during negotiations. The motion to approve the Memorandum of Understanding with LCTA Concerning Additional Stipends was adopted unanimously.
- f. ***Memorandum of Understanding with LCTA Concerning Back Pay for a Certificated Employee, R59-01-02.** This item was pulled from the agenda.
- g. ***Approve Special Meeting of Governing Board on December 4, 2001, R60-01-02.** It was moved and seconded (Reynolds/Dalbeck) to approve the Special Meeting of the Governing Board on December 4, 2001. Mrs. Racklin explained that, according to Education Code, the District is required to seat new Board members before the first Friday in December. The Board's regularly scheduled meeting in December is December 11, which is beyond the required deadline. The Board would like to hold a special meeting on December 4, 2001 for the purpose of seating the newly elected Board members and for the Organizational meeting. The motion to approve the Special Meeting of the Governing Board on December 4, 2001 was adopted unanimously.
- h. ***Superintendent Search, R61-01-02.** It was moved and seconded (Reynolds/Dalbeck) that the Board take action to form a Board committee to proceed with a new superintendent search. The first step in the process would be to identify one or two Board members to gather information and start scheduling interviews with firms to initiate a search. Mrs. Racklin volunteered to gather the information and set up the interviews. The motion to proceed with the first step in the superintendent search process was adopted unanimously.

2. Consent Agenda

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

- a. **Personnel Report, P6-01-02.** The Board approved the following Personnel Items: *Certificated:* New Hires – Temporary Teacher John Fitzgibbons, ROP Teacher Thomas Forrester, ROP Teacher Britta Foshee, Temporary Teacher Allyson Horsfall, ROP Teacher Monica Peralta, Math Teacher Donald Stern. Leave of Absence – Jennifer Raulli. Reassignment – Judith Healey to Teacher Specialist. Resignation – Celine

Young. *Classified*: Paraprofessional I Inell Chase, Paraprofessional I Allison Ryan, Paraprofessional I Robin Sanders, Facilities Maintenance II Michael Zach Stones. *CMSA*: Reclassification – Diane Clinton to Director of Fiscal Services, Esther Salinas to Interim Principal. Resignation – Deitra Reed.

- b. **Extra Duty/Extra Pay Report, P7-01-02.** The Board approved the Extra Duty/Extra Pay Report.
- c. **Modification of Salary for Director of Fiscal Services, R62-01-02.** The Board approved the modification of salary range for the Director of Fiscal Services from 59 to 55.
- d. **Chiller/Boiler Replacement, R62-01-02.** The Board approved going to bid for the Chiller/Boiler Replacement at La Cañada High School.
- e. **Disposal of Surplus Equipment, R53-01-02.** The Board approved the disposal of the obsolete ROP copier.
- f. **Special Activity: Biodiversity Workshop – Amazon Rainforest, R54-01-02.** The Board approved the Special Activity: Biodiversity Workshop, Machu Picchu extension, Cusco, Peru, Saturday, June 22 through Tuesday, July 7, 2002.
- g. **Non-Public School/Non-Public Agency Contracts, R50-01-02.** The Board approved the Non-Public School/Non-Public Agency contracts.
- h. **Gifts, R52-01-02.** The Board approved the gifts to the District.
- i. **Purchase Order List #5.** The Board approved Purchase Order List #5.

COMMUNICATIONS

Mrs. Dalbeck asked that the Five-Star Legislative Action agenda be put on the next Board agenda. She also said that there is a Joint Use Committee meeting on Thursday at 8:30 and a Bond Oversight Committee meeting Wednesday morning at 7:30.

Mrs. Reynolds reminded staff to check with the high school for their input regarding cell phones at school. Mr. Moffitt said it would be fine to have cell phones allowed as long as they do not interfere with the educational process.

Mrs. Racklin announced that the Board was on the list of top 103 influential people by the Foothill Leader and has been invited to luncheon on Friday, October 12, 11:30 – 12:30.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:10 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, October 23, 2001, at 7:00 p.m. in the La Cañada Elementary School Library.

Sue Leabo, Interim Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Jinny Dalbeck, Vice President of the Governing Board

Date

10/1/01