

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

October 10, 2000

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Meredith Reynolds on October 10, 2000 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Meredith Reynolds, Jeanne Broberg, Jinny Dalbeck, William Moffitt and Barbara Racklin, Superintendent Lorene Gonia, Assistant Superintendent of Human Resources Sue Leabo and Assistant Superintendent of Curriculum and Instruction Jim Stratton.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:02 p.m. in the La Cañada Elementary School Faculty Lounge. Present were the five Board Members and Superintendent Lorene Gonia. Assistant Superintendent of Human Resources Sue Leabo and Assistant Superintendent of Curriculum and Instruction Jim Stratton joined the Closed Session at approximately 5:20 p.m.. Closed Session adjourned at 6:00 p.m.

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

**GOVERNING BOARD WORKSHOP**

**Construction and Modernization Plan Development Workshop**

Mrs. Reynolds called the workshop to order at 6:05 p.m. in the La Cañada Elementary School Library. Mrs. Gonia provided information on the elementary school projects cost estimates, including Palm Crest, Paradise Canyon and La Cañada Elementary schools. She also provided construction summary estimates for all projects.

Craig Windsor from Osborn Architects provided information on the remaining phases of work scheduled for La Cañada High School. These plans will include safety improvements, modernization at Building "A," modernization at Building "B," modernization at 9-12 Library, and modernization at "600" Building. The approximate cost for the development of these plans is \$400,000 to \$500,000. The cost for plan development is usually ten percent of construction costs, which are estimated at \$4.0 - \$5.0 million. Mr. Windsor said that the Facilities Master Plan for the high school could be updated at the same time.

Mrs. Reynolds asked if the updating of the La Cañada High School Facilities Master Plan was included in the estimated cost of \$400,000 to \$500,000. Mr. Windsor replied that it was included.

The following audience member addressed the Board on this subject:  
Linda Bair, 4641 Hillard Ave.

**High School Report on Goals**

Assistant Principal Gaylene van Zijll presented a report on the 7/8 goals for the year in the area of Student Support. She outlined the steps the staff will take in student support:

- Evaluate each student's learning needs and implement appropriate educational experience

- Design a system to evaluate existing sources of data and provide intervention programs and services as needed
- Provide experience and information that enable students to explore their future vocations and avocations
- Provide opportunities for staff members to expand their knowledge and skills

Associate Principal Lindi Arthur presented a report on the La Cañada High School goals for the year, as aligned with the District goals.

#### Curriculum/Instruction/Assessment

- work toward aligning curriculum to the State standards
- provide time to evaluate student work and develop common rubrics
- improve instructional practices
- analyze data to provide stronger program delivery to meet the needs of all students

#### Student Support

- ensure correct placement of ELD, Special Education, GATE, and Option students
- retool the delivery of guidance services to students aligned with the national standards
- involve staff, students and parents in WASC self-study and in the development of an action plan to address areas for growth
- parents receive notice of student progress for “D’s”, “F’s”, or “U’s” – many teachers provide grades to students on an ongoing basis
- explore capabilities for Aries/Eagle

Assistant Principal Hope Ricewasser presented a report on the goals in the area of Facilities, Technology and Environment

- ensure safe and secure campus
- monitor and evaluate attendance
- disaster plan

Associate Principal Lindi Arthur presented information on the final area of goals

- implement and update the district master facilities plan
- financial management
- communication and decision making

Mrs. Gonia thanked Mrs. van Zijll, Mrs. Ricewasser and Mrs. Arthur for their preparation, attention to detail and ongoing efforts.

Mrs. Racklin asked that the high school have an hour allotted for their report on goals next year.

### **REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:50 p.m. by Mrs. Reynolds in the La Cañada Elementary School Library. Present were the five Governing Board Members, Mrs. Gonia, Mrs. Leabo, Mr. Stratton, and Secretary to the Superintendent Judy Mellick. There were approximately 10 people in the audience. Mrs. Reynolds asked Richard Weld, President of La Cañada Teachers Association to lead the Pledge of Allegiance to the Flag.

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

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

## **APPROVAL OF AGENDA**

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

## **APPROVAL OF MINUTES**

Mrs. Reynolds said that the minutes of the September 26, 2000 meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes were approved as submitted.

## **REPORTS**

### **1. Superintendent's Report**

Mrs. Gonia reported that the district has finished its CBEDS report, and the figures are similar to last year's numbers. Last year's enrollment was 4334, this year 4331. Grades 4-12 are stable, but grades 1,2, and 3 are showing a drop in numbers.

Mrs. Gonia reported that every one of La Cañada's schools showed growth in the API scores, from 10-24 points. Some of the schools are above 900. Mrs. Gonia reported that we may be eligible for monetary awards.

Mrs. Gonia reported that the start of the new schedule at the High School went very well. Input from parents was solicited and used to refine the schedule for the good of the La Cañada High School community. Mrs. Reynolds commented that the morning drop-off went very smoothly, but the afternoon pick-up was a little more difficult.

Mr. Stratton reported on the Curriculum Night to explain the new Rebecca Sitton spelling program. He commented that it went very well and was attended by about 100 parents. Parents saw an actual lesson and had very positive comments.

Mrs. Gonia reported on the beginning of the Peer Assistance and Review program, in which we have excellent teachers assisting. The first training was held last Saturday. Experienced teachers will be working with new teachers as part of the teacher support program.

### **2. LCHS Substance Abuse Prevention Program**

LCHS Assistant Principal Hope Ricewasser presented a report on the Substance Abuse Survey. The high school used the Healthy Kids Survey. The survey resulted in key findings in 4 areas: alcohol, tobacco, inhalants, and marijuana. Alcohol is the most used of the four. Marijuana use exceeds all other drugs at the high school level. Inhalants are more prevalent among the 7/8 graders. The survey is given every other year and is voluntary.

Mrs. Ricewasser reported on a resource available to the community – a drug test and mental health/substance abuse test, which is available through Dr. Richard Atkins at Verdugo Hills Hospital at no cost. Parents can make use of this opportunity to have a child tested, and will be provided with referrals, if requested. The information is not transmitted back to the schools.

Mrs. Ricewasser reported on Red Ribbon Week activities, which include assemblies, a crashed car, a breathalyzer demonstration, lesson plans across the curriculum, red ribbons/balloons/wristbands, trivia contest, poster contest, essay contest, SADD tombstones, and

a Townhall Community meeting. For the elementary schools, the activities include decorating the schools, red ribbons, balloons, pencils, bookmarks, purses, stickers, red licorice, door decoration contest, McGruff/art activity, Wear Red Wednesday, red food in the cafeteria, lessons coloring/maze/trivia quiz, spirit rally, Freestyle on Wheels assembly.

Mr. Moffitt commented that Mrs. Ricewater is the person who gets things going at the CPC meetings at Verdugo Hills Hospital. He also encouraged the community to attend the community program "Saturday Nites in LCF" to be held Monday evening, October 23 at 7 p.m. in the LCHS auditorium.

### First Reading

- a. **\*Approval of Construction and Modernization Plan Development.** It was moved and seconded (Broberg/Racklin) to approve Construction and Modernization Plan Development for attachment 2 dated 10/10/00 as distributed in the Board workshop. Discussion followed. Mrs. Dalbeck raised questions that there may be projects at the elementary schools that may need to have plans developed. The motion was adopted 4-1. The dissenting vote was Mrs. Dalbeck .
- b. **\*Approval of Job Descriptions, R61-00-01.** It was moved and seconded (Moffitt/Broberg) to approve the Job Descriptions. Mrs. Leabo explained that the District is in the process of updating all job descriptions and would be bringing them to the Board at future meetings. The motion to approve the Job Descriptions as presented was adopted unanimously.
- c. **\*Resolution 9-00-01: Proclamation of Red Ribbon Week, October 23 through 27, 2000.** It was moved and seconded (Broberg/Moffitt) to approve Resolution 9-00-01: Proclamation of Red Ribbon Week, October 23 through 27, 2000. The motion was adopted unanimously.
- d. **\*Declaration of Need for Fully Qualified Educators, R62-00-01.** It was moved and seconded (Racklin/Moffitt) to approve the Declaration of Need for Fully Qualified Educators. Mrs. Leabo explained that the Declaration, which had come before the Board on a previous Consent Agenda, must be voted on outside of the Consent Agenda. The motion to approve the Declaration of Need for Fully Qualified Educators was adopted unanimously.
- e. **\*Emergency Resolution for Earthquake Mitigation, R63-00-01.** It was moved and seconded (Broberg/Racklin) to approve the Emergency Resolution for Earthquake Mitigation. Mrs. Gonia explained that, during the renovation projects throughout the District, much of the earthquake mitigation that was in place at the sites was removed as a necessary part of the upgrade of the learning areas throughout the campuses. The District needed to immediately replace and update the earthquake mitigation at all sites. Board approval was granted to start the bid process. During further discussion, it was decided this was a safety concern and the District should seek an emergency resolution to complete the work, omitting the bid process. Q-Safety was selected to provide the necessary work. An emergency resolution to contract with Q-Safety was not brought to the Board for approval prior to work being done. The work has been completed and the District is now seeking ratification of the Emergency Resolution. The motion to approve the Emergency Resolution for earthquake mitigation was adopted unanimously.
- f. **\*Approve Chiller and Boiler Replacement, R66-00-01.** It was moved and seconded (Moffitt/Broberg) to approve the replacement of a chiller and boiler at LCHS. Mrs. Racklin asked that the District explore the possibility of other options that might afford savings to the district. It was moved and seconded (Racklin/Moffitt) to amend the motion to approve that the district proceed with the drawing of plans at an initial cost of \$27,000 to replace the chiller and boiler. The motion to amend was adopted unanimously. The amended motion was adopted unanimously.

### Consent Agenda

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

- a. **Personnel Report, P7-00-01. *Certificated:*** Substitute Teachers Stephen Bache, Kyle Bilowitz, Randi Burton, Sherie Butts, Babs Fine, Tom Forrester, Britta Foshee, William Henley, Allison Jenkins, Alicia Kissel, Kris Korkunis, Tammy Kornfeld, Joseph Lee, Kerry Martinez, Scott McCully, Rebecca Moses, Dwight Partner, Karen Stattler. *Classified:* New Hires: Noon Aide Amy Albitre, Noon Aide Linda Neumier, Food Service Worker Antoinette Totta. Resignations of PCR 1:1 Special Ed Aide Apryl Dunlop, PCY Paraprofessional Classroom Aide Monica Jones. Release of Sub Food Service Worker and Food Service Worker. *CMSA:* Resignation of Custodial Supervisor Jobe Jones.
- b. **Extra-Duty/Extra-Pay Report, P8-00-01.**
- c. **Resolution 8-00-01: Participation in L'STARSS.**
- d. **Change Orders for Phase 2 Library, R57-00-01**
- e. **Agreement to Participate in Regional Occupation Program, R58-00-01.**
- f. **Agreement Between La Cañada Unified School District and California School Employees Association, R59-00-01.**
- g. **Disposal of Out-of-Date and Unusable Library Books, R60-00-01.**
- h. **Approve Non-Public School/Agency and Personal Service Agreements, R64-00-01.**
- i. **Gifts to the District, R56-00-01.**
- j. **Purchase Order List #5.**

### COMMUNICATIONS

Mrs. Broberg proposed that the Board conduct a workshop to create a code of ethics to consider adoption into Board policies. She passed out a CSBA sample policy of a code of ethics.

Mrs. Dalbeck pointed out to the Board that Secretary to the 7/8 Assistant Principal Bonnie Falin is retiring in December.

### RECONVENE TO CLOSED SESSION

The Board reconvened to Closed Session at 9:05 p.m.

### REPORT OUT OF CLOSED SESSION

The Board reconvened open session at 9:20 and reported that no action was taken in Closed Session

### ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:25 p.m. The Next Regular Meeting of the Governing Board will be held on October 24, 2000, at 7:00 p.m. in the La Cañada Elementary School Library.

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Lorene Gonia, Superintendent  
Secretary to the Governing Board

### MINUTES APPROVED

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Barbara Racklin, Clerk, Governing Board

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Date

10/10/00