

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

November 7, 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 November 7, 2000 in the La Cañada High School 9-12 Library at 4463 Oak Grove in La Cañada, California. Present were Board Members Meredith Reynolds, Jeanne Broberg, Jinny Dalbeck, William Moffitt and Barbara Racklin.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:02 p.m. in the La Cañada High School Conference Room. Present were the five Board Members and Assistant Superintendent of Curriculum and Instruction Jim Stratton. They were joined at 5:30 p.m. by Superintendent Lorene Gonia, Assistant Superintendent of Human Resources Sue Leabo, and Assistant Superintendent of Business Services Maureen Evans. Mrs. Broberg left at 5:30 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. Jinny Dalbeck, Member

MEMBERS ABSENT: Mrs. Jeanne Broberg

GOVERNING BOARD WORKSHOP

Mrs. Reynolds convened the Board Workshop at 6:15 p.m.

Proposed Board Policy 9271.1 Board Bylaws and Board/Superintendent Protocol

Mrs. Reynolds explained that Mrs. Broberg has indicated that Board Policy 1250 addresses the civility issue adequately and the Board does not need a separate civility policy. Mrs. Reynolds commented that the Superintendent protocol was similar to the Superintendent job description. She stated that she wanted to make sure that the Board does not create conflicting documents. Board Policy 2120 is the Superintendent's job description and anything that is in the proposed documents could be added to Board Policy 2120, if the Board wanted to do so.

Mrs. Racklin asked what the difference is between Board Bylaws and Board Policy. It was explained that the Board Bylaws govern the actions and activities of the Board and the Board Policies pertain to the functions of the school district. Mrs. Reynolds said that there is not a Board job description and she feels there should be in the Board Bylaws.

Mrs. Racklin commented that the Board/Superintendent protocol might be better in Board Policy. Mrs. Reynolds asked if the Board members wanted to add something like this to Board Bylaws. Mrs. Racklin commented that the Board already agreed to add something like this. Mrs. Dalbeck commented that she had a problem with adding this to the Bylaws or Policies. These are really norms and should not be added to Policy. Mrs. Reynolds said that it is also how the Board and Superintendent operate. Mrs. Dalbeck said that it belongs outside the Bylaws. Mrs. Reynolds said that it is more like an Administrative Regulation. Mrs. Racklin said that this should be a separate document to be given to every Board member and the Superintendent as a protocol. Mrs. Dalbeck referred to the Bylaws, where it talks about the purpose of the Bylaws. Mrs. Reynolds agreed that it should be a separate document, Board Protocol. The Superintendent protocol should stay in the job description or the evaluation criteria. Mrs. Reynolds suggested that the Board go through this and be very specific for a few minutes. Mrs. Dalbeck suggested

#5 be changed to read, "Attend regularly scheduled board meetings." Mrs. Dalbeck and Mrs. Racklin suggested #6 be combined with #5, so #5 would read, "Attend regularly scheduled board meetings, special meetings and/or workshops." Mrs. Racklin suggested that #14 be changed to read, "Communicate directly with the Superintendent when a question is raised or concern is voiced by the staff, students, parents or community member, particularly when time will be involved to research or answer the concern." It was suggested that #19 be changed to read, "Visit school sites and attend school functions." It was suggested that #20 be changed to read, "Represent the District by attending community functions."

The Board asked that the Board Protocol, with the changes discussed, be brought to the next meeting as a first reading.

Mrs. Dalbeck will take the items from the Board part of Rene Townsend's document and reword them for LCUSD. Mrs. Reynolds will work with the Superintendent responsibilities.

The Workshop was adjourned at 7:00 p.m.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:04 p.m. by Mrs. Reynolds in the La Cañada High School 9-12 Library. Present were the four Governing Board Members, Mrs. Gonia, Ms. Leabo, Mrs. Evans, Mr. Stratton, and Secretary to the Superintendent Judy Mellick. There were approximately 6 people in the audience. Mrs. Reynolds asked LCTA President Richard Weld to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

Mrs. Reynolds reported that the Board voted in Closed Session 3-2 to deny the student grade appeal.

APPROVAL OF MINUTES

Mrs. Reynolds said that the minutes of the October 24, 2000 meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes were approved as submitted.

APPROVAL OF AGENDA

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

REPORTS

1. Superintendent's Report

Mrs. Gonia reported that at the PTA Council it was brought up that the PTA is still working with the School District and the City for the Safe Routes to Schools Project. Safe Routes to Schools is part of a \$20 million grant through the California Department of Transportation. The school district cannot apply for the grant, but we can encourage the City to do so. Andrea Terry of the PTA is working to develop a list of projects that we would like to happen at our schools. Mrs. Gonia commented that the school district is pleased that the PTA is working with them and she hopes that the City will cooperate with the district to provide more safe routes to schools.

Mrs. Gonia reported that the school district has been making efforts to collect data on LCUSD students through a number of sources. The district has sent a well developed tutor survey and

will start to analyze that data. SAT9 is already disaggregated, but the district wants to look at all areas. LCHS will be working with Dr. Aguilar La Salle who is an expert in analyzing school data. Mrs. Racklin asked if this is something we have done before, and if there is a fee for this service. Mrs. Gonia replied that we have not done this before and there is a fee, which will come out of SI funds. Mr. Stratton explained the work that is done with Dataworks.

Opportunity to address Board

Barry Riedel, 1355-1/2 Foothill Blvd., addressed the Board on the subject of Charter Schools. He reported that the Charter School Planning Grant was rejected by the state, and asked that the Board consider submitting another application. Mrs. Reynolds said that she would like to have district staff research the Planning Grant submission criteria timeline, and Charmene Vega's intentions.

First Reading

- a. ***Approval of Job Descriptions, R78-00-01.** It was moved and seconded (Racklin/Dalbeck) to approve the Job Descriptions as presented. Dr. Leabo explained that in the district's continuing effort to update job descriptions, three more have been brought to the Board for approval tonight. Office Assistant will be labeled "Office Assistant I" and "principal" will be changed to "Administrator." Mr. Moffitt asked if these job descriptions are following the same format of the existing job descriptions. Mrs. Leabo replied that they are. The motion to approve the Job Descriptions as presented was unanimously approved.
- b. ***Joint Use Library Project, R80-00-01.** It was moved and seconded (Reynolds/Racklin) to approve the recommendations from the Joint Use Library Committee. Mrs. Dalbeck explained that this project started in 1996 as a pilot program under a bill that was being proposed by Senator Pat Johnson from Northern California. A Joint Use Library agreement was signed with the City of La Cañada Flintridge in July of 1997. One of the criteria is that the cost of the project must be shared by the City and School District. The Joint Use Committee, consisting of Anthony Portantino, Dave Spence, Meredith Reynolds, and Jinny Dalbeck, and attending staff Lorie Gonia, Maureen Evans, Jerry Fulwood, and Mark Alexander, has recommended that, since La Cañada Unified School District is financing and monitoring the construction of the library, the City of La Cañada Flintridge should finance the cost of the extended Library hours. The Committee is also proposing that this be a 2-year pilot project, to be reviewed every 6 months. The opening of the Library is projected to be December, 2001. This project will allow members of the community to use this library as a research facility after school hours. Mrs. Racklin asked if the Library would only be open during the school year, not in the summer. Mrs. Dalbeck replied, that yes, that is what the Committee agreed.
Council Member Anthony Portantino, 4612 La Cañada Blvd., addressed the Board on the Joint Use Library Project. Councilman Portantino is also a member of the Joint Use Committee. He commented that 81% of the people of the community supported the project, as evidenced by the recent bond election. The motion to adopt the recommendations from the Joint Use Library Committee was unanimously approved.
- c. ***Board Policy 9271 Code of Ethics, R81-00-01.** It was moved and seconded (Moffitt/Racklin) to approve the adoption of Board Policy 9271 Code of Ethics. Mrs. Reynolds explained that this was discussed in the last workshop. The policy was typed as discussed in the last workshop. The motion to adopt Board Policy 9271 Code of Ethics was unanimously approved. Mrs. Gonia acknowledged the board for doing this – by developing a code of ethics, the Board is doing what we are trying to model for our students with the Character Counts program.
- d. ***Resolution 12-00-01 Certificate of Signatures.** It was moved and seconded (Racklin/Dalbeck) to adopt Resolution 12-00-01 Certificate of Signatures. Mrs. Evans explained that her name is being added to authorize her to sign appropriate documents. The motion to adopt Resolution 12-00-01 was unanimously approved.

- e. ***Accept PTA Enrichment Budget, R83-00-01.** It was moved and seconded (Racklin/Moffitt) to accept the PTA Enrichment Budget as presented on October 24, 2000. Mrs. Gonia explained that Board action was not taken at the last meeting to accept the PTA Enrichment Budget. The motion to accept the PTA Enrichment Budget as presented on October 24, 2000 was unanimously approved.

Consent Agenda

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

- a. **Personnel Report, P11-00-01.** *Certificated:* New Hires: Substitute Teacher Emily Brockman, Substitute Teacher Barbara Ivie, Psychologist Jocelyn Mayer, Substitute Teacher Myrna McCune, Psychologist Carol Mispagel, Substitute Teacher Nancy Thompson. *Classified:* New Hires: Food Service Manager Sonik Arutyunya, Classified Substitute Vanessa Balderrama, Computer Specialist (GATE pullout) Jeanine Bentz, Computer Specialist (GATE pullout) Victoria Brown, Computer Specialist (GATE pullout) Aaron Jones, Classified Substitute Shanti Lowry, Drama Aide Constance McCurdy, Classified Substitute Patricia Mitchell, Food Services Worker Rexie Ondoy. Modifications: LCHS Lead Auditorium Technician Christopher Childs from range 23 to 29, Mary Liss from Food Service Manager at LCE to Food Service Worker at LCHS, Special Ed 1:1 Aide Tresa Echevarria increase by .5 hrs./day, Paraprofessional – Classroom Aide Monica Jones PCY. Resignations: Food Service Worker Sonik Arutyunya, Paraprofessional Classroom Aide Mary Ann Berkuta, Instructional Specialist – Special Ed/Noon duty aide Lindsey Mavilia.
- b. **Extra-Duty/Extra-Pay Report, P12-00-01.**
- c. **Memorandum of Understanding with LCTA for PSAT Stipends, R88-00-01.**
- d. **Memorandum of Understanding with LCTA for Stipends Paid from Special Funds, R89-00-01.**
- e. **Salary Schedule for LCTA/ROP, R76-00-01.**
- f. **Computer Lease Agreement, R79-00-01.**
- g. **Participation in Marine Education Program, R84-00-01.**
- h. **Participation in Outdoor Science and Conservation, R85-00-01.**
- i. **Non-Public School/Non-Public Agency Contracts, R87-00-01.**
- j. **Gifts, R77-00-01.**
- k. **Purchase Order List #7.**

COMMUNICATIONS

Mr. Moffitt suggested that the Board present a T.H.A.N.K.S. award at the next meeting to the participants of the Community Forum, Matt and Stephen Cox.

At the next 5-star Coalition meeting, the Coalition will be discussing the legislative agenda and are looking at educational opportunities. This information will be submitted to the Board for approval at a future meeting.

Mrs. Reynolds asked the Board and staff to begin thinking about a timeline for considering updating the Facilities Master Plan. It is necessary to get the document updated as soon as possible, given the energy of the community. Mrs. Gonia stated that she and Mrs. Evans have gotten commitments from NTD Architects to work with the elementary schools, and Osborn Architects to work with the high school. Osborn Architects has agreed to work on the final District Facilities Master Plan. Mrs. Gonia suggested that the District come back with a report on November 28

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:40 p.m. The Next Regular Meeting of the Governing Board will be held on November 28, 2000, at 7:00 p.m. in the La Cañada Elementary School Library.

Lorene Gonia, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Barbara Racklin, Clerk, Governing Board

Date