

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

December 12, 2000

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:30 p.m. by President Meredith Reynolds on December 12, 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.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 4:31 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, Assistant Superintendent of Curriculum and Instruction Jim Stratton and Assistant Superintendent of Business Services Maureen Evans. Closed Session adjourned at 7:15 p.m.

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

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:20 p.m. by Mr. Moffitt in the La Cañada Elementary School Library. Present were the five Governing Board Members, Mrs. Gonia, Dr. Leabo, Mrs. Evans, Mr. Stratton, and Secretary to the Superintendent Judy Mellick. Mrs. Reynolds explained that Mr. Moffitt was leading the meeting because she may have to leave to attend a Planning Commission meeting. There were approximately 8 people in the audience. Mr. Moffitt asked Tom Reynolds to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

Mr. Moffitt reported that no action was taken in Closed Session.

APPROVAL OF MINUTES

Mr. Moffitt said that the minutes of the November 28, 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 (Dalbeck/Racklin) to approve the agenda. Mrs. Broberg moved that items "e" and "i" be moved from the Consent Agenda to First Reading asterisk. The motion was seconded by Mrs. Racklin. Mr. Stratton asked that items "g" and "h" on the First Reading Agenda have an asterisk added. Mrs. Broberg restated her motion to move "e" and "i" from the Consent Agenda to First Reading

asterisk and add asterisks to items "g" and "h" on the First Reading Agenda. The motion was seconded by Mrs. Reynolds. The motion to approve the amended agenda was adopted unanimously.

OATH OF OFFICE FOR STUDENT REPRESENTATIVE: Michael Kotick. The Oath of Office was postponed to the January 9, 2001 meeting since Student Representative Michael Kotick was unable to be in attendance.

REPORTS

1. Superintendent's Report

Mrs. Gonia stated that she would forgo her report, since there was such a full agenda, but invited everyone to attend the holiday concerts.

Opportunity to address Board

There were no audience members wanting to address the Board.

First Reading

- a. Facilities Master Plan Update, R121-00-01.** Mrs. Evans introduced the representatives from Osborn and NTD Architects, who presented a proposal of scope of work to update the Facilities Master Plan.

Craig Windsor from Osborn Architects provided background on the preparation of the Facilities Master Plan in 1995. The scope of assignment is to assess all school sites, analyze in the context of three study elements, and provide recommendations to provide safe, sound, educationally supportive facilities. The architects will do a physical condition assessment in a way that brings them to current code; a capacity study in 3 parts – existing capacity, balanced capacity, and reasonable maximum capacity. They will do an educational needs assessment based on information provided by district sites on educational goals.

Mrs. Reynolds asked if the elements of our Facilities Master Plan are consistent with other districts' plan. Mr. Windsor and Mr. Tittle replied that, as far as the general elements, La Cañada's Facilities Master Plan was consistent with other districts' plans. Mr. Windsor stated that, as far as he understood, Osborn Architects would act as executive architect, provide analysis of La Cañada High School, Oak Grove and Foothills Intermediate School, while NTD Architects will provide analysis of Palm Crest, LCE and PCY. Osborn will update the 1995 Facilities Master Plan, cover to appendix. The process will be a collaborative effort, and they expect to have district representation. Mr. Windsor recommended a district committee and a site-based committee.

Mrs. Reynolds commented that it was her understanding that with FIS and Oak Grove, the analysis would be more what is there and what condition is it in, rather than going into the possibilities of what it could be. Mr. Windsor cautioned that, in the future, there might need to be significant renovation at those sites, so it would be wise to look into what they might be used for in the future. Mrs. Broberg commented that the Educational Options committee is leaning toward demolition rather than renovation. Mrs. Gonia said that they would like to know what it would take to bring it up to usable condition. Mrs. Dalbeck said that it should be part of the recommendations for these sites. Mr. Moffitt said the question is whether we want the recommendations for Oak Grove and FIS as we have in the other site documents. Mr. Windsor said that they would give them a basic capacity analysis, with red flags – how many classrooms are too small, etc. Mrs. Reynolds said that if there were a district committee, it would be a

superintendent appointed committee, in addition to site based committees. Mrs. Dalbeck commented that we could use the bond oversight committee to serve in that capacity. Mr. Windsor said that there are two purposes for that group – for the group to give district input to the architects and for the architects to give recommendations and proposals to the committee. Mr. Moffitt said that he felt that the superintendent should have the discretion to establish the committees. Mrs. Gonia said that by using school site councils, there would be representation from user groups. There could also be a public forum for user groups. Mrs. Racklin said that she thought there should be committees other than the bond oversight committee, perhaps using members of the bond oversight committee and others. Mrs. Gonia said that the district has been working with the K-12 Options Committee for over a year and they have put together a thorough report, and she felt that the district should honor the recommendations of that committee.

Mr. Windsor said that the process was envisioned as collecting data, making recommendations, then coming back to the Board with a presentation. The schedule for this process is 8-12 weeks. Mr. Windsor said that this time frame is perfect for SAB allocation funding.

Mrs. Reynolds commented that the proposal from NTD was a flat fee, whereas the proposal from Osborn contained an hourly fee. Mr. Windsor said that it would be all right to have a fixed fee, but his concern would be the committee meeting times over which he would have no control. Mrs. Reynolds asked if the architects would go alone or take a colleague along. Mr. Windsor replied that he would ordinarily take a colleague to meetings. Mr. Tittle agreed that NTD would do the same.

Mr. Moffitt said that the information would be coming back to the next Board meeting for approval. Mrs. Reynolds suggested that the district office begin scheduling site meetings in January, since it is typically a little difficult to schedule time when everyone is available.

The Facilities Master Plan update will be brought back to the Board on the Consent Agenda at the January 9, 2001 meeting.

- b. ***First Interim Report, R105-00-01.** It was moved and seconded (Broberg/Racklin) to approve the First Interim Report. Mrs. Gonia stated that the education code requires the district to give budget reports at least twice each fiscal year to certify that the district is able to meet its obligations. The district has a 3.4% reserve in the general fund budget. Mrs. Gonia introduced Assistant Superintendent of Business Services Maureen Evans. Mrs. Evans said that the district has put together a user-friendly budget document. She introduced Emese Bihari, who presented the budget report. Mrs. Reynolds asked if the district would be doing an actuarial study this year. Mrs. Evans said that the district is looking into doing an actuarial study. Mrs. Broberg commented that in past years the document had another column that stated what the increase was “largely due to,” and it is not in this document. Mrs. Bihari explained that the reasons are so varied that it would be difficult to outline the reasons in the document. Mrs. Evans said that it is important to note that there are no major changes in the original budget and first interim and we don’t expect changes at the second interim. The motion to approve the First Interim Report was adopted unanimously.
- c. ***Resolution 14-00-01 Special Education Mandated Cost Claim Settlement.** It was moved and seconded (Reynolds/Broberg) to approve the adoption of Resolution 14-00-01 Special Education Mandated Cost Claim Settlement. Mrs. Evans reported that this is a special education mandated cost claim settlement of a long-term claim that was filed in Long Beach. Districts will not have to go back and provide documentation on the mandated costs they claim. LCUSD will receive a settlement of approximately \$45.25 per ADA as a one-time cost settlement. Mrs. Evans recommended that the district hold this one-time money in reserve until the Board decides what to do with the money. The motion to adopt Resolution 14-00-01 Special Education Mandated Cost Claim Settlement was approved unanimously.

- d. **Agreement between La Cañada Unified School District and La Cañada Teachers Association, R114-00-01.** Mrs. Evans explained that this agreement was approved during negotiations. It pertains to beginning teachers salary increase. There is an increase in revenue as well as expenditures, so the net effect is relatively zero to the general fund. This agreement will be brought back to the Board as a second reading at the next meeting.
- e. ***Professional Development Plan, R117-00-01.** It was moved and seconded (Broberg/Racklin) to approve the Professional Development Plan. Mr. Stratton explained that this is a plan for staff development – the process by which staff development focus areas are identified, planned, funded, implemented and evaluated and how it is aligned to district goals. Mrs. Gonia stated that Mr. Stratton’s office has been putting together a process for staff development. Mrs. Dalbeck suggested that there be a presentation on the staff development process at each site council. The motion to approve the Professional Development Plan was unanimously adopted.
- f. **School Accountability Report Cards, R116-00-01.** Mr. Stratton explained that the School Accountability Report Cards (SARCs) are coming to the Board early this year because the API arrived early. The district tries to compare multiple years to get longitudinal information. The SARCS provide student performance data including new API and SAT 9 information. The district wants to give as much information for as many years as possible. The SARCs highlight that all the schools met the SAT 9 targets and all the schools qualify for the government’s award. Mr. Stratton reported that the State is planning to generate an electronic template, but have not yet done so. Mrs. Gonia asked about the availability of the SARCs to parents and the community. Mr. Stratton said that copies are available at all sites and at the district office. Mrs. Reynolds suggested that the district contact the realtors when the SARC’s are finalized so they may pick up a copy. Mr. Stratton reported that, over the past couple of years, the Board has made suggestions to improve the format, and those changes have been made to make the form easier to read. Mr. Stratton reported that a lot of people help in the creation of the SARCs. Both Business Office staff and Human Resources staff are instrumental in the creation of the documents. Mrs. Dalbeck suggested that the SARCs could be put in the PTA newsletters. The School Accountability Report Cards will be brought back to the Board on the consent agenda in January.
- g. ***Special Activities: Elite Workshop and Judge’s Certification Training; US Amateur Jump Rope Federation Region 8 Tournament, R118-00-01.** It was moved and seconded (Broberg/Dalbeck) to approve the Special Activities: Elite Workshop and Judge’s Certification Training; US Amateur Jump Rope Federation Region 8 Tournament. Mr. Stratton reported that this is a new trip, overnight and out of state. The motion to approve the Special Activities was adopted unanimously.
- h. ***English Literature Proposals, R119-00-01.** It was moved and seconded (Reynolds/Dalbeck) to approve the English Literature Proposals. Mr. Stratton reported that this item demonstrates that the process the Board approved is really working. The process to establish English Literature materials is clear. Mr. Stratton reported that the Board will note that there is a lot of the same literature in different electives, with different titles. The motion to approve the English Literature Proposals was adopted unanimously.
- i. ***Additions to K-12 Core Literature List, R122-00-01.** It was moved and seconded (Reynolds/Racklin) to approve the additions to K-12 Core Literature List. Mr. Stratton reported that the process was established for the core literature list. It is taken seriously by all English teachers. The book is discussed at the department (or grade) level, then taken to the Curriculum Council for approval, then to the Board for approval. These books have all been approved by the Curriculum Council. Mrs. Reynolds commented that students have been discouraged to read books on the list early. Mr. Stratton said that the teachers have approved that the books be moved down to earlier levels. Mrs. Broberg commented that she reads all the books on the list and her husband was reading *Bean Trees* and could not put it down. The motion to approve the additions to the K-12 Core Literature List was adopted unanimously.
- j. ***Change Orders for Phase II Library, R109-00-01.** It was moved and seconded (Broberg/Racklin) to approve Change Orders for Phase II Library. Mrs. Evans explained that one Bid Division on this item is not a change order to the contract, but a modification to the bid division. The district will be bringing it to the Board as a modification in January, which will

result in savings to the district. Bid Division #4 and #16 remain as change orders. Mrs. Dalbeck moved that Bid Division #03 be removed from the change orders, seconded by Mrs. Racklin. The motion to remove Bid Division #03 was approved unanimously. The change orders on Bid Divisions #4 and #16 were approved unanimously.

Consent Agenda

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

- a. **Personnel Report, P15-00-01. *Certificated:*** Modifications – Dennis Ballard from 100% to 117%, Mary Hawkins from \$20.00 to \$24.00 hourly. Leaves of Absence – Sheryl Genie, Laura Wheeler. *Classified:* New Hires – Instructional Specialist-Special Ed/Noon Aide, Classified Substitute Paula Cuningham, Classroom Aide Kimberly Lauxen, Classroom/Noon Aide Michele Pence. Modification – Janice Baumer from Substitute Teacher Secretary to Office Assistant I and from 3.75 hrs/day to 8 hrs/day. Leaves of Absence – Melinda Thompson, Marie Yaacoubian. Resignation – Robert Pollock.
- b. **Extra-Duty/Extra-Pay Report, P16-00-01.**
- c. **Employment Contract for Assistant Superintendent of Curriculum and Instruction, R112-00-01.**
- d. **ROP Contract, R115-00-01.**
- f. **Continuation of Participation in Five Star Education Coalition for 2000-2001, R120-00-01**
- g. **Annual Developer Fee Report, R108-00-01.**
- h. **Notice of Completion: Bolster Flooring, R106-00-01.**
- j. **Change Orders for Phase II Library: Winklers Excavating, R110-00-01.**
- k. **Change Orders for J.V. Field Lighting, R113-00-01.**
- l. **Non-Public School/Non-Public Agency Contracts, R111-00-01.**
- m. **Gifts, R107-00-01.**
- n. **Purchase Order List #8**

At this point Mrs. Reynolds excused herself and left the meeting.

ELECTION OFFICERS, President, Vice President, Clerk

Mr. Moffitt thanked Mrs. Reynolds for the job that she has done as President of the Board for the past year.

Mr. Moffitt opened the floor for nominations for president. Mrs. Dalbeck nominated Mrs. Racklin, seconded by Mrs. Broberg. Mrs. Racklin accepted the nomination. Mrs. Racklin was unanimously elected president.

Mrs. Broberg nominated Mrs. Dalbeck for vice president, seconded by Mrs. Racklin. Mrs. Dalbeck was unanimously elected vice president.

Mrs. Racklin nominated Mrs. Broberg for clerk, seconded by Mrs. Dalbeck. Mrs. Broberg was unanimously elected clerk

DATE, TIME AND PLACE OF REGULAR GOVERNING BOARD MEETINGS

The vote on the date, time and place of regular Governing Board meetings was deferred to the next meeting.

2000 BOARD APPOINTMENTS/DISCUSSION OF LIAISONS TO COMMUNITY ORGANIZATIONS

The vote on the 2000 Board appointments/discussion of liaisons to community organizations was deferred to the next meeting.

SIGNATURE ON CODE OF ETHICS

COMMUNICATIONS

Mr. Moffitt informed the Board about the Football banquet tomorrow night.

RECONVENE CLOSED SESSION

The Board reconvened Closed Session at 9:25 p.m.

REPORT OUT OF CLOSED SESSION

The Board reconvened Open Session at 9:30 p.m. and reported that action was taken in Closed Session to suspend a classified employee for three days. The vote was: Moffitt, Dalbeck, Racklin – aye, Broberg – abstaining, Reynolds – absent.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:33 p.m. The Next Regular Meeting of the Governing Board will be held on January 9, 2001, at 7:00 p.m. in the La Cañada Elementary School Library.

Lorene Gonia, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Jeanne Broberg, Clerk, Governing Board

Date