

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

February 4, 2003

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Scott Tracy on February 4, 2003 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members Jinny Dalbeck, Andy Beattie, Ron Dietel, Meredith Reynolds, and Scott Tracy, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada High School Information Resource Center Workroom. Present were the five Board Members, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis. Closed Session adjourned at 7:10 p.m.

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

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:12 p.m. in the La Cañada High School Information Resource Center. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, and Secretary to the Superintendent Judy Mellick. There were approximately 23 people in the audience. Mr. Tracy asked LCHS Principal Dr. Michael Leininger to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

Mr. Tracy reported that the Board took action by unanimous vote to instruct District counsel in a pending litigation matter.

APPROVAL OF AGENDA

It was moved and seconded (Dalbeck/Reynolds) to approve the agenda. It was moved and seconded (Dietel/Beattie) to amend the agenda to move items 3I and 3J to First Reading (asterisk). The motion to amend the agenda was adopted unanimously. The motion to approve the agenda as amended was adopted unanimously.

APPROVAL OF MINUTES

Mr. Tracy stated that the minutes of the January 14, 2003 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the January 14, 2003 regular meeting were approved as submitted.

REPORTS

1. **Superintendent's Report –**

- a. **Budget Update** – Dr. Leabo reported on potential budget reductions. The District still does not know where budget cuts will come. The District will probably not have to make many more cuts for the remainder of this year. The District has realized savings during the past 18 months in the following areas: the principals have been reduced from 12 to 11 months; reduction in salary for Director of Finance; reorganization of the District Office; 7-12 staffing at 1:36; elementary special education; 25% deferral of S.I. funds; classified – Paraprofessional I, Paraprofessional II, Elementary Library, Elementary Computer, High School Health, Secretaries. The District receives approximately \$2.2 million in funding for special education, but spends approximately \$4.5 million, so the District must supplement.

Dr. Leabo reported that all discussion has centered around maintaining class size reduction. District office reductions will afford approximately \$100,000. Closing Lanterman Auditorium will provide approximately \$50,000. Certificated Reductions – 4.0 FTE - \$250,000. Classified Reductions - \$350,000. Use of Restricted Reserves - \$275,000.

The Board will have a workshop to get community input when more information is available from the state on budget cuts.

- b. **Student Achievement** – Dr. Leabo reported that the high school music department has the highest number of students ever in all-state groups. After three of the six tests in the California Math League, La Cañada High School is number three in the state and number one in the County.

2. **Student Representative Report** – Ms. Linden reported that the high school has just started a new term and ASB has all new people. They are in the process of doing orientation. Their goal for the semester is to rewrite the ASB Bylaws.

3. **President's Report** – Mr. Tracy reported on the Joint Use Committee. The Joint Use Committee was designed to consider and make recommendations on issues of mutual concern and benefit to the School District and the City of La Cañada Flintridge. The Committee is charged with identifying opportunities where the two governing bodies can provide programs for the community that one or the other alone cannot provide. At its annual meeting, the Committee looked at the work program, goals and objectives for the upcoming year, and the proposed plan for major projects. They also celebrated the accomplishments of the past year: opening of the joint use library, transitioning the skate park to a permanent program, lighting at the high school outdoor basketball courts, and traffic and safety improvements at every site. A significant amount of the funding for these projects is contributed by user groups.

Mr. Dietel reported on the Child Care Roundtable. The Roundtable is looking into the possibility of having child care for grades 7/8 that would be paid for by parents. The Roundtable sent out a survey that asked how likely respondents would be to use either a before-school or after-school program. There were about 300 respondents. The survey results indicated that about 70 parents of 6th and 7th grade students were “highly likely” or “likely” to enroll their child in a 7/8 after school program. The Child Care Roundtable recommended that the Governing Board decide whether to send out a Request for Proposal for a before- or after-school program. Mr. Stratton suggested that there might be a way to assess outside provider interest without going through the difficult process of an RFP. The District could send letters to possible providers and ask for their level of interest. However, there is not a lot of non-classroom space available for this kind of program. Mr. Stratton will send letters and Child Care Roundtable will review responses.

DISTRICT GOALS PROGRESS

Student Support – Mr. Stratton reported that the District receives about \$30,000-40,000 for the Gifted And Talented Education (GATE) program. The program works in terms of pull out sessions, artists in residence, after school enrichment, and differentiation within the classroom. It includes independent research projects. Each spring an artist works with students – a novelist, graphic artist, poet or other. The after school enrichment courses include photography, chess, math play, word play, robotics, French, marine biology, American Sign Language, art workshop, animation workshop, scrapbooking, and Greek forum.

A part of student support is providing students opportunities that allow all students to develop social skills, experience leadership, apply personal ethics, develop character and citizenship, practice tolerance and value cultural diversity. Mrs. van Zijll reported on the after school activities currently available for 7/8, which include Girls' Volleyball, Ice Hockey, 7/8 Coed Cross Country, Builders' Club, CJSF (8th Grade), Turkey Bowl and after school tutoring.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None

It was moved and seconded (Dalbeck/Beattie) to move Item 1d to the first item. The motion to move Item 1d was adopted unanimously.

PROPOSED ACTION ITEMS

1. First Reading

- a. **Educational Goals for 2003-04, R135-02-03.** Mr. Stratton reported that these are the goals that Curriculum Council recommended at their last meeting. These goals are the basis of site planning. This item is presented for first reading.
- b. ***Resolution #14-02-03 Statement of Assurance of Standards Alignment of Pupil Textbook and Instructional Materials, Grades 9-12, Fiscal Year 2002-03.** It was moved and seconded (Beattie/Dietel) to approve Resolution #14-02-03 Statement of Assurance of Standards Alignment of Pupil Textbook and Instructional Materials, Grades 9-12, Fiscal Year 2002-03. Mr. Stratton reported that this is a routine item in order to use Schiff-Bustamante funds to purchase textbooks. The motion to approve Resolution #14-02-03 was adopted unanimously.
- c. **Textbook Adoption: *Biology*, R133-02-03.** Mr. Stratton explained that the Science Department reviewed four textbooks looking for a biology text that is aligned to state standards. The Committee determined that *Biology*, by Miller & Levine meets the established criteria. This item is presented for first reading.
- d. ***Special Activity: Chamber Singers Tour – Heritage Invitational Festival, New York City, R139-02-03.** It was moved and seconded (Reynolds/Beattie) to approve the Special Activity: Chamber Singers Tour. Mr. Stratton explained that this is an activity that would involve five school days for the students. The Heritage Invitational Festival is by invitation only, and involves performances, coaching, and workshop opportunities. The motion to approve the Special Activity: Chamber Singers Tour was adopted unanimously.

- e. ***Request for Allowance of Attendance, R124-02-03.** It was moved and seconded (Dietel/Reynolds) to approve the Request for Allowance of Attendance. Mr. Banis explained that there was a windstorm that caused a power outage and necessitated LCE to be closed. The motion to approve the Request for Allowance of Attendance was adopted unanimously.
- f. ***Contract with Survey Consultant, R138-02-03.** It was moved and seconded (Reynolds/Beattie) to approve the Contract with a Survey Consultant. Dr. Leabo explained that the District had Board approval to seek a survey company to conduct a survey to assess support for a bond. Five companies were contacted, and only two were interested in submitting proposals. The District interviewed the Jeremy Thorn Group and PCM3. The recommendation is to contract with the Jeremy Thorn Group. The total cost of the survey is \$27,500. PCM3 is interested in expanding their services and have agreed to donate \$25,000 toward the cost of the survey. With this donation, the cost to the District would be \$2,500. The motion to approve the Contract with the Jeremy Thorn Group to conduct a survey to assess community support for a bond was adopted unanimously.
- g. ***Resolution #13-02-03 Layoff of Classified Employees.** It was moved and seconded (Dalbeck/Beattie) to approve Resolution #13-02-03 Layoff of Classified Employees. Dr. Leabo explained that this is a resolution to reduce 2 paraprofessional positions from 6 hours to 5 hours. The motion to approve Resolution #13-02-03 was adopted unanimously.
- h. **Lease Addendum – Renaissance, R125-02-03.** It was moved and seconded (Dietel/Beattie) to approve the Lease Addendum – Renaissance. Mr. Banis reported that when Delphi moved out, there was space available at the FIS site. Both Renaissance and Learning Castle are interested in leasing more space, which would provide the district with more revenue. The motion to approve the Lease Addendum – Renaissance was adopted unanimously.
- i. **Lease Addendum – Learning Castle, R126-02-03.** It was moved and seconded (Dietel/Beattie) to approve the Lease Addendum – Learning Castle. The motion to approve the Lease Addendum – Learning Castle was adopted unanimously.

2. Second Reading

- a. **Board Policy 5125.1, Release of Directory Information, Military Recruitment, R111-02-03.** It was moved and seconded (Dietel/Dalbeck) to approve Board Policy 5125.1, Release of Directory Information, Military Recruitment. Mr. Stratton explained that this is a revision based on the No Child Left Behind Act where we have to provide directory information to military recruiters and have to notify parents that they can opt not to have their student's information provided to military recruiters. The motion to approve Board Policy 5125.1 was adopted unanimously.
- b. **Board Policies – 4000 Series – Personnel, R113-02-03.** It was moved and seconded (Reynolds/Beattie) to approve Board Policies – 4000 Series – Personnel. Dr. Leabo explained that this is an update of current policies regarding personnel. The motion to approve Board Policies – 4000 Series – Personnel was adopted unanimously.
- c. **Recommendation for Disposal of Lanterman Auditorium, R122-02-03.** It was moved and seconded (Dietel/Beattie) to approve the recommendation for disposal of Lanterman Auditorium. Dr. Leabo explained that this is the second reading of the recommendation

that the district would no longer be in charge of leasing Lanterman Auditorium. The District has had some initial contacts with at least two groups in the city who have expressed some interest. The motion to approve the recommendation for disposal of Lanterman Auditorium was adopted unanimously.

3. Consent Agenda

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

- a. **Personnel Report, P14-02-03.** The Board approved the following Personnel Items:
Certificated: New Hires – Temporary Teacher Karen Rose, Temporary Teacher Theresa Rothe, Temporary Teacher Erica Zacarias. Modification – Jeri Reck, from 60% FTE to 100% FTE. Leave of Absence – Tracy McCullough, Cori Preisler, Shannon Snaer.
Classified: New Hires: Reading Intervention Robin Collins, Instructional Fine Arts Specialist Joseph Murphy. Release – Night Custodian.
- b. **Update Job Description – Occupational Therapist, R131-02-03.**
- c. **Update Job Description – Director of Technology and Special Projects, R132-02-03.**
- d. **Memorandum of Understanding between La Cañada Unified School District and Glendale Unified School District for ESEA Title III LEP Student Program Funding, R137-02-03.**
- e. **Special Activities: Key Club and Peer Counseling, R134-02-03.**
- f. **Special Activity: Women’s Ensemble Tour to San Diego, R140-02-03.**
- g. **Non-Public School/Non-Public Agency Contracts, R123-02-03**
- h. **Approval of Contract with School Facilities Consultants, R130-02-03.**
- i. **Request for Claim Settlement, R127-02-03.**
- j. **Notice of Completions, R129-02-03.**
- k. **Gifts, R128-02-03**
- l. **Purchase Order List #9.**

COMMUNICATIONS

Mrs. Reynolds congratulated Mr. Beattie on the occasion of his 50th birthday.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:53 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, February 25, 2003, at 7:00 p.m. in the La Cañada High School Information Resource Center.

Sue Leabo, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Ron Dietel, Clerk

Date

2/4/03