

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

March 20, 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 March 20, 2001 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Barbara Racklin, Jeanne Broberg, Jinny Dalbeck, William Moffitt and Meredith Reynolds.

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 five Board Members, Superintendent Lorene Gonia, Assistant Superintendent of Human Resources Sue Leabo, and Assistant Superintendent of Curriculum and Instruction Jim Stratton. Closed Session adjourned at 7:02 p.m.

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

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:10 p.m. by Mrs. Racklin in the La Cañada Elementary School Library. Present were four Governing Board Members (Mrs. Dalbeck had to leave), Mrs. Gonia, Dr. Leabo, Mr. Stratton, and Secretary to the Superintendent Judy Mellick. There were approximately 10 people in the audience. Mrs. Racklin asked Mr. Stratton 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 March 6, 2001 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 (Reynolds/Broberg) to approve the agenda. Mrs. Reynolds reported that Mrs. Evans was not at the meeting due to a death in the family. It was moved and seconded (Reynolds/Moffitt) to pull Item 1a from the agenda. The motion to amend the agenda by pulling Item 1a was adopted unanimously. The motion to approve the amended agenda was adopted unanimously.

REPORTS

1. Superintendent's Report

Mrs. Gonia congratulated the high school on a very successful open house last week. She commented that she liked to think of the rooms as portfolios of teaching and learning.

Mrs. Gonia reported that the Educational Foundation gala was quite a success. She thanked Phyllis Kochavi and Rose Chan, co-chairs, for their work on the gala. She said that the first report is that \$200,000 was earned.

Mrs. Gonia reported that the high school WASC visiting committee is here to validate the self-study and let the District know if the accreditation will be for a full six years. She invited the public and the Board to attend the WASC committee exit report at 2:45 p.m. tomorrow.

Mrs. Gonia reported that the high school exit exam took place. She reported that students took the full allotted time of four hours for the English portion. The Math portion was completed in a shorter time. She also reported that, as the legislation now stands, students who took the exit exam and passed, will count as having met graduation requirements. The State has not yet set the passing score, so it will not be known how many students passed for about eight weeks.

2. Student Representative Report

Student Representative Michael Kotick reiterated that the WASC visiting committee is on campus. He also reported that on April 4 students in ASB and others will be observing the National Day of Silence. The purpose of this is so other voices that are not always heard can be heard. The students volunteer to be silent the whole day in order to let other voices be heard. The event is also geared toward silencing prejudices. Students will wear stickers to identify that they are participating in the program..

3. Extra-Duty/Extra pay Report

High School Principal Dr. Mike Leininger commended Michael Kotick for the programs he has initiated on campus, including orchestrating a student recognition day. He was also involved with greeting the WASC visiting team and showing them around the campus, as well as leading the meeting with the team.

Dr. Leininger reported on the procedures for extra duty/extra pay-athletics hiring and evaluation. He reported that if there is an opening in athletics, that opening is given to Human Resources, who posts it internally. If no one on staff applies, then it is advertised in the media. Interviews are conducted with Dr. Leininger and Randy Boal, and a panel of staff, parents, students if there are several candidates.

Athletic Director Randy Boal reported that there are 64 extra duty/extra pay coaching positions.

Dr. Leininger reported that coaches in all but one sport receive a stipend of \$1500 to \$1750, except the football head coach, who receives \$2000. He reported that if there is a candidate pool, they ask parents, students, and staff members to sit on an interview panel. Once the head coach is determined, if that person has assistant coaches in mind, then those recommendations are interviewed by the principal and athletic director. He reported that, frequently, it is necessary to go out looking for people to fill assistant coaching positions.

Mrs. Reynolds commented that CSBA had a session on leadership training for coaches, and asked Dr. Leininger if they had considered doing something like that. Dr. Leininger replied that there is a handbook for coaches and the athletic director has had director training through CIF. All coaches must sign a code of ethics that is sent to CIF. All coaches take CPR/First Aid training.

Mr. Boal said that leadership training may be difficult sometimes when they are scrambling to get coaches.

Mr. Moffitt asked about the screening process for walk-on coaches. Dr. Leabo replied that they must have CPR/First Aid, some child psychology courses, and are treated like any other employees, as far as fingerprints and other requirements. Mr. Boal said that when he gets a response to an ad, he talks to the person, then refers that person to Human Resources.

Mrs. Racklin asked if the internal posting applies to just head coaches or all coaches. Dr. Leininger replied that it applies to all coaches – candidates are sought internally first. Dr. Leininger said that they are always looking to improve the number of sports classes sixth period. They would like to have all coaches on staff because they are more understanding of the school workload and the psychology of adolescents.

Mrs. Reynolds asked if there is an interview panel if there are not multiple candidates. Dr. Leininger replied that he and Mr. Boal would interview if there is only one candidate. They only have a panel if there are multiple candidates, which typically happens in the major sports.

Dr. Leininger thanked Randy Boal for the hours he puts in. He was working on Saturday to put together grade reports to CIF. Mr. Boal reported that the boys' grade average is 3.16, and the girls' average is 3.78.

Mrs. Racklin asked if there is only one candidate for an assistant coach position, who would interview. Dr. Leininger replied that if it is someone the head coach has recommended, he and Mr. Boal would interview. If it is someone from outside, they would have the head coach sit in on the interview.

Mrs. Reynolds asked who evaluates head coaches and assistant coaches. Dr. Leininger replied that he evaluates all coaches.

Opportunity to address Board

The following person addressed the Board:

Aaron Solomon, 4469 Chevy Chase, Roger Barkley Community Center.

Randy Bayard, 3615 Hampstead Road

1. First Reading

- a. ***Short Term Facility Use, R183-00-01.** This item was pulled since Maureen Evans was not in attendance because of death in the family.
- b. ***Memorandum of Understanding Between La Cañada Unified School District and La Cañada Teachers Association to approve PAR Joint Panel Alternate, R191-00-01.** It was moved and seconded (Broberg/Moffitt) to approve the Memorandum of Understanding between La Cañada Unified School District and La Cañada Teachers Association. Dr. Leabo explained that the current contract with LCTA provides that there is an alternate for the PAR Joint Panel, but no stipend was provided. It is being recommended there be a stipend of \$1000 annually. The motion to approve the Memorandum of Understanding was adopted unanimously.
- c. ***Resolution #18-00-01 TRANS.** It was moved and seconded (Moffitt/Reynolds) to approve Resolution #18-00-01 TRANS. Mrs. Gonia explained that the Tax and Revenue Anticipation Notes (TRANS) are short-term tax exempt securities issued to public agencies to provide funds for expenditure during periods of projected cash short falls.

For California school districts, TRANS provide both a potential for borrowing funds to smooth out cash-flow irregularities and an opportunity to earn additional income. Proceeds can be reinvested at an interest rate higher than that on the TRANS, thereby realizing a net interest earning gain. Taking part in the TRANS process allows the District to retain the difference between the borrowing rate and the reinvestment rate. The current year estimated interest earnings are \$78,000. The motion to approve Resolution #18-00-01 TRANS was adopted unanimously.

- d. Homework Policy – Homework Make-up, R192-00-01.** This is being presented to the Board for first reading only. Mr. Stratton explained that under leadership of Curriculum Council, there is a discussion of homework practice, make up work, etc. This change in Board policy will be the beginning of what will eventually be a series of guidelines for all teachers. This is the first step of all work that is going to come. He said that this appears to be a small addition, but it represents a philosophical stance that the Curriculum Council is recommending.

Mrs. Broberg said that it is very meaningful for a student to study mistakes he made on a test. Mr. Stratton said that guidelines are being established by Curriculum Council and include sending tests home, as students learn a great deal by reviewing their tests.

Student Representative Michael Kotick asked how the guidelines would be enforced. Mr. Stratton replied that it would not be Board Policy, but it would be a guideline, which would be used as a basis for teacher evaluation. Mr. Stratton recommended that the student representative on the Curriculum Council speak to ASB to get suggestions and input from students and to explain what is going on in the Curriculum Council.

Mrs. Racklin asked if there would be a report to the Board on the progress of the guidelines. Mr. Stratton replied that it would be reported on at some future date, either as a progress report while the work is still going on, or a report when the work is finished.

Mrs. Broberg asked that this policy be brought back on the Consent Agenda at the next meeting, and then a report could follow at a later date.

Mrs. Reynolds asked that the guidelines be communicated to PTA Council so there is communication to all parents on what is happening and how the process is going.

Mrs. Racklin asked Mr. Stratton if the process was expected to be finished by the end of the year. Mr. Stratton replied that it would be. The Board asked that there be a progress report at the second meeting in April.

Mr. Moffitt thanked Mr. Stratton for including the minutes from the Curriculum Council in TWIR, as it was helpful to know how the process was going.

Mrs. Gonia complimented Mr. Stratton on his work with the Curriculum Council, and the communication of the information to the community.

Second Reading

- a. Adoption Textbook: Language Network, R180-00-01.** It was moved and seconded (Moffitt/Reynolds) to approve adoption of the textbook, Language Network. Mr. Stratton explained that this is adoption of the selection for English 1 text that would assist

students with grammar and mechanics. The English Department felt this area was stressed in standards but not supplemented by a text. The motion to approve adoption of the textbook, Language Network was adopted unanimously.

- b. 2001-2002 School Calendar, R172-00-01.** It was moved and seconded (Moffitt/Reynolds) to approve the 2001-2002 School Calendar. Dr. Leabo explained that this calendar has one change, which is that Feb. 15 is a school day, not a holiday. This calendar has been ratified by LCTA. The motion to approve the 2001-2002 School Calendar was adopted unanimously.

Consent Agenda

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

- a. Personnel Report, P22-00-01.** *Certificated:* New Hires – Substitute Teacher Marion Darling, Substitute Teacher Lorraine Molina, Substitute Teacher Jane Noll, Substitute Teacher Teresa Rothe. Leaves of Absence – 4th Grade Teacher Terese Caire (50% leave), 4th Grade Teacher Lisa Chung (50% leave), 5th Grade Teacher Tracy Heverly (50% leave), 1st Grade Teacher Elizabeth McKenzie, 3rd Grade Teacher Tracy Mitchell, 4th Grade Teacher Jeri Reck (40% leave), 5th Grade Teacher Reina Rogers (50% leave), 4th Grade Teacher Kathy Selsor (60% leave). Resignations – 7th Grade English Teacher Sally Fisher, 3rd Grade Teacher Carolyn Stussi. Release – Substitute Teacher. *Classified:* New Hires – Lead Custodian Ted Dominguez, Paraprofessional Aide II-ELD Heather McClellan, Thomas Nelson, Paraprofessional I-SIP, Paraprofessional I-Reading, Paraprofessional II-1:1 Aide Tawny Williams. Modifications – Instructional Computer Specialist Vicky Brown from 75% to 87.5%, Instructional Computer Specialist Aaron Jones from 75% to 87.5%. Resignations – Custodian Ted Dominguez, Paraprofessional I-SIP, Paraprofessional I-Reading, Paraprofessional II-1:1 Aide Kristin Dutton.
- b. Request to go to Bid for Student Field Trip and Athletic Transportation Services and Home School Transportation, R184-00-01.**
- c. Request to Go to Bid for Fire Extinguisher Services and Other Fire Protection Services, R185-00-01.**
- d. Request to Go to Bid for Waste Disposal Services for 2001-2002, R186-00-01.**
- e. Request to Go to Bid for Pest Control Services, R187-00-01.**
- f. Notice of Completion, R190-00-01.**
- g. Community Advisory Committee for the Special Education Consortium, R182-00-01.**
- h. Non-Public School/Non-Public Agency Contracts, R189-00-01.**
- i. Gifts, R188-00-01.**
- j. Purchase Order List #14.**

COMMUNICATIONS

Mrs. Broberg asked how the meeting on April 3 will be managed, since there are reports from the K-12 Options Committee, and Modernization, as well as regular business, and now the Short Term Lease item, which was pulled from tonight's agenda. Mrs. Gonia said that an hour has been allowed for modernization. Mrs. Broberg suggested that a special meeting be scheduled on Monday, April 2, for modernization. Staff will check the dates and schedule a special meeting for modernization.

Mrs. Reynolds said that the request to go to bid for waste disposal services was approved on the Consent Agenda, which would include green waste recycling. She suggested that the District look into any other

recycling that is offered. This is something that is being worked on by the City/School District Joint Use Committee.

Mr. Moffitt said he would like to see the school district plug in to any recycling curriculum ideas. Student Representative Michael Kotick reported that there is a Green Club on campus that recycles many items. Mrs. Reynolds said that the City has recycling workshops scheduled that would be of interest to the Green Club.

Mr. Moffitt reported that there were interviews for construction manager. He commended Mrs. Evans for the great job in coming up with the right questions, and the well conducted interviews. He said there was community support from the Bond Oversight Committee. Mr. Moffitt also reported that CPC has rescheduled the PTA/CPC Pre-teen forum #3 at PCY to April 4. PCY Principal Donna Robinson will be addressing the current resources and plans in place throughout the district in light of the incident at Santee. Students will be speaking about peer pressure and getting through the teen years.

Mrs. Reynolds reported that on the previous Friday, she and Mrs. Gonia met with Jack Scott and Carol Liu regarding the Governor's budget. She said that we are currently at the in-between part after the January budget and before the May revise. She said that the May revise may be atypical this year and not be more generous than January budget.

Student Representative Michael Kotick asked the status of rolling blackouts. Mrs. Gonia replied that the District Office is being notified by Edison when a blackout is expected and then the schools are informed. All sites have procedures in place to deal with rolling blackouts.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:22 p.m. The Next Regular Meeting of the Governing Board will be held on April 3, 2001, at 5:00 p.m. in the La Cañada Elementary School Cafetorium.

Lorene Gonia, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Jeanne Broberg, Clerk, Governing Board

Date