

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

March 6, 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 6, 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 and Assistant Superintendent of Business Services Maureen Evans. Closed Session adjourned at 7:00 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 7:07 p.m. by Mrs. Racklin in the La Cañada Elementary School Library. Present were the five Governing Board Members, Mrs. Gonia, Mrs. Evans, and Secretary to the Superintendent Judy Mellick. There were approximately 13 people in the audience. Mrs. Racklin asked Student Representative Michael Kotick 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 February 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 (Dalbeck/Moffitt) to approve the agenda. The motion to approve the agenda was adopted unanimously.

REPORTS

1. Superintendent's Report

Mrs. Gonia reported on the high school exit exam, which will be given tomorrow. This is the High School Exit Exam that students will be required to take, starting with class of 2004. There are two sections – language and math. The test is expected to take about 4 hours, but there is no time limit. The test will be given in two sections - 2-1/2 hours, then a nutrition break, and then another 2-1/2 hrs. This test has been a hot issue in Sacramento. It is still being discussed at the state level as to whether the test that is administered tomorrow will be a practice test for this class or whether it will count. If it is decided that it will be a practice test this year, then the first class to take it officially will be the class of 2005. Governor Davis is opposing current legislation to make this year's test a practice test because he believes that the class of 2004 is prepared to take it.

Mrs. Reynolds asked how long it would take to get scores back. Mrs. Gonia answered that that information is not available, since this is such a contested issue at the state level.

Mrs. Gonia thanked everyone who has participated in the modernization plans. The School Site Councils have approved going ahead with the projects as identified. The next step is hiring construction managers, then the bid process will start in May, and projects will be started in June. The District hopes to begin projects at all sites in June. Mrs. Dalbeck asked if the LCE Science lab would start this summer. Mrs. Gonia replied that it would. Mrs. Gonia displayed photographs of the progress on the Joint Use Library. Mrs. Racklin asked if there were any things that would be delayed because of the rain and would not be able to be done over the summer. Mrs. Evans replied that they might be compressing the schedule to play catch-up.

Mrs. Gonia reported that on Thursday morning, Karen Mathison will be accompanying her to the ACSA Northwest San Gabriel Valley Administrators' Association Golden Apple Breakfast to be honored as La Cañada Unified School District's outstanding volunteer of the year.

2. Student Representative Report

Student Representative Michael Kotick reported that a student came to ASB requesting to start raising money to help aid the victims of the earthquake in India. Over \$400 was raised and given to the organization CARE. LCHS is having their Serveathon this Saturday to help beautify the school.

Opportunity to address Board

The following person addressed the Board:
Debbie Johannes, 481 Paulette
Karen Mathison, PTA Council President

1. First Reading

- a. ***Assistance League Summer School Contract, R178-00-01.** It was moved and seconded (Broberg/Reynolds) to approve the Assistance League Summer School Contract. Mrs. Gonia reported that Mr. Stratton is the lead for Torrance High School's WASC visitation committee, so he is not able to be here tonight. Assistance League has been providing summer school enrichment programs for 23 years. Mrs. Robinson will be elementary school principal and Ms. van Zijll will be 7-8 principal. ALF President Barbara Weber, Summer School Chair Marianne Plenn and 2002 Summer School Chair

Linda Gill were representing the Assistance League. Mr. Moffitt commented that it has always been a wonderful program. The enrollment is about 800 students. Mrs. Racklin commented that several teachers that have taught in the Assistance League summer school program have been hired by the District. The motion to approve the Assistance League Summer School Contract was adopted unanimously.

- b. *Second Interim Report, R168-00-01.** It was moved and seconded (Reynolds/Moffitt) to approve the Second Interim Report. Mrs. Evans reported that this is an update of the budget presented in June. Mrs. Evans provided a summary of the Second Interim Budget report.

Mrs. Reynolds asked if there was a time frame for the actuarial study on the retirement fund. Mrs. Evans replied that it was in the works and she would be hearing soon.

Mrs. Dalbeck expressed concern that there are quite a number of funds in which there is deficit spending. Mrs. Evans said that we continue to monitor the budget closely.

Mrs. Reynolds asked about encroachment on page 27 of the report. Mrs. Evans replied that we have to realize that these are programs that are not being paid for. Intervention programs are important and we will continue them, but the list of programs that encroach on the general funds is growing longer.

Mrs. Evans reported that in summary, we are showing a healthy budget. We are able to make our reserves. We continue to add dollars to our retiree benefits fund. We are projecting over the next 3 years that we will be able to meet our obligations. We have a healthy budget, but we need to continue monitoring it closely.

Mrs. Broberg asked that we keep working toward a 5% reserve for economic uncertainties.

Mrs. Dalbeck asked when we have to do a deferred maintenance contribution. Mrs. Evans replied that we have to put 15% into routine repair.

The motion to approve the Second Interim Report was adopted unanimously.

- c. *Night Lead Custodian, R160-00-01.** It was moved and seconded (Broberg/Moffitt) to approve the Night Lead Custodian position. Mrs. Gonia explained that Dr. Sue Leabo was out of town on a family emergency. Mrs. Gonia reported that the District is not adding a position, but eliminating one custodian position and adding a lead position in its place so there will be supervision for the night custodians. The position will be filled from within. The motion to approve the Night Lead Custodian position was adopted unanimously.
- d. *Job Descriptions, R161-00-01.** It was moved and seconded (Dalbeck/Reynolds) to approve the Job Descriptions. Mrs. Gonia reported that Dr. Leabo is working to make sure that all job descriptions are current, and she has worked with Debbie Pierce of CSEA to put together the job descriptions presented tonight. The motion to approve the Job Descriptions was adopted unanimously.
- e. *Subject Matter Authorization, R162-00-01.** It was moved and seconded (Broberg/Moffitt) to approve the Subject Matter Authorization. Mrs. Gonia reported that this item brings to the Board fully credentialed teachers and asks the Board to approve their teaching outside their credentialed area. Mrs. Broberg said that it would be helpful if the requests included the year the teachers completed the necessary coursework for the

requested class and have the Education Code (44258.3) accompany the request. The motion to approve the Subject Matter Authorization was adopted unanimously.

- f. ***Authorization to Teach Physical Education, R164-00-01.** It was moved and seconded (Moffitt/Reynolds) to approve the Authorization to Teach Physical Education. State Education Code gives the Board the right to authorize a teacher who is credentialed in another area to teach one period of a PE class for credit. The motion to approve the Authorization to Teach Physical Education was adopted unanimously.
- g. ***Resolution 16-00-01 Lay Off Position of Director of 21st Century.** It was moved and seconded (Reynolds/Dalbeck) to approve Resolution 16-00-01 to Lay Off the Position of Director of 21st Century. A position currently exists that doesn't have a Board approved job description. This Resolution proposes laying off this position because we are at the end of the grant for the Verdugo School to Career Coalition. The District is in the process of negotiating with LCTA a job description that will clarify the position in order to continue a portion of that position.

Mrs. Broberg acknowledged Emma Sanchez, the Director of the 21st Century program, for the work she has done with the program. Mrs. Racklin asked for clarification of the lay-off of the position and the creation of the job description. Mrs. Gonia said that the position would continue until the effective date of the lay-off, and the job description should be worked out by that time.

Mrs. Broberg reported on the Chamber Mixer that is later this month at the High School, which Ms. Sanchez has been instrumental in bringing to the district. Mr. Moffitt commented that the 21st Century has been one of the greatest programs in the district. Mrs. Gonia said that the District would like to see the program continue and expand. Student Representative Michael Kotick also commended the program and Ms. Sanchez.

The motion to approve Resolution 16-00-01 to Lay Off the Position of Director of 21st Century was adopted unanimously.

- h. ***Resolution 17-00-01 Lay Off of Classified Employee.** Mrs. Racklin amended this Resolution to read, "Lay Off of a Classified Position." It was moved and seconded (Moffitt/Broberg) to approve Resolution 17-00-01 Lay Off of Classified Position. Mrs. Gonia explained that during construction there were two positions – one for construction and one for day to day maintenance. In looking at the positions, we found that we really need a day-to-day maintenance and transportation position. We are recommending a lay-off of the Director II Facilities and Construction, and to fill the open position of Director I Maintenance/Operations and Transportation. The motion to approve Resolution 17-00-01 Lay Off of Classified Position was adopted. The vote was 4-0-1. Mrs. Broberg abstained.
- i. ***2001 CSBA Delegate Assembly Election Ballot, R170-00-01.** It was moved and seconded (Reynolds/Moffitt) to direct the Superintendent to fill out the CSBA Assembly Election Ballot. Mrs. Broberg explained that the Board may vote for two vacancies. The Board has received letters from Glendale and Pasadena recommending Lina Harper and Tommy McMullins, respectively. Mrs. Dalbeck recommended that the Board vote for Lina Harper of Glendale and Tommy McMullins of Pasadena. Mr. Moffitt agreed with Mrs. Dalbeck's recommendation. Mrs. Racklin echoed Mrs. Dalbeck's recommendation for Lina Harper. It was moved and seconded (Broberg/Moffitt) to amend the motion to instruct the Superintendent to fill out the CSBA Assembly Election Ballot to vote for Lina Harper and Tommy McMullins. The amended motion was adopted unanimously.

- j. *Participation in California Suburban School Districts, R171-00-01.** It was moved and seconded (Reynolds/Broberg) to approve participation in California Suburban School Districts (CALSSD). Mrs. Dalbeck explained that this is another association of school districts that are specifically suburban school districts that advocate at the state level. Glendale Unified is a member. Our legislative advocate from Five-Star Coalition, Jeff Frost, is involved with CALSSD. It is an adjunct to Five-Star to increase our strength to lobby state legislators. The motion to approve participation in California Suburban School Districts was adopted unanimously.
- k. *Request for Allowance of Attendance, R176-00-01.** It was moved and seconded (Broberg/Reynolds) to approve the Request for Allowance of Attendance. Mrs. Evans explained that Ed. Code 41422 authorizes maintenance of apportionments in instances when one or more schools must be closed because of “extraordinary conditions.” On February 13, Paradise Canyon was closed due to the loss of power. The decision was made to close the school as it was cold and rainy and Edison had no estimate when the power would be restored. The motion to approve the Request for Allowance of Attendance was adopted unanimously.
- l. *Education Tech Grant, AB2882, R181-00-01.** It was moved and seconded (Dalbeck/Broberg) to approve the Education Tech Grant under AB 2882. This is a grant that was awarded to LCHS of \$79,500 to purchase 53 computers and the necessary software and other supporting materials. The money must be encumbered by May 23. The motion to approve the Education Tech Grant was adopted unanimously.
- m. Adoption Textbook: Language Network, R180-00-01.** This is being brought to the Board for first reading only. Mrs. Gonia reported that this is a first reading to approve the “Language Network” grammar book. It was decided by the panel that this was the book that was most closely aligned with the standards. The Board asked that further reviews from the panel be provided when this item is brought back for second reading.
- n. 2001-02 School Calendar, R172-00-01.** This is being brought to the Board for first reading only. The following dates are included in the proposed School Calendar: school starts on September 4, ends on June 20, there will be a week break for the Thanksgiving holiday, November 19 through 23, Winter break will be December 24 through January 4, Presidents’ weekend will be February 15 – 19, and Spring break will be April 8 –12.

Mary Jane Hufstedler, LCTA negotiating team, addressed the Board on this item.

The calendar will be brought back to the Board for approval at the next meeting.

Consent Agenda

It was moved and seconded (Broberg/Reynolds) to approve the Consent Agenda as presented. Mrs. Racklin moved to amend the consent agenda to pull the Extra Duty Extra Pay item (item b) off the consent agenda. The motion to approve the amended Consent Agenda was adopted unanimously.

- a. Personnel Report, P20-00-01.** *Certificated:* New Hires – Substitute Teacher William Dietrich, 4th Grade Teacher Kristen Dutton (temporary), Biology Teacher Richard Haring (temporary), 5th Grade Teacher Kyna Healy (temporary), 5th Grade Teacher Rhoda Quick (temporary). Modification – Mary Jane Hufstedler from 100% to 117%. Retirement – Glenn Perrin. Resignations – Millie Sondermann, Lisa Mahrer. *Classified:* New Hires – Substitute Custodian Raul Contreras, Substitute Custodian Jorge De La Torre, Classroom Aide-Reading Babs Fine, Classroom Aide-Reading Cameron Hall, Classroom Aide-

Reading Cynthia Marquand, Student Worker Cindy Shin, Classified Substitute Juanita Villarreal. Releases – 7 Substitute Custodians, 1 Classroom/Noon Aide. Resignations – Linda Neumeier, Mary Robbins.

- b. **Extra Duty/Extra Pay Report, P21-00-01.** Mrs. Racklin asked about the process and criteria for hiring and evaluation of the extra duty extra pay positions. Mrs. Gonia replied that she would ask LCHS Principal Mike Leininger to report on the process. It was moved and seconded (Reynolds/Broberg) to approve the Extra Duty/Extra Pay Report. The motion to approve the Extra Duty/Extra Pay Report was adopted unanimously.
- c. **Change Order – Phase 2 Library, R165-00-01.**
- d. **Change Order – Crew Electric, R173-00-01.**
- e. **CALPERS Long Term Care Program, R174-00-01.**
- f. **Disposal of Surplus Computer Equipment from LCE, R175-00-01.**
- g. **School Improvement and Pupil Achievement Grant Award, R166-00-01.**
- h. **Special Activities: Key Club District Convention, R177-00-01.**
- i. **Special Activities: Varsity Softball Team to Arrowhead, R179-00-01.**
- j. **Potential New Courses at LCHS for 2001-02 School Year, R157-00-01.**
- k. **Non-Public School/Non-Public Agency Contracts, P163-00-01.**
- l. **Disposal of Surplus Equipment, R169-00-01.**
- m. **Gifts, R167-00-01.**
- n. **Purchase Order List #13.**

COMMUNICATIONS

Mrs. Broberg reported that the K-12 Educational Options Committee is ready to report to the Board. They would like to be put on the April 3 Board meeting agenda. She suggested that the meeting be started earlier, at 5:00 p.m. and have the Options Committee report at 7:00 p.m. Mrs. Gonia asked if Mrs. Broberg could give an estimate of the length of the report. Mrs. Broberg replied that the Committee is anxious for the report not to be rushed and that there be adequate time for public input, so it would probably take a couple of hours. Mrs. Broberg asked if the meeting could be held in the cafeteria with microphones and a podium.

Mrs. Dalbeck asked if Board could meet at 4:00 p.m. for Closed Session.

Mr. Moffitt reported that the CPC Parent Forum at PCY, scheduled for March 14, had to be cancelled because that is the evening of 6th grade orientation. The Parent Forum will be rescheduled.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:08 p.m. The Next Regular Meeting of the Governing Board will be held on March 20, 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