

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

April 1, 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 April 1, 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.

**GOVERNING BOARD WORKSHOP ON BOARD POLICIES 9000 SERIES – BOARD BYLAWS**

The Governing Board held a workshop on Board Policies 9000 Series – Board Bylaws. Mrs. Dalbeck suggested the Board think about the wording of BB 9100 – Organization as it relates to installation of newly elected Board members. During discussion of BB 9124 – Attorney, it was decided that the Board should designate an attorney that is strictly the Board’s attorney. After discussion, it was decided to continue the workshop at the next Board meeting and subsequent meetings, until all the Bylaws have been reviewed, at which time they will be presented for Board approval. The Board will start with BB 9322 at the next meeting.

The workshop adjourned at 5:45 p.m.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:45 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 7:15 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 7:18 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 Executive Assistant to the Superintendent Judy Mellick. There were approximately 22 people in the audience. Mr. Tracy asked Assistance League President Roz Hilton to lead the Pledge of Allegiance to the Flag.

**REPORT OUT OF CLOSED SESSION**

Mr. Tracy reported that the Board took action in closed session to authorize legal counsel to take settlement action.

## APPROVAL OF AGENDA

It was moved and seconded (Beattie/Reynolds) to approve the agenda. It was moved and seconded (Beattie/Dietel) to amend the agenda to add Resolution #25-02-03 Supporting the Men and Women Serving in the United States Armed Forces and Resolution #26-02-03 Supporting Maximum Flexibility in the Use of Categorical Funds. . The motion to approve the agenda as amended was adopted unanimously.

## APPROVAL OF MINUTES

Mr. Tracy stated that the minutes of the March 11, 2003 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the March 11, 2003 regular meeting were approved as submitted.

## REPORTS

1. **Superintendent's Report** – Dr. Leabo congratulated Penny Ledbetter and PTA Council for receiving the Outstanding Council Award.
  - a. **Security Issues** – Dr. Leabo reminded staff to wear identification badges and reminded audience members to be sure to check in with the office when on campus. She reported that the Management Team has discussed security from terrorism. The principals will be asking their PTA's to provide bottled water for classrooms, to be used in the event of a lockdown due to a bio-terrorist attack.
  - b. **7/8 After School Program** – Mr. Stratton reported that the Childcare Roundtable sent out a letter to providers in the community to assess interest in providing an after school program for 7/8. There was one provider – Anderson Enrichment – interested in moving forward – providing classes in such areas as theatre, dance, tai kwon do, chess. The Educational Services office sent letters home to current 6<sup>th</sup> and 7<sup>th</sup> grade parents explaining what Anderson Enrichment has in mind and asked them to send letters to Anderson and let them know if they are interested. Anderson would rent space from the district and parents would pay Anderson directly.
  
2. **President's Report**
  - a. **Elementary Instrumental Music Update** - Mr. Tracy reported that the elementary music program is one of the programs that make LCUSD special. There are about 330 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> graders involved in the program. The district would like to maintain this program. It is viewed as a feeder into the high school instrumental music programs. At the last Board meeting, CSEA presented a letter outlining concerns about the program, followed by letter from LCTA, indicating that the program as it is now administered is in violation of labor laws and undermines bargaining unit. The District sent a letter to parents letting them know that the district and Assistance League are working very hard to maintain the program. Mr. Tracy, Mr. Beattie, Dr. Leabo and Mr. Stratton met with Assistance League to discuss ways to resolve this issue. They met with CSEA and LCTA regarding possible flexibility in this issue. One suggested approach was to bring the program under the district and make the three employees that are now Assistance League employees district employees. The District would take over any additional costs over current costs. The second suggestion is to move program to an after school program. The third suggestion, survey parents as to what they would prefer. The District is continuing to maintain a dialogue with Assistance League and with the bargaining units, who have assured the district that they will not take any legal action for the remainder of the school year. If the teachers and aides were to come under the purview of the bargaining unit, LCTA would waive the right to post the position. The District is trying

to work through a solution to serve the students in the district, and to maintain its relationship with the bargaining units.

The following audience members addressed the Board:

Lorene Jaross, Assistance League

Mary Jane Hufstedler, LCTA President

Roz Hilton, Assistance League

- b. Educational Foundation Update** – Mr. Tracy announced that the Educational Foundation has achieved its \$700,000 objective. The District will be working very closely with the Foundation in a collaborative manner to identify specific areas of support. The community has an opportunity to help address the cutbacks in programs and services that the district is faced with this year. The most effective way to help is through the Educational Foundation year-end campaign.
- 3. Student Representative Report** – Ms. Linden reported on the award from the Festival of Gold – LCHS Chamber singers were in the top 8 of 25 choirs from the whole country. The Women’s Ensemble came in second out of 25 at the San Diego Heritage Festival. The Choral department received a grant from Pasadena Showcase. Last weekend was the Serv-A-Thon and over 150 students showed up to work. The students painted, cleaned, and planted. Ms. Linden also reported that the evaluation team for California Distinguished School visited. Last week the students wrote letters to soldiers. These opportunities were provided by PTSA. Ms. Linden reported that staff is working really hard to address any concerns regarding the art trip to Paris. They have added additional French-speaking guides, and there has been ample opportunity for any parent who wanted to take his/her student out of the program.

### **DISTRICT GOALS PROGRESS**

Curriculum/Instruction/Assessment – Mr. Stratton reported that the concern is the California content standards and how to realistically teach the standards. It is critical for the district to define what the essential standards are: What are the most important critical skills, what are the core ideas, what are the component parts, is this standard essential to moving forward in a sequential curriculum, is this standard a key course objective? What for a particular course are the standards that focus time will be spent on? It is important to make sure that the grade the student gets in a class is based on the student’s mastery of these standards.

### **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

None

### **PUBLIC HEARING**

The Board conducted a public hearing on the 2003-04 La Cañada Teachers Association Negotiations proposals. Mr. Tracy opened the public hearing at 8:55 p.m. Dr. Leabo explained that the Education Code requires that the bargaining units and district make public the items they would like to discuss. Hearing no comments from the public, Mr. Tracy closed the public hearing at 8:56.

### **PROPOSED ACTION ITEMS**

#### **1. First Reading**

- a. \*Resolution #22-02-03 Ordering Governing Board Election.** It was moved and seconded (Beattie/Dietel) to approve Resolution #22-02-03 Ordering Governing Board Election. Dr. Leabo explained that Education Code requires that school districts must

provide a resolution to the County ordering a Governing Board election. The motion to approve Resolution #22-02-03 was adopted unanimously.

- b. **Board Policies 9000 Series – Board Bylaws, R164-02-03.** This item is presented for first reading. Dr. Leabo explained that the Board held a workshop to start the discussion on Board Bylaws. The Board will continue the workshop format at the next meeting. The item will not come back for action until the workshops are finished. Mrs. Dalbeck thanked Mrs. Reynolds and Mr. Dietel, as well as Dr. Leabo, Mr. Banis and Mr. Stratton for working on the updating of all Board policies.
- c. **Textbook Adoption: AP Computer Science, *Fundamentals of Java*, R162-02-03.** Mr. Stratton explained that this is the recommendation of two computer teachers for a textbook that keeps up with the emphasis of the college boards. The book is on display in the district office and available for review. The district will order as many books as there are students signing up for the class. Money is available to purchase these textbooks, the math adoption and possibly one more adoption. This item is presented for first reading.
- d. **\*Resolution #23-02-03: 2002-03 Los Angeles County Schools Pooled Tax and Revenue Anticipation Notes (TRANS).** It was moved and seconded (Dietel/Reynolds) to approve Resolution #23-02-03: 2002-03 Los Angeles County Schools Pooled Tax and Revenue Anticipation Notes. Mr. Banis explained that, as is done in most districts, to protect cash flow, it is recommended that LCUSD participate in TRANS. So far the district has not had to use these funds, but it is good to have if the need should arise. The motion to approve Resolution #23-02-03 was adopted unanimously.
- e. **Board Policies 3000 Series – Business and Noninstructional Operations, R165-02-03.** Mr. Banis explained that the district is updating all Board policies this year. The 3000 Series – Business and Noninstructional Operations is presented for the Board's review. This item is presented for first reading.
- f. **Resolution #25-02-03.** It was moved and seconded (Dietel/Dalbeck) to approve Resolution #25-02-03 Supporting the Men and Women in the United States Armed Forces. Mr. Dietel reported that because of worldwide events, the district should show its support for the men and women serving in the armed forces. The motion to approve Resolution #25-02-03 was adopted unanimously.
- g. **Resolution #26-02-03.** It was moved and seconded (Dalbeck/Reynolds) to approve Resolution #26-02-03 Supporting Maximum Flexibility in the Use of Categorical Funds. Mrs. Dalbeck explained that the district is following what is happening in the state budget. The district is now grappling with the 2003-04 budget. Subcommittee 2 of the State Assembly is meeting today to talk about Class Size Reduction and the use of categorical funding. Districts are asking for flexibility in those categoricals. Districts need to have the ability to move monies into both Class Size Reduction and special education, regardless of which plan the legislature chooses to follow. The motion to approve Resolution #26-02-03 was adopted unanimously.

## 2. Second Reading

- a. **Board Policy 6162.52 – High School Exit Exam, R153-02-03.** It was moved and seconded (Reynolds/Beattie) to approve Board Policy 6162.52 – High School Exit Exam. Mr. Stratton explained that when a student takes the high school exit exam with modifications, even if they pass, it is not considered a passing score. The district can then waive the requirement of having to take the exam. The motion to approve Board Policy 6162.52 – High School Exit Exam was adopted unanimously.

- b. Authorization for Use of Reserves in the 2003-04 Budget, R154-02-03.** It was moved and seconded (Beattie/Dietel) to approve the Authorization for Use of Reserves in the 2003-04 Budget. Mr. Banis explained that this was presented for first reading at the last meeting. The Board is being asked to approve a transfer of up to \$300,000 from the reserves to balance the 03-04 budget. The motion to approve the Authorization for Use of Reserves in the 2003-04 Budget was adopted unanimously.

### **3. Consent Agenda**

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

- a. Personnel Report, P18-02-03.** The Board approved the following Personnel Items:  
*Certificated:* New Hires – Substitute Teacher Timothy Wedemeyer. Leaves of Absence – Tonya Johnson (34% leave, will work 66%), Janice Saylor (34% leave, will work 66%). Retirements – Gary Lievre, Perla Stice. Resignations – Carol Capps, Lynn Jackson. *Classified:* Reclassification – Robin Cresto from Secretary I to Accounting Technician. Retirement – Mary Irwin.
- b. Extra Duty/Extra Pay Report, P19-02-03.**
- c. Student Teaching Agreement with Cal State, Long Beach, R163-02-03.**
- d. Non-Public School/Non-Public Agency Contracts, R160-02-03.**
- e. Request to Go to Bid for Fire Extinguisher Services, R155-02-03.**
- f. Request to Go to Bid for Fire Protection Services, R156-02-03.**
- g. Request to Go to Bid for Pest Control Services, R157-02-03.**
- h. Request to Go to Bid for Student Field Trip and Athletic Transportation and Home School Transportation – Chilao Area for 2003-2004, R158-02-03.**
- i. Request to Go to Bid for Waste Disposal including Green Waste for 2003-2004, R159-02-03.**
- j. Gifts, R166-02-03.**
- k. Purchase Order List #12.**

### **COMMUNICATIONS**

None

### **RECONVENE TO CLOSED SESSION**

The Board reconvened to Closed Session at 9:50 p.m.

### **REPORT OUT OF CLOSED SESSION**

The Board reconvened to Open Session at 10:54 p.m. and reported that there was no action taken in Closed Session.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:55 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, April 22, 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**

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Ron Dietel, Clerk

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Date