

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

April 2, 2002

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Jinny Dalbeck on April 2, 2002 in the La Cañada High School Information Resource Center at 4463 Oak Grove Drive in La Cañada, California. Present were Board Members Andy Beattie, Jinny Dalbeck, Meredith Reynolds, and Scott Tracy, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Assistant Superintendent of Business Services John Kramar.

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 four Board Members, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, Assistant Superintendent of Business Services John Kramar, and La Cañada High School Principal Dr. Mike Leininger. Closed Session adjourned at 6:00 p.m.

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

MEMBERS ABSENT: Mr. Ron Dietel, Member

GOVERNING BOARD WORKSHOP

Mrs. Dalbeck called the workshop to order at 6:04 p.m. She introduced Craig Windsor and Ted Osborn from Osborn Architects. Mr. Windsor explained that the purpose of the workshop is to talk about the process for updating the Facilities Master Plan. Mr. Windsor said that it is rather extraordinary that so much work has been done since the bond was approved by voters in 1995. He explained that the Facilities Master Plan (FMP) was viewed from the beginning as a living document. The plan was to update the FMP every 5 to 10 years as needed. He outlined some of the key planning issues: update status/condition of all facilities, grounds and infrastructure, integrate completed and on-going work, involve the community in the process. He also outlined the study elements: physical conditions assessment, site capacity analysis, educational needs assessment and special studies.

Mrs. Reynolds commented that it was important to be sure that it is clear to all school sites that there are district priorities which may supersede site priorities.

Mr. Windsor suggested a planning team consisting of Osborn Architects, two Board members, the Superintendent, Deputy Superintendent, Assistant Superintendent of Business Services and the Director of Maintenance and Operations, and a Community Based Oversight Committee consisting of the Planning Team, one representative from each site committee (parents/faculty/staff), and possibly others.

The Board directed staff to come back with a proposed configuration of the committees. Dr. Leabo will put together a draft of the planning team.

Mr. Osborn suggested that the most important thing is to make sure there is good communication between all stakeholders, so no one feels left out or unheard.

Mr. Windsor outlined the schedule:

Phase 1: collect data and meet with committees – concluded by June 2002.

Phase 2: develop plan concepts – conclude by September 2002.

Phase 3: present plan concepts and finalize plan – conclude by October 2002.

Dr. Leabo will work out an outline of how she would set up planning and recommendations for people on the planning team. The Board will hold another workshop on April 23 at 6:00 p.m. to discuss the scope of work the FMP will encompass and prioritizing objectives for the FMP.

The Governing Board Workshop adjourned at 7:00 p.m.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:10 p.m. in the La Cañada High School Information Resource Center. Present were the four Governing Board Members, Dr. Leabo, Jim Stratton, John Kramar, and Secretary to the Superintendent Judy Mellick. There were approximately 25 people in the audience. Mrs. Dalbeck asked community member Karen Wilcox to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

Mrs. Dalbeck reported that no action was taken in Closed Session.

APPROVAL OF AGENDA

It was moved and seconded (Tracy/Reynolds) to approve the agenda. The motion to approve the agenda as submitted was adopted unanimously.

APPROVAL OF MINUTES

Mrs. Dalbeck stated that the minutes of the March 5, 2002 Special meeting and the March 12, 2002 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the March 5, 2002 Special meeting and the March 12, 2002 regular meeting were approved as submitted.

REPORTS

1. Superintendent's Report

Dr. Leabo provided a staffing update. Currently the District is experiencing the smallest turnover in the past 5 years. There is only one elementary opening at this time. The first round of interviews for CBO position has been completed. The position of Director of Research, Assessment and Special Projects has been posted, and the deadline has been extended to April 22.

Dr. Leabo reported that the District is recommending that the Board approve the hiring of Wendy Sinnette as principal of Palm Crest. Mrs. Dalbeck welcomed Ms. Sinnette to the District. Dr. Leabo said that Ms. Sinnette's first day will be August 7.

Dr. Leabo provided a construction update. All projects are on track and going well. Communication is much improved from Phase 1. There are a number of change orders for the 600 building, but they are within the 10% contingency. It was necessary to replace an entire wall.

The District has met again on the new chiller/boiler and other related maintenance issues and is revising the bid. It will be brought back at the next meeting. The District is preparing a request for a hardship grant from the State.

Dr. Leabo introduced Dr. Mike Leininger, LCHS principal, who reported on the computer proficiency graduation requirement. He stated that the LCHS Technology Committee met to consider the issues and make recommendations to the LCHS administrative team. The site administration decision for implementing the computer proficiency is as follows:

- Current 8th, 9th, and 10th graders will be able to meet the requirement through their 6th grade proficiency assessment.
- Students new to LCUSD or students who did not pass the 6th grade proficiencies can take a newly designed hands-on test that will not be longer than two hours, or can take a semester-length class.
- Passing the current 7th/8th grade computer class will also qualify for meeting the requirement.

Dr. Leininger then introduced Associate Principal Lindi Dreibelbis-Arthur, who reported on the plan for how the current 7th grade class and future classes will meet the proficiency. The requirement will be imbedded into the 9th grade curriculum. Various projects in Regional Studies, Health and English I will be used to assess the proficiency. A computer teacher will be part of the Regional Studies and Health teaching team; students would rotate between the teachers for direct instruction in the teacher's area of expertise. The team of teachers will spend this summer and next year developing the curriculum. Freshman year of 2003 would be the first year to implement.

Mr. Tracy asked if there were some ideas for teacher training. Mrs. Arthur replied that all three teachers would work together to weave computer work into curriculum – health and safety, regional studies, etc.

Mrs. Dalbeck thanked everyone who served on the committee.

2. Student Representative Report

The Student Representative was not able to be at the meeting.

Opportunity to address Board

The following audience members addressed the Board:
none

PROPOSED ACTION ITEMS

1. First Reading

- a. ***Educational Goals for 2002-2003, R183-01-02.** It was moved and seconded (Beattie/Tracy) to approve the Educational Goals for 2002-2003. Mr. Stratton explained that he is bringing the final draft of goals for the district. The goals incorporate input from the Board as well as Curriculum Council. The motion to approve the Educational Goals for 2002-2003 was adopted unanimously.

- b. ***Request to Enter into Contract with Osborn Architects for Facilities Master Plan Update, R184-01-02.** It was moved and seconded (Beattie/Reynolds) to approve entering into contract with Osborn Architects for Facilities Master Plan Update. Dr. Leabo explained that this is important as the District starts to look at needs, to update the Facilities Master Plan. This update will be on a fast track. The District would like to have projects decided on before the money is available from the state. The motion to approve entering into contract with Osborn Architects for Facilities Master Plan Update was adopted unanimously.
- c. ***Request to Enter into Contract with Osborn Architects for A & E Services, R185-01-02.** It was moved and seconded (Reynolds/Beattie) to approve entering into contract with Osborn Architects for A & E Services. Dr. Leabo explained that the District has a little over \$2 million available for the high school. She is recommending a contract with Osborn Architects to put together projects for eligibility. Money for this contract will come out of local bond dollars. The motion to approve entering into contract with Osborn Architects for A & E Services was adopted unanimously.
- d. ***Change of Board Meeting Date, R178-01-02.** It was moved and seconded (Tracy/Beattie) to approve the change of Board Meeting date. Dr. Leabo explained that each year there is an administrative retreat to plan for the upcoming year. The only dates that all the administrators are available were August 19-21. She would like to change the August Board meeting, originally scheduled for August 20 to Thursday, August 22. The motion to approve the change of Board Meeting date was adopted unanimously.
- e. ***2002-2003 Calendar, R187-01-02.** It was moved and seconded (Tracy/Beattie) to approve the 2002-2003 LCTA Calendar. Dr. Leabo reported that the District has a tentative agreement with LCTA for the calendar for the 2002-03 school year. The motion to approve the 2002-2003 LCTA Calendar was adopted unanimously. Mrs. Dalbeck suggest that the information be put into the newsletters at each of the sites.
- f. ***Resolution #21-01-02 TRANS.** It was moved and seconded (Reynolds/Tracy) to approve Resolution #21-01-02 TRANS. Mr. Kramar explained that the TRANS program is one in which the District has participated in the past. It is a process by which the District can borrow money to use for low periods. The money must be paid back within 15 months. Tax exempt certificates are issued, so the borrower will get a lower rate of interest. The motion to approve Resolution #21-01-02 TRANS was adopted unanimously.

3. Consent Agenda

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

- a. **Personnel Report, P22-01-02.**
- b. **Non-Public School/Non-Public Agency Contracts, R177-01-02.**
- c. **Special Activity: Broadway Bound – Advanced Drama Trip to New York City, R182-01-02.**
- d. **Change Orders for 600 Building, R179-01-02.**
- e. **Change Orders for New Library, R186-01-02.**
- f. **Notice of Completions, R180-01-02.**
- g. **Gifts, R181-01-02.**
- h. **Purchase Order List #13.**

COMMUNICATIONS

Mrs. Dalbeck reported that she and Mrs. Reynolds are planning to go to a CALSSD meeting in Sacramento on April 19. The meeting will deal with several pieces of new legislation, such as the new bond, AB 520, and education master plan.

RECONVENE TO CLOSED SESSION

The Board reconvened to Closed Session at 8:15 p.m.

REPORT OUT OF CLOSED SESSION

The Board reconvened to Open Session at 9:55 and reported that no action was taken in Closed Session.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:00 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, April 23, 2002, at 7:00 p.m. in the La Cañada High School Information Resource Center.

Sue Leabo, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Meredith Reynolds, Clerk

Date