

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

June 24, 2003

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by Vice President Andy Beattie in the absence of President Scott Tracy on June 24, 2003 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members Andy Beattie, Jinny Dalbeck, Ron Dietel, and Meredith Reynolds, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis.

EXPULSION HEARING

The Board held a closed session expulsion hearing at 5:01 p.m. Mr. Beattie reconvened open session at 5:17 p.m. and announced that the Board took action in closed session to accept the stipulated expulsion of Student #2-02-03. The vote was unanimous, with one Board member absent.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:18 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, and Chief Business Officer Dave Banis. Closed session adjourned at 5:40 p.m.

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

MEMBERS ABSENT: Mr. Scott Tracy, President

**GOVERNING BOARD WORKSHOP ON PARCEL TAX AND BOARD POLICIES 9000 SERIES
– BOARD BYLAWS**

Mr. Beattie convened the Governing Board Workshop at 5:45 p.m. Dr. Leabo reported that the district is starting the 2003-04 school year with a \$2.75 million problem - \$720,000 in increased expenses and \$2,030,000 in decreased revenue. The district made a little over \$2 million in cuts, received a \$200,000 donation from the Foundation, and moved \$543,455 from reserves. For 2004-05, the assumption is that the district will not have \$200,000 from Foundation, will not have \$543,455 to take from reserves and will have \$250,000 in new costs. The district will need an additional \$993,455 for 04-05. In addition to the \$2.75 million problem for 03-04, there is an additional \$993,455 for 04-05.

Dr. Leabo outlined the options for dealing with the budget problems: continue/increase cuts – if many more classified staff are laid off, there will be none left, and the district is at maximum with class size; continue voluntary contributions (HELP464) – this is a hard way to balance a budget; or talk about a parcel tax. The last parcel tax was on the ballot in 1991 – the first lost by 18 votes, the second lost by more. The amount in both the June and November elections was \$250. According to the report in 1991, there are 7,421 parcels in the City. Estimates should be in the neighborhood of 6,000 parcels because the district would probably exempt people over 65, or if one family lives on 2 contiguous lots, they are treated as one parcel. If the district had a tax of \$166.67/parcel, for a total of \$1,000,000, the district would not have to make further cuts. If the district had a tax of \$250/parcel, for a total of \$1,500,000, it would allow the district to restore \$500,000 of the 03-04 cuts (25% recovery). If the district had a tax of

\$500/parcel, for a total of \$3,000,000, that would allow the district to restore the 03-04 cuts and cover the annual increase of expenses. The current tax rate is \$47.50/\$100,000 of assessed value. The present bonded indebtedness is \$14,039,976. The maximum indebtedness is \$78,232,363, so that would leave available \$64,192,387.

Dr. Leabo reported that the estimated cost of the items that were identified on the Facilities Master Plan update in November was \$43,692,750. In January, the district prioritized where \$30,000,000 would be spent if there was a new \$30,000,000 bond. The estimated cost of additional bonds would be \$15 million bond – an increase of \$34.40/\$100,000 or a total of \$81.90/\$100,000; \$30 million bond – increase of \$68.80/\$100,000 for a total of \$116.30/\$100,000. The average assessed value in La Cañada is approximately \$477,000. The average price of a home in La Cañada is \$700,000.

Dr. Leabo reminded the Board that Board Policy states the district will go for a bond for: 1) Adequate Facilities to enhance curriculum, help achieve vision for education; 2) Funding – Board may order an election on whether bonds should be issued; determine the type of bond; determine appropriate dollar amount of bond; 3) Types of bond – 55% Voter approval; 66-2/3% Voter approval.

The next election is November 4, with a primary election in April and a general election in November 2004.

Mr. Tracy arrived at 6:15 p.m.

Mrs. Dalbeck discussed the idea of going to the legislators, perhaps as a coalition with several other districts, to ask them to consider allowing the use of developer fees for general fund items for no-growth districts.

Mr. Dietel asked Dr. Leabo to outline what would be necessary in order to put a parcel tax together for the November ballot. Dr. Leabo replied that the Board would have to determine how much, then pass a resolution, and get it to the County before August 8.

Mr. Beattie commented that he would like a \$30,000,000 bond for 30 years because the modernization work is necessary. He also commented that the Board should look at a \$250 parcel tax, which provides for a \$500,000 restoration of 03-04 cuts. That amount of parcel tax will keep the district debt level.

Mrs. Reynolds expressed the feeling that the district has a clock running on matching funds, and matching funds should never be wasted. If the district runs a parcel tax and bond at the same time, the bond may lose because of the parcel tax. The issue of the parcel tax is based on a number of assumptions of how uncertain the state budget will be next year.

Mrs. Dalbeck said that the Board should have staff come back with a recommendation, keeping in mind the priorities in the FMP. She commented that she thinks a \$30,000,000 bond is a bit aggressive. The district needs to look at what is really needed, what are some of the things that will enhance the educational structure at the high school, and take out the things the district can do without. Then look at possible amounts for a bond and/or parcel tax.

Dr. Leabo told that Board that, for her to make a recommendation on a bond, she would need the Board to talk a little bit about how much they want on a parcel tax.

Mrs. Dalbeck commented that the district could be taking another cut this summer before this budget is finalized. There could also conceivably be a mid-year cut in January. She also expressed concern that, if there is a parcel tax on the November ballot, the community might not be as willing to donate to the Education Foundation for the 2003-04 school year.

Mr. Tracy said there are multiple decisions here, including timing and amount. If there was not a bond in the mix, he said he feels the district should go for a parcel tax because there is willingness in the community at this time. His inclination would be to push on the parcel tax, and decrease the bond to the bare-bones minimum.

Mrs. Dalbeck commented that, as far as timing goes, she is leaning toward March for a parcel tax. It would give the district more time to find out what the financial situation is going to look like. Then the district can make a compelling case to the community that it has been holding off to find out what kind of impact the budget will have.

Mr. Dietel said that he would lean toward going for a \$250 parcel tax rate. If the district goes for a lower rate and things get really bad, it might be necessary to go back again for more. He asked for a staff recommendation, so the Board would know what the options are.

Mr. Beattie expressed the opinion that, while it's a risky move, the district should go for both a bond and parcel tax right now. He said if the package is engineered properly and described adequately, it can be sold to the community.

Mrs. Reynolds said that it would be nice if there was a master plan list like the Facilities Master Plan so the community can see what a parcel tax would be used for. She commented that to try to get everything put together by August in order to get a parcel tax on the ballot in November would be too difficult. Since the district would not get the money any sooner than if the parcel tax were on the ballot in March, Mrs. Reynolds said she doesn't see how it makes a difference. She said she thinks it's too fast to try to put it on the ballot for November. She expressed the feeling that it would be better not to be too aggressive in the beginning but to get the community used to the concept.

Mrs. Dalbeck expressed the opinion that, if there's not a need to know about the bond by November – the district does not have the same issues as in 1995 – and since there's so much uncertainty in the state right now financially, the district would be remiss in going to the community with a parcel tax in November. There may be a recall election in November or March. There are too many unknowns out there. She said the district is better off to wait and do it in March. She also pointed out that this Board's decision might be overturned, since there may be two new board members in January.

Mr. Beattie agreed that an instructional master plan as well as a facilities master plan would be a good thing to have. For that reason, he said it would be a good idea to wait until March, but the district should still run both a bond and parcel tax at the same time. He suggested the Board start now and look at some of those things on the instructional side that would help with a parcel tax campaign next year.

Mr. Dietel said he would like to hear what staff has to say to determine what the needs are.

Mrs. Dalbeck said she would like to see staff give the Board some logical parameters for a bond. The Board and staff need to take a second look at the bond and decide if all the things on the facilities master plan are necessary.

Mr. Dietel said that he thinks that when people look at the elimination of class size reduction, they will grasp onto that as something that will affect their children. He said he would like to hear whether the Superintendent recommends going forward in November.

Mrs. Reynolds said it is important to find out the flow of funding if a parcel tax were passed in March. If the Board decides to go for November, a special meeting should be scheduled in July.

Direction was given to staff to come back to the Board with a recommendation and a list, similar to the facilities master plan, of things to be done if a parcel tax were to pass.

The Workshop adjourned at 7:09 p.m.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:15 p.m. in the La Cañada High School Information Resource Center. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, Executive Assistant to the Superintendent Judy Mellick, and Administrative Secretary Kim Bergner. There were approximately 9 people in the audience. Mr. Tracy asked community member Mitch Lane to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

Mr. Tracy reported that there was no action taken in closed session.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Tracy stated that the minutes of the June 3, 2003 regular meeting Governing Board and the June 11, 2003 and June 15, 2003 special meetings of the Governing Board had been distributed to the Governing Board Members in advance for review. Mr. Tracy asked that the minutes be amended to read as follows: On item #1b Agreement with Arroyo United Foundation, "*After considerable public input and review of the contract paragraph by paragraph it was moved and seconded to amend the contract as stated.*" The minutes of the June 3, 2003 regular meeting were approved as amended and the June 11 and June 15, 2003 special meetings were approved as submitted.

REPORTS

1. Superintendent's Report –

- a. PTA Nutrition Report** – Dr. Leabo explained that the PTA has had a task force dealing with nutrition in the district. She asked Karen Mathison to give the Board a report from the Nutrition Task Force. Ms. Mathison thanked the Board and Superintendent for putting this on the agenda. She reported that, in October 2002, a year after the PTA Council already had a nutrition committee, they made an agreement with the district that the committee would focus on the high school. The committee wanted to look at nutritious healthy food choices. The comments they had heard from students were that the cafeteria food was bad in taste, appearance, and quality. A task force was formed of PTA parents along with Food Services Director Judy Jones. The task force came up with a plan to survey students to verify what they had heard and to find out what was going on at the high school. Teachers were also surveyed. The task force also visited other school districts to see how their food service was handled. Ms. Mathison said that the full report is available in the Business Office. The task force has tabulated and cross-tabulated the results of that survey. The survey asked the question, "Why do you leave campus for lunch?" The answers were 1) the food is bad; 2) because we can; 3) because the food is too expensive. The consensus of all the survey respondents and the task force was the food is bad in taste appearance and quality, as well as too expensive. The cafeteria is not a pleasing place to be. The Food Service staff members are often rude, and the lines are too long.

Ms. Mathison reported that the task force visited other campuses. 14 of 32 schools they surveyed granted off campus lunch only to seniors. Only three of the schools have totally

open campus. Five of the eight schools visited have 40 or more minutes for lunch. Crescenta Valley has a lunch period of 45 minutes. The task force found that the speed of the service is crucial. Other schools use a PIN number to speed things up. They also have a number of points of sale. The ratio at these schools was 1 point of sale to 135 students. Some schools have students man the food stations, paying them minimum wage or paying the club, if there is a club involved. The Arcadia campus has a joint use program with City. Arcadia food service also provides catering to the District Office, the City Fire Department and other organizations. The task force has found that successful food service is in direct correlation with the following: the school district uses its own director of food services rather than a company such as Sodexo; the school district director of food services has high positive energy and an attitude of “serving” the students and staff, and interacted with the students and teachers on a regular basis for feedback, at least once a month (Hoover and Crescenta Valley (both in Glendale) meet twice a month.

The successful food service programs strive for a “student union” feel, with bistro style décor.

The task force recommends that the Board institute a Task Force to 1) perform an in-depth financial review of the District Food Service Budget to determine what is available to work with; 2) review the information in this report to determine if and how these ideas can be integrated into La Cañada’s Food Service program so it has the same strong program the other schools have; and 3) focus on improving positive communication and feedback between Food Service and students/staff.

Dr. Leabo said she would recommend setting up a Superintendent’s task force and would like Dave Banis to coordinate it.

Mrs. Dalbeck commented that she would hope that the district could put some of these ideas together before the fall semester rather than wait another year while the task force does some more study.

Mr. Dietel asked, if there is a Superintendent’s task force that looks at this, can the Board get another report on the task force findings before September.

Dr. Leabo said that she would want a working group that is not too large. She would ask Dr. Leininger and the new 7/8 principal, an elementary principal, a high school teacher, a student, Judy Jones as resource, and two or three parents to sit on the task force.

Mr. Tracy asked Ms. Mathison how many hours the task force worked on this and how many people were involved.

Ms. Mathison replied that there were about 12 people that began on the committee, but there was a core group, of four who worked throughout the study, which took the entire year.

Dr. Leabo commented that she is sensitive to the fact that Judy Jones is in the audience. She pointed out that this is a group effort for a positive result, not a negative thing.

Mrs. Dalbeck commented that the committee should decide if they want open meetings. Her recommendation would be to go with a superintendent’s committee that has open meetings. She would like to see them be able to meet as soon as possible and to get an idea of which things might be done quickly.

Mr. Beattie agreed that he would like to see this committee move swiftly. One of the charges of the committee is to look at the financial side and figure out what changes can be done within the budget. He commented that, with all the work that has already been done, the committee should be able to get some things done quickly.

Mr. Dietel said that he looks forward to finding out more about the elementary sites as well.

Mrs. Dalbeck commented that a lot of the things the committee does at the high school will affect the elementary sites.

Mr. Beattie said that the committee should look at not just food, but the whole philosophy of what food service does. He also commented that accidents can and do happen with students who are rushing back from lunch off campus.

Mr. Tracy thanked Ms. Mathison for her report and thanked the committee for all their hours of work.

2. President's Report

- a. **HELP464** – Mr. Tracy turn the meeting over to Mr. Beattie and Mrs. Dalbeck, who are co-chairs of the HELP464 campaign. Mr. Beattie reported that the program is under way. There is a web site up at www.help464.org. The District has a \$1.9 million net shortfall, which comes to \$464 per child. The campaign committee was able to get a flyer in the packets that go home from the elementary schools before school let out. The Valley Sun has donated space for a full-page ad. The committee also got the first of two donated full-page ads in the Outlook. Today, Mr. Beattie and Mrs. Dalbeck appeared before the Foothill Realtors board and told them what the committee is doing. Keilholtz Realty has taken a half-page ad in the Valley Sun and will run full page next week about the campaign. Mr. Beattie reported that community support has been great. The school support groups are behind the campaign. On Wednesday, the committee will stuff 5,000 pieces of mail, and they have the first of several presentations tonight. Keilholtz Realty also donated \$500, plus the cost of their advertising.

Mrs. Dalbeck reported that the stationery is being donated, and the Board members each bought a roll of stamps. The committee has asked key people at each of the sites to bring five rolls of stamps with them. They decided not to do bulk mail because of the timing. There are several people who are going to be writing letters about the campaign to the editors of the local papers. There will not be anything in the papers next week because of the holiday. If the funds are available – there is no budget – the committee is working on trying to get a donation for a post card mailing two weeks after the July 4th holiday reminding the community about the campaign. Tomorrow evening Mrs. Dalbeck and Mr. Beattie will be speaking at Rotary Club. In two weeks they will be at the a.m. and noon Kiwanis meetings. An e-mail campaign has been started. The committee has targeted people at each of the sites who are doing e-mails. They are hoping to do a donor list at the end of campaign with a reminder that it is not too late to get money in. Mrs. Dalbeck said she is overwhelmed by the generosity of the people in the community. They have all stepped up and asked how they can help. The committee is working to put together a telephone tree.

Mr. Beattie said that, while the committee is asking each family to give \$464 per child in what amounts to 45 days, some people will be able to do more and some will not be able to give that amount. He said they want everyone to feel comfortable giving whatever they can. The committee honors and appreciates any donation that comes forward.

Mr. Beattie reported that PCR PTA President Kathy Hernandez has put up the web site. The committee has received a donation of \$464 from LCTA and a donation of \$100 from CSEA. The City of LCF is providing labels for all of the residents within the school district. There will be fee for this because of staff time involved.

Dr. Leabo said that administrative staff members have all committed to a roll of stamps.

Mr. Dietel thanked Mr. Beattie and Mrs. Dalbeck for their work chairing the committee.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None

PUBLIC HEARINGS

1. **Proposed Budget for 2003-04.** Mr. Tracy opened the public hearing on the proposed 2003-04 budget at 8:15 p.m. Hearing no comments, the public hearing was closed at 8:16 p.m.

PROPOSED ACTION ITEMS

1. First Reading

- a. ***ASB Budget – 7/8, R214-02-03.** It was moved and seconded (Beattie/Dietel) to approve the ASB Budget – 7/8. Mr. Banis explained that each year the ASB plans and approves their individual budgets and then presents them to the Board. The motion to approve the ASB Budget – 7/8 was adopted unanimously.
- b. ***ASB Budget – 9-12, R215-02-03.** It was moved and seconded (Dalbeck/Reynolds) to approve the ASB Budget – 9-12. Mr. Banis explained that 9-12 ASB has planned and approved their budget and it is being presented to the Board. The motion to approve the ASB Budget – 9-12 was adopted unanimously.
- c. ***Consolidated Application – Part 1 – 2003-04, R217-02-03.** It was moved and seconded (Dietel/Beattie) to approve the Consolidated Application – Part 1 – 2003-04. Mr. Stratton explained that this is a two-part process. The first part is to get the district in the mix. It is to indicate that the district will be applying for the funds, and in October the district actually sends in the request for funds. The motion to approve the Consolidated Application – Part 1 – 2003-04 was adopted unanimously.
- d. **Board Policies 6000 Series – Instruction, R218-02-03.** The Board reviewed the policies and made changes where appropriate. This item is presented for first reading.
- e. ***Resolution #37-02-03 To Limit Candidate Statements to 200 Maximum Words.** It was moved and seconded (Dalbeck/Dietel) to approve Resolution #37-02-03 to Limit Candidate Statements to 200 Maximum Words. Dr. Leabo explained that this is a routine matter. The Board has the right to limit candidate statements on ballots. The motion to approve Resolution #37-02-03 was adopted unanimously.
- f. ***Resolution #38-02-03 Supporting Assembly Constitutional Amendment 4 School District Parcel Taxes.** It was moved and seconded (Dietel/Reynolds) to approve

Resolution #38-02-03 Supporting Assembly Constitutional Amendment 4 School District Parcel Taxes. Dr. Leabo explained that this is a Resolution in which the Board would endorse ACA 4, which would change the constitutional voting limit from 66-2/3 to 55% for a parcel tax. The motion to approve Resolution #38-02-03 was adopted unanimously.

- g. ***Resolution #39-02-03 Layoff of Additional Classified Employees.** It was moved and seconded (Beattie/Dalbeck) to approve Resolution #39-02-03 Layoff of Additional Classified Employees. Dr. Leabo explained that she is asking for approval to notify classified employees of possible reductions. She has been in contact with CSEA and has offered to negotiate with them. The motion to approve Resolution #39-02-03 was adopted unanimously.
- h. ***Resolution #40-02-03 Adopt Labor Compliance Program.** It was moved and seconded (Dalbeck/Dietel) to approve Resolution #40-02-03 Adopt Labor Compliance Program. Mr. Banis explained that when Proposition 47 passed in November 2002, part of that provision was that school districts would have to take over labor compliance, i.e., making sure contractors were paid minimum wage. The State Allocation Board is going to give a certain amount of funds to defray the costs. The district must have a labor compliance program for the work on the high school science labs. Some of the cost will be reimbursed by the state. The motion to approve Resolution #40-02-03 was adopted unanimously.
- i. ***Approval to Contract with a Third Party Provider to Provide Labor Compliance Program Services, R212-02-03.** It was moved and seconded (Reynolds/Dalbeck) to approve contract with a third party provider to provide Labor Compliance Program services. Mr. Banis explained that this item is related to the previous item. The motion to approve contract with a third party provider to provide Labor Compliance Program services was adopted unanimously.
- j. ***Recommendation for Lanterman Auditorium, R222-02-03.** It was moved and seconded (Beattie/Dietel) to approve the recommendation to rent Lanterman Auditorium to Assistance League of Flintridge for the month of July. Dr. Leabo explained that in February the Board took action that the district would no longer be leasing Lanterman Auditorium. The district almost came to an agreement with the City on an extension of the Joint Use Agreement. The district is still in negotiations with the City. Assistance League of Flintridge had tentatively planned to lease the auditorium from the City. In order to allow ALF to lease Lanterman, the district will make an exception for the month of July. The amount charged covers district cost. It is a lower amount than they expected to pay to the City. The motion to approve the recommendation for Lanterman Auditorium was adopted by a 4-1 vote, with one abstention.
- k. **CSEA Agreement, R220-02-03.** Dr. Leabo explained that the district has completed negotiations with CSEA. The arrived at an agreement that, if the state gave a COLA this year, the district would reopen negotiations. This item is presented for first reading.
- l. **Parcel Tax, R223-02-03.** Dr. Leabo explained that this item was placed on the agenda to permit time to discuss a parcel tax. Staff now has direction from the Board. This item is presented for first reading.

2. Second Reading

- a. **2003-04 Proposed Budget, R24-02-03.** It was moved and seconded (Reynolds/Dietel) to approve the 2003-04 Proposed Budget. Mr. Banis explained that he presented a budget on June 3 with a 3% reserve, but had a \$1.1 million transfer from reserves and lease interruption. The budget came back to the Board at a study session, with proposed cuts of \$567,000, which would be returned to the reserve funds. The district has made \$567,000 worth of cuts, but still have to transfer \$573,000 from reserves. The reductions affected mostly unrestricted funds. There was some affect on the restricted funds. \$543,455 has been transferred from reserves. The district will maintain a 3% reserve, per the Board's instruction, no matter what the state does.

Mrs. Reynolds said there is a very good chance that the final compromise on the state budget will take Proposition 98 funding down to zero. It is estimated that districts would lose an additional \$130 per student throughout the state.

The motion to approve the 2003-04 Proposed Budget was adopted unanimously.

3. Consent Agenda

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

- a. **Personnel Report, P24-02-03.** The Board approved the following Personnel Items: *Certificated:* New Hires – Tawni Allen, James Carnal, Lindsay Horne, Paige Salardino. Resignations – Katherine Bell, Julie Jarvis. *Classified:* New Hires – Substitute Custodian Morrie Castro, Computer Support Technician Patrick Generosa, Substitute Custodian Randall Schmitt. Resignation – Susan Dodge. *CMSA:* Reclassification – Kimmerly Bergner from Administrative Secretary to Executive Secretary.
- b. **Extra Duty/Extra Pay Report, P25-02-03.** The Board approved the Extra Duty/Extra Pay Report.
- c. **Approval of Job Descriptions: Administrative Secretary, Executive Secretary, R211-02-03.** The Board approved the job descriptions for Administrative Secretary and Executive Secretary.
- d. **2003-04 Salary Schedules for LCTA, CSEA, and CMSA, R221-02-03.** The Board approved the 2003-04 Salary Schedules for LCTA, CSEA, and CMSA.
- e. **Special Activities: Band Camp to Cal Poly Pomona, R219-02-03.** The Board approved the Special Activity: Band Camp to Cal Poly Pomona, Sunday, August 24 to Thursday, August 28, 2003.
- f. **Non-Public School/Non-Public Agency Contracts, R210-02-03.** The Board approved the Non-Public School/Non-Public Agency Contracts.
- g. **Disposal of Surplus, R213-02-03.** The Board approved the disposal of surplus and/or outdated equipment from several sites.
- h. **Gifts, R216-02-03.** The Board approved the following donations: \$130 for General Fund from J. Anthony Gaudino; a microwave oven for PCR staff lounge from Mr. and Mrs. Jimmy Tokeski; \$437.50 for PCY Instructional Supplies from Wells Fargo; \$2,000 for LCE copy paper budget from LCE PTA; \$762 for PCR Instructional Supplies from Box Tops for Education; Wood for PCY Puppet Theatre from Robert Lee; \$50 for Linda Posod's Classroom at PCY from Mr. and Mrs. Scott Yoshida; \$218.50 for PCY Instructional Supplies from Box Tops for Education; \$25.00 for LCE Instructional Supplies from Mrs. Jody Lee; a microwave oven for PCR staff lounge from Mr. and Mrs. Joe Russell; \$26.38 for General Fund from Mr. and Mrs. Joseph Harb; \$174.57 for LCE Science Display Board for 4th Grade from LCE PTA.
- i. **Purchase Order List #16.** The Board approved Purchase Order List #16.

COMMUNICATIONS

Mr. Dietel reported that he attended the community needs assessment at the Barkley Community Center. The group continues to meet to make recommendations. Mr. Dietel brought the group up to date on the after-school programs. The recommendation was to survey the community to see what type of programs are available to students. There will be an electronic data base that will have everything listed that the community is interested in doing.

The Board set a special meeting for the Superintendent's evaluation on Monday, July 14, at 3:00 p.m.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:45 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, July 15, 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