

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

June 5, 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 June 5, 2001 in the La Cañada Elementary School Cafetorium at 4540 Encinas Drive in La Cañada, California. Present were Board Members Barbara Racklin, Jinny Dalbeck, Will 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 four Board Members, Superintendent Lorene Gonia, Assistant Superintendent of Human Resources Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton, and Assistant Superintendent of Business Services Maureen Evans. Closed Session adjourned at 6:55 p.m.

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

MEMBERS ABSENT: Mrs. Jeanne Broberg, Clerk

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:06 p.m. in the La Cañada Elementary School Cafetorium. Present were the four Governing Board Members, Mrs. Gonia, Dr. Leabo, Mr. Stratton, Mrs. Evans, and Secretary to the Superintendent Judy Mellick. There were approximately 55 people in the audience. Mrs. Racklin asked LCHS Assistant Principal Gaylene van Zijll 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 May 22, 2001 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. Mrs. Dalbeck moved to change the minutes to read. under Communications. "...one of the concerns of Curriculum Council was the

REPORTS**1. Superintendent's Report**

Mrs. Gonia provided an update on the interviews of bond survey companies. The District interviewed four firms: Education Research & School Political Services, HMC Architects/School Advisors, Fairbanks, Maslin, Maullin & Associates, and Godbe Research & Analysis. The district is now in the process of doing reference checks. Two reference checks have been completed. The information from the reference checks will be shared with the panel. The tentative timeline is to recommend a bond survey company to Board on June 19, but no later than July 17. The survey would be conducted in early fall. The interview process included questions on how the community would be involved.

Mrs. Dalbeck raised questions about the timing of the survey and a possible bond election.

The following people addressed the Board on this issue:

Lauren Oakes, 4708 Gould

Ron Dietel, 4432 Commonwealth

Anthony Portantino, La Cañada Mayor

Linda Bair, 4641 Hillard

Mrs. Gonia provided an update on construction. The Library is on track. She and Mrs. Evans walked the site today. It is expected to open in January. The district is in the process of putting together a draft of the Joint Use Agreement with the City on how the Library will be jointly used. Mrs. Dalbeck and Mrs. Reynolds are on the Joint Use Committee. The Joint Use Agreement must be approved by both the City Council and the LCUSD Governing Board.

Mrs. Gonia also reported that there is an item on the Consent Agenda that will authorize Mrs. Evans to award bids for elementary modernization projects, keeping with the time frame for the projects.

Mrs. Gonia reported on the meeting with the 7-12 staff to review the suggestions of the K-12 Options Committee. The staff talked about how to implement some of the Committee's suggestions now. Mrs. Gonia thanked Principal Mike Leininger for opening his home for the meeting. She referred to Appendix 5 of the K-12 Options Committee report, which outlines suggestions on items that could be addressed immediately. Regarding the bell schedule, the committee suggested that Dr. Leininger and Mrs. van Zijll work together and have discussions of what can be done, even as early as September. It may not be possible to add more electives for September, but staff will be looking at more electives for the following year. Staff has suggested using IPG to have some better articulation between 6th, 7th, 8th, and 9th, grades. As to the physical configuration of the 7/8 office, after the Library is completed, the textbook room can be moved and that room has some potential for the 7/8 office area. A lot would depend on the cost and the

Dalbeck suggested the district investigate if FIS was a SIP school and had a SIP code. Staff will be looking into space for 7/8 noon recreation. They are currently using the Oak Grove field at lunch. It was suggested that some teachers might like to use their duty time to supervise lunchtime activities. The next steps are to distributed the minutes of the meeting to the Committee, then distribute them to staff. The district wants to form a sub-committee that would consist of parents that have served already on the K-12 Options Committee. There will be a planning meeting on June 20, and then Wednesday July 18 will be a full day of work. Mrs. Gonia said that a possible configuration would be eight parents, six teachers, three administrators from 7-12, and students.

Dr. Leininger reminded everyone that the meeting was just the beginning of the process.

The following audience members addressed the Board:

Mary Jane Hufstedler, LCHS teacher
Kathy Gallagher, 7/8 PTA President
Lauren Oakes, 4708 Gould

Mrs. Dalbeck suggested that it was important to have Board representation on the Committee to investigate 7/8 and 9-12 options. Mrs. Reynolds volunteered to participate on the Committee.

Mr. Stratton shared progress in Curriculum Council's review of homework issues, such as the role of homework, quantity and distribution among classes, consistency among classes in homework, distribution of responsibilities. A policy change was recommended in February and approved by the Board. Curriculum Council then split into two separate groups to work on the guidelines and Administrative Regulations. In March there was further work on the guidelines. In April a draft of 13-14 guidelines was presented to Curriculum Council. The draft was then taken back to the sub-groups for discussion. At the final meeting in May two different versions of the guidelines were discussed by Council. Mr. Stratton stated that the accordion process takes a very long time, especially when there are new voices added along the way. The Council has agreed on the following items: there should be adequate lead time when long projects are assigned; long projects should not be assigned at the beginning of a vacation with the expectation that the projects be completed when students returned to school; group projects should be given time in class; there should be consistency in grade levels; expectations on homework and homework load should be shared with parents at the very beginning; expectations that teachers would communicate immediately with parents when there is a problem. There is still not agreement on the amount of time at grade level for homework, and whether the Administrative Regulations and guidelines should be one document or two separate documents, and whether tests should go home or not. A K-6 and a 7-12 subcommittee will consider these issues during the summer. All input will be brought back to the Curriculum Council in October.

Mr. Stratton said that the process of having a subcommittee working during the summer is something that Curriculum Council has had success with in past.

Cindy Wilcox, 4408 Union Street
 Lee Gregg, 904 Wiladonda Avenue
 Kathy Hernandez, 4434 Chevy Chase Drive
 Karen Mathison, 5154 Redwillow Lane
 Richard Weld, LCTA President, Science Teacher
 Lauren Oakes, 4708 Gould

2. **Student Representative Report**

Michael Kotick reported on finals and graduation. He introduced Joann Bicknell, who will be next year's Student Representative to the Board.

Mrs. Gonia asked Mrs. Evans to introduce new Maintenance and Operations staff members. Mrs. Evans introduced Brian Goodknight, Director I of Maintenance and Operations and Jose Aguilar, Operations Supervisor.

Opportunity to address Board

The following audience member addressed the Board:

Kathy Trueblood, 5124 Caroli Lane

1. **First Reading**

- a. **Approval of 2001-2002 Proposed Budget, R248-00-01.** This was presented to the Board for first reading. Mrs. Evans reported on the 2000-01 Estimated Actuals. The proposed budget reflects the most recent information on the Governor's Proposed Budget as well as local modifications, revisions, and plans for next year. The 2000-01 Estimated Actuals project an Ending Fund Balance of \$2,780,949 with a 4.45% Reserve for Economic Uncertainties. The 2001-2002 Budget projects General Fund ending Fund Balance of \$1,649,815 with a 4.22% Reserve for Economic Uncertainties.

Mrs. Reynolds asked where the Deferred Maintenance contribution comes from. Mrs. Evans said that the district is not required to make the transfer until October 1 of next year. The district has excess contributions in Deferred Maintenance funds.

Mrs. Evans said we have a healthy budget.

Mrs. Gonia said that the budget is something the Board should be proud of. The district has gotten out of deficit spending, and contributed to Deferred Maintenance and Retiree

Mr. Moffitt commented that it's awfully nice to look at a balanced budget because there have been many years when there was not a balanced budget. He asked Mrs. Evans to pass the compliment on to her staff.

The following audience member addressed the Board:

Cindy Wilcox, 4408 Union Street

Mr. Moffitt asked how the state decrease in School Safety funds is going to affect the district budget. Mrs. Evans explained that School Safety money is paying for a school counselor, so the district may have to look at staffing or finding money from another source.

This item will be brought back for a public hearing and second reading at the next Board meeting.

- b. ***Board Policy 1330 Revisions, R253-00-01.** It was moved and seconded (Dalbeck/Moffitt) to approve the Board Policy 1330 Revisions. Mrs. Evans explained that the District has revised the Short Term Facility Use Procedures and Facility Use Rates. Therefore, minor adjustments have been made to the Use of School Facilities Board Policy BP 1330 (a) to reflect the changes. The motion to approve Board Policy 1330 Revisions was adopted unanimously.
- c. ***Supplemental Amendment to Joint Use Agreement – Skateboard Park, R264-00-01.** It was moved and seconded (Dalbeck/Moffitt) to approve the Supplemental Amendment to the Joint Use Agreement – Skateboard Park. Mrs. Evans explained that this is a proposed supplemental agreement to the Joint Use Maintenance and Operation of Community Facilities. The pilot program will be open in July and August of 2001. The hours will be Monday through Friday from 2:00 to 8:00 p.m. and Saturday from 9:00 a.m. to 8:00 p.m. The district will bear no cost for the site improvements. Mr. Moffitt said that this sounds like a “win-win” for kids in the community and the district. In August, there will be a Joint Use meeting to determine how the park is being used, the impact on neighbors, etc.

Mayor Anthony Portantino addressed the Board regarding the Skate Board Park. He stated that the City ordinance would cover any liability and the City would take care of supervision at the Park. They will have someone available with a cell phone and first aid training. The City will also bear the cost of site improvements.

The motion to approve the Supplemental Amendment to the Joint Use Agreement – Skateboard Park was adopted unanimously.

- d. **Contract Award Recommendation for Elementary Modernization. Phase I. R262-**

Mrs. Dalbeck asked what the longevity difference is between PVC and cast iron. Ben Menasherov, Project Manager from PCM3 said that the longevity of PVC is as good or better than cast iron.

Mr. Moffitt asked if, in going out for re-bid, would there be a bigger or better pool. Mr. Menasherov replied that in Phase 2 there are bigger projects, which would increase the dollar value and would probably get better numbers. This is the end of the bidding season right now, so there are not a lot of contractors who don't already have jobs.

The motion to approve the contract award recommendation for elementary modernization, phase I was adopted unanimously.

- e. **ASB Budget 7/8, R249-00-01.** It was moved and seconded (Dalbeck/Reynolds) to approve the ASB Budget 7/8. The incoming ASB plans and approves their fiscal budget every year. The ASB is submitting a balanced budget with a healthy reserve. Mr. Moffitt asked what is typical for an ASB beginning fund balance. Mrs. Evans did not know what had been done in the past, but said she would bring that information back to the Board. The motion to approve the ASB Budget 7/8 was adopted unanimously.
- f. ***ASB Budget 9-12, R250-00-01.** It was moved and seconded (Moffitt/Dalbeck) to approve the ASB Budget 9-12. 9-12 ASB is projecting a balanced budget with a healthy reserve. The motion to approve the ASB Budget 9-12 was adopted unanimously.
- g. **2001-2002 District Educational Goals, R259-00-01.** This is being presented to the Board for first reading. Mr. Stratton explained that this would be the 3rd year the district has had coordinated goals that are the same at each school and are the basis for all planning at each school. Mrs. Reynolds reiterated information on the accordion process stated by audience member Kathy Trueblood – when new people enter the process, the process should not start over again. This item will be brought back as a second reading item.
- h. **English Elective Proposals 2001-2002, R260-00-01.** This is being presented to the Board for first reading. Mr. Stratton explained that this is the part of the process by which the board sees the proposed English electives for next year during spring and approves them so they can be placed in registration materials so parents have a clear idea of what electives are available.

Mrs. Dalbeck said it is exciting that there are going to be more classes. She asked if there are several to choose from in a particular period. Mr. Stratton replied that there is always more than one elective for a particular period. This item will be brought back to the Board as a Consent item.

- i. ***Declaration of Need for Fully Qualified Educators. R247-00-01.** It was moved and

for CSEA. The motion to approve the CSEA 2001-02 Calendar was adopted unanimously.

- k. ***Resolution #24-00-01 To Limit Candidates Statements to 200 Maximum Words.** It was moved and seconded (Dalbeck/Reynolds) to approve Resolution #24-00-01 to Limit Candidates Statements to 200 Maximum Words. Mrs. Gonia explained that on November 6, 2001, there are three Governing Board seats up for election. It has been past practice to pass a resolution to limit the candidate statements to 200 words. The motion to approve Resolution #24-00-01 was adopted unanimously.
- l. ***Resolution #25-00-01 Grades 9-12 Assurances for Fiscal Year 2000-01 Textbook and Instructional Materials Incentive Program.** It was moved and seconded (Reynolds/Dalbeck) to approve Resolution #25-00-01 Grades 9-12 Assurances for Fiscal Year 2000-01 Textbook and Instructional Materials Incentive Program. Mr. Stratton explained that the State Board of Education does not approve textbooks for grades 9-12. That is left up to local boards. The motion to approve Resolution #25-00-01 was adopted unanimously.

Consent Agenda

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

- a. **Personnel Report, P29-00-01.** *Certificated:* Modifications – Mary Jane Hufstedler from 100% to 117%, Serafina Kenwood from 80% to 60%. Leaves of Absence – Nancy DeBoer (40% leave, will work 60%). Resignations – Betty Bates, Jason Berns, Matt Daniels, Katherine Hurley, Celine Young . *Certificated Personnel for 2001-02 school year:* New Hires – 80% Art Teacher Joseph Lee, English Teacher Michael Ollins, Social Science Teacher Gavin Williams. *Classified:* New Hires – Groundsperson Feliciano Anguiano, Facilities Maintenance VIII Billy Crye, Groundsperson Jesse Martinez, Noon duty aide Heather McClellan (temporary), Occupational Therapist Tracy Prehn, Supervisor of Operations Jose Aguilar, Director I of M&O Brian Goodknight. Modification – Amy Lockman (temporarily delete noon duty position). Leave of Absence – Teresa Pisacane.
- b. **Extra-Duty/Extra Pay Report, P30-000-01.**
- c. **Job Descriptions, R261-00-01.**
- d. **Revision of Job Description, R263-00-01.**
- e. **Change Order – LCHS Library, R251-00-01.**
- f. **Bid Authorization, R252-00-01**
- g. **Non-Public School/Non-Public Agency Contracts, R242-00-01.**
- h. **Gifts, R238-00-01.**
- i. **Purchase Order List #18.**

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ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:23 p.m. The Next Regular Meeting of the Governing Board will be held on June 19, 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