

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

July 15, 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 July 15, 2003 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members Scott Tracy, Andy Beattie, Jinny Dalbeck, Ron Dietel, and Meredith Reynolds, Superintendent Sue Leabo, and Chief Business Officer Dave Banis.

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 five Board Members, Superintendent Sue Leabo, and Chief Business Officer Dave Banis. Closed session adjourned at 5:46 p.m.

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

MEMBERS ABSENT:

GOVERNING BOARD WORKSHOP ON FACILITIES RESEARCH SURVEY AND BOARD POLICIES 9000 SERIES – BOARD BYLAWS

Workshop commenced at 5:46. Dave Banis introduced Mr. Jeremy Thorn. Mr. Thorn thanked the Board and opened the workshop with a Powerpoint presentation. Mr. Thorn informed the board and administrators that there are seven elements to a valid survey: research methodology, benchmark, tax rates, facilities issues and proposals, evaluation of district, school and community issues and conclusions and recommendations. His written report as submitted covers all seven in detail.

One thousand telephone interviews were conducted with registered voters via telephone. A variety of tax rates were tested in the survey. Based on survey responses, Thorn recommended setting the rate at less than \$59 per \$100,000 assessed valuation.

Overall the district is well regarded by the public. Survey data shows that support for “adequate public school facilities” is broad and deep.

Mr. Thorn recommended a full six month campaign focused on educating the high propensity voters about the facility needs of our schools. Mr. Thorn also recommended that a strong voter registration drive, especially among school families, be conducted. Dr. Leabo questioned Mr. Thorn about the State Bond scheduled for the March 2004 ballot, and whether being on that ballot would bring more support for a local bond. Mr. Thorn felt that with the statewide push it could help the District’s bond pass.

The Board thanked Mr. Thorn for his work.

Workshop adjourned at 7:15 p.m.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:22 p.m. in the La Cañada High School Information Resource Center. Present were the five Governing Board Members, Dr. Leabo, Mr. Banis, Executive Secretary to the Superintendent Kim Bergner. There were approximately 3 people in the audience. Mr. Tracy asked community member Cindy Wilcox 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. Dietel moved 3b. Special Activities and 3h. Accept Bid for Transportation to First Reading. The motion to approve the agenda as amended was adopted unanimously.

APPROVAL OF MINUTES

Mr. Tracy stated that the minutes of the June 24, 2003 regular meeting Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the June 24, 2003 regular meeting were approved as amended

REPORTS

1. Superintendent's Report –

a. Election Filing Requirements – Dr. Leabo stated that the election requirements for notifying the county of a Bond election is 88 days and 128 days for a Parcel Tax. Therefore, the notification date for a Bond election would be the first of December and October 29 for a Parcel tax. It is too late to file for a November election for a Parcel Tax.

b. Enrollment Update – Dr. Leabo explained the current enrollment figures for the upcoming school year. The District is seeing the greatest impact right now on 4th grade. We currently are looking at class sizes of 31 to 33. With an average cost of \$65,000 at the elementary level, there has been no recommendation to increase staff at this time. To date, no inter-district transfers have been approved. There may be some flexibility on Class Size Reduction if the new language being presented is signed into law. Dr. Leabo reminded the Governing Board that these are current numbers. Some intra-district transfers have been confirmed and some have not. Paradise Canyon Elementary has sent letters to their 4th grade parents explaining the increase in fourth grade and asked if any parents would like to move to La Cañada Elementary. There has been some response from parents.

Mrs. Reynolds has requested enrollment updates in TWIR. Dr. Leabo stated that the District will have better enrollment figures by the start of school

c. Nutrition Task Force Update - Dave Banis informed the Governing Board that the Nutrition Task Force has met twice and has 9 members. The next meeting is August 26th. There has been a lot of progress in a short amount of time. The charge of the task force is to review the Food Service Budget, review Board Policies regarding Food Service Operations, review conclusions of the Nutrition Report and make recommendations regarding if and how these ideas can be integrated into our Food Service Program, and to

make recommendations on improving communication and feedback between Food Service, students and staff.

The Task Force has already come to agreement on several issues. It was agreed the Task Force will be working by consensus. It was also agreed that the areas outside of the cafeteria could best be taken care of by PTA. Four PTA volunteers have agreed to oversee this area. Environmental issues will also be taken care of by the PTA.

Judy Jones will be looking at a variety of new vendors that could be brought into the cafeteria for better quality and variety. Marty Morton, Director of Maintenance is assisting as well with painting and lighting.

The Task Force will be working on a Cafeteria Master Plan. Mr. Dietel stated that the four- point plan is to improve atmosphere, food variety and quality, increase participation and to review board policies.

Mr. Beattie made a recommendation that the patio area off of the Faculty Dining Room be looked at. There are currently trash bins being stored there and it is recommended these be relocated. Mr. Banis stated that area will be looked at.

2. **President's Report**

- a. **HELP464** – Mr. Tracy asked Mr. Beattie and Mrs. Dalbeck for an update. Mr. Beattie reported that Help 464 is moving along very nicely. \$202,000 has been raised as of Thursday. There have been approximately 300 pledges. On July 3rd HELP 464 had raised \$106,000 with 167 pledges. Raising \$300,000 - \$500,000 will have a huge and measurable affect on the district. \$200,000 is the return of our HVAC Technician, Plumber, Custodian and \$10,000 each for reserves, supplies and services, and some extra duty/extra pay positions will return. With the next \$100,000 received we would anticipate \$20,000 to each site to further reverse the classified hours and \$5,00 to each site for additional extra duty/extra pay. This would include the return of things like the ASB advisors at the elementary level, Assistant Coaches at the Varsity level and other after school programs. \$400,000 would allow the district to employe another custodian and will return \$7,500 to additional classified hours. If Help464 reaches \$500,000 most of the essential items will return. Thursday, newspapers will be running full-page ads and letters to editors will continue. Karen Mathison will have a guest column, postcards will go out to all district families as a reminder and Help464 will finish up with newspaper ads the last week. Mr. Beattie stated so many things have been donated, including all newspaper ads and postage for mailings. Currently, it looks like the total cost of this campaign will be \$2,000 or less.

Grocery store tables were set up and approximately \$2,500 was collected at that time. Help464 will continue with the Music in the Park and the grocery store campaign. Thank you letters have been sent. The donation amounts range from \$25 to several thousand. There is a great diversity of people in the community that have donated to this campaign. Jinny stated that presentations have been made to Kiwanis and Rotary.

Mr. Beattie and Mrs. Dalbeck were commended for their hard work in running this campaign.

The Board continued to discuss the Survey Presentation. Mrs. Reynolds stated that in order to be successful there is a lot of educating required to strengthen the possibility of passing a bond. Right now we don't have the parcel tax problem defined. Mr. Tracy stated that what we do know is that we will lose the opportunity to get money for the next

school year unless we have a special election. Mr. Dietel stated he would like to hear Dr. Leabo's recommendation.

Dr. Leabo stated that she would like to make a recommendation not to have either a Bond or Parcel Tax election prior to spring because it will not help the District this year and waiting would give the District time to prepare. Dr. Leabo commented that like Mr. Thorn, she feels that it would be difficult to pass both a Parcel Tax and a Bond on the same ballot. Dr. Leabo stated that the District will be better informed after January when the District can get a better look at the Budget. The District will also have a better look at classified staff and whether there will be layoffs or not.

Mr. Dietel and Mr. Tracy agreed that the Parcel Tax is a higher priority. Dr. Leabo is leaning towards a Special Election in the spring for a Parcel Tax. Mr. Tracy questioned whether there is anyone who is opposed to not getting on the ballot in November. Mr. Dietel felt that the District has the support to pass in November 2003 and to get the Parcel Tax in March 2004. He feels that if we don't do the bond in November 2003 then we will be looking at next November (2004) for the bond.

After much discussion, the Governing Board agreed that the August 8th deadline limits the district's ability to prepare for the campaign. It was felt that with Help 464 and other campaigns going on in the community, an election in November would put to many demands on the community.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None

PROPOSED ACTION ITEMS

1. First Reading

- a. **English Selections, R8-03-04** This item is presented for first reading. Dr. Leabo explained this is a request for approval of the Core Literature Reading List. This item will return for second reading at the next board meeting.
- b. ***Resolution#1-03-04 Dissolution of Regional Energy Management Solutions.** It was moved and seconded (Dalbeck/Beattie) to approve the Resolution #1-03-04. The REMAC Joint Powers Agency was formed in 1991 for the purpose of lowering energy related costs. The deregulation of electricity purchases was never implemented in California as the REAC board had hoped, and REMAC was not able to offer it's members a low cost electricity alternative. The motion to approve Resolution #1-03-04 Dissolution of Regional Energy Management Solutions was adopted unanimously.
- c. **Approval of Agreement between La Cañada Unified School District and La Cañada Teachers Association, R9-03-04.** This item is presented as a first reading. LCTA has agreed on language change on this article. The August meeting will be for the ratification of Article 16 and further discussion will be required of LCTA on the Evaluation Article. The Evaluation Article will come back to the Governing Board at a later date.
- d. ***Resolution #2-03-04 in Support of the Kindergarten-University Public Education Facilities Bond Act of 2004.** It was moved and seconded (Dietel/Reynolds) to approve the Resolution #2-03-04 in Support of the Kindergarten University Public Education

Facilities Bond Act of 2004. The approval of this Bond Act could bring the district \$2.9 million. The motion to approve Resolution #2-03-04 was adopted unanimously.

- e. ***Change of Board Meeting Date, R12-03-04.** It was moved and seconded (Beattie/Dietel) to approve Change of Board Meeting Date. This will change the board meeting date from August 12 to August 11, 2003 at 5 p.m. A Closed Session will be posted for 4:45 p.m. The motion to approve Change of Board Meeting Date, R12-03-04 was adopted unanimously.
- f. ***Approval of Supplemental Agreement 03-01 to the Joint Use Agreement – Lanterman Auditorium, R14-03-04.** It was moved and seconded (Beattie/Dietel) to approve Supplemental Agreement 03-1 to the Joint Use Agreement – Lanterman Auditorium. This approval will allow the City to administer the leasing of Lanterman Auditorium. Mrs. Dalbeck proposed reviewing this agreement in the second year as a first reading so there could be serious review of the agreement. Mrs. Reynolds questioned why this agreement is the only Joint Use Supplemental Agreement that conflicts with the provisions of the Master Agreement. Mr. Beattie responded that this is the first Joint Use Agreement that involves taking over a building and unlike a field agreement there are different issues. Mrs. Dalbeck and Mrs. Reynolds both agreed that there should be an effort to keep a standard to the overriding agreements. The motion to approve R14-03-04 was adopted unanimously.
- g. **Special Activities: Cheerleading Camp, UC Irvine, R13-03-04.** It was moved and seconded (Reynolds/Dietel) to approve Special Activities: Cheerleading Camp, UC Irvine. Mr. Dietel questioned the ratio of students to teachers. It was stated that the supervision is provided by the UC Irvine Cheerleading Camp. The motion to approve this was adopted unanimously.
- h. **Accept Bid for Transportation Services, R4-03-04.** It was moved and seconded (Beattie/Dietel) to approve the Bid for Transportation Services. Mr. Dietel questioned the number of students transported. Mr. Banis responded that there is less than 20 students that are provided transportation. It was questioned whether the district has an option of providing this service. In response, Mr. Banis stated that this is not a mandatory service, but it is a service that has been provided to our students and if we were to decide to not provide this service that lead time should be given to the parents. It was requested of the District to look at this cost for next year and if necessary as a potential cut for next year. The motion to approve this was adopted unanimously.

2. Second Reading

- a. **Board Policies 6000 Series – Instruction, R218-02-03.** It was moved and seconded (Reynolds/Beattie) to approve the Board Policies – 6000 Series – Instruction, R218-02-03. The changes requested at the prior board meeting have been made. The motion to approve Board Policies 6000 Series was adopted unanimously.
- b. **CSEA Agreement, R220-02-03.** It was moved and seconded (Dietel/Reynolds) to approve the CSEA Agreement , R220-02-03. The motion to approve this was adopted unanimously. Dr Leabo informed the Board all but eight classified employees have been returned to the District from lay off.

3. Consent Agenda

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

- a. **Personnel Report, P1-03-04.** The Board approved the following Personnel Items:
Certificated: New Hires – Wendi Harrell, Edita Kershshyan, Kimberly Lauxen, Linda Matchie, Andrea Redecker. Resignations – Pat Kramer, John Van Haaster. *Classified:* Retirement – Elizabeth Bryant.
- b. **Non-Public School/Non-Public Agency Contracts, R224-02-03.** The Board approved the Non-Public School/Non-Public Agency Contracts.
- c. **Non-Public School/Non-Public Agency Contracts, R7-03-04.** The Board approved the Non-Public School/Non-Public Agency Contracts
- d. **Accept Bid for Fire Protection Services, R1-03-04.** The Board approved the bid for Fire Protection Services.
- e. **Accept Bid for Fire Extinguisher Services, R2-03-04.** The Board approved the bid for Fire Extinguisher Services
- f. **Accept Bid for Pest Management Services, R3-03-04.** The Board approved the bid for Pest Management Services.
- g. **Authorization to Make Appropriations Transfer, R5-03-04.** The Board approved the Authorization to Make Appropriations Transfer.
- h. **Authorization for Staff to Approve Asbestos Abatement Contract for LCHS Science Labs, R10-03-04.** The Board approved the Authorization for Staff to Approve Asbestos Abatement Contract for LCHS Science Labs.
- i. **Hold Harmless Indemnification Confidentiality and Non-Disclosure Agreement, R11-03-04.** The Board approved the Hold Harmless Indemnification Confidentiality and Non Disclosure Agreement.
- j. **Gifts, R216-02-03.** The Board approved the following donations: \$500.00 The Melinda Moss Trust
- k. **Purchase Order List #17 and #1** The Board approved Purchase Order Lists #17 and #1.

COMMUNICATIONS

Andy would like to acknowledge a letter from the City regarding street widening and Parking Restrictions at Knight Way between Gould Avenue and Oliveta Place. The property owners in the block are not in favor of this widening but are in favor of no parking restrictions from 7:30 – 3:30 p.m. It seems that the City is prepared to grant parking restrictions in the areas around Paradise Canyon Elementary. Mr. Beattie encouraged anyone who can attend the City meeting to make their opinions known to soften the parking restrictions in this area. The City meeting is schedule for August 20th. Mr. Dietel has volunteered to write a letter to the City.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:30 p.m. The Next Regular Meeting of the Governing Board will be held on Monday, August 11, at 5:00 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