

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

September 15, 2015

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:30 p.m. by President Andrew Blumenfeld on September 15, 2015, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Andrew Blumenfeld, Ellen Multari, David Sagal, and Kaitzer Puglia.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:30 p.m. in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were the five Governing Board Members, Superintendent Wendy Sinnette, Assistant Superintendent Anais Wenn, Assistant Superintendent Jeff Davis and Chief Business & Operations Officer Mark Evans. Closed Session adjourned at 7:00 p.m.

MEMBERS PRESENT: Mr. Andrew Blumenfeld, President
Mrs. Ellen Multari, Vice President
Mr. David Sagal, Clerk
Mrs. Kaitzer Puglia, Member

OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

None.

REPORT OUT OF CLOSED SESSION

Mr. Blumenfeld stated that there is nothing to report out of Closed Session.

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were four Governing Board Members, Ms. Sinnette, Mrs. Wenn, Dr. Davis, Mr. Evans and Executive Assistant to the Superintendent Kim Bergner. Board Member Dan Jeffries was not in attendance. There were approximately 9 people in the audience. Mr. Blumenfeld asked Mirjam Swanson to lead the Pledge of Allegiance to the Flag. Mr. Blumenfeld asked everyone to remain standing for a moment of silence for the recent family tragedy that occurred in the community.

APPROVAL OF MINUTES

It was moved and seconded (Sagal/Multari) to approve the minutes of August 11, 2015 and August 24, 2015. The motion to approve the minutes of August 11, 2015 and August 24, 2015 was adopted unanimously.

REPORTS

1. Superintendent's Report

Ms. Sinnette expressed a heartfelt gratitude to all stakeholders districtwide for the results of our students' performance on the first round of SBAC testing. She commended teachers and staff for the hard work it took to achieve these results. She commended Mrs. Wenn for her 2 year

Common Core plan and its successful implementation. She thanked parents for their support with the changes to testing.

Ms. Sinnette reported that the adoption of a cap on district reserves will be held in the Assembly Rules Committee. It is expected that this will be a two year bill. Ms. Sinnette doesn't want the District to lose sight of the importance of this bill.

2. President's Report

Mr. Blumenfeld stated that he is very pleased with the SBAC results; to see these kind of results in the first year of testing is very exciting and presents a positive trajectory for the future. He thanked staff, teachers, parents, and students for rising to the challenge of the changing testing landscape. Mr. Blumenfeld announced that the Governing Board would like to award all staff with a 1% off schedule bonus in gratitude.

3. Chief Business & Operations Officer

Mr. Evans congratulated students, teachers and staff for the successful test results.

Mr. Evans reported on some facility trouble spots that were discovered with the recent rain.

Mr. Evans reported that with the completion of the painting at the high school signage has been installed.

Mr. Evans provided an update on Food Services reporting that the program continues to be successful. He stated that vending machines will be reinstalled on campus shortly while ensuring that any items being sold in the vending machines adhere to the district's health and wellness program.

4. Student Representative

Mr. Owen provided an update on student activities.

Student Recognition

Ms. Sinnette introduced Palm Crest Elementary Principal Karen Hurley who was present to thank former Palm Crest Elementary student, Brett Bell, for his Eagle Scout Project that occurred over the summer. Ms. Hurley presented a slide show on the project. The Governing Board presented Brett Bell and many of his volunteers on the project with Certificates of Appreciation.

REVIEW OF AGENDA

None.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None.

PROPOSED ACTION ITEMS

1. First Reading

- a. ***Request for Student Leave of Absence, R18-15-16.** It was moved and seconded (Multari/Sagal) to approve the Request for Student Leave of Absence. Mr. Cartnal was present to answer any questions of the Governing Board. The student requesting the leave of absence plans to leave for Spain shortly. While in Spain the student will achieve the credits required to graduate from La Cañada High School upon his return.

The motion to approve the Request for Student Leave of Absence was adopted unanimously.

- b. **District Assessment Update: Preliminary CAASP Scores and District Assessment Team 2015-16, R21-15-16.** Ms. Sinnette introduced Chief Director of Assessment, Ms. Lindi Dreibelbis. Ms. Dreibelbis provided a presentation on the CAASP Scores and updated the Governing Board on the 2015-2016 District Assessment Team. She reported on the mean scale scores of the assessments. Ms. Dreibelbis presented graphs for ELA/Literacy and SBAC Mathematics comparing district scores by grade with the following top performing districts: La Canada, Palo Alto, San Marino, Carmel, Manhattan Beach, Palos Verdes Peninsula and Piedmont City. In Science grades 5, 8 and 10 all LCUSD schools were 94% Advanced or Proficient, except PCY which was at 91%. These scores were achieved through focused, collaboration, increased resources and hard work. Ms. Dreibelbis discussed the Districtwide Assessment Team. She reported that the goal of the team is to address districtwide assessment needs and best practices in a performance-driven school district. This year's goal is to design the assessment plan for 2016-2017. Ms. Dreibelbis congratulated the district for a successful first year of testing. The Governing Board thanked Ms. Dreibelbis for her presentation.
- c. **Superintendent Goals 2015-2016, R19-15-16.** Ms. Sinnette presented her goals for 2015-2016. They are as follows:

1. **7-12 Elective Courses and Pathways.**

Review the LCHS 7/8 and 9-12 Electives, improving offerings as permitted by the master schedule and staffing considerations.

Engage in action research relate to best practices and models for STEM and STEAM pathways, survey student interest; assess college and career outcomes or advantages related to specific pathways; review permanent status FTE issues and impediments; generate a short and long-term plan for change.

2. **TK/K Task Force and recommendations**

Create a Superintendent's Task Force to review the current TK/Kindergarten programs, determining specifically if the program offerings and schedules are reflective of instructional best practices and community interests. Additionally, assess the District's capacity to respond to Task Force determinations and findings.

Identify committee members and identify the action research necessary to inform a recommendation to the Governing Board related to the ideal configuration and instructional program offerings for LCUSD's TK and K grade levels. Set meetings and divide action research assignments. Bring findings and a proposal to the Governing Board.

3. **LCHS 7-12 Band and Orchestra Task Force**

Create a Superintendent's Task Force to review the declining student participation numbers in the LCHS 7-12 Band and Orchestra Programs identifying a short-and long-term district-wide (K-12) action plan to stabilize and grow student participation numbers to ensure the program's quality and viability. The task force shall also engage in a curriculum and materials review of the 7-12 program, as well as an analysis of best practice in band/orchestra instruction.

Identify committee members and schedule meetings. Identify program options as well as the impacts of related problems. Survey program strengths and areas for growth. Assess program options, alternatives and related costs. Develop and implement program recommendations per Board direction.

4. District and School Site Websites

Improve communications to students and families through a redesigned District website and school site websites. The new websites shall be overseen by the District's CMSA Student Technology Specialist, who shall supervise a 3.75 hours per day Website Content Technician. For the 2015-16 school year, hire the 3.75 Website Content Technician. The website shall also host, support, and organize for convenient accessibility the Governing Board documents and newsletter.

Oversee current website's content transfer and updates; launch website; negotiate job description of Website Content Technical; hire position; oversee on-going updates, accuracy and navigability of District and site websites.

5. Parent Education – Menu of Offerings

Create a menu of parent education offerings and implement presentations on relevant issues and topics related to students' academic, social-emotional, physical, and social success, achievements and well-being. Ensure that a menu of "hands-on workshop type" presentations/communications are developed as a part of this goal. Partner with district support and community organizations as applicable. Parents of English learners will also be provided with a menu of support offerings targeted to assist them in assimilating the American educational system and its expectations for parents.

Survey or assess parent interest in District programs and initiatives. Create a menu of parent education offerings in a variety of formats (workshops, presentations, videos, messages, newsletters, etc.) placed and advertised throughout the 2015-16 calendar.

6. Superintendent's Committee – 7-12 Bell schedule (Late Start)

Establish a Superintendent's Committee to engage in action research regarding the benefits and impediments to implementing a daily "late start" at LCHS 7-12. Make a presentation and recommendation to the Governing Board based on task force findings and analysis.

Assemble a committee and identify and assign areas of action research. Calendar meetings. Review research as well as systemic limitations and options. Present a recommendation to the Governing Board. Bargain effects. Implement as directed by the Governing Board.

7. Leadership Team Evaluation Instruction

Research best practices in Leadership Team/Administrator Evaluations and redevelop and refine LCUSD practices, possibly adopting a new evaluation instrument.

Reach out to 5-STAR and like-District Superintendents and collect samples of their Administrator Evaluations. Confer with District Cabinet, Consultant Cathy McMullen and legal counsel to build a new evaluation instrument. Review new instrument with Leadership team Pilot with the June 2016 evaluations.

8. Student Engagement – Targeted Action Plan

Implement all of the Actions and Services in LCAP Goal #7 – Student Engagement. Target with a renewed effort in 2015-16 a plan to engage all adults in the positive development of the children in our schools. Identify the guiding principles for such work and establish clear objectives for addressing the social-emotional needs of students. Create a formalized needs assessment and corresponding action plan with qualitative benchmarks to support these social and emotional student needs throughout LCUSD. Include discrete strategies to meet the needs of our “middle students.” As a part of this goal, consideration should be given to teacher professional development in supporting students; consistency in student discipline and support programs; strategic identification of focus students; counselors supporting teacher information on student well-being; and consistency in criteria and measures for citizenship grades.

9. LCAP Oversight 2015-2016

Oversee the LCAP and ensure fidelity with the actions and services and corresponding metrics and targets. Organize and engage the LCAP Oversight Committee in monitoring the 2015-16 plan and engaging stakeholders in the development of the 2016-17 LCAP (Wendy, Jeff, Anais, Mark, Jamie, Lindi, others). Assemble the LCAP Oversight Committee. Implement all of the actions and services identified in the LCAP and related Superintendent and Leadership Team goals. Monitor progress. Generate an LCAP survey and assess results. Engage stakeholders and collect feedback. Revise LCAP and assess progress on 2015-2016 LCAP with the LCAP Oversight Committee. Present findings and 2016-17 LCAP to Governing Board.

Ms. Sinnette reported on Leadership Team Priority Goals which are monitored by the Superintendent. They are as follows:

10. Substitute Teacher Protocols and Standards

Create a comprehensive hiring, training, and evaluation/feedback plan for the certificated Substitute Teaching staff to ensure that the substitute pool reflects the highest possible professional standard. Create an incentive program to encourage a reduction in teacher absences. (Wenn)

11. NGSS – Professional Development K-6

Develop a long-term professional development plan for introducing the NGSS to the certificated instructional staff K-6. (Wenn, Elementary Principals)

12. District-wide Assessment Team

Create a District-wide Assessment Team (DAT). Under the direction of the Chief Director of Assessment, approximately 15 teacher representatives and other administrators will work together, meeting at least quarterly to address district-wide assessment needs and best practices in a performance-driven school district. DAT will support teacher capacity in designing, selecting, collecting and analyzing assessment data to inform instruction for continuous improvement. Establish DAT's leadership role in empowering teachers to create common assessments and protocols to ensure professional dialogue and internal accountability tools to measure student progress and achievement. (Dreibelbis, others).

13. District-wide Recycling Programs

Review and assess the District's comprehensive recycling programs and strategies designed to minimize its trash/waste footprint and optimize its efforts towards ecological sustainability. Organize the program review into a summary document with actions and services/metrics and targets for periodic review and assessment. (Evans).

14. 7-12 Counseling Department – Actions and Services

Restructure the LCHS 9-12 Counseling Department to provide for improved actions and services for students. The restructured counseling department will consist of 7 counselors with counselor to student ratios at approximately 200:1. The restructured department will provide for specialized services at each grade level and in the areas of intervention and college counseling. (Cartnal, Wenn, others)

15. LCTA Budget and Salary Review Sessions

Build the practice of engaging in "study sessions" with LCTA prior to the onset of negotiations to strategically and intentionally review and recommend targeted adjustments to the salary schedule and budgetary assumptions that will better position the LCUSD certificated salary schedule with regard to local comparables. (Evans, Davis, Certificated Bargaining Team Members).

16. Teacher Leader Development

Continue to refine LCUSD's Teacher Leader positions, ensuring that the District keeps pace with the growing demands of the evolving profession of teaching. Expand and develop the targeted use of these leaders as a resource for new and/or underperforming staff, especially in areas like Peer Assistance and Review, 7-12 PLC Leaders, BTSA, and Technology Integration Coaches. (Davis, Site Admin, others)

17. Continued Implementation of State Standards

Continue the implementation of the CCSS, focusing upon LCAP Goal #3 Actions and Services, but especially attending to all of the following: a greater standards alignment of instructional materials; a streamlined review and approval process for textbook adoption(s) given the work done in 2014-15; presenting hands-on workshop opportunities for parents; and developing and implementing an action plan to support out 5-12th grade students who are caught in the middle of the transition to the CCSS and who, formerly successful, now struggle with the changes. (Wenn, all)

18. LCHS Math Courses and Department Support

Continue the intensive work with the LCHS Math Department, ensuring that the Department builds capacity in its instructional delivery, CCSS course and curriculum creation and development, leadership, and functionality as a cohesive Department. (Cartnal, Wenn)

The Governing Board thanked Ms. Sinnette for her presentation.

- d. *Discussion and Action Item Regarding LCUSD Guiding Documents, R20-15-16.**
It was moved and seconded (Multari/Sagal) to approve the LCUSD Guiding Documents. Ms. Sinnette presented the LCUSD Guiding Documents to the Governing Board for discussion. Ms. Multari requested a minor change to the Vision Statement. The guiding documents will be added to the district website. The motion to approve the LCUSD Guiding Documents was adopted unanimously.

- e. ***Approve Summary of Revenue and Expenditures for 2014-2015 (Unaudited), Needed Revisions to the Adopted Budget, Budget Transfer for Deferred Maintenance, and Review of Current Budgetary Projections for 2015-2016 and Future Years, R17-15-16.** It was moved and seconded (Sagal/Multari) to approve the summary of revenue and expenditures for 2014-2015 (Unaudited), needed revisions to the adopted budget, budget transfer for deferred maintenance, and review of current budgetary projections for 2014-2015 and future years. Mr. Evans provided a summary of revenue and expenditures for 2014-2015 and discussed the needed revisions to the adopted budget. Mr. Evans requested that the Governing Board approve the transfer for deferred maintenance. Mr. Blumenfeld asked about the contribution to Post-Employment Benefits. Ms. Sinnette informed the Governing Board that contract language has changed so that since 2011 incoming employees no longer receive post-employment benefits. The motion to approve the summary of revenue and expenditures for 2014-2015 (Unaudited), needed revisions to the adopted budget, budget transfer for deferred maintenance, and review of current budgetary projections for 2014-2015 and future years was adopted unanimously.

2. **Consent Agenda**

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

- a. **Personnel Report, P6-15-16.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Ravinder Brar, Diane Erichsen, Jennifer Sansone. *Classified*: New Hires: Martin Aripez, Asiya Hasan, Katie Metz, Christopher Nobles, Taylor Simmons, Tammy Worcester.
- b. **Declaration of Need for Fully Qualified Educators, R13-15-16.** The Governing Board approved the Declaration of Need for Fully Qualified Educators.
- c. **Provisional Internship Permit for Hard to Fill Subject Areas, R14-15-16.** The Governing Board approved the Provisional Internship Permit for Hard to Fill Subject Areas on behalf of Nathan Fulmer for the 2015-2016 school year.
- d. **Spec Acts: LCE Pali Institute, R15-15-16.** The Governing Board approved the La Cañada Elementary request to attend Pali Institute in Running Springs, California November 2 – November 6, 2015.
- e. **Spec Acts: LCE Ocean Institute, R16-15-16.** The Governing Board approved the La Cañada Elementary request to attend Time Capsule/Ocean Institute in Dana Point, California December 2 – December 4, 2015.
- f. **Resolution 5-15-16 to Adopt the GANN Limit Appropriation Calculation for 2014-15 and Estimated Appropriation Limit Calculation for 2015-16.** The Governing Board adopted Resolution 5-15-16 to adopt the GANN Limit Appropriation Calculation for 2014-15 and Estimated Appropriation limit Calculation for 2015-16.
- g. **Purchase Order List 6-15-16.** The Governing Board approved Purchase Order List 6-15-16.

COMMUNICATIONS

Ms. Puglia thanked LCHS teacher Tom Traeger for the recent training. She also discussed the heat guidelines that are in place to protect students from extreme heat. While this is not a requirement, it is a positive health practice that has been put into place by the Athletic Director.

Ms. Puglia thanked Paradise Canyon Elementary second grade teacher, Pamela Watts, for the opportunity to read in her classroom.

Mr. Sagal stated that he is very happy that one of Superintendent Sinnette's goals is to expand on the La Cañada High School music program.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:30 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, October 13, 2015 at 7:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California.

Wendy K. Sinnette, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

David Sagal, Clerk

Date