

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

September 6, 2016

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 6:00 p.m. by President David Sagal on September 6, 2016, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members David Sagal, Dan Jeffries, Kaitzer Puglia, Ellen Multari and Brent Kuszyk.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 6:00 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, Chief Business & Operations Officer Mark Evans, Assistant Superintendent Jeff Davis and Chief Technology Officer Jamie Lewsadder. Closed Session adjourned at 7:00 p.m.

MEMBERS PRESENT: Mr. David Sagal, President
Mr. Dan Jeffries, Vice President
Mrs. Kaitzer Puglia, Clerk
Mrs. Ellen Multari, Member
Mr. Brent Kuszyk, Member

OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

None.

REPORT OUT OF CLOSED SESSION

Mr. Sagal stated 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 five Governing Board Members, Ms. Sinnette, Mrs. Wenn, Mr. Evans, Dr. Davis, Ms. Lewsadder and Administrative Assistant Kris Mueller. Mr. Sagal asked Sara Cardine to lead the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Jeffries/Multari) to approve the minutes of May 26, 2016; June 14, 2016; June 28, 2016; July 14, 2016; July 19, 2016; July 27, 2016; and August 9, 2016. Mrs. Multari requested a minor modification to the minutes of June 14, 2016 in Public Comments. The modification to the minutes of June 14, 2016 as requested was adopted unanimously. The motion to approve the minutes of May 26, 2016; June 14, 2016 as modified; June 28, 2016; July 14, 2016; July 19, 2016; July 27, 2016; and August 9, 2016 was adopted unanimously.

REPORTS

1. Superintendent's Report

Ms. Sinnette addressed the modifications that were made to the previously revised Attendance Policy. She reported that the revisions to the policy were motivated by the fact that attendance is becoming an increasingly important measure in school and district accountability with the

state of California and more importantly because the district values its student's daily presence in the learning environment to ensure student success. The district's current average daily attendance rate runs at approximately 97-97.5%. School Services reported that Unified School District's daily attendance average runs at approximately 94.49%. Ms. Sinnette thanked parents for being diligent about scheduling student appointments after school to help eliminate student absences. Ms. Sinnette briefly discussed the modifications to the revised attendance policy. She clarified what qualifies as an unexcused absence.

Ms. Sinnette reported that current enrollment is 4,122 up from 4,080 last school year. Total permits issued came in at 118.

Ms. Sinnette thanked staff for a successful Back to School Night at 7/8, La Cañada Elementary, Paradise Canyon, and Palm Crest Elementary. Our teachers, counselors, administrators and support staff did a wonderful job at leading successful back to school nights. The feeling at each site was festive and celebratory. La Cañada High School's Back to School Night is tomorrow evening, September 7, 2016.

2. President's Report

Mr. Sagal deferred his report.

3. Chief Business & Operations Officer

Mr. Evans deferred his report.

4. Student Representative

The Governing Board welcomed Alex Zhao as the Governing Board Student Representative for 2016-17. Dan Jeffries provided a brief background on Mr. Zhao. Mr. Zhao thanked the Governing Board and stated that it is his pleasure to be the Student Representative for 2016-17. Mr. Zhao reported on Back to School Nights, upcoming athletic events and other recent and upcoming student events.

REVIEW OF AGENDA

No changes were requested.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None.

PUBLIC HEARING

Resolution 1-16-17 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2016-17 for Grades K-12

The hearing was opened at 7:17 p.m. There being no public comment the hearing was closed at 7:18 p.m.

PROPOSED ACTION ITEMS

1. First Reading

- a. ***Resolution 1-16-17 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2016-2017 for Grades K-12.** It was moved and seconded (Multari/Jeffries) to adopt Resolution 1-16-17 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2016-2017 for Grades K-12. Ms. Wenn stated that law requires the district to certify that the district has sufficient textbooks and instructional materials for each student or will have prior to the end of the fiscal year. The textbooks and/or instructional materials are to be consistent with the curriculum standards/frameworks

and adoption cycle established by the state board. This resolution certifies that the district has complied with the requirements of Education Code Section 60119 and California Code of Regulation, Title 5, Section 9531(d). The motion to adopt Resolution 1-16-17 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2016-2017 for Grades K-12 was adopted unanimously.

- b. Superintendent Goals 2016-2017, R18-16-17.** Ms. Sinnette presented her 9 superintendent goals for 2016-17. She reported that her goals and the goals of the Leadership Team are tied to the LCAP and the LCUSD Big 4. Ms. Sinnette reviewed each goal and clarified how they tie into the LCAP and the Big 4 which include Climate, Technology, Support, and Instruction. Her 9 goals are: 1) Reinstate a quarterly LCUSD “newsletter” communicating District, school, and department updates related to program offerings, goals, initiatives, and district activities and events. Continue the practice of monthly Superintendent Constant Contact/School Messenger messages. 2) Form a Superintendent’s Representative Council to collect input and communicate pertinent information related to District goals, initiatives, programs, challenges and opportunities. 3) Begin evaluating future capital projects via the creation of a Facilities Master Plan (FMP) that will inform and prioritize district capital needs based on input from all stakeholders. Use the outcomes afforded in the creation of an FMP to potentially initiate the necessary steps for a November 2017 Bond Measure. 4) Based on stakeholder input, assess the elementary administrative and counseling needs and depending upon results and budget considerations, adjust staffing accordingly. Create a long-term action plan for staffing equity at the sites based on the outcomes. 5) Oversee with LCHS 7-12 Administration Stanford’s Challenge Success Program at LCHS 7/8 and 9-12 to review organizational systems and equip faculty and parents with research-based strategies that provide students with academic, social, and emotional skills needed to succeed now and in the future. Oversee the Visiting Teams’ action plans to ensure that the targeted initiatives are successfully implemented. 6) Review with LCHS A-Team the discipline policies and procedures for grades 7-12. Ensure that the policies and procedures are legal and defensible, containing clear alternatives to suspension, progressive discipline approaches, and that policies and procedures provide for consistent application of rules and consequences by the various members of the administrative team. Update related BPs, ARs, and corresponding documents/handbooks. Ensure documents reflect a philosophy and approach which emphasize student learning, growth and development, along with restorative justice and natural consequences. Establish and engage the Discipline Review Committee so that it conducts a semester audit and meets twice per year. 7) Lead Curriculum Council and IPG in developing teacher leader oversight and school based protocols to ensure that departments, PLCs, grade level teams, etc. are sharing best practices in instruction, collaboratively designed lessons and formative assessments, analyzing data from common assessments, and identifying/meeting professional development needs. 8) Pilot the new L-Team and Cabinet evaluation instrument ensuring that L-Team and Cabinet goals are tied to the LCAP and specific domains and elements from the evaluation rubric. Conduct a mid-year evaluation progress meeting with each team member and assign L-Team members to a Cabinet designee for monthly progress checks. 9) Establish a working committee to review and update the Panorama Ed Survey instruments so that they are reflective of best practices in survey design and research. She reported on an additional goal that was for the district’s negotiating team to chart a list of the Teacher Leader positions on the EDEP salary schedule. Review and update teacher leader job descriptions via negotiations. Eliminate or elect not to staff the positions that are not directly furthering LCAP goals and initiatives. Review at the bargaining table how teacher leader positions are selected to ensure that processes are fair and competitive to yield best

match candidates. Determine total cost to the District for the Teacher Leader program along with a cost/benefit analysis. Perform a comparative analysis with like Districts on the EDEP Salary Schedule. The Governing Board asked clarifying questions. The Governing Board thanked Ms. Sinnette for her presentation.

2. **Second Reading**

- a. **Approval of Board Policy revisions, R9-16-17.** It was moved and seconded (Multari/Puglia) to adopt revisions to BP 5144 and BP 5144.1. Ms. Wenn reported that upon approval of the revisions to BP 5144 Discipline and BP 5144.1 Suspensions and Expulsions/Due Process she will meet with district administrators to educate them on the changes to these policies. The motion to adopt Board policy revisions was adopted unanimously.
- b. **Revision of Board Policy 5123: Promotion/Retention, R101-6-17.** It was moved and seconded (Puglia/Jeffries) to adopt revisions to Board Policy 5123 Promotion /Retention. Ms. Wenn reported that the revisions to this policy are due to changes moving from an elementary quarterly system to a trimester system and changes to the assessment model, using Fountas and Pinnell Reading Assessment and California Assessment of Student Performance and Progress scores. The motion to adopt revisions to Board Policy 5123 Promotion/Retention was adopted unanimously.

3. **Consent Agenda**

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

- a. **Personnel Report, P4-16-17.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Laura Abramian, Anzhela Akopyan, Marguerite Gonder, Jennifer Hodis, Jennifer Logan, Connie Millar, Eileen Nayebyan, Sarah Phillips, Erika Pieri, Erika Pieri, Octavia Thuss, Frances Tiger, Pamela Trimberger. Resignation: Susan Kanner, Alex Valadez. *Classified*: New Hires: Claudia Baca, Chelsey Scott, Katie Terpack Tafoya, Nataly Vega.
- b. **Extra Duty Report, P5-16-17.** The Governing Board approved the Extra Duty Report as presented.
- c. **Declaration of Need for Fully Qualified Educators, R17-16-17.** The Governing Board approved the Declaration of Need for Fully Qualified Educators.
- d. **Spec Acts: LCE Valley Forge, R19-16-17.** The Governing Board approved the LCE Special Activity request to attend Valley Forge in Valley Forge, Pennsylvania February 6, 2017 through February 10, 2017.
- e. **Spec Acts: LCE Pali Institute, R20-16-17.** The Governing Board approved the LCE Special Activities request to attend Pali Institute in Running Springs, California December 12, 2016 through December 16, 2016.
- f. **Resolution 2-16-17 to Adopt the Gann Limit Appropriation Calculation for 2015-16 and Estimated Appropriation Limit Calculation for 2016-17.** The Governing Board adopted Resolution 2-16-17 adopting the Gann Limit Appropriation Calculation for 2015-16 and Estimated Appropriation Limit Calculation for 2016-17.
- g. **Purchase Order List 6-16-17.** The Governing Board approved Purchase Order List 6-16-17.

COMMUNICATIONS

Ms. Wenn thanked the Governing Board for graciously agreeing to participate on the many committees requiring attendance by the Governing Board.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:00 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, September 27, 2016 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

Kaitzer Puglia, Clerk

Date