

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

December 6, 2016

The Annual Organizational Meeting of the Governing Board of La Cañada Unified School District was called to order at 6:00 p.m. by Governing Board President David Sagal on December 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 was nothing to report out of Closed Session.

ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational 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 Executive Assistant to the Superintendent Kim Bergner. There were approximately 9 people in the audience. Mr. Sagal asked La Cañada High School Principal Ian McFeat to lead the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Jeffries/Multari) to approve the revised minutes of September 6, 2016 and the minutes of October 24, 2016. The motion to approve the revised minutes of September 6, 2016 and the minutes of October 24, 2016 was adopted unanimously.

REPORTS

1. Superintendent's Report

Ms. Sinnette highlighted some of the progress being made on her 10 goals for 2016-2017. The LCUSD fall newsletter was sent out and was well received. She thanked the Technology Department for their finishing touches. The winter newsletter will be issued next week. The Facilities Master Plan is underway and is tracking according to our architect's timeline. The

Facilities Master Plan Executive Steering Committee has met monthly since school began and the Facilities Master Planning group has convened in October and November; the December meeting is tomorrow. In addition to those meetings there have been additional facilities meetings focusing on special programs and specific departments.

The district has launched its Challenge Success initiatives. Both 7/8 and 9-12 teams attended the Fall Conference at Stanford University. The Challenge Success survey instrument has been administered to all of the district's students 7-12. It is anticipated that the results will be made public in January. On January 17, 2017 the district will welcome Challenge Success co-founder Dr. Denise Pope to La Cañada. She will hold a working dinner with our school teams and our Governing Board. She will also hold a staff development session with 7-12 staff the same day. The highlight of her visit will be a parent education meeting in the high school auditorium from 6:30-8:00 p.m. The event will be for both elementary and high school parents.

The Panorama Ed stakeholder surveys are being reviewed and revised. The Survey Committee will meet for the final time on December 19th. The surveys will be administered in late January – early February.

The Superintendent's Rep Council will meet this week for their second meeting. The council is represented by staff, administrators and Governing Board members. The committee has engaged in important conversations and information sharing. The elementary Instructional Planning Group and high school Curriculum Council will meet upon return from Winter Break.

Ms. Sinnette thanked all staff, students and parents who give of their time and talent by joining these committees and being involved in the work of LCUSD.

Ms. Sinnette reported on the California School Boards Association Annual Educational Conference and thanked the four Governing Board members who attended the conference.

Ms. Sinnette thanked David Sagal for his year-long term as Governing Board President and presented him with a plaque recognizing his exceptional service.

2. President's Report

Mr. Sagal reported that one of the primary duties of the Governing Boards is to protect our students from discrimination, harassment, intimidation and bullying. He reported on the California Education Code and the regulations and policies of La Cañada Unified School District designed and in effect to ensure that students are protected from discrimination, harassment, and intimidation and bullying. He discussed the State of California's adoption of the Safe Place to Learn Act which requires educational institutions to continually work to reduce harassment and discrimination and to keep students and parents informed of these policies. The Governing Board's job is to not only oversee compliance with regulations that provide for safe schools but to ensure that our students actually do feel safe at their schools. Members of the Governing Board and the Superintendent attended the California School Boards Association's Annual Education Conference where they heard from educators and researchers about the importance of school climate to the success of students. The research bares out that students achieve more, and are far more successful when everyone at school sites feel safe, welcomed and embraced by the school community. In a district that promotes a healthy school climate there is no room for discrimination or harassment. We are a district that emphasizes the importance of and promotes a safe environment and a healthy school climate. It is a vital part of our Local Control Accountability Plan.

3. Chief Business & Operations Officer

Mr. Evans reported that with the recent rains, there appears to be some low spots on the track which are conducive to puddling. The architects have come out to evaluate the situation. This will continue to be monitored during the rainy season.

Mr. Evans reported on the passing of Propositions 51 and 55 and the potential benefits to the district.

The Governor's proposal will be available in January which will give us a better look at upcoming budget years.

4. **Student Representative**

Alex Zhao reported on recent and upcoming events as we move near the end of 2016.

REVIEW OF AGENDA

None.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None.

PROPOSED ACTION ITEMS

PUBLIC HEARING

1. LCUSD Negotiation Proposal to LCTA, R64-16-17

The Public Hearing was opened at 7:24 p.m. There being no comments from the public the Public Hearing was closed at 7:24 p.m.

2. LCTA Negotiation Proposal to LCUSD, R65-16-17

The Public Hearing was opened at 7:25 p.m. There being no comments from the public the Public Hearing was closed at 7:25 p.m.

1. First Reading

a. ***Acceptance of 2015-16 Financial Audit Report, R58-16-17.** It was moved and seconded (Jeffries/Multari) to accept the 2015-16 Financial Audit Report. Mr. Evans introduced auditor Brian Rupp of Vavrinek, Trine, Day & Co., LLP. Mr. Rupp reported that he met with the district's Audit Committee to report on the district's 2015-16 Audit Report. He discussed the clear opinions the district has received in all four categories: financial statements, internal controls, state compliance, and the special education program audit. Mr. Rupp thanked district staff for their assistance during the audit. The motion to accept the 2015-16 Financial Audit Report was accepted unanimously.

b. ***LCHS Career Technical Education (CTE) Incentive Grant, R67-16-17.** Ms. Lewsadder introduced La Cañada High School Principal Ian McFeat who was present to report on the LCHS Career Technical Education Incentive Grant. He provided background on current career technical education available at the high school. He reported on the funds spent on remodeling and upgrading the infrastructure and classroom for LCTV. Mr. McFeat informed the Governing Board that the California Department of Education suggests using the grant funds for one-time upgrades and not personnel which would incur continuing costs. He discussed the need to evenly distribute the grant funds with the district's Career Technical Education programs.

c. **Potential New Courses at LCHS for 2017-18 School Year: LC Math and LC Math Advanced, R42-16-17.** This is a First Reading item. Ms. Wenn provided background on the LC Math pathways. She introduced LCHS Associate Principal James Cartnal who was present to report on the potential new course for 2017-18 LC Math 3 and LC Math 3 Advanced. Mr. Cartnal reported on the math pathways available at LCHS and expectations of pathways in the future. Mr. Cartnal clarified how these courses are reported to colleges. Mr. Sagal thanked Mr. Cartnal for his hard

work in putting these courses together. This item will come back to the Governing Board at the next regularly scheduled Governing Board meeting for approval.

- d. ***Review of Board Policies 4137 Tutoring and 4135, 4235, 4355 Soliciting and Selling, R68-16-17.** Ms. Sinnette reported that due to recent questions that have arisen regarding teacher tutoring and non-district sponsored events she is bringing these policies to the Governing Board for discussion. Ms. Sinnette reviewed the existing policies with the Governing Board and reiterated that no teacher can tutor their own students for a fee nor can they solicit students regarding non-district programs sponsored privately by a district employee. Mrs. Multari asked if these policies should be updated to include outreach through social media. It was suggested that the CSBA sample policies be reviewed for guidance on updating these policies which were last revised in 1996 and 1998. Ms. Sinnette reported on the legal counsel templates that were created for parents regarding non-district sponsored field trips and events. It was suggested that staff also review the current Administrative Regulations for needed revisions.
 - e. ***Report on 2015-16 Developer Fees Revenues and Expenses, R59-16-17.** Mr. Evans stated that this is an annual report to inform the Governing Board of the Revenues and Expenditures of the Developer Fees. The revenues have increased due to the increase in local construction. Mr. Evans reported that developer fees are currently being used to fund additional classes at La Cañada High School, improvements to the technology infrastructure, construction modernization/planning/and consultation, and wireless infrastructure upgrades.
 - f. ***LCUSD Negotiation Proposal to LCTA, R64-16-17.** Dr. Davis reported on the sunshine proposal from LCUSD to LCTA. The district is looking forward to positive and productive negotiations this year.
 - g. ***LCTA Negotiation Proposal to LCUSD, R65-16-17.** Dr. Davis reported on the sunshine proposal from LCTA to LCUSD. Mr. Jeffries asked regarding negotiating the school year calendar. Dr. Davis responded that the 2017-18 calendar is in place. Negotiations will be for the 2018-19 calendar. Ms. Sinnette reported that there is a newly developed question in our students in the Panorama Ed survey regarding how much students appreciate finals occurring before winter break. Responses will be reviewed prior to negotiations on the school years calendar for 2018-19.
2. **Second Reading**
- a. **College Readiness Block Grant (CRBG), R51-16-17.** It was moved and seconded (Multari/Puglia) to approve the College Readiness Block Grant plan. Ms. Wenn briefly reported on the second read of the College Readiness Block Grant. Mr. Cartnal was present to answer any questions of the Governing board. The motion to approve the College Readiness Block Grant plan was adopted unanimously.
 - b. **Approval of Governing Board Policy Revisions, R48-16-17.** It was moved and seconded (Jeffries/Multari) to adopt the Governing Board Policy Revisions on BP 0410 Nondiscrimination in District Programs and Activities and BP 4112.8, 4212.8, 4312.8 Employment of Relatives. Dr. Davis reported that revisions requested at the first read have been made. The motion to adopt the Governing Board Policy Revisions on BP 0410 Nondiscrimination in District Programs and Activities and BP 4112.8, 4212.8, 4312.8 Employment of Relatives 4033 was adopted unanimously.
 - c. **First Interim Financial Report 2016-2017, R50-16-17.** It was moved and seconded (Multari/Jeffries) to adopt the First Interim Financial Report 2016-2017, R50-16-17. Mr. Evans reported that Prop 51 and 55 have not been included in this budget. They will be reflected in next year's budget. Mr. Evans reviewed the budget assumptions that have changed since adoption of the budget. The motion to adopt the First Interim Financial Report 2016-2017 was adopted unanimously.
 - d. **Request to approve Cumming Construction Management Inc. as Consultant for the Energy Project Expenditure Plan for La Cañada Unified School District, R54-16-17.** It was moved and seconded (Multari/Puglia) to approve Cumming Construction

Management Inc. as Consultant for the Energy Project Expenditure Plan for La Cañada Unified School District. Mr. Evans reported on the contract stating that this company will continue to develop, plan and implement the energy efficient program for the District. This contract will allow their work to continue through the last two years of the project. The motion to approve Cumming Construction Management, Inc. as consultant for the Energy Project Expenditure Plan for La Cañada Unified School District was adopted unanimously.

3. **Consent Agenda**

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

- a. **Personnel Report, P12-16-17.** The Governing Board approved the Personnel Report as follows: *Classified*: New Hires: Gretchen Bergstrom. Leave of Absence: Jennifer Griffin. Termination: Mario Meraz.
- b. **Extra Duty Report, P13-16-17.** The Governing Board approved the Extra Duty Report as presented.
- c. **Resolution 6-16-17 Reimbursement of Expenses Incurred by Board Representatives.** The Governing adopted Resolution 6-16-17 Reimbursement of Expenses Incurred by Board Representatives.
- d. **Resolution 7-16-17 Authorized Signatures.** The Governing Board adopted Resolution 7-16-17 Authorized Signatures.
- e. **Approval of 2017 Governing Board Meeting Calendar, R57-16-17.** The Governing Board adopted the Governing Board meeting calendar for 2017.
- f. **Spec Acts: LCHS Santa Ynez Wrestling Tournament, R60-16-17.** The Governing Board approved the LCHS Spec Acts request to attend the Santa Ynez Wrestling Tournament January 13 – 15, 2017 in Santa Ynez, California.
- g. **Spec Acts: LCHS Girls Water Polo Tournament of Champions, R60-16-17.** The Governing Board approved the LCHS Spec Acts request to attend the Girls Water polo Tournament of Champions January 12 – 14, 2017 in Santa Barbara, California.
- h. **Spec Acts: LCHS Stanford Invitational Speech and Debate Tournament, R61-16-17.** The Governing Board approved the LCHS Spec Acts request to attend the Stanford Invitational Speech and Debate Tournament February 11-13, 2017 in Stanford, California.
- i. **Spec Acts: LCHS Speech and Debate Cal Berkeley Invitational, R47-16-17.** The Governing Board approved the LCHS Spec Acts request to attend the Speech and Debate Cal Berkeley Invitational February 17 – 21, 2017 in Berkeley, California.
- j. **Spec Acts: LCHS CIF State Cross Country, R62-16-17.** The Governing Board is requested to ratify the LCHS Spec Acts request to attend the CIF State Cross Country meet November 25 – 26, 2016 in Fresno, California.
- k. **Gifts to District, R56-16-17.** The Governing Board approved the Gifts to District as presented.
- l. **Purchase Order List 10-15-16.** The Governing Board approved Purchase Order List 10-15-16.

ELECTION OF OFFICERS

Mr. Sagal opened nominations for the 2017 Governing Board President. Dan Jeffries was nominated for President. The nomination of Dan Jeffries for the 2017 Governing Board President was adopted unanimously.

Mr. Sagal opened the nominations for the 2017 Governing Board Vice President. Kaitzer Puglia was nominated as Vice President. The nomination for Kaitzer Puglia as 2017 Governing Board Vice President was adopted unanimously.

Mr. Sagal opened nominations for the 2017 Governing Board Clerk. Mr. Kuszyk was nominated as 2017 Governing Board Clerk. The nomination for Brent Kuszyk as 2017 Governing Board Clerk was adopted unanimously.

Mr. Sagal thanked Cabinet and the Governing Board for the opportunity to serve as the 2016 Governing Board President.

SIGNATURE OF CODE OF ETHICS

As requested annually, the Governing Board signed the Code of Ethics for 2017.

COMMUNICATIONS

Mr. Kuszyk asked for clarification on parental input regarding the math adoption. Ms. Wenn distributed a sample of parent communication regarding the review of math materials prior to adoption.

Mr. Jeffries thanked the Governing Board for the confidence in him as Governing Board President for 2017.

Dr. Davis recognized and thanked the three December retirees for their service to the district: Beth Waas, Diane Clinton and Ernesto Benavidez.

Ms. Lewsadder invited the Governing Board to see the LCTC studio in January.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:40 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, January 10, 2017 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

Brent Kuszyk, Clerk

Date