

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

April 18, 2017

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Dan Jeffries on April 18, 2017, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Dan Jeffries, Kaitzer Puglia, Brent Kuszyk, Ellen Multari and David Sagal.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:00 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. Dan Jeffries, President  
                                     Mrs. Kaitzer Puglia, Vice President  
                                     Mr. Brent Kuszyk, Clerk  
                                     Mrs. Ellen Multari, Member  
                                     Mr. David Sagal, Member

**OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS**

None.

**REPORT OUT OF CLOSED SESSION**

Mr. Jeffries stated there was 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 Executive Assistant to the Superintendent Kim Bergner. There were approximately 35 people in the audience. Mr. Jeffries asked Girl Scout Troop 1021 to lead the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES**

It was moved and seconded (Multari/Puglia) to approve the minutes of February 15, 2017 and March 1, 2017. It was moved and seconded to modify the March 1, 2017 minutes to reflect Dan Jeffries as President. The motion to approve the minutes of February 15, 2017 and March 1, 2017 as amended was adopted unanimously.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette reported on the National Merit Scholarship program stating that 1.6 million students take the PSAT. Of those, 16,000 qualify as National Merit Scholarship Semi-Finalists. 15,000 of the Semi-Finalists become National Merit Scholarship Finalists. This year, La Cañada High School had 9 students who qualified as Semi-Finalists and all 9 students have

been selected as Finalists. LCHS Assistant Principal James Carnal assisted Ms. Sinnette in introducing the Finalists and presenting Certificates of Achievement to those present.

Ms. Sinnette reported on the Challenge Success: Building Your Path event which showcased many talented members of the community. The presenters shared their career path experiences with those who attended the event. Ms. Sinnette thanked the sponsors that donated funds and items for the event including food, lanyards and printing services.

Ms. Sinnette provided an enrollment update for 2016-17 and 2017-18 including both Allen Bill and Sagebrush interdistrict permits. Ms. Sinnette reported on current class sizes and the contractual class size limits. To date, the district has received over 225 interdistrict permit requests for next year - 58 are from Sagebrush and 167 are Allen Bill requests. Current enrollment for next year without permits is 4,022.

## 2. **President's Report**

Mr. Jeffries reported on the district's bond rating upgrade from AA2 to AA1 by Moody's. Moody's is an unbiased advisor service that rates bonds. The upgrade is helpful for the district if LCUSD chooses to go out for a bond in November. This rating would provide the bond with a lower tax rate. Mr. Jeffries recognized the hard work of Chief Business & Operations Officer Mark Evans, Superintendent Sinnette and shared the community's support for the rating upgrade.

## 3. **Chief Business & Operations Officer**

Mr. Evans also commented on the Moody's rating change. He also informed the Governing Board of the online purchase order module that will be implemented for the 2017-18 school year. He provided an update on the progress of the Facilities Master Plan. A Governing Board Workshop to review the Facilities Master Plan priorities is scheduled for April 27, 2017 from 6:00 – 8:00 pm.

Mr. Evans provided a brief update on the Governor's budget.

## 4. **Student Representative**

Student Representative Alex Zhao reported on recent and upcoming events throughout the district's school sites.

## **REVIEW OF AGENDA**

None.

## **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

None.

## **PROPOSED ACTION ITEMS**

### 1. **First Reading**

- a. **\*Approval of Board Policy Revision 6162.5, R90-16-17.** Ms. Wenn reported on the recent history of BP 6162.5. The proposed change to the board policy addresses digital assessments. It was clarified that parents and students can request a student assessment or a copy of the assessment at any time. Additional dialogue will continue to determine what changes are needed in the AR to reflect current policy. Several parents expressed their concerns with the current administrative regulation in relation to digital assessments. Ms. Sinnette reported on the great gains that have been made over the

past several years in regards to the return of student assessments. She suggested a sub-committee consisting of Anais Wenn, Ellen Multari, Kaitzer Puglia, and Jamie Lewsadder to work on revising the administrative regulation. This item will come back at a later date for review.

- b. **Potential New Course at LCHS for 2017-2018 School Year: LCTV2, R104-16-17.** Anais Wenn and LCHS Associate Principal James Cartnal presented the course outline for the proposed new course: LCTV2. This year LCTV1 was introduced. The high school would like to continue the course sequence with LCTV2 for 2017-18. Mr. Cartnal reported on the pathways for LCTV. There currently are 4 sections of LCTV this year. It is anticipated that LCTV3 will be requested for 2018-19. The approval of the course description will come back to the Governing Board at the next regularly scheduled Governing Board meeting.
- c. **Potential New Course at LCHS for 2017-2018 School Year: Principals of Engineering – Project Lead the Way 22, R105-16-17.** Anais Wenn and LCHS Associate Principal James Cartnal presented the course outline for the proposed new course: Principals of Engineering-Project Lead the Way. Mr. Cartnal reported that University of California approval will be submitted in the subject domain “G” for college-preparatory elective credit. Approval of the course description will come back to the Governing Board at the next regularly scheduled Governing Board meeting.
- d. **\*Resolution 13-16-17 Proclaiming May 21-27, 2017 Classified School Employee Week.** It was moved and seconded (Multari/Puglia) to adopt Resolution 13-16-17 Proclaiming May 21-27, 2017 Classified School Employee Week. Ms. Sinnette reported on the classified school employee week and the talented classified staff throughout the district. The motion to adopt Resolution 13-16-17 Proclaiming May 21-27, 2017 Classified School Employee Week was adopted unanimously.
- e. **\*Resolution 12-16-17 Proclaiming May 8-12, 2017 as Week of the Teacher.** It was moved and seconded (Sagal/Puglia) to adopt Resolution 12-16-17 Proclaiming May 8-12, 2017 Week of the Teacher. For 36 years the state of California has established one day in May as Day of the Teacher. In an effort to show appreciation of our certificated staff the district recognizes a week for teachers. Ms. Sinnette reported on the conflict with CTA’s Day of the Teacher and Staff Appreciation Week. It was moved and seconded (Sagal/Puglia) to modify the resolution to change the Week of the Teacher to May 1-5, 2017 so that it coincides with Staff Appreciation Week. The motion to adopt the date change on the resolution was adopted unanimously. The motion to adopt Resolution 12-16-17 Proclaiming May 1-5, 2017 as Week of the Teacher was adopted unanimously.
- f. **\*Resolution 16-16-17 Classified Reduction in Particular Kinds of Service.** It was moved and seconded (Sagal/Multari) to adopt Resolution 16-16-17 Classified Reduction in Particular Kinds of Service. Dr. Davis reported on the requested layoff of 6 Paraprofessional I, Kindergarten Aides and 2 Paraprofessional I, Classroom Aides. This reduction is due to a decrease in kindergarten enrollment and is effective June 30, 2017. It is anticipated that some of the layoffs will be rescinded as enrollment increases. The motion to adopt Resolution 16-16-17 Classified Reduction in Particular Kinds of Service was adopted unanimously.
- g. **Elementary School English Language Arts (ELA) Textbook Adoption, R108-16-17.** This is a First Read item. Mrs. Wenn reported that during the 2016-17 school year, elementary school teachers have been reviewing and piloting a variety of ELA instructional materials and communicating their findings to site and district administration. It is recommended that the Governing Board approve the adoption of Reach for Reading: National Geographic Learning/Cengage Learning for Kindergarten; California Journeys: Houghton Mifflin Harcourt for grades 1 – 5; and California Collections: Houghton Mifflin Harcourt for grade 6. This item will come back at the next regularly scheduled meeting for adoption. Parent Sugi Sorenson thanked the

district for including parents in this adoption process. He reported on his experience with the process. This item will come back for adoption at the next regularly scheduled board meeting.

- h. **Audit Contract with Vavrinek, Trine, Day & Co., LLP, R106-16-17.** This is a First Read item. Mr. Evans reported that the current contract with Vavrinek, Trine, Day & Co., LLC will expire at the end of this fiscal year. Approval of this contract will extend the contract for three years to June 30, 2020. This item will come back at the next regularly scheduled meeting for approval.
  - i. **Approval of Board Policy Revisions: BP 0410 Philosophy, Goals, Objectives and Comprehensive Plans: Nondiscrimination in District Programs and Activities, R101-16-17.** This is a First Read item. Mrs. Wenn reported on the revisions being presented on BP 0410 which reflect current practice to ensure that the district provides equal opportunity to all students without discrimination. This item will come back at the next regularly scheduled board meeting.
  - j. **First Reading of Board Policy 3350 Travel Expenses, R107-16-17.** This is a First Read item. Mr. Evans discussed the new board policy being presented on reimbursement of travel expenses for district employees. This item will come back at the next regularly scheduled board meeting.
  - k. **Discussion District-wide Survey Results 2017, R98-16-17.** Ms. Sinnette reported that the district has conducted annual surveys of students in grades 4 – 12, parents, certificated staff and classified staffs since 2012. She reported that the survey results reflect responses from parents, students, and staff. The survey results are used to inform the Superintendent’s goals, Local Control and Accountability Plan development, and provide data to site leaders in planning school initiatives and assessing program need. Teachers have received student survey data and will use it as a metric to inform professional practice. She provided an overview of the 2017 survey results including highlights and areas for growth in the parent, student and staff surveys, comparing results from 2012 to 2017. The Governing Board engaged in discussion regarding the survey results.
2. **Second Reading**
- a. **Middle School Math Textbook Adoption, R93-16-17.** It was moved and seconded (Multari/Sagal) to approve the adoption of Houghton Mifflin Harcourt: Math in Focus for 7<sup>th</sup> and 8<sup>th</sup> grade math courses. There being no additional questions since first reading, the motion to approve the adoption of Houghton Mifflin Harcourt: Math in Focus for 7<sup>th</sup> and 8<sup>th</sup> grade was approved unanimously.
3. **Consent Agenda**
- It was moved and seconded (Puglia/Multari) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.
- a. **Personnel Report, P22-16-17.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Kristen Angelica, Lauren Ciulla, Odessa Esquivel, Mark Ewoldsen, Tara Georgenes, Nathan Howe, Katherine Hurley, Kristina Kalb, Erin Kanner, Michelle Laska, Michael Kassanjian. Resignation: Dennis Ballard. Retirement: Judi Healey, Ray Pancost. *Classified*: New Hires: Doreen Valdes. Resignation: Jennifer Griffin, Oliver Johnson. Termination: Nataly Vega.
  - b. **Extra Duty Report, P23-16-17.** The Governing Board approved the Extra Duty Report as presented.
  - c. **Spec Acts: LCHS Speech and Debate – International Public Policy Forum Debate, New York, NY, R99-16-17.** The Governing Board approved the LCHS Special Activities request to attend the International Public Policy Forum Debate in New York, New York May 5 – 7, 2017.
  - d. **Spec Acts: 7/8 Choirs Enrichment Tour: Orange County, R102-16-17.** The Governing Board approved the 7/8 Special Activities request to attend the Choirs Enrichment Tour in Orange, California May 4 – 5, 2017.

- e. **Resolution 14-16-17 Declaration of Indefinite Salaries for Retroactive Pay.** The Governing Board adopted Resolution 14-16-17 Declaration of Indefinite Salaries for Retroactive Pay.
- f. **Resolution 15-16-17 To Limit Candidate Statements to 200 Maximum Words.** The Governing Board adopted Resolution 15-16-17 To Limit Candidate Statements to 200 Maximum Words.
- g. **Approval of Increase in the District’s Facility Use Fee Schedule for 2017-18, R103-16-17.** The Governing Board approved the increase in the district’s Facilities Use Fee Schedule for 2017-18.
- h. **Quarterly Report on Williams Uniform Complaints, R100-16-17.** The Governing Board approved the Quarterly Report on Williams Uniform Complaints.
- i. **Purchase Order List 13-16-17.** The Governing Board approved Purchase Order List 15-16-17.

## **COMMUNICATIONS**

Student Representative Alex Zhao reported on the student response to Challenge Success Building Your Path event, praising the program.

Mr. Sagal encouraged everyone to attend the upcoming LCHS play, “Guys and Dolls”.

Mrs. Multari and Mrs. Puglia both requested a change in the August 15, 2017 Governing Board meeting date. It was agreed that an agenda item will come to the Governing Board at the May 9<sup>th</sup> meeting to discuss a mutually agreed upon date for the August meeting.

Mr. Kuszyk reported on the Challenge Success event that occurred on April 8<sup>th</sup>.

Mrs. Puglia congratulated LCHS seniors who are currently receiving their college acceptance letters.

Mr. Jeffries asked about the Governing Board attendance at the Memorial Day parade. Since he is unavailable to attend the parade he passed the information onto Mrs. Puglia, who will respond to the Chamber of Commerce.

Mr. Jeffries reported on an LCHS student letter writing assignment and a request to consider student uniforms. He asked the Governing Board if they want to consider the subject at a future Governing Board meeting. There was consensus not to consider student uniforms at this time.

Ms. Sinnette asked whether there is interest in a “late start” resolution in support of the 8:30 start time presented by Senator Portantino. It was agreed to bring this to the Governing Board at a future meeting.

Mrs. Lewsadder reported on the recent STEAM event at La Cañada Elementary.

## **CLOSED SESSION**

The Governing Board reconvened to Closed Session with Superintendent Sinnette at 9:35 p.m. The Governing Board adjourned Closed Session at 10:10 p.m.

## **REPORT OUT OF CLOSED**

Mr. Jeffries stated there was nothing to report out of Closed Session.

**ADJOURNMENT**

There being no further business before the Governing Board, the meeting was adjourned at 10:10 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, May 9, 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