

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

May 9, 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 May 9, 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 53 people in the audience. Mr. Jeffries asked Palm Crest Elementary fourth grader, Cooper Craddock to lead the Pledge of Allegiance to the Flag.

REPORTS

1. Superintendent's Report

Ms. Sinnette thanked and congratulated the 23 high school students who received national recognition for their scores on the National Spanish Examination. Ms. Sinnette thanked LCHS teacher Señora Price who supported these students towards the achievement. Señora Price and Ms. Sinnette presented Certificate of Achievements to the students present.

Ms. Sinnette provided a staffing update reporting on the three newly hired LCHS 7-12 math teachers that will be joining the district for 2017-18. Ms. Sinnette provided a brief background on the newly hired instructors. Two of the three new hires were present to be introduced to the Governing Board. She reported that Morgan Savage will also be returning to the district to join the LCHS 7/8 math department.

Ms. Sinnette provided an enrollment update. Reporting that 4,034 students are currently enrolled for next year. The application period for interdistrict permits closed on April 28, 2017. Over 250 interdistrict permit applications have been received for 2017-18.

Ms. Sinnette reported on last meeting's discussion of Board Policy 6162.5 on Student Assessment. Staff, with direction from the Governing Board, has decided to leave the Board Policy unchanged and to address the Administrative Regulations regarding the issue of digital assessment. We will examine and adjust as necessary the practice related to digital assessments through the Administrative Regulations.

Ms. Sinnette thanked Student Representative Alex Zhao for his commitment during the 2016-2017 school year. Mr. Zhao was not present at the meeting but will receive a plaque in recognition for his service as Student Representative for the 2016-2017 school year.

2. President's Report

On behalf of the Governing Board, Mr. Jeffries welcomed the new math teachers to the district.

Mr. Jeffries provided an update on the Sagebrush Territory Transfer.

Mr. Jeffries reported that US News has named La Cañada High School as the 5th ranked open enrollment comprehensive public high school in the state of California.

3. Chief Business & Operations Officer

Mr. Evans reported on the Governor's budget and what is anticipated in the May Revise. He provided an update on the Facilities Master Plan which will come to the Governing Board for review on June 6, 2017. He reported on the other items that will come to the Governing Board in June that will continue to move the district toward a potential bond election in November 2017.

4. Student Representative

Student Representative Alex Zhao was not present.

REVIEW OF AGENDA

None.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

LCHS teacher Tracey Calhoun, regarding her retirement.

PROPOSED ACTION ITEMS

1. First Reading

- a. **LCHS Discipline End of Year Review, R111-16-17.** La Canada High School Assistance Principal Mary Hazlett was present to update the Governing Board on discipline at the high school. Ms. Hazlett reviewed the Superintendent's goal on discipline. She reported that the district has worked with legal counsel to revise district documents on discipline and attendance to comply with California Education Code. Ms. Hazlett reported that Board Policies and Administrative Regulations have been revised to reflect current practice. The Leadership Team has been trained on the changes in Education Codes as well as on protocols for suspension. LCHS site administration attended a LACOE training on student discipline. She informed the

Governing Board that the administrators collaborate when students are engaged in severe policy or behavior violations where suspension may be warranted. Ms. Hazlett reported on the alternatives to out-of-school suspension, which include after school detention, “Saturday school”, in-house suspension and family counseling sessions. She reported on parent outreach information nights that took place this school year. Ms. Hazlett provided data on 2016-17 suspensions in comparison to prior years. The Governing Board thanked Ms. Hazlett for her report.

- b. **Presentation on Transitional Kindergarten/Kindergarten (TK/K) Task Force Recommendations, R110-16-17.** Ms. Sinnette reported that in 2015-16 she established a Transitional Kindergarten/Kindergarten (TK/K) Task Force to review the current TK/K programs, determining specifically if the program offerings and schedules were reflective of instructional best practices and community interests, and if the District had the capital and facility capacities to respond to the committee’s determinations and findings. Subcommittees were formed last year to address TK/K educational philosophy, program schedule, and curriculum and instruction review. The Sub-Committee that focused on Curriculum and Instruction met throughout the 2016-17 school year to review the TK/K curricular and instructional program. Ms. Sinnette discussed the educational philosophy of the LCUSD TK/K mission. She reported on the program schedule, which currently is an AM and PM half-day schedule. She reported that the committee has looked at an extended day program but they have found that the additional classroom requirements and related increase in FTE expenditures would make an extended day prohibitive. The Sub-Committee reviewed the instructional materials used in the LCUSD TK/K classroom, homework best practices, and TK/K instructional strategies with the Governing Board.
- c. ***Wireless Upgrade and Expansion, R122-16-17.** Ms. Lewsadder provided a brief background on the district’s current wifi infrastructure needs and financial implications. In the summer of 2012, the first wave of district-wide wireless infrastructure was installed in every other classroom in the district. She reported on the refresh cycle of network equipment. Currently, it is being requested that all of the existing wireless access points be replaced along with adding additional access points to Palm Crest Elementary and La Cañada High School to meet the demands of increased usage. A request for proposal was released in February and 7 companies attended the site walks. Three companies submitted formal bids: CDW-G, Digital Synergy, and Sky Technologies. Based on an evaluation rubric that included prices, reference checks, timeframe, bid accuracy, and district experience, it has been determined that Digital Synergy submitted the winning bid based on best pricing. This project will be scheduled for summer 2017 and should take 2 – 3 weeks. The projected cost of the project is \$111,715.00. It was moved and seconded (Sagal/Multari) to approve the bid from Digital Synergy for the upgrade and expansion of the wireless access points. The motion to approve the bid from Digital Synergy for the upgrade and expansion of the wireless access points was adopted unanimously.
- d. **Resolution 20-16-17 in Support of Senate Bill 328 Mandating Local Educational Agencies to Adopt Later School Start Times and Setting an LCUSD Goal to Start LCHS 7-12 After 8:30.** Ms. Sinnette reported that in 2016-17 LCHS 7/8 and 9-12 began their work with Stanford’s Challenge Success initiative. Challenge Success research emphasizes the importance of “play time, down-time, and family time” in the lives of students and cites the important role that adequate sleep plays in student learning, memory, and teens’ abilities to think, perform and react appropriately. In line with Challenge Success research, Senate Bill 328 would mandate local educational agencies across California to start the school day no earlier than 8:30 a.m. The resolution presented endorses the recommendations of Challenge Success, supports SB 328, and recognizes the significant health risks associated with adolescent sleep deficits – setting a goal to start school at LCHS 7-12 no earlier than 8:30 a.m. Ms. Sinnette

discussed the pros and cons she has received from parents regarding a late start. The Governing Board engaged in dialogue regarding the impact of a late start to parents. Ms. Sinnette proposed that she work with LCTA and Anthony Portantino to put together a Governing Board workshop to provide details on a later start time and to hear parent concerns to determine if the shift is viable. It was moved and seconded (Kaitzer/Multari) to table this item until the Governing Board workshop on May 22, 2017 at 7:00 p.m. The motion to table Resolution 20-16-17 in Support of Senate Bill 328 Mandating Local Educational Agencies to Adopt Later School Start Times and Setting an LCUSD Goal to Start LCHS 7-12 After 8:30 a.m. until further discussion at a Special Governing Board workshop on May 22nd was approved unanimously.

- e. **Adoption of Advanced Placement European History Textbook, Grade 10: A History of Western Society, 12th Edition, © 2017, published by Bedford St., Martin's Press, R118-161-17.** This is a first read item. Ms. Wenn reported that the proposed textbook is the latest edition of a widely used Advanced Placement European History textbook and is newly issued with a publication date of 2017. This item will come back for approval at the next regularly scheduled Governing Board meeting.
 - f. ***Resolution 11-16-17 CMSA Reduction in Particular Kinds of Service.** It was moved and seconded (Multari/Kuszyk) to adopt Resolution 11-16-17 CMSA Reduction in Particular Kinds of Service eliminating the position of Supervisor of Operations (LCHS). Mr. Davis reported on the reduction due to budget constraints. The reduction will be effective July 14, 2017. The motion to adopt Resolution 11-16-17 CMSA Reduction in Particular Kinds of Service eliminating the position of Supervisor of Operations (LCHS) was adopted unanimously.
 - g. ***Resolution 17-16-17 Resolution to Effectuate/Rescind Certificated Reduction in Particular Kinds of Service.** It was moved and seconded (Multari/Sagal) to adopt Resolution 17-16-17 Resolution to Effectuate/Rescind Certificated Reduction in Particular Kinds of Service reinstating .2 FTE LCHS Arts Teacher (Ceramics) reduction; rescinding the .2 FTE LCHS English Teacher; and rescinding the .8 FTE LCHS French/Spanish Teacher. Dr. Davis provided background on the reduction that occurred in March 2017. Due to increased student enrollment, two of the three reductions are being rescinded. The motion to adopt Resolution 17-16-17 to Effectuate/Rescind Certificated Reduction in Particular Kinds of Service effectuating .2 FTE LCHS arts Teacher (Ceramics), .2 FTE LCHS English Teacher; and .8 FTE LCHS French/Spanish Teacher was adopted unanimously.
 - h. ***Change in Governing Board Meeting Date, R109-16-17.** It was moved and seconded (Multari/Kuszyk) to change the August 15, 2017 Governing Board meeting date to August 3, 2017. The Governing Board meeting was changed to August 3rd. Agenda Planning was scheduled for July 20, 2017. The motion to change the August 15, 2017 Governing Board meeting date to August 3, 2017 was adopted unanimously.
2. **Second Reading**
- a. **Potential New Course at LCHS for 2017-2018 School Year: LCTV2, R104-16-17.** It was moved and seconded (Puglia/Multari) to approve the course description for the potential new course, LCTV 2 – Studio Intermediate Video Production. Ms. Wenn briefly discussed the LCTV2 course description. There being no questions from the Governing Board, the motion to approve the course description for the potential new course, LCTV 2 – Studio Intermediate Video Production was adopted unanimously.
 - b. **Potential New Course at LCHS for 2017-2018 School Year: Principles of Engineering-Project Lead the Way II, R105-16-17.** It was moved and seconded (Sagal/Multari) to approve the course description for the potential new course, Principles of Engineering – Project Lead the Way II. Ms. Wenn briefly discussed the Principles of Engineering-Project Lead the Way II. The motion to approve the course description for the potential new course, Principles of Engineering – Project Lead the Way II was adopted unanimously.

- c. **Elementary School English Language Arts (ELA) Textbook Adoption, R108-16-17.** It was moved and seconded (Multari/Sagal) to approve the Elementary School English Language Arts (ELA) Textbook Adoption for Reach for Reading: National Geographic Learning/Cengage Learning for Kindergarten; California Journeys: Houghton Mifflin Harcourt for grades 1 – 5; California Collections: Houghton Mifflin Harcourt for grade 6. Ms. Wenn briefly discussed the ELA textbook adoption process. The motion to approve the Elementary School English Language Arts (ELA) Textbook Adoption for Reach for Reading: National Geographic Learning/Cengage Learning for Kindergarten; California Journeys: Houghton Mifflin Harcourt for grades 1 – 5; California Collections: Houghton Mifflin Harcourt for grade 6 was adopted unanimously.
 - d. **Audit Contract with Vavrinek, Trine, Day & Co., LLP, R101-16-17.** It was moved and seconded (Multari/Sagal) to approve entering into an audit contract with Vavrinek, Trine, Day & Co., LLP through June 30, 2020. The motion to approve entering into an audit contract with Vavrinek, Trine, Day & Co., LLP was approved unanimously.
 - e. **Approval of Board Policy Revisions: BP 0410, R101-16-17.** It was moved and seconded (Sagal/Multari) to adopt revisions to Board Policy 0410. Ms. Wenn reported on the changes to the board policy to provide equal opportunities to all students in every program that is offered by the district. Mr. Wenn clarified questions from first reading. The motion to adopt revisions to Board Policy 0410 was adopted unanimously.
 - f. **Approval of Board Policy 3350 Travel Expenses, R107-16-17.** It was moved and seconded (Multari/Sagal) to adopt Board Policy 3350. Mr. Evans provided background on the new policy which was requested by our auditors. The motion to adopt Board Policy 3350 was adopted 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, P24-16-17.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: India Dastic, Megan Dever, Ashley Gish, Carrie Hetzel, Jonathan Saavedra, Morgan Savage, Marti Valdes. Leave of Absence: Christine Dornian, Lindsay Staley, Jennifer Zine. Resignation: Tracey Calhoun. Retirement: Curt Chase, Susanne Horne, Elaine Leibl, Linda Posod. *Classified*: New Hires: Tamar Castano, Andrew Eapen, Jesus Flores, Anna Galante, Stephanie Guzman, Asiya Hasan, Judy Friedman, Nash Hutter, Jennifer Jackson, Wil Jones, Dolly Leidelmeijer, Dina Loftus, Sanna Ly, Lindsay McGee, Danielle Nobles, Shannon Ortiz, Armineh Ovasapians, Erica Perez, Lizbeth Perez, Tracy Prehn, Mary Protzko, Corina Ritter, Erin Rodick, David Smith, Jennifer Sullivan, Jennifer Tkach, Christian Virtucio, Jessica Voelker, Andrew Wagher. Reclassification: Alice Hastings. Resignation: Jacquelyn Rabe.
 - b. **Extra Duty Report, P25-16-17.** The Governing Board approved the Extra Duty Report as presented.
 - c. **Approval of Job Descriptions, R112-16-17.** The Governing Board approved the job descriptions for the following Classified positions: Instructional Fine Arts Specialist – Accompanist; Library Coordinator 7/8; and Payroll Technician.
 - d. **Contract for Use of School Property for 2017 Summer school, R114-16-17.** The Governing Board approved entering into a contract with the La Cañada Flintridge Educational Foundation for the use of school property for 2017 summer school.
 - e. **LCHS Disposal of Outdated and Unusable Curriculum Materials, R115-16-17.** The Governing Board approved the La Cañada High School request to dispose of outdated and unusable curriculum materials.

- f. **Disposal of Outdated and Unusable Curriculum Materials, R121-16-17.** The Governing Board approved the District Office request to dispose of outdated and unusable curriculum materials.
- g. **Spec Acts: LCHS Marching Band and Color Guard WBA Championships, R116-16-17.** The Governing Board approved the La Cañada High School special activities request to attend the WBA Champion in Clovis, California November 17 – November 19, 2017.
- h. **Spec Acts: LCHS Marching Band Camp, R117-16-17.** The Governing Board approved the La Cañada High School special activities request to attend Marching Band Camp in Pomona, California August 8 – 11, 2017.
- i. **Resolution 18-16-17: Temporary Inter-Fund Cash Borrowing (2017-18).** The Governing Board adopted Resolution 18-16-17 Temporary Inter-Fund Cash Borrowing for 2017-18.
- j. **Gifts to District, R119-16-17.** The Governing Board approved the Gifts to District as presented.
- k. **Purchase Order List 16-16-17.** The Governing Board approved Purchase Order List 16-14-15.

COMMUNICATIONS

Four of the Five Governing Board members will attend the Memorial Day Parade. Mr. Jeffries is not available to attend.

Ms. Lewsadder reported on the \$10,000 donation to the district's music program from the Pasadena Showcase House.

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 Tuesday, June 6, 2017, 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