

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

March 20, 2018

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Kaitzer Puglia on March 20, 2018, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Kaitzer Puglia, Brent Kuszyk, Joe Radabaugh, Ellen Multari, and Dan Jeffries.

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, and Assistant Superintendent Mark Evans. Closed Session adjourned at 7:00 p.m.

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

OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

None.

REPORT OUT OF CLOSED SESSION

Ms. Puglia 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 and Executive Assistant to the Superintendent Kim Bergner. There were approximately 110 people in the audience. Ms. Puglia asked Sabine Puglia to lead the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Jeffries/Multari) to approve the minutes of January 16, 2018 and January 29, 2018. The motion to approve the minutes of January 16, 2018 and January 29, 2018 was adopted unanimously.

REPORTS

1. Superintendent's Report

Ms. Sinnette reported on student recognitions. Ms. Sinnette began the presentation by recognizing the students of the Science Olympiad team who have progressed to the State competition. 7/8 Principal Dr. Jarrett Gold was present and reported on the hard work of the students and volunteers that assisted the students' progress to State. He assisted Ms. Sinnette with the presentation of Certificates of Achievement to the students present.

Ms. Sinnette continued the presentation to students by reporting on MathCounts and the advancement of one of our students to State. Ms. Sinnette and Dr. Gold recognized Gabriel Gottheim and presented him with a certificate for his achievement.

Ms. Sinnette reported on the Holocaust Arts and Writing Contest and recognized 3 students who were finalists in the contest. The submissions of the 3 students were presented to the Governing Board. Certificates of Achievement were presented to these students by Superintendent Sinnette and Dr. Gold.

2. President's Report

Ms. Puglia congratulated the students and thanked our teachers and parents for their student support.

Ms. Puglia provided a brief update on safety and security and reported that further discussion will take place during the agenda item on Safety, Security and Student Health and Well-Being. She thanked the district for their hard work that has taken place to address this issue to date. She discussed the Board Policies and Administrative Regulations that are also part of the agenda.

Ms. Puglia thanked our students for their productive actions, and for their on-going dialogue with parents and teachers.

3. Assistant Superintendent of Business & Administrative Services' Report

Mr. Evans provided an update on the bond progress. He reported that back in January when bond priorities were reviewed, safety & security was a primary objective. He reported that the district has met with a security consultant to look at developing a wireless locking system at the high school and how to build off of that foundation with additional security cameras to monitor campus safety. At the elementary level, the project managers have walked all three sites to evaluate fencing options to improve campus security. Site protocols will also be reviewed to enhance site practices to streamline visitor sign-in protocols.

Mr. Evans reported on upcoming projects. The Paradise Canyon Elementary PTA is funding a playground upgrade at its site. Linik Construction is assisting with the project. Site surveys have begun. The Palm Crest Elementary sewer project is starting to move forward. Options for establishing the most effective approach to the upgrade are being reviewed. Requests for Qualifications for Architect Engineers have been requested. He briefly discussed Proposition 39. The Paradise Canyon Elementary lunch shelter project is being reviewed. The roof on the existing lunch shelter will be repaired so that the current lunch shelter can be used while the plans for the new lunch shelter are finalized. The field drainage at the high school is being assessed to evaluate how to correct the current draining issues.

4. Student Representative

Student Representative Averil Suk was not present.

REVIEW OF AGENDA

None.

OPPORTUNITY TO ADDRESS BOARD ON NON-AGENDIZED ITEMS

The following audience member addressed the Board:

Jack Weirick, LCHS student regarding gun violence and the upcoming walkout.

PROPOSED ACTION ITEMS

PUBLIC HEARING

Resolution 11-17-18 Agreement for Proposition 39 Energy Expenditure Plan (EEP) Implementation Services with Baker Electric, Inc.

The hearing was opened at 7:33 p.m. There being no public comment the hearing was closed at 7:34 p.m.

1. First Reading

- a. Discussion Item – Updates on Safety, Security and Student Health and Well-Being since the February 27, 2018 Governing Board Meeting, R111-17-18.** Ms. Sinnette provided a presentation entitled “LCUSD Response: Safety, Security and Student Well-Being”. Ms. Sinnette presented the actions taken by the district since February 14, 2018, which include:

- LCHS 7-12 Administrator meetings with students;
- Elementary and secondary staff meetings;
- Lockdown drills at each school site;
- A community resource officer presentation on lock-down procedures to LCHS 7/8 Staff;
- The activation of the LCHS 7-12 Tip Line;
- A review of student discipline, including investigations and enforcement;
- Extensive planning at each school site for scheduled events on March 14, 2018;
- Principal and district communications with parents and staff;
- An additional Community Resource Officer at LCHS;
- Additional Independent Services Contracts for Security at LCHS, Community Resource Officer at LCHS (ongoing) and at the elementary sites (on 3/14);
- Increase patrolling by law enforcement;
- “Lock-Walk” at LCHS with vendor;
- The review of fencing at the elementary sites;
- The revision of Board Policy and Administrative Regulation 5145.12.

Ms. Sinnette reported on the items in the planning and review stages, which are:

- The implementation of a Task Force on Safety and Security;
- Security cameras – additions and upgrades;
- Catapult and other systems research by the Technology Department;
- A districtwide security audit;
- Professional development planning;
- Increased training for 7-12 students;
- Establishing a Wellness Center at LCHS 7-12;
- Reviewing the Counseling configuration;
- Establishing a Peer Listening Program;
- Continuing the District adopted programs – Developmental Assets and Challenge Success; and
- Investigating with the City of LCF extending the STAR Program to 8th grade.

The Governing Board asked clarifying questions on site security cameras and the TIP line. Dr. Gold reported on the administrative response to the TIP line. He reported that the majority of the tips on the TIP line have been from 7/8, the tip line is currently averaging 2-4 tips a day. 52 tips have been received since the inception of the TIP line two weeks ago.

Mr. Evans reported that due to the extent of the fencing project, the district is currently looking at electronic door locks, which could be put in place over the summer. Fencing will continue to be reviewed, but the district's interest is to implement something as soon as possible to enhance safety and security for students and staff.

Ms. Multari stated that with the Hahuamonga project starting next school year, the need to work on traffic congestion at the high school is a priority.

The following members of the audience addressed the Board:

Belinda Randolph, LCHS parent, regarding traffic at LCHS and parents blocking handicap spots;
 Deborah Parker, 9th grade parent, regarding threats and violence at LCHS;
 Patricia Corrales, LCHS parent, regarding security, the release of the additional resource officer and the need for additional security cameras;
 Lisa Brewer, LCHS parent, regarding physical safety of students and drug use on campus;
 Doug LaBlanc, LCHS parent, requested that the district encourage students to pursue an active participation in our Government and the legislative process;
 Josh Epstein, district parent, regarding district protocols for the TIP line.

Ms. Sinnette responded to the questions addressed by parents. She clarified credible vs. non-credible threats received by the district. She reported that the Sheriff's department prescribes the reporting language of an event involving any sheriff investigation and the need to abide by the limitations and guidelines when reporting on any credible or non-credible threats. She clarified the requirements of a mandated reporters, stating that all district staff are mandated reporters. She clarified the requirements for permit students and the rights of the students once they are accepted as district students. Allen Bill students' enrollment cannot be revoked, but interdistrict student permits can be. Ms. Sinnette reported on the steps taken when disciplining a student and the district's zero tolerance policies.

Ms. Sinnette reported on the additional independent service contract security officers on campus and the impact on students with the additional community resource officer. Ms. Sinnette asked the Governing Board to provide direction for moving forward. She clarified that the district does not have any plans to provide gun training for our teachers. The Governing Board suggested exploring continuing the additional resource officer from the Sheriff's department at least until the end of the year.

Ms. Sinnette stated that the application for the Task Force on Safety & Security will be available on the district's website.

At the conclusion of Ms. Sinnette's presentation, Ms. Puglia called for a brief break.

- b. ***Authorization of Program Management Services Contract with Linik Corp., R104-17-1-8.** It was moved and seconded (Radabaugh/Multari) to authorize entering into a contract with Linik Corp for Program Management Services. Mr. Evans reported on the need to enter into a multi-year contract. The current contract was created as a short term contract while the 5 year contract was being created. The contract being presented is a 5 year term which is renewable annually. Mr. Evans provided a brief description of the services Linik Corp will provide. The contract for services will be paid for out of bond funds. The motion to authorize entering into a contract with Linik Corp for Program Management Services was approved unanimously.
- c. ***Resolution 11-17-18 Agreement for Proposition 39 Energy Expenditure Plan (EEP) Implementation Services with Baker Electric, Inc.** It was moved and seconded (Jeffries/Kuszyk) to adopt Resolution 11-17-18 Agreement for Proposition 39

Energy Expenditure Plan (EEP) Implementation Services with Baker Electric, Inc. Mr. Evans reported that \$824,243 has been received by the District to provide energy conservation measures districtwide as part of the Proposition 39 Energy Expenditure Plan. Staff submitted request for proposals to qualified firms and five proposals were received. After a panel evaluation of the five proposals staff is recommending approval to enter into an agreement with Baker Electric, Inc. The approval of this resolution will authorize staff to execute the agreement with Baker Electric to install high efficiency LED lighting equipment and controls at each of the four school sites. The total contract amount is \$824,126. The motion to adopt Resolution 11-17-18 Agreement for Proposition 39 Energy Expenditure Plan (EEP) Implementation Services with Baker Electric, Inc. was adopted unanimously.

- d. **Resolution 13-17-18 A Resolution of the Board of Education of the La Cañada Unified School District, Los Angeles County, California, authorizing the Issuance of La Cañada Unified School District (Los Angeles County, California) Election of 2017 General Obligation Bonds, Series A, and Actions Related Thereof.** Mr. Evans reported that adoption of this Resolution authorizes the issuance of the Bonds, and approves the form of Purchase Contract and form of Preliminary Official Statement. The resolution establishes the maximum aggregate initial principal amount of the Bonds to be issued in the amount of \$30,000,000. The bonds are being authorized for sale for the purpose of providing funds to finance projects approved by Measure LCF and to pay the costs of issuing the bonds. Mr. Evans introduced Adam Bauer to report on the issuance of the district's 2017 General Obligation Bonds, Series A. Mr. Bauer reported on the current bond market. He reported that he expects a very similar market as today when the bond actually funds. Mr. Bauer reported on the SB 450 requirements. He provided estimates for the bond costs and stated that he will come back to the Governing Board to report on actual costs once the bond funds. The resolution will come back to the Governing Board on April 17, 2018 with an expected funding of the first issuance in May 2018.
- e. **Approval of Board Policy Revisions:** As part of the Challenge Success Implementation Plans, site administration at the elementary and secondary levels created Homework Study Teams to review and discuss current homework practices and recommend revisions to existing Board Policy and other related documents. They met four times throughout the year and have been posting meeting minutes on the website to keep the community informed. Ms. Wenn thanked Palm Crest Elementary teacher Rachel Harter who was present to answer any questions from the Governing Board. Ms. Wenn reported on the flexibility needed in the Board Policy and the Administrative Regulation to give teachers some discretion with their classroom policies. She reported that the language was strategically crafted to set guidelines but still provide some flexibility. This is a First Read item. This item will come back to the Governing Board for adoption at the next regularly scheduled Governing Board meeting On April 17, 2018. The Governing Board requested that the AR be included with the BP at the second read in April.
- f. **Approval of Board Policy Revisions:** BP and AR 5145.12 Search and Seizure, R106-17-18. This is a First Read item. Ms. Sinnette reported on legal counsel's review of the current Board Policy on Search and Seizure and the recommended revisions. Ms. Sinnette clarified that the current Exhibit 5145.12 will be removed. Students rights regarding search and seizure will be crafted and included in the registration packet and an acknowledgement signature will be required. This item will come back to the Governing Board for adoption at the next regularly scheduled Governing Board meeting on April 17, 2018.
- a. **Discussion Regarding Updates and Revisions to Administrative Regulations 5111, 5111.1, 5111.12 and 5117.1 – Related to LCUSD as an Allen Bill District and its Inter-district Permit Guidelines and Practices, R110-17-18.** Ms. Sinnette reported

on the need for guidelines to continue to be an Allen Bill district. Due to the regulations tied to being an Allen Bill district it is necessary to include caps on the permits to ensure space for unexpected incoming residents and to maintain our current prioritization of interdistrict applicants. Legal counsel has reviewed the Allen Bill requirements and has suggested the proposed revisions. Ms. Sinnette reported on the limitations the Allen Bill grade caps will have on the Superintendent's ability to maximize enrollment and interdistrict permit placement. Due to the current registration process, it was requested that the Governing Board review the proposed revisions and provide direction to the Superintendent. Ms. Sinnette clarified that Allen Bill students' enrollment cannot be revoked for attendance or discipline and they are entitled to the same discipline procedures as resident students. The Governing Board requested that the newly revised Administrative Regulations be posted to the district's website.

2. **Second Reading**

- a. **Second Interim Financial Report, R84-17-18.** It was moved and seconded (Multari/Jeffries) to approve the Second Interim Financial Report for 2017-18. Mr. Evans reported that there have been no changes to report since the first reading in February. The motion to approve the Second Interim Financial Report for 2017-18 was adopted unanimously.
- b. **Potential New Course at LCHS for 2018-2019 School Year: Project Lead the Way 3, R96-17-18.** It was moved and seconded (Jeffries/Multari) to approve the course description for Project Lead the Way 3. Ms. Wenn reported that course selection has just begin, enrollment numbers in this course has not been determined. The motion to approve the course description for Project Lead the Way 3 was adopted unanimously.
- c. **Potential New Course at LCHS for 2018-2018 School Year: Advanced Placement Physics 1 P, R98-17-18.** It was moved and seconded (Kuszyk/Radabaugh) to approve the course description for Advanced Placement Physics 1 P. Ms. Wenn reported that teachers have had some great dialogue with Jim Cartnal regarding this proposed course. The course is popular and many students want to take this course. The motion to approve the course description for Advanced Placement Physics 1 P was adopted unanimously.
- d. **Potential New Course at LCHS for 2018-2019 School Year: LCTV3, R97-17-18.** It was moved and seconded (Radabaugh/Multari) to approve the course description for LCTV3. Ms. Wenn reported that La Cañada High School Principal Ian McFeat expects students to enroll in this course since the highly successful student film festival. However, enrollment numbers have not been verified. It would be ideal to cap the class at 20 due to equipment requirements. 10-15 students are anticipated. The motion to approve the course description for LCTV 3 was adopted unanimously.
- e. **Resolution 10-17-18 Entering Election Results into the Minutes and Certifying the Board of Supervisors of Los Angeles County all Proceedings in the November 7, 2017 General Obligation Bond Election.** It was moved and seconded (Multari/Kuszyk) to adopt Resolution 10-17-18 Entering Election Results into the Minutes and Certifying the Board of Supervisors of Los Angeles County all Proceedings in the November 7, 2017 General Obligation Bond Election. Ms. Sinnette reported that the Governing Board has received from the County's Registrar of Voters/County Clerk-Recorder the Canvass Certificate and Official Statement of results of the Bond Election held on November 7, 2017. The Canvass Certificate indicates that more than fifty-five percent of the votes cast on Measure LC were in favor of issuing the bonds. Adoption of Resolution 10-17-18 will certify by the Governing Board that Measure LCF has been approved by more than fifty-five percent of the votes cast at the Bond Election and that all proceedings of the District in connection with the Bond Election have been accomplished according to law. The motion to adopt Resolution 10-17-18 Entering Election Results into the Minutes and Certifying the Board of Supervisors of Los Angeles County all Proceedings in the November 7, 2017 General Obligation Bond Election was adopted unanimously.

- f. **Resolution 9-17-18 Establishing an Independent Citizen’s Bond Oversight Committee and Approving Bylaws for Such Committee.** It was moved and seconded (Jeffries/Multari) to adopt Resolution 9-17-18 Establishing an Independent Citizen’s Bond Oversight Committee and Approving Bylaws for Such Committee. The Governing Board is required to establish an independent citizens’ bond oversight committee in connection with the issuance of bonds under Measure LCF and to approve the Bylaws governing the Citizen’s Oversight Committee (COC). This resolution establishes the COC along with its Bylaws. Application for membership will be available at the district office. The motion to adopt Resolution 9-17-18 Establishing an Independent Citizen’s Bond Oversight Committee and Approving Bylaws for such Committee was adopted unanimously.
3. **Consent Agenda**
It was moved and seconded (Radabaugh/Multari) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.
- a. **Personnel Report, P19-17-18.** The Governing Board approved the Personnel Report as follows: *Certificated:* New Hires: Stefany Lopez. Leave of Absence: Cynthia Calm, Hilary Gregg. Release from Temporary Contract: Sarah Larson, Morgan Savage. Resignations: Ted Armstrong, Sarah Beattie. Retirement: Bob Huson. *Classified:* New Hires: Kimberly Milton. Modification: Arpa Hachadourian. Resignation: Brandy Autry-Reggie, Eric Sun. Retirement: Linda Hada. Termination: Tracey Torres.
- b. **Extra Duty Report, P20-17-18.** The Governing Board approved the Extra Duty Report as presented.
- c. **Spec Acts: LCHS CIF State Swim and Dive, R107-17-18.** The Governing Board approved the LCHS Spec Acts request to attend CIF State Swim and Dive in Fresno, California May 17-19, 2018.
- d. **Spec Acts: LCHS Seal Fit @ UC Santa Barbara, R108-17-18.** The Governing Board approved the LCHS Spec Acts request to attend Seal Fit at UC Santa Barbara July 24-27, 2018.
- e. **Spec Acts: PCR Freedoms Foundation, R109-17-18.** The Governing Board approved the PCR Spec Acts request to attend Freedoms Foundation in Valley Forge, Pennsylvania Monday May 14 – Friday, May 19, 2018.
- f. **Purchase Order List 12-17-18.** The Governing Board approved Purchase Order List 12-17-18.

COMMUNICATIONS

Mr. Jeffries provided a Joint Use Committee update.

Ms. Multari reported that she will be out of town on April 17, 2018.

Mr. Kuszyk reported on the Student Leadership Committee and how impressed he is with our students.

RECONVENE TO CLOSED SESSION

The Governing Board adjourned the meeting at 10:10 p.m. and re-convened to Closed Session.

REPORT OUT OF CLOSED SESSION

Ms. Puglia 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 11:00 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, April 17, 2018 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

Joe Radabaugh, Clerk

Date