

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

April 17, 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 April 17, 2018, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Kaitzer Puglia, Brent Kuszyk, Joe Radabaugh, 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 four Governing Board Members, Superintendent Wendy Sinnette, Assistant Superintendent Anais Wenn, Assistant Superintendent Mark Evans, and Chief Technology Officer Jamie Lewsadder. Closed Session adjourned at 7:00 p.m.

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

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

None.

**REPORT OUT OF CLOSED SESSION**

Ms. Puglia reported that in Closed Session the Governing Board unanimously approved settlement on Special Education OAH Case Nos. 2017110588 and 2017110580 signed April 11, 2018.

Ms. Puglia reported that in Closed Session on a motion of Jeffries, seconded by Radabaugh, the Governing Board voted to support the abeyance of the recommendation for expulsion of Student Number 1-17-18 effective immediately. Members voting in favor were Kaitzer Puglia, Kuszyk, Jeffries and Radabaugh. No Governing Board members voted against the abeyance. Ellen Multari was absent.

Ms. Puglia reported that in Closed Session on a motion of Jeffries, seconded by Kuszyk, the Governing Board voted to support the abeyance of the recommendation for expulsion of Student Number 2-17-18 effective immediately. Members voting in favor were Puglia, Kuszyk, Jeffries and Radabaugh. No Governing Board members voted against the abeyance. Ellen Multari was absent.

Ms. Puglia also reported that in Closed Session on a motion of Kuszyk, seconded by Radabaugh, the Governing Board voted to expel and suspend the enforcement of the expulsion of Student Number 3-17-18 effective immediately. Members voting in favor were Puglia, Kuszyk, Jeffries and Radabaugh. No Governing Board members voted against the abeyance. Ellen Multari was absent.

**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 four Governing Board Members, Ms. Sinnette, Mrs. Wenn, Mr. Evans, Ms. Lewsadder and Executive Assistant to the Superintendent Kim Bergner. There were approximately 15 people in the audience. Ms. Puglia asked community member and LCHS alumni Caroline Craven to lead the Pledge of Allegiance to the Flag.

## **APPROVAL OF MINUTES**

It was moved and seconded (Jeffries/Radabaugh) to approve the minutes February 2, 2018 and February 13, 2018. The motion to approve the minutes of February 2, 2018 and February 13, 2018 was adopted unanimously.

## **REPORTS**

### **1. Superintendent's Report**

Ms. Sinnette deferred her report.

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

Ms. Puglia thanked Caroline Craven for leading us in the flag salute and thanked the community for their support, even when they don't have children in the school district.

Ms. Puglia thanked members of the community who have applied to serve on the Citizen's Bond Oversight Committee. The application period closes April 30, 2018.

Ms. Puglia briefly reported on an item on the agenda regarding the Task Force on Safety, Security and Student Well-being.

Finally, Ms. Puglia offered her thanks and appreciation to her colleagues at the dais and to Ms. Sinnette and her Cabinet for the commitment, effort and passion exhibited on behalf of the students, families and teachers in the district. It is an honor to work together.

### **3. Assistant Superintendent of Business & Administrative Services' Report**

Mr. Evans deferred his report.

### **4. Student Representative**

Averi Suk was not present. ASB Vice President Ryan Chen presented the student representative report in her absence. Mr. Chen reported on recent and upcoming events.

## **REVIEW OF AGENDA**

None.

## **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

None.

## **PROPOSED ACTION ITEMS**

## **PUBLIC HEARING**

Resolution 12-17-18 Approval to Adopt a Developer Fee Increase.

The hearing was opened at 7:11 p.m. There being no public comment the hearing was closed at 7:12 p.m.

### **1. Second Reading**

- a. **Approval of Board Policy Revisions: BP 6154 Instruction: Homework, R111-17-18.** It was moved and seconded (Kuszyk/Radabaugh) to adopt the board policy revisions on BP 6154 Instruction: Homework. Ms. Wenn reported on the proposed board policy revisions. She presented the administrative regulation to the Governing Board for review. LCHS 7/8 Principal Jarrett Gold clarified the 7/8 policy on homework stating that teachers do provide credit for late homework. LCHS 9-12

Assistant Principal Kip Glazer clarified the high school homework policy. She reported that students are held accountable to the policies of individual teachers based on the syllabus that is distributed at the beginning of the course. The motion to adopt the board policy revisions on BP 6154 Instruction: Homework was adopted unanimously.

- b. **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 thereto.** It was moved and seconded (Radabaugh/Jeffries) to adopt 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 thereto. Mr. Evans stated that this is the first major step after the passing of the General Obligation Bond in November 2017. This Resolution will approve the first issuance of the bond in the amount of \$30,000,000. The bond sale is scheduled for May 9, 2018 and should be closing by the end of May. Mr. Bauer, Ms. Sinnette and Mr. Evans will be going to San Francisco for a bond presentation to Moody's on Monday, April 23, 2018. Mr. Bauer reported that the district is currently rated at AA1, which is an incredibly high rating. He reported on factors that could impact that rating. Due to the high rating of the district, the tax payers get a lower interest rate on the bond. The motion to adopt 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 thereto was adopted unanimously.
- c. **Approval of Board Policy Revisions: BP 5145.12 Search and Seizure, R106-17-18.** It was moved and seconded (Kuszyk/Jeffries) to adopt the board policy revisions on BP 5145.12 and AR 5145.12 Search and Seizure. Ms. Sinnette stated that no changes were requested at First Reading. Therefore, the board policy revisions to BP 5145.12 is being presented for approval. The motion to adopt the Board Policy revisions to BP 5145.12 Search and Seizure and AR 5145.12 was adopted unanimously.

## 2. First Reading

- a. **Approval of Board Policy Revisions: BP 3541.1 School-Related Trips: Business and Non-Instructional Operations, R121-17-18.** This is a First Read item. Ms. Wenn reported on the current practice regarding transportation for school-related trips and the recommended revisions. LCHS Athletic Director Kristina Kalb was present to report on the background on the proposed change to the board policy. The revised policy provides more flexibility for the schedules of students and parents. Mr. Jeffries asked for clarification on whether this refers to elementary student school-related trips. Ms. Wenn stated that there is clarification provided in the Administrative Regulation. However, clarifying language will be added to the Board Policy for Second Read if it is requested by the elementary principals. This item will come back to the Governing Board for approval at the next regularly scheduled Governing Board meeting on May 8, 2018.
- b. **\*Approve Lease Agreement with Child Education Center, Caltech/JPL Community, R135-17-18.** It was moved and seconded (Jeffries/Kuszyk) to approve the Lease Agreement with Child Education Center, Caltech/JPL Community correcting the 6-30-2018 extension date to 6-30-2019. Mr. Evans reported on the current lease agreement with Child Education Center that expires June 30, 2018. The lease agreement being presented is for a one year extension to June 30, 2019. The motion to approve the lease agreement with Child Education Center, Caltech/JPL Community extending the lease to June 30, 2019 was adopted unanimously.

- c. **\*Agreement for Architectural & Engineering Services for Perimeter Fencing at the Elementary School Sites, R119-17-18.** It was moved and seconded (Radabaugh/Jeffries) to approve entering into an agreement with LPA Inc. for architectural & engineering services for perimeter fencing at the elementary school sites. Mr. Evans reported that safety and security has been a concern throughout the nation. LCUSD would like to enter into an agreement with LPA for architectural and engineering services for perimeter fencing at the elementary school sites. LPA Associate Rick Musto reported that fencing and security has been a recurring factor during the facilities master plan process. He provided a PowerPoint presentation regarding the fencing review for each elementary site. The Governing Board requested that joint use field usage be considered when reviewing fencing options. Ms. Sinnette requested that some minor fencing options be reviewed for the 7/8 building. Fencing at LCHS was briefly discussed. The motion to approve entering into an agreement with LPA Inc. for architectural & engineering services for perimeter fencing at the elementary school sites was adopted unanimously.
- d. **Discussion Item on the Formation and Work Scope of the Task Force on Safety, Security and Student Well-Being, R130-17-18.** Ms. Sinnette reported that at the March meeting direction was given to establish a Task Force on Safety, Security and Student Well-Being. Ms. Sinnette is seeking Governing Board direction regarding the formation of the task force, including: size, composition and scope of work. The Governing Board collaborated to come to consensus on the scope of the committee. Ms. Sinnette suggested a board sub-committee to review the applications for membership. The sub-committee was established to include Wendy Sinnette, Joe Radabaugh and Dan Jeffries. It was suggested that the committee focus on parent outreach and education; student wellness; student substance use and abuse; staff education and facility safety needs. It was recommended that the committee be established as a Superintendent's goal for 2018-19. Approximately 80 applications for membership have been received. It was suggested that the committee be established with approximately 25 members consisting of staff, students and parents. Ms. Sinnette will bring back for review the taskforce membership roster at an upcoming meeting.
- e. **\*Threat, Risk and Vulnerability Assessment Contract with Chameleon Associates, R114-17-18.** It was moved and seconded (Kuszyk/Radabaugh) to approve the contract with Chameleon and Associates to provide a Phase 1 Threat, Risk and Vulnerability Assessment for the District. Mr. Evans stated that he has worked with Chameleon and Associates in the past. Ms. Sinnette commended Mr. Evans for working with Chameleon Associates on how best to meet the needs of the district. Entering into this contract with Chameleon Associates will provide the district with a threat, risk and vulnerability assessment audit that the community has been asking for and will assist the district on how to best address its needs for increased campus security as well as staff and student safety. Once Chameleon performs the assessment they will present their report to the Governing Board. The motion to approve the contract with Chameleon and Associates to provide a Phase 1 Threat, Risk and Vulnerability Assessment for the District was adopted unanimously.
- f. **Potential New Course at LCHS for 2018-2019 School Year: Physics 1 P: Advanced, R126-17-18.** This is a First Read item. Ms. Wenn reported on the need for the Physics 1 P: Advanced course. Mr. Cartnal was present to report on the course description. He reported that this course is designed with a math emphasis for 9<sup>th</sup> graders. Currently there are 133 students requesting enrollment in this course for 2018-2019. This item will come back to the Governing Board for approval at the next regularly scheduled Governing Board meeting on May 8, 2018.
- g. **Potential New Course at LCHS for 2018-2019 School Year: LC Math 4, R122-17-18.** This is a First Read item. Ms. Wenn reported that this course is the progressive sequence in the pathway from LC Math 3. Mr. Cartnal was present to provide answers to any questions of the Governing Board. Mr. Cartnal clarified the math pathway

culminating with this course. Currently there are approximately 60 students requesting enrollment in this course for 2018-19. This item will come back to the Governing Board for approval at the next regularly scheduled Governing Board meeting on May 8, 2018.

- h. **Adoption of LC Math 4 Textbook – PreCalculus, Glencoe McGraw-Hill (2014), R123-17-18.** This is a First Read item. Ms. Wenn reported on the textbook review by teachers. This is the same series of textbooks that have been adopted for LC Math 1, 2 & 3. Mr. Cartnal was present to answer questions of the Governing Board. The teachers chose this textbook due to the consistency with the textbooks for current pathways. This item will come back to the Governing Board for approval at the next regularly scheduled Governing Board meeting on May 8, 2018.
- i. **Adoption of Spanish Language Textbooks – Descrube, Vista Higher Learning, R124-17-18.** This is a First Read item. Ms. Wenn reported on the textbook review. LCHS Assistant Principal Kip Glazer was present to answer any questions of the Governing Board. Spanish teachers Marian Price and Ana Berver were present to report on their experience piloting the requested textbook. They both reported that this textbook provided more resources for the students and therefore the students were more engaged. Ms. Glazer thanked the teachers for their hard work during the textbook pilot/review. This item will come back to the Governing Board for approval at the next regularly scheduled Governing Board meeting on May 8, 2018.
- j. **\*Renaming LCHS Art Courses for 2018-2019 School Year, R125-17-18.** Ms. Wenn reported on the need to review and rename the current art courses at the high school. Site and district administration have been working with the LCHS 7-12 visual arts faculty on ways to increase student enrollment in their courses. After speaking with 7-12 students it was discovered that students were not enrolling in high school art classes due to student perception that they had already completed art in middle school. Renaming the art courses seeks to change this student perception. The change in the course names will help clarify the difference in the art classes available in 9-12. The names changes are as follows: Art Foundations P will be changed to Art 1 P; Advanced Art 1 P will be changed to Art 2 P; Advanced Art 2 P will be changed to Art 3P and Beginning Ceramics will be changed to Ceramics 1 P. Mr. Jeffries asked how much of the lack in enrollment is due to the names of the courses versus the need for other college prep courses. There was a brief discussion regarding the limited opportunity for students to take electives. Mr. Cartnal clarified the art pathway for students.
- k. **Progress on the Pool of Architects for work on the Measure LCF, R113-17-18.** Mr. Evans reported on the progress on the pool of architects that will be used for Measure LCF Bond projects. He reported that 26 architects submitted RFQs. Of those 26, 8 architectural firms were chosen to be interviewed. Each firm provided company background and made a presentation to the interview panel. The next steps in the process is to establish project sequence. Ms. Sinnette reported on the need for another Governing Board workshop to establish project sequencing. Once sequencing is established, architect contracts will be presented for approval. The Board study session was scheduled for Friday, May 18th from 5:00 pm -7:00 p.m.
- l. **\*Resolution 15-16-17 Proclaiming May 6 – 12, 2018 as Week of the Teacher.** It was moved and seconded (Jeffries/Kuszyk) to adopt Resolution 15-16-17 Proclaiming May 6 – 12, 2018 as Week of the Teacher. Ms. Sinnette reported that the State of California has set aside the first Wednesday in May as Day of the Teacher. In appreciation for district certificated staff, La Cañada Unified School District sets aside the entire week. The motion to adopt Resolution 15-16-17 Proclaiming May 6-12, 2017 as Week of the Teacher was adopted unanimously.
- m. **\*Resolution 14-17-18 Proclaiming May 20 – 26, 2018 Classified School Employee Week.** It was moved and seconded (Jeffries/Kuszyk) to adopt Resolution 14-17-18

Proclaiming May 20-16, 2018 Classified School Employee Week. Ms. Sinnette expressed her gratitude for the district's classified staff. She requested that the Governing Board adopt this resolution in recognition of our outstanding classified employees. The motion to adopt Resolution 14-17-18 Proclaiming May 20 – May 26, 2018 as Classified School Employee Week was adopted unanimously.

- n. **Resolution 12-17-18 Approval to Adopt a Developer Fee Increase.** It was moved and seconded (Jeffries/Kuszyk) to adopt Resolution 12-17-18 Approving a Developer Fee Increase. Mr. Evans provided a copy of the Level 1 Developer Fee Study dated March 5, 2018. Based on the justification study Mr. Evans is requesting that the Governing Board approve a developer fee increase to become effective on June 18, 2018. Mr. Evans reported that Developer Fees are used for capital expenditures and generate approximately \$300,000 annually. Adoption of this Resolution will increase Developer Fees to \$3.79 per square foot for residential construction and \$0.61 per square foot of commercial/industrial construction with the exception of mini storage. The mini storage category of construction will be collected at a rate of \$0.12 per square foot. The motion to adopt Resolution 12-17-18 Approving a Developer Fee Increase was adopted unanimously.
- o. **Discussion District-wide Survey Results 2017-2018, R131-17-18.** Ms. Sinnette provided a presentation on the 2017-2018 district-wide survey results. She provided highlights from the parent survey 7-12 and TK-6. She provided highlights from the student surveys Grades 7-12. To better understand student responses to the survey, Ms. Lewsadder suggested that a student focus group be held to get a student's interpretation of the survey questions. Ms. Sinnette presented results from the certificated staff survey. She provided classified staff survey highlights. She reported that the most noticeable satisfaction decreases have been in the classified staff survey. She reported on significant changes in the district report. Ms. Sinnette reported on next steps. She reported that the survey results are used to inform the Superintendent's goals, Local Control and Accountability Plan development, and to provide data to site leaders in planning school initiatives and assessing program needs. Teachers have received student survey data and will use it as a metric to inform professional practices and goal setting. Mr. Jeffries questioned the survey results related to discipline. Ms. Sinnette will ask Panorama Ed to send the raw data to the Governing Board for review.

### 3. **Consent Agenda**

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

- a. **Personnel Report, P21-16-17.** The Governing Board approved the Personnel Report as follows: *Certificated:* New Hires: Mark Ewoldsen, Ashley Gish, Judi Healey, Kristina Kalb, Nina Miller, Juan Nunez, Christina Okland, Jessica Quinn. Resignation: Ted Armstrong, Brian McDermott, Rick Rohomon. Retirement: Sue Fuelling, Myrna McCune. *Classified:* New Hires: Kristine Chung, Jordan Franey, Jenny Kim, Michael Lind, Madeleine Togneri, Jetzy Rosiles Velazquez
- b. **Extra Duty Report, P22-16-17.** The Governing Board approved the Extra Duty Report as presented.
- c. **Contract for Educational and Instructional Programs with Loma Linda University, R120-17-18.** The Governing Board approved entering into a contract for Educational and Instructional Programs with Loma Linda University.
- d. **Approval of Consulting Agreement – Duff & Phelps, R116-17-18.** The Governing Board approved entering into a consulting agreement with Duff & Phelps for asset management services.
- e. **Bond Audit Contract with Vavrinek, Trine, Day & Co., LLP, R118-17-18.** The Governing Board approved entering into an agreement with Vavrinek, Trine, Day & Co., LLP for bond audit services.
- f. **Agreement for Topographic & Utilities Surveying Services – KPFF Consulting Engineers, R117-17-18.** The Governing Board approved entering into an agreement

with KPFF Consulting Engineers for topographic and utilities surveying services for Paradise Canyon Elementary.

- g. Agreement for Topographic & Utilities Surveying Services – Penco, R133-17-18.** The Governing Board approved entering into an agreement with Penco for topographic and utilities surveying services for La Cañada Elementary and Palm Crest Elementary.
- h. Agreement for Design Professional Services for New Sewer Connection at Palm Crest Elementary, R132-17-18.** The Governing Board approved entering into an agreement with Radfall, Inc. for engineering and design services for sewer connection at Palm Crest Elementary.
- i. Agreement for Design Assistance for Drainage Repair at LCHS Football Field, R134-17-18.** The Governing Board approved entering into an agreement with LPA Inc. for design assistance for the synthetic turf field drainage at La Cañada High School.
- j. Spec Acts: LCHS FIRST Robotics World Championship. R128-17-18.** The Governing Board ratified the LCHS Special Activities request to attend the FIRST Robotics World Championship in Houston, Texas April 17 – 21, 2018.
- k. Spec Acts: 7/8 Vocal Ensemble Enrichment Tour, R129-17-18.** The Governing Board approved the 7/8 Special Activity request to attend the Vocal Ensemble Enrichment Tour in Orange, California May 10-11, 2018.
- l. Quarterly Report on Williams Uniform Complaints, R112-17-18.** The Governing Board approved the Quarterly Report on Williams Uniform Complaints for 3<sup>rd</sup> quarter of 2018.
- m. Gifts to District, R127-17-18.** The Governing Board approved the Gifts to District as presented.
- n. Purchase Order List 13-17-18.** The Governing Board approved Purchase Order List 13-17-18.

### **COMMUNICATIONS**

Mr. Kuszyk reported that he will be attending the SELPA meeting in Sacramento on May 2, 2018.

Ms. Puglia reported on the Devil's Gate Sediment Removal project.

Ms. Puglia congratulated Ellen Multari for receiving the Les Tupper award.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:35 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, May 8, 2018 at 7:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California.

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Wendy K. Sinnette, Superintendent  
Secretary to the Governing Board

### **MINUTES APPROVED**

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Joe Radabaugh, Clerk

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Date