

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

August 7, 2018

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:00 p.m. by President Kaitzer Puglia on August 7, 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 Ellen Multari. Dan Jeffries attended the meeting telephonically from 300 Juniper Springs Dr., #203 in Mammoth Lakes, California.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 4:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were the five Governing Board Members. Superintendent Wendy Sinnette joined the Governing Board at 4:45 p.m. Associate Superintendent Anais Wenn, Associate Superintendent Mark Evans, and Chief Technology Officer Jamie Lewsadder joined the Governing Board and Superintendent at 5:30 p.m. 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, joined the meeting telephonically.

OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

None.

REPORT OUT OF CLOSED SESSION

Ms. Puglia stated that in Closed Session the Governing Board unanimously approved the special education non-due process settlement agreement signed August 11, 2017.

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. Mr. Jeffries joined the meeting telephonically. There were approximately 10 people in the audience. Ms. Puglia led the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Kuszyk/Multari) to approve the minutes of June 26, 2018. The motion to approve the minutes of June 26, 2018 was adopted unanimously.

REPORTS

1. Superintendent's Report

Ms. Sinnette provided a staffing and enrollment update. She reported that the district's certificated positions are fully staffed. Ms. Sinnette congratulated the new Executive Director of Personnel Services Debra Cradduck, and her assistants Danielle Newcom, Christine Golder

and Beth Mumper on a successful hiring season. Ms. Sinnette reported on movement of current staff and provided a brief background on each of the new certificated hires.

Ms. Sinnette reported that all sites are at enrollment capacity. Many grade levels are full, and seventh grade is at capacity. Enrollment for 2018-19 is current at 4,205; which is up from last year's enrollment of 4,126.

2. President's Report

Ms. Puglia wished all families a wonderful last few days of summer. She stated that the district is fortunate to have amazing teachers that come together each year to engage our students with their learning. We are also fortunate to have students who are seeking engagement and the challenge of learning more and applying the knowledge they acquire on a daily basis. Our teachers and students are fortunate to have families that are supportive and understanding of the importance of high quality education and who support our community to such a great extent. She thanked the staff and District Office employees for their preparations in ensuring a safe transition to the beginning of this new school year.

3. Associate Superintendent of Business & Administrative Services' Report

Mr. Evans provided an update on summer and pending projects. He reported on the district's focus to improve drop off and pick up flows at the school sites. The La Cañada High School lock and access control project is out to bid and closes August 15, 2018. The contract for the project will come to the Governing Board for approval in September.

Mr. Evans reported on the routine summer work at the district's campuses. He highlighted the La Cañada Beautiful project at the District Office and briefly discussed the new wiring in the band room at the high school.

Mr. Radabaugh asked about the completion timeline related to the city's improvement project at Paradise Canyon Elementary. Mr. Evans will check with the City for an update on the project.

4. Student Representative

Andrew Kwon introduced himself. He reported on the positive attitude of students with the new lunch schedule change.

REVIEW OF AGENDA

Due to the lack of electricity at the meeting, it was moved and seconded (Multari/Kuszyk) to table the full presentation of the Safety and Security Task Force Progress Update and to ask Ms. Lewsadder to provide a summary on the Safety and Security Task Force to date. The Governing Board unanimously approved tabling the full presentation of the Safety & Security Task Force Progress Update.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

David Haxton, community member regarding LCHS registration and bell schedule;
 Chrishma Sign-Denewa and Solara Vasquez, regarding an inter-district permit request.

PROPOSED ACTION ITEMS

1. First Reading

- a. **Safety and Security Task Force Progress Update, R17-18-19.** Ms. Lewsadder provided an update on the Safety & Security Task Force reporting that the task force met in May and sub-committees were formed. Members of the task force are

comprised of parents, students and staff. The five sub-committees that were established are: Student & Staff Training; Campus Security; Wellness, Communication & Outreach; Traffic & Parking; and Closed Campus/Open Campus Lunch Review (LCHS). Several of the sub-committees have met over the summer. The Wellness, Communication & Outreach and the Closed Campus/Open Campus Lunch Review (LCHS) will begin meeting once school starts.

Ms. Lewsadder reported on the safety & security staff training scheduled for August 14, 2018 by Chameleon, the company that performed the district's threat assessment evaluation. Assistant Principal Kristina Kalb will be scheduling a safety training for high school students. Ms. Lewsadder reported that members of Cabinet recently attended a Threat Assessment training and also listened to a demonstration on a technology solution communication tool that will assist with immediate student attendance during a crisis. This communication tool can also send direct messages to teachers to keep them informed during a crisis. Ms. Lewsadder also reported that site emergency procedures are currently under review.

The Campus Security sub-committee has met several times to performed walk-throughs of all district campuses. Committee members are currently compiling data from the walk-throughs that will be used to help set safety and security priorities. Mr. Radabaugh thanked the Sherriff's Department for attending both walk-throughs.

David Haxton, community member, asked the Governing Board to take time in making their safety and security improvement recommendations for the high school in order to consider a parking structure on that campus. Mr. Radabaugh stated that there are continuing discussions regarding the high school campus improvements, which include parking flow.

Belinda Randolph, community member, asked whether the sites have backup power supplies in the event of a power outage. Ms. Lewsadder reported that the high school does have a backup power supply but currently the district office and the elementary schools do not.

The Governing Board thanked Ms. Lewsadder for the update. Ms. Puglia asked Ms. Lewsadder to report back on the high school student safety assembly once it has been presented.

- b. ***45 Day Budget Revisions, R14-18-19.** It was moved and seconded (Radabaugh/Kuszyk) to approve the revenue changes as proposed for the 45 Day Budget Revision. Mr. Evans reported that this year significant changes occurred which caused adjustments in revenues from what was proposed for 2018-2019 and what was passed by the legislature and signed by the governor. The primary changes were a reduction in one-time dollars for 2018-2019 and an increase in the LCFE funding. Mr. Evans clarified that there was some indication of the reduction in one-time dollars prior to the governor's approval so the district was prepared for the reduction. The motion to approve the revenue changes as proposed for the 45 Day Budget Revision was adopted unanimously.
- c. ***Agreement for Architectural & Engineering Services – Gonzalez Goodale Architects, R12-18-19.** It was moved and seconded (Kuszyk/Radabaugh) to approve entering into an agreement for Architectural & Engineering Services with Gonzalez Goodale Architects. Mr. Evans reported that approval of this item will authorize staff to enter into an agreement with Gonzalez Goodale Architects for a new outdoor pool facility at La Cañada High School. The services provided under the agreement shall be procured in two phases: Phase 1 services include site investigation, scope development,

programming, and conceptual design. Phase 2 services include schematic design, design development, construction document and contract administration, and construction monitoring. Gonzalez Goodale was chosen for this project due to their experience with similar aquatic projects. The need for stakeholder participation during the design phase was discussed. The following members of the audience addressed the Board:

Sue Hirshon, LCHS parent, spoke as an advocate for a 50 meter pool;
 David Haxton, community member, regarding the proposed pool 33 meter vs. 50 meter pool;
 Grant Haxton, former LCUSD student, regarding the need for a 50 meter pool;
 Brogan Lee for William Lee, regarding the need for a 50 meter pool.

Ms. Multari clarified that the district is not opposed to the larger pool but is concerned with the increased cost of a larger pool. There was discussion regarding the increased cost for a 50 meter pool and the need for outside funding in order to consider a 50 meter pool. The motion to approve entering into an agreement for Architectural & Engineering Services with Gonzalez Goodale Architects was adopted unanimously.

- d. ***Agreement for Architectural & Engineering Services – LPA, Inc., R13-18-19.** It was moved and seconded (Multari/Radabaugh) to approve entering into an agreement for Architectural & Engineering Services with LPA, Inc. Approval of this item will authorize staff to enter into an agreement with LPA for the following bond projects at Palm Crest Elementary: a new two-story classroom addition; site utility improvements; various safety and security site improvements; interim housing; modernization of Building A, B, C, D, E & the library; new parking lot and drop-off improvements; and technology upgrades. Mr. Evans reported that the Design Review Committee held their kick-off meeting earlier today. Palm Crest Elementary Principal Karen Hurley has been asked to put together her design team. Community input will be requested throughout the design process. Escalation costs and contingencies will be monitored throughout the projects. The following audience members addressed the Board:

David Haxton, expressed concerns regarding Brown Act violations; the viability of beginning bond projects at Palm Crest Elementary versus starting at other campuses first; and his opposition to a two story building on the PCR campus.

Ms. Puglia asked for clarification related to Mr. Haxton's comments regarding Brown Act violations. It was clarified to Mr. Haxton that meetings are precluded from Brown Act requirements when less than three Governing Board members are present in a meeting. The motion to approve entering into an agreement for Architectural & Engineering Services with LPA, Inc. was adopted unanimously.

- e. ***Approval of Confidential, Managerial, Supervisory and Administrative (CMSA) Job Descriptions – Manager of Fiscal Services and Lead Accounting Analyst, R16-18-19.** It was moved and seconded (Kuszyk/Multari) to approve the Confidential, Managerial, Supervisory and Administrative (CMSA) Job Descriptions – Manager of Fiscal Services and Lead Accounting Analyst. Ms. Sinnette reported that all LCUSD job descriptions require Governing Board approval. Mr. Evans stated that in a search to replace the Director of Fiscal Services, a candidate did not surface from the applicant pool and interview process. However, an internal candidate is highly qualified to serve as a Manager of Fiscal Services. The internal candidate from the LCUSD Business Office will be replaced by hiring a Lead Accounting Analyst. The Manger position is new and requires Governing Board approval; the Lead Accounting Analyst job description has minor revisions requiring approval. The motion to approve the Confidential, Managerial, Supervisory and Administrative (CMSA) Job Descriptions – Manager of Fiscal Services and Lead Accounting Analyst was adopted unanimously.

- f. ***Declaration of Need for Fully Qualified Educators, R6-18-19.** It was moved and seconded (Multari/Kuszyk) to approve the Declaration of Need for Fully Qualified Educators as presented. Mr. Evans reported that the district anticipates that it may need

to employ credentialed employees who are in the process of completing full credentials or need additional credentials/authorizations that are required for their assignments. Approval of the Declaration of Need for Fully Qualified Educators will allow the district to apply to the California Commission on Teach Credentialing for new or renewed emergency permits if the need arises in the 2018-19 school year. The Declaration being considered is for the 2018-19 school year only. The motion to approve the Declaration of Need for Fully Qualified Educators as presented was adopted unanimously.

2. **Second Reading**

- a. **Potential New Course at LCHS for 2018-2019 School Year: Peer Support 1, R4-18-19.** It was moved and seconded (Multari/Kuszyk) to approve the LCHS course description for Peer Support 1. Ms. Wenn stated that the district is thrilled to offer peer support for the 2018-2019 school year. There are currently 24 students hoping to enroll in this class. Rachel Zoon was present to answer any questions from the Governing Board. It was clarified that this is a CTE course. Mr. Cartnal reported that the goal is to bring forward Peer Support II for approval for the 2019-2020 school year. Peer Support II is when the students would actually be providing the peer support. The attendance policy for this class was discussed, clarifying that this class abides by the attendance policy for all other classes offered at the high school. The motion to approve the LCHS course description for Peer Support 1 was adopted unanimously.

3. **Consent Agenda**

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

- a. **Personnel Report, 2-18-19.** The Governing Board approved the Personnel Report as follows: *Certificated:* New Hires: Linett Arias, Nichelle Boyd, Miriam Garcia, Jennifer Simpson, Claire Yoon. *Classified:* New Hires: R.J. Stattler, Kristina Tuszynski. Modification: Jackie Ong. Resignations: Madeleine Borjas, Karen Contreras, Jordan Hayes, Sarah Larson, Jennifer Molebash, R.J. Stattler, Madeleine Togneri, Kristina Tuszynski, Jay Yang.
- b. **Operation School Bell, R9-18-19.** The Governing Board approve the 3-year contract with Assistance League of La Cañada Flintridge for Operation School Bell.
- c. **Designation of CIF League Representatives, R10-18-19.** The Governing Board approved the 2018-19 Designation of Ian McFeat and Donald "D.R." Moreland as CIF League Representatives.
- d. **Approval of Consulting Agreement, R7-18-19.** The Governing Board approved entering into a consulting agreement with Cathy McMullen for Human Resources consulting services.
- e. **Contract for Use of School Property for 2018 Summer School, R15-18-19.** The Governing Board approved entering into a contract with La Cañada Flintridge Educational Foundation Summer School for use of school property for 2018 summer school.
- f. **Purchase Order List 19-17-18.** The Governing Board approved Purchase Order List 19-17-18.
- g. **Purchase Order List 3-18-19.** The Governing Board approved Purchase Order List 3-18-19.

COMMUNICATIONS

Governing Board members reviewed calendars to clarify site visits and their attendance at PTA meetings on the first day of school. Ms. Sinnette will be touring the sites on the first day of school with the PTA Council President.

Ms. Puglia asked members of the Governing Board to review their liaison assignments and to email her if any changes are requested.

The Governing Board sponsored event, Nachos with The Board, is at Los Gringos August 23, 2018 3:30 p.m. – 6:00 p.m.

A Special Governing Board meeting was calendared for September 11, 2018 at 5:30 p.m. to approve the Unaudited Actuals.

RECONVENED TO CLOSED SESSION

The Governing Board reconvened to Closed Session at 8:50 p.m.

REPORT OUT OF CLOSED

Ms. Puglia stated there is nothing to report out of Closed Session.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:20 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, August 28, 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