

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

January 30, 2019

The Special Meeting of the Governing Board of La Cañada Unified School District was called to order at 6:30 p.m. by President Brent Kuszyk on January 30, 2019, at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Brent Kuszyk, Joe Radabaugh, Ellen Multari, Kaitzer Puglia and Dan Jeffries; Superintendent Wendy Sinnette; Associate Superintendents Anais Wenn and Mark Evans; Chief Technology Officer Jamie Lewsadder and Executive Assistant to the Superintendent Kim Bergner

PLEDGE OF ALLEGIANCE

Governing Board President Brent Kuszyk led the Pledge of Allegiance.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None.

GOVERNING BOARD WORKSHOP: Safety & Security Taskforce Writing Team 6:30 p.m.

Task Force members in attendance were:

Wendy Sinnette	Dan Jeffries	Joe Radabaugh	Brent Kuszyk
Anais Wenn	Jenny Franz	Kaitzer Puglia	Mark Evans
Ellen Multari	Jamie Lewsadder	David Haxton	Jim Cartnal
Audrey Huang			

Ms. Sinnette opened the meeting by stating that the purpose of the workshop is to do a engage in a sub-committee progress review. While some sub-committees are ready to provide recommendations, other sub-committees will continue to work and refine recommendations. The end result is to have an action plan from the five sub-committees to communicate to the Governing Board by the April meeting and to synchronize the identified priorities with bond and programmatic priorities.

Ms. Lewsadder reviewed the Task Force survey results reporting that 26 of the 45 members took the survey. She reviewed the solution domains and the prioritization of the items. The solution domains include Access Control and Visitor Management, Classroom Security, Communication, Physical Security Measures, Prevention and Training. Ms. Lewsadder reviewed first and second priorities for each domain and the lowest priority for each domain. While prioritizing each domain the following categories were also considered: Deter and Prevent; React and Protect; and Reunite and Recovery. The categories used for the prioritization came from a session that Mr. Radabaugh attended at the CSBA Annual Educational Conference and the Active Shooter report provided by the Government.

Ms. Puglia reported on the positive responses received from students after Peter Crabbe's student safety and security presentations.

Mr. Radabaugh compiled a list of steps that he sees still missing before finalizing the prioritization of sub-committee recommendations and discussed each item:

1. Compile the fully scrubbed list of categorized solutions, ensuring final review and input from all committees.
2. Develop cost estimates for each solution where applicable, to include budget source, and time horizon.

3. Finalize cross committee surveys to prioritize the solutions giving them a final vote/input opportunity.
4. Analyze the results and then frame the insights/findings.
5. Have a pre-plan writing review session with the Governing Board to debate “what is in/what is out”.
6. Have a review, debate, and prioritize solution session with Governing Board/Cabinet .
7. Develop the overall strategies
8. Write the plan/roadmap
9. Communicate to the community
10. Integrate the plan into LCAP and other key processes
11. Execute, monitor, and communicate the progress of the plan on an annual basis.
12. Course correct as needed

Sub-Committee Recommendations:

Ms. Sinnette asked the subcommittees to provide a progress report and recommendations, if available.

Campus Security Sub-Committee:

Ms. Lewsadder provided a process overview reporting that the sub-committee built a list of solutions based on the Chameleon and Associates threat assessment, school visits, trainings, and research. The group then engaged in two priority-setting activities. The sub-committee chairs met to analyze the results of the two priority-setting activities and determine next steps. The overarching solution categories became: Access Control and Visitor Management, Classroom Security, Communications, Physical Facilities Security Measures, Prevention, Security Staffing, and Training.

The final priority list includes:

1. Fencing at all school sites with goals of single point of entry during instructional hours and supporting joint use after hours;
2. Continuation of emotional and behavioral counseling in middle and high school;
3. Access control and visitor management procedures and training;
4. Security staff for all sites;
5. A mechanism for anonymous reporting of bullying or other concerning behaviors;
6. Upgraded, high quality camera systems for all sites which include increasing coverage areas;
7. A plan for monitoring the cameras;
8. A way for teachers and staff to communicate a need for help from classrooms and sport fields.

Ms. Lewsadder reported that the sub-committee has spent several hours on the single topic of armed security on campus and continues to be divided on the issue. The sub-committee discussed that knowing the cost of certain recommendations would influence prioritization and requested further discussion of the solutions at a future meeting.

The Writing Team collaborated on how best to prioritize solutions. It was suggested that solutions be reviewed and prioritized by which suggestions address the most issues. Existing incidents and concerns regarding student injuries, drug abuse, and traffic safety must also be addressed. The need to compare the impacts to decisions which can address the highest number of existing concerns was discussed.

Staff and Student Training Sub-committee

Ms. Wenn reported that everything the sub-committee recommended doing this year has been done. Staff and students have been provided safety and security training by Peter Crabbe of Chameleon Associates. The sub-committee recommended having Peter Crabbe come back next year so that the district can continue to support staff. Mr. Crabbe visited every classroom to talk to teachers about their specific work environments. Staff appreciated the customized training. Additional training on First

Aid and Search & Rescue was recommended. Assistant Principal Kristina Kalb recently observed a disaster drill at a private school. She will share her observations with high school administration.

The Staff and Student Training subcommittee made the following recommendations:

1. More district-wide drills;
2. Staff and student training refresh;
3. Training for the Search and Rescue teams at the sites;
4. Training for the First Aid teams at the sites.

Traffic and Parking Sub-committee

Mr. Evans reported that members of the sub-committee visited the school sites to observe traffic during student drop off; some sites were also observed during student pick up. He reported on the 3 goals and 17 recommendations of the sub-committee. The three goals of the sub-committee are to reduce traffic congestion during drop-off and pick-up periods; improve safety for pedestrians; and improve on-site parking for school staff, and at the high school, for students. The Traffic and Parking subcommittee made the following recommendations:

1. Spread out drop-off periods by providing incentives for students to arrive earlier, such as opening the high school's cafeteria for breakfast and adding supervised use of the playground at the elementary schools.
2. Spread out pick up period by providing optional classes after school.
3. Investigate with the City options to repaint all crosswalks near schools and along pedestrian routes to schools in yellow with ladderized crosshatching.
4. Investigate with the City options to increase frequency of bus service on Foothill from Oak Grove to Ocean View before school starts and after school ends.
5. (LCHS) Investigate with the City options to reduce student exposure to moving vehicles by having all city buses load and unload next to the high school's campus rather than requiring students to cross the street.
6. (LCHS) Investigate with the City options to increase traffic capacity at the corner of Foothill and Oak Grove by allowing both eastbound lanes on Foothill to make a right turn onto southbound Oak Grove, and eliminating the crosswalk across Oak Grove on the south side of the intersection.
7. (LCHS) Encourage greater use of the loading areas in Hahamongna Park and the cutouts on Oak Grove, and discourage use of the parking lot on Oak Grove for loading, especially right next to the office.
8. (LCHS) To more accurately reflect current usage, change the red curbs near the tennis courts and at the 7/8 loading zone to white, loading only. Work with City and Fire agencies to determine feasibility of this option.
9. (LCHS) To prevent congestion at the entrance to the front parking lot, provide staffing to move cars further south into the lot for drop off so students are not exiting vehicles just after the driveway.
10. (LCHS) To prevent congestion at the entrance to the student parking lot at the corner of Foothill & Oak Grove, replace the missing signage indicating no drop-offs or pick-ups on school days after 7:30 am.
11. (PCR) Encourage use of the entire loading area on Jessen by adding a gate and ramp west of the current entrance as part of the modernization.
12. (PCR) Work to sequence the improvements to the parking lot and loading area on Palm, and the demolition of the old district office and creation of a parking lot, by having this done as early as possible in the modernization.
13. (LCE) Investigate with the City options to reduce street crossings by moving the crosswalk across La Cañada Blvd. at Salisbury from the north side of the intersection to the south side.
14. (PCY) To improve pedestrian safety and encourage parents to drop off and pick up a distance from the school and let their students walk the rest of the way, work with the City to add a sidewalk on the east side of Gould south of Knight Way.

15. (PCY) Investigate with the City options to improve traffic flow and reduce the locations where pedestrians are crossing without a crossing guard, eliminate the crosswalk across Gould on the south side of the intersection with Knight Way.
16. (PCY) To prevent illegal U-turns, add a physical divider to the painted median on Gould north of Knight Way.

The recommendation to ask the City to add a sidewalk on the east side of Gould south of Knight Way was discussed in detail.

Mr. Evans reported that a majority of the sub-committee's recommendations are included in the bond projects. Some of the recommendations that involve the City will be brought to the City for discussion. Because #15 is not a district option, Mr. Jeffries suggested removing the item and discussing the recommendation with the City.

Mr. Haxton discussed his recommendations that were not included in the sub-committee's recommendations:

- additional cut out on Oak Grove
- buying the house next to La Cañada Elementary on Encinas to increase parking
- greater use of loading areas in Hahamonga Park and cut outs –by making part of the driveways exit only.

Wellness, Communication and Outreach Subcommittee

Mr. Cartnal reported that the sub-committee looked at three topics, namely: Wellness, Communication, and Outreach. Mr. Cartnal reported on what has already been done to address the three topics. He reported on the recommendations by the sub-committee, clarifying that the sub-committee did not focus on cost analysis of the recommendations.

Wellness recommendations:

1. Focus on wellness for students and staff is key.
2. STEP/Homeroom at LCHS is in need of reform.
3. 9th grade study skills could prepare students for how to best study in high school, independent living skills in 12th grade could prepare students for living independently.
4. Meaningful assemblies at all schools are important and should emphasize character building and education.
5. A full-time counselor should be considered for Palm Crest Elementary school.
6. There is a need to review and agree upon a unified counseling program across all elementary schools.
7. The adoption and implementation of a social emotional learning curriculum like Ruler or others is necessary.
8. Challenge Success must continue and Family Learning series outreach to parents is essential.
9. The Wellness Center at LCHS should be developed and used to expand support services to 7/8 and K-6.
10. Nature connections with early childhood programs could be strengthened and there is an importance to add green spaces at LCHS to promote a more natural and relaxing study and learning environment.

Mr. Kuszyk asked Ms. Sinnette to clarify current elementary counselor status. She clarified that La Cañada Elementary and Paradise Canyon Elementary each have a full-time counselor. Palm Crest Elementary is supportive of their Assistant Principal but are also feeling the need for a full-time counselor.

Communication recommendations:

1. LCUSD should access communication tools that are available to make communication with all groups more consistent. These include using app based services such as Remind 101 for use in non-emergency situations.
2. Policies and procedures need to be reviewed and strengthened as necessary with the Child Educational Center and other schools in La Cañada.
3. Policies and procedures need to be reviewed and strengthened as necessary in communication with students at the secondary level, particularly at 9-12. The committee members agreed that the students should know what the parents know.
4. The committee believes that Google classroom use could be expanded to other areas to help improve communication. The example that the committee discussed regarded the difficulty of knowing a central place to look for a posting of all activities at LCHS.
5. Announcements need to return to LCHS. Not having daily announcements or having only one big announcement has hindered effective communication with students and their parents.
6. A review of teacher websites is needed. They are inconsistent, in many cases at the secondary level non-existent, and more uniformity is needed so parents and students can remain informed of the developments in classes. Since Google classroom use has increased, this is often without the parents being aware of upcoming deadlines.
7. Communication should be the specific responsibility of one administrator at LCHS so that it can follow the model employed by the other school sites, especially the 7/8.
8. Counselors play an important communication role across LCUSD schools and this should be promoted and their communication consistent. The counseling communication should also be consistent with larger LCUSD goals. For LCHS, this means that a balanced approach between academic information, college and career readiness, and student social-emotional health should be emphasized.

Outreach recommendations:

1. To review and strengthen as necessary outreach to community partners
2. Students at LCHS maintain that it is difficult to speak with administration about matters that relate to their school experience. LCHS administrators should establish office hours where students can drop in or have access to speak to administration.
3. The use of 5 question Google form surveys is an easy way to gather input for particular stakeholder groups. Where applicable, the use of these should be increased.
4. The method of communication and outreach used in this sub-committee was suggested as a model to replicate moving forward. It brought together interested members from each stakeholder group, who gathered insights from their community of belonging (faculty perspectives, etc.) and shared them here.
5. The method of outreach used by Lindsay Staley was saluted as a model for replication. Mrs. Staley establishes a topic of professional development, publishes it well, and allows staff to opt in as they desire.
6. Quarterly meetings should be established with key community partners, like the CEC, to ensure open and clear communication and outreach occurs between LCUSD and its partners.

LCHS Open vs. Closed Campus Lunch

Ms. Sinnette reported that very few comparable high schools have an open campus at lunch. Research has shown that every campus that has a closed campus has an enclosed campus. The recommendations from the sub-committee are as follows:

1. Develop policies for UberEats, Post-Mates, etc. food delivery services based on recommendations taken to the LCUSD Discipline Committee in Spring 2019. Clearly articulate the policies to students, parents and staff. (It is the sub-committee's recommendation to the LCHS Discipline Committee that such deliveries ONLY be allowed during the lunch period.)

2. Move the student parking lot to the front of the school; move the staff parking lot to the Oak Grove lot and access road. (Note: Current Staff is 50-50 on the lot move.)
3. Implement the policy that no Freshmen are able to go off campus for lunch commencing in the 2019-2020 school year. Articulate this policy to students and parents. Recommend to parents as a part of said policy that they also decline giving their off-campus permission to Sophomore students. In 2020-2021, only Juniors and Seniors may go off-campus at lunch.
4. Install an automated rolling gate at the access road: Solve policy decisions related to gate installation with regard to the following groups/issues:
 - CEC access
 - Installation at street entrance or at the tennis courts
 - Costs associated with Gate installation and maintenance
 - Cafeteria worker access
 - Other

The concerns with UberEats for staff and students was discussed at length.

The pros and cons of Open vs. Closed Campus Lunch were discussed. It was agreed that the decision has to be a comprehensive decision with Administration, Cabinet and the Governing Board as an incremental process.

Revisiting Task Force Objectives and Approach

Ms. Sinnette asked for guidance on how to structure Tuesday's full taskforce meeting in order to move forward. It was agreed that the meeting should be similar to this meeting to inform the entire taskforce of the recommendations being brought forward.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:25 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, February 12 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

Ellen Multari, Clerk

Date