

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

November 19, 2019

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Brent Kuszyk on November 19, 2019, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Brent Kuszyk, Joe Radabaugh, Ellen Multari, Dan Jeffries and Kaitzer Puglia.

**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, Associate Superintendent Anais Wenn, Associate Superintendent Mark Evans, and Chief Technology Officer Jamie Lewsadder. Closed Session adjourned at 7:00 p.m.

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

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

None.

**REPORT OUT OF CLOSED SESSION**

Mr. Kuszyk 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, Ms. Lewsadder and Executive Assistant to the Superintendent Kim Bergner. There were approximately 40 people in the audience. Paradise Canyon Elementary Boy Scout Troop 501 led the Pledge of Allegiance to the Flag.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette responded to a recent Los Angeles County school shooting by making the following statement. "As a District we continue to respond to issues impacting the safety and security on our school campuses. On Thursday, November 14, news of a Los Angeles County school shooting left our district community feeling vulnerable and sending thoughts of sympathy, compassion and solidarity to the William S. Hart Union High School District, to our colleagues at Saugus High School, and to our neighbors in Santa Clarita. Ms. Sinnette held a moment of silence in honor of those who lost their lives, those who were injured, and in honor of these communities who hold this heavy grief."

Ms. Sinnette reported that the district has done much work over the past several years exercising all of our power to ensure the safety and security of schools in LCUSD. She continued saying: "Because of our community support of Measure LCF our campuses are

increasingly secure as physical sites. We still have improvements to make at our high school but those are a part of ongoing modernization and construction planning. We continue to engage with field experts to provide professional development and training related to safety and security protocols with our staff and students. We have revised our school site safety plans to serve as living documents that alter as we continue to learn best practices and protocols which we then practice earthquake, fire, lock down, and shelter in place drills-all of the necessary rehearsals to ensure preparedness in case of a threat or emergency. We have developed and staffed a state of the art Wellness Center and devoted planning time and resources to ensure that we are providing the social emotional programs and resources necessary to our La Cañada High School students. We have also adopted a TK through 8<sup>th</sup> grade social-emotional learning curriculum and invited teachers to attend professional development trainings so that they are proficient in this work, all in efforts to engage in prevention wherever possible. We are committed to prevention to ensure against school violence. We will continue to do more. Yesterday at the Leadership Team meeting, Administrators reviewed and discussed topics like Incident Response Planning, Crisis Communication, Self-Assessment for Emergency Management System Usage, and Protocols for Incident Escalation. We will continue to actively engage and make progress as a district committed to our students, staff and to our community that nothing is more important than the safety and well-being at our campuses.”

Ms. Sinnette stated that November is gratitude month and Thanksgiving is just around the corner. She expressed heartfelt thanks to the Governing Board, to Cabinet, to district site administration, to the district’s amazing teachers and support staff, and to the district’s engaged and committed families. She stated that all of us together work in concert to provide a world-class education to our students and to ensure that they are happy, healthy and thriving. We are grateful for our students who represent the best in us and a promise for our future. Ms. Sinnette wished everyone a wonderful and restful Thanksgiving break.

**2. President’s Report**

Mr. Kuszyk deferred his report to the high schools’ string quartet who were present to perform for the Governing Board. The quartet performed Divorsciak American Quartet First Movement for the Governing Board. Mr. Kuszyk introduced members of the quartet and thanked them for playing for the Governing Board.

**3. Associate Superintendent of Business & Administrative Services’ Report**

Mr. Evans provided an update on bond projects, particularly bond projects for summer 2020. At La Cañada High School, some safety and security items will be addressed including balcony and railing improvements, reviewing site access, and upgrading fire alarm and PA systems. Design Committee meetings for these projects are beginning next week. At Palm Crest Elementary, utility upgrades will take place summer in 2020 in preparation for the modernization project. The district continues to work on schematic drawings for the new construction and modernization at that site. We are currently meeting with teachers and administrators to review the design. Paradise Canyon Elementary will receive some needed upgrades to landscaping as a result of its fencing project. Long-term projects include Palm Crest Modernization and the La Cañada High School South Campus Redesign and Pool project, which is moving from schematic design to plan development.

**4. Student Representative**

JJ Dick reported on recent and upcoming school site events.

**5. LCUSD Leadership Highlights – LCE Principal Emily Blaney**

Ms. Sinnette reported that one of her goals this year is to look at leadership development throughout the district. In conjunction with that goal, the Governing Board asked for more face time with administrative leaders. Ms. Sinnette introduced La Cañada Elementary Principal Emily Blaney who was in attendance to report on “Trust and Leadership the LCE Way” with a

presentation entitled, “The Power of Trust”. Ms. Blaney discussed the importance of Teams, Trust and Leadership and presented ways that she has incorporated the three concepts into her leadership at LCE. The Governing Board thanked Ms. Blaney for her presentation.

## **REVIEW OF AGENDA**

None.

## **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

CSEA Representatives Dina Loftus and Corinna Ritter reported on the Classified Special Education team.

David Haxton, expressed his concerns regarding the LCHS pool project design.

## **PROPOSED ACTION ITEMS**

### **1. First Reading**

- a. **Presentation on Vaping, R67-19-20** Ms. Sinnette reported that the Governing Board has made student safety and wellness a local priority as established in the Local Control Accountability Plan and the goals of the District’s Cabinet and Leadership team. She reported on the dangers of e-cigarette use and the outbreak of severe vaping associated pulmonary illnesses that have been of local and national concern. Ms. Sinnette introduced Tanya Wilson of the La Cañada High School Security Staff, Sheriff Deputy Eric Matejka and District Nurse Chris Henry who were present to provide background on vaping and to report on the dangers associated with e-cigarette use. Ms. Wilson reported on nicotine vaping and how it has changed over time. She reported that vaping has declined this year in both 7/8 and 9-12. New security personnel at the high school have been successfully monitoring restrooms for vaping. Deputy Matejka reported on marijuana usage and vaping. He reported on an ordinance in the City of La Canada Flintridge that makes possession of tobacco and nicotine by minors an infraction. Officer Matejka reported on the addiction to nicotine and marijuana affecting our youth. Ms. Wilson stated possession of tobacco products is a suspendable offense, while possessing nicotine is not. Nurse Henry reported on the health impacts from vaping that have been indicated by the CDC. Mr. Henry reported on nicotine addiction and the factors that are attributing to kids vaping. Ms. Sinnette reported that LCHS Assistant Principal Kristina Kalb has requested that the district approve a student Vaping Education Program and informed the Governing Board that the Los Angeles County Office of Education has just announced a grant for vaping outreach and education. The district will work to continue to provide vaping education. Student Representative JJ Dick stated that he has noticed that vaping has declined on campus and thanked Ms. Wilson and Deputy Matejka. Mr. Dick reported on students’ past frustrations with campus vaping. Ms. Wilson invited any student to text her or tell Administrators if they witness vaping by other students on campus. The Governing Board thanked Ms. Wilson, Officer Matejka and Nurse Henry for their presentation.
- b. **\*Recommendation to Increase Substitute Per Diem Pay Rate, R60-19-20.** Mr. Evans reported that over the past twenty years the District has raised the per diem rate paid to substitute teachers twice since 1999-2000. From 1999 to 2013 substitute teachers were paid \$110 per day. In 2014-15 the per diem rate was increased from \$110 to \$130 and then to \$142 in 2017-18. Mr. Evans introduced Executive Director of Personnel Services Dr. Debra Craddock who was present to report on the request to increase the substitute per diem pay rate from \$142 to \$150. Dr. Craddock provided a breakdown of what other districts are currently paying on a daily basis, which varies

between \$135 and \$160. It was moved and seconded (Radabaugh/Jeffries) to approve the recommendation to increase the substitute per diem pay rate to \$150 effective January 1, 2020. Dr. Cradduck reported on the system of evaluating current substitutes. The motion to approve the recommendation to increase the substitute per diem pay rate to \$150 effective January 1, 2020 was approved unanimously.

- c. **\*2018-19 LCAP Federal Addendum, R59-19-20.** Director of Programs and Services Karen Hurley was present to discuss the LCAP Federal Addendum. The LCAP Federal Addendum is meant to supplement the LCAP to ensure that eligible districts have the opportunity to meet the Local Educational Agency (LEA) Plan provisions of the Every Student Succeeds Act (ESSA). As part of the addendum, the district must explain its strategy and describe its efforts for using federal funds to supplement and enhance already funded local priorities or initiatives. Ms. Hurley clarified that Title II, Part A requires that the district provide a description of its systems of professional growth and improvement, and provide a description of how the District will use data and ongoing consultation to continually update and improve activities. In Title III part A the district is required to describe how it will provide effective professional development, enhanced opportunities for immigrant children and youth, effective programs and activities for English Learners. It was moved and seconded (Multari/Puglia) to approve the LCAP Federal Addendum. The motion to approve the LCAP Federal Addendum was adopted unanimously.
- d. **Measure LCF Cash Flow Presentation, R64-19-20.** Program Manager Harold Pierre was present to report on the Measure LCF Cash Flow needs for upcoming projects. He revisited the Measure LCF Project Planner. Mr. Pierre provided an analysis of the proposed upcoming spending plan as presented in March 19, 2019. Mr. Pierre presented two revised detailed cash flow analysis scenarios showing the cash flow of Measure LCF Bond Program with the second series of bonds being issued in spring 2020 and in also fall 2020 showing the spenddown for each Series (1-5). Mr. Pierre explained that 75% of a series must be spent within three years of issuance. The benefits of a spring 2020 issuance versus a fall 2020 issuance were discussed. The Governing Board discussed the option of paying down the old bond. Mr. Pierre clarified the rationale behind the 75% spend down requirement which could result in paying back the interest received on the series issuance. The Governing Board provided direction to staff to move forward with a spring 2020 Series 2 issuance with the combined work of Adam Bauer of Fieldman, Rolapp Financial Services to refinance the old bonds that would ultimately save taxpayers money.
- e. **Approval of First Interim Financial Report 2019-2020 – First Reading, R53-19-20.** Mr. Evans presented the first read of the First Interim Financial Report. Mr. Evans stated that the First Interim shows a small increase in federal revenues and increases in local revenues reflect an increase in donations. However, these increases are balanced out on the expenditure side of the budget. He reported that salary costs were updated to reflect the costs from the Unaudited Actuals. Negotiated agreements were completed for the 19/20 budget, and all of these costs are now reflected in the First Interim. The increase in benefits is a result of the updated salaries and increases in STRS and PERS rates. Additionally health and welfare increases resulted from upticks in the COLA in future years. Increases in spending on supplies, services, and capital outlay reflect costs that were not completed during the 2018-2019 fiscal year and were carried forward into 2019-2020. Some additional services are also reflected in these updated numbers. Costs are carried forward into future budget years as applicable. Transfers out for Deferred Maintenance reflect \$335,000 of expenditures, and the ongoing transfer of \$125,000 to retirement benefits remains the same as in the original budget. Mr. Evans discussed the safety and security expenditures that include an increase in security staffing. Mr. Evans reported on the areas of focus for Second Read which include a further review of salaries; an analysis of benefits; and confirming which 19/20 costs will continue into multi-years. Ms. Sinnette reported on the need to engage

a cost-benefit analysis when looking at LCAP Committee discussions and suggested that Mr. Evans provide a budget presentation at an upcoming LCAP meeting.

2. **Discussion Items**

- a. **Discussion Regarding the Devil's Gate Reservoir Restoration (Sediment Removal and Maintenance) Project – District Actions and Updates, R55-19-20.** Ms. Sinnette reported that the Devil's Gate Reservoir Restoration Project has shut down for the winter. This agenda item will be taken off the Governing Board meeting agendas until the project resumes. Ms. Sinnette reported on the discussion with York Engineering on whether to continue to monitor air quality during the suspended period. It was agreed to continue to monitor the air quality. Ms. Sinnette reported that to date the district has incurred approximately \$200,000 in expenses due to the project.

3. **Consent Agenda**

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

- a. **Personnel Report, P9-19-20.** The Governing Board approved the Personnel Report as follows: ***Certificated:*** New Hires: Heather Applegate, Rene Arzoumanian, Blerina Avdia, Armenuhi Barakezyan, Kristi Flake, Mark Kay Gibson, Narineh Karamanoukian, Rose Malmberg, Lisa Mims, Toni Moss, James Oliver, Serle Ratavoosian, Daeonna Rudd, Brandon Showell, Amanda Stewart, Michelle Tomasulo. Modification/Transfer: Ronit Liberman, Bridget McGrath, Carrie Sake. ***Classified:*** New Hires: Omar Aparicio, Vicky Neumann, Nathalie Righton. Modification: Lina Hariz, Leticia Ibarra, Elvira "Vira" Martinez. Resignation: Hasan Doxley, Emily Mukai.
- b. **Directed Teaching Agreement – Pepperdine University, R5719-20.** The Governing Board approved the Directed Teaching Agreement with Pepperdine University.
- c. **Change Order No. 2 to Contract for Bid No. LCF 18/19-04, Wireless Locks and Access Control System at La Cañada High School, R61-19-20.** The Governing Board approved Change Order No. 2 to Contract with Ollivier Corporation for Bid No. LCF 18/19-04, Wireless Locks and Access Control System at La Cañada High School.
- d. **Agreement for Professional Services with Ollivier Corporation for the Wireless Locks & Access Control Project, R62-19-20.** The Governing Board approved the agreement for professional services with Ollivier Corporation for the Wireless Locks & Access Control System at La Cañada High School.
- e. **Notice of Completion, R63-19-20.** The Governing Board approved the Notice of Completion for Ollivier Corporation Bid No. LCF 18/19-04 Wireless Locks and Access Control System at La Cañada High School.
- f. **Amendment No 001 to Agreement for Topographic & Utilities Surveying Services at La Cañada Elementary School, R65-19-20.** The Governing Board approved Amendment No. 001 to Agreement with KPFF Consulting Engineers for Topographic & Utilities Surveying Services at La Cañada Elementary School.
- g. **Amendment No. 001 to Agreement for Topographic & Utilities Surveying Services at La Cañada High School, R66-19-20.** The Governing Board approved Amendment No. 001 to Agreement with KPFF Consulting Engineers for Topographic and Utilities Surveying Services at La Cañada High School.
- h. **Spec Acts: LCHS Junior State of America Conference, R54-19-20.** The Governing Board approved the LCHS special activity request to attend the Junior State of America Conference in Garden Grove, California Saturday, November 23 – Sunday, November 24, 2019.
- i. **Spec Acts: LCHS CIF State Cross Country Championships, R56-19-20.** The Governing Board approved the LCHS Special Activity request to attend the CIF State Cross Country Championships in Fresno, California November 29 – Saturday November 30, 2019.

- j. **Gifts to District, R5-19-20.** The Governing Board approved the Gifts to District as presented.
- k. **Purchase Order List 8-19-20.** The Governing Board approved Purchase Order List 8-19-20.

### **COMMUNICATIONS**

The Superintendent and Governing Board wished the community a happy and safe Thanksgiving.

Mr. Kuszyk requested that the Governing Board review their individual liaison assignments prior to the annual organizational meeting.

The 2020 Governing Board meeting calendar will be in TWIR for review prior to adoption at the annual organizational meeting in December.

### **CLOSED SESSION**

The Governing Board reconvened to Closed Session at 9:55 p.m.

### **REPORT OUT OF CLOSED**

Mr. Kuszyk stated there was nothing to report out of Closed Session.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 11:20 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, December 10, 2019 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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Dan Jeffries, Clerk

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Date