

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

December 10, 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 December 10, 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 52 people in the audience. Mr. Kuszyk asked Boy Scout Troop 521 to lead the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Jeffries/Multari) to approve the minutes of October 8, 2019 and October 29, 2019. The motion to approve the minutes of October 8, 2018 and October 29, 2018 was adopted unanimously.

REPORTS

1. Superintendent's Report

Ms. Sinnette shared heartfelt words of gratitude and best wishes to retirees Alfonzo Ruiz Gonzalez and Jose Cano. Both retirees were present with their families. Mr. Gonzalez has been with the district since 1997. Ms. Sinnette read words of appreciation from colleagues at Palm Crest Elementary where he has worked for the last 15 years. Ms. Sinnette presented a retirement plaque to Mr. Gonzalez.

Ms. Sinnette reported that Jose Cano has been with the district since 1999 spending the last 19 years as the district's electrician. She read the heartfelt words from district staff regarding Mr. Cano. Ms. Sinnette presentation a retirement plaque to Mr. Cano.

Ms. Sinnette reported that the La Cañada High School Cafeteria ribbon cutting occurred on December 2, 2019 and is officially opened. She provided a slideshow of the completed cafeteria. Ms. Sinnette thanked the community for their approval of the General Obligation Bond. She thanked the Citizen's Oversight Committee, our Program Manager Harold Pierre, Jamie Lewsadder and Mark Evans, the Architect, Director of Maintenance Randy Smith, the Design Committee, and the Governing Board for their hard work on the project.

Ms. Sinnette expressed her heartfelt thanks and eternal gratitude to outgoing Governing Board President Brent Kuszyk for his year of service as Governing Board President and presented him with a plaque of appreciation.

2. President's Report

Mr. Kuszyk thanked Ms. Sinnette for the kind words. Mr. Kuszyk reported on the district's numerous milestones of 2019 and expressed his personal heartfelt thanks to members of Cabinet and the Governing Board.

At the conclusion of Mr. Kuszyk's report the La Cañada High School Marching Band performed several songs for the Governing Board. The Governing Board thanked Jason Stone and the marching band for their performance.

3. Associate Superintendent of Business & Administrative Services' Report

Mr. Evans reported that on December 3, 2019 he presented the Parcel Tax election resolution to the County Office of Education. The County Office of Education signed off on the resolution and forwarded it to the Registrar-Recorder's office. The district will send out one more informational email to the community and after that all of the campaign work will be done by the Parcel Tax campaign committee.

4. Student Representative

JJ Dick reported on recent and upcoming school site events.

5. LCUSD Leadership Team Highlights – Chief Technology Officer Jamie Lewsadder.s

As part of the Leadership Communication Series, Ms. Lewsadder was present to report on the Technology Department along with Data Specialist Derek Abrego and Paradise Canyon's Technologist David Lamb. Ms. Lewsadder discussed the department to team transition, the team members, their communication methods, how they communicate, their support models, their core values and their definitions for success. She presented a PowerPoint entitled, "Inside the Tech Team". Ms. Lewsadder provided the five strategies used to build a team. The Technology Department's newest member, Derek Abrego introduced himself and provided background on his work experiences and his role within the district. Ms. Lewsadder discussed communication and the use of Slack. Slack provides real time "chatting" arranged by system/problem/topic, targeted, non-exclusive conversations, and offers learning opportunities. She reported on the benefits of Slack and showed examples of the communication that occurs within the Technology Department as it uses the program. Ms. Lewsadder reported on Tech Support and Zendesk. She reported on the benefit of Zendesk to the Technology department. Zendesk records everyone's progress on work orders; improves communication and issues tracking; offers a knowledge guide for self-services; it is open to staff, parents, and students; it provides team accountability, metrics, and reporting; provides an analysis of hot spots and major issues; documents process for tech support; and spots repair trends. She reported on the accountability for tech staff and the benefits for staff requiring tech services. She provided examples of the program and how it is being used within the department. Ms. Lewsadder

reported on Team Culture. She discussed the Tech team's mission statement, core values and definitions of success and words they live by. In conclusion, Ms. Lewsadder reported on next steps for the department that includes team reflection, collaboration between other departments, refining the department's innovation and learning culture, rethinking their training models, and staging projects over time to build a calm culture. The Governing Board thanked Ms. Lewsadder for her presentation and leadership.

REVIEW OF AGENDA

None.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:
Belinda Randolph, regarding Board Policy 6162.5

PROPOSED ACTION ITEMS

1. First Reading

- a. **Updates Relating to Wellness, Safety & Security Priorities, R73-19-20.** Chief Technology Officer Jamie Lewsadder and Director of Programs and Services Karen Hurley were present to provide an update on Wellness, Safety & Security Priorities. Ms. Lewsadder reported on the seven wellness and safety key strategies established by the district, which are: promote well-being for staff and students; control access and monitor activity across all sites; increase speed and quality of incident response; develop and refine policies and practices; organize communication capabilities; enhance readiness via training; and maintain safe and secure sites. Ms. Lewsadder and Ms. Hurley provided an update on projects and priorities throughout the district. Ms. Hurley reported on the School Site Safety Plans. Discipline consistency amongst sites was discussed. Ms. Hurley reported on the benefits of the threat assessment teams. Social-emotional wellness for our staff and students was discussed. Ms. Hurley reported on fencing at elementary sites and the protocols and procedures that will be put in place to create a single point of entry at the elementary sites. Ms. Lewsadder reported on the opportunity for teachers to meet with Peter Crabbe to assist with safety procedures for each teacher's individual classroom environment. He will return in early 2020 to meet with students on student safety. Ms. Lewsadder reported that the door lock hardware at the high school is in place and safety and security procedures are currently being reviewed and revised. Ms. Lewsadder reported on the Catapult communication system and stated that Catapult has the functionality to create a mobile tip line. The date for the tipline changeover to Catapult is yet to be determined. Mr. Kuszyk asked for data on the usage of the existing tip line. Ms. Lewsadder will collect the data and provide a report to the Governing Board. Ms. Hurley and Ms. Lewsadder reported on communication protocols discussing opportunities for staying connected with LCUSD.

Project Manager Harold Pierre and the A4E architect were present to assist with the discussion regarding the LCHS Campus Perimeter and Access. The goal is to reduce entry points on the high school campus. Vehicle access to the campus was discussed. Priorities were discussed. Entry points were defined and discussed along with the varying grades of the campus and existing fencing. Campus areas of concern were discussed. It was agreed that the district start by shoring up areas on the back of the high school campus. The Governing Board provided direction to staff to work with Peter Crabb to review the layout of the LCHS campus and provided security recommendations. Mr. Pierre stated that in order to meet the current timelines for the project, direction is needed as quickly as possible to prevent material delay and to

receive DSA approval. However, he also stressed the importance of taking the time to make a solid decision to avoid changes to the plans once the work has begun. Ms. Lewsadder clarified Governing Board recommendations, which include: making sure evacuation plans are considered, securing the back half of the campus, considering traffic patterns, making sure students can get in and out, and having Peter Crabb review the campus and provide recommendations.

The following members of the audience addressed the Governing Board:

David Haxton spoke regarding fencing and access points. He suggested a two level parking structure on campus.

Belinda Randolph spoke regarding the width of exits on campuses.

Mr. Jeffries reviewed the Joint Use Committee sub-committee discussion regarding an interest in fencing off certain Joint Use fields.

Ms. Lewsadder concluded the presentation with Learning from Experiences. She reported on the continued need to increase communication about incidents, reunification planning, partnering with neighboring schools and organizations; and increasing training and awareness. Ms. Sinnette reported on parent requests to expand how the district reports on incidents. The district will continue to work on meeting parents expectations on communicating while maintaining student privacy. The Governing Board thanked Ms. Lewsadder and Ms. Hurley for their report.

- b. ***Approval of 2020 and 2021 Governing Board Meeting Calendars, R69-19-20.** Ms. Sinnette presented the Governing Board meeting calendars for 2020 and 2021. The Governing Board requested that the 2020 and 2021 calendars be revised to eliminate conflicts with the City Council meetings. It was moved and seconded (Multari/Puglia) to approve January and February 2020 and asked that the calendars be revised to minimize meeting date conflicts. It was requested that the revisions be brought back to the Governing Board adoption at the next meeting. The motion to approve the January and February 2020 meeting dates was approved unanimously.

- c. ***Coaching Authorizations, R72-19-20.** According to Education Code 44258.7(b) a person who holds a teaching credential in a subject or subjects other than physical education may be authorized by action of the local governing board to coach one period per day in a competitive sport for which students receive physical education credit, provided that he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction appropriate for the specific sport. Andy DiConti, Jonathan Saavedra and Jason Stone have been recommended to act as teachers of record or to coach a team sport for one period per day to students receiving physical education credit. It was moved and seconded (Multari/Jeffries) to approve the Coaching Authorizations for Andy Di Conti, Jonathan Saavedra and Jason Stone. The motion to approve the Coaching Authorizations for Andy DiConti, Jonathan Saavedra and Jason Stone was approved unanimously.

2. **Second Reading**

- b. **First Interim Financial Report 2019-2020, R53-19-20.** It was moved and seconded (Multari/Jeffries) to approve the First Interim Financial Report 2019-2020. Mr. Evans provided an update on changes to the First Interim since First Read. He clarified a data feed error to several funds that has since been corrected. Deficit spending has been reduced since First Read and Multi-Year Projections are better than they were at First Read. We will still achieve a positive certification but there are expenses which we will have to continue to monitor. Ms. Sinnette reported on the number of teachers who are teaching 6/5 assignments and the negative impact that has on the budget and on teachers. Mr. Evans stated that STRS and PERS fell in line with what was expected. STRS is reaching a plateau but PERS is expected to increase above 25%. Federal

COLA is projected to be 1.79%. The Governor may change the COLA from the current projected 3.0% to 1.79% in 2020-2021, which will impact revenues. Mr. Evans discussed potential increases in Special Education services. The motion to approve the First Interim Financial Report 20190-2020 was approved unanimously.

3. **Discussion Items**

- a. **Discussion Regarding the Devil's Gate Reservoir Restoration (Sediment Removal and Maintenance) Project – District Actions and Updates, R74-19-20.** Ms. Sinnette reported that this is the last report on the Devil's Gate Sediment Removal project until the project picks up again in the spring. Ms. Sinnette provided a quarterly report on the air quality monitoring which was reviewed and analyzed by York Engineering. The air monitoring information continues to be downloaded to the system and monitored by district staff. Ms. Sinnette thanked Principals Jim Cartnal and Jarrett Gold and high school staff for the time, effort and concern placed on monitoring the air quality at the site. Additionally, she thanked Jamie Lewsadder for her continued input and support on the technology required for the air monitoring at the site.

4. **Consent Agenda**

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

- a. **Personnel Report, P11-19-20.** The Governing Board approved the Personnel Report as follows: *Classified*: New Hires: Ana Arellano, Noah Bernstein, Ernie Lee, Arnett Mosle. Modification: Amanda Wirtz. Leave of Absence: Kristina Paskiewicz.
- b. **Notice of Completion, R63-19-20.** The Governing Board approved the Notice of Completion for Abny Engineering for Paradise Canyon Elementary Bid No. 18/19-12 Sitework and Installation of New Pro-Lunch Shelter.
- c. **Resolution 4-19-20 Authorized Signature.** The Governing Board approved Resolution 4-19-20 Authorized Signatures.
- d. **Resolution 5-19-20 Reimbursement of Expenses Incurred by Board Representatives.** The Governing Board approved Resolution 5-19-20 Reimbursement of Expenses Incurred by Board Representatives.
- e. **Purchase Order List 9-19-20.** The Governing Board approved Purchase Order List 9-19-20.

Election of Officers

Mr. Kuszyk stated that per Roberts Rules of Order the election of officers will be based on nominations from the floor. When there is more than one nominee for a given office the candidates will be voted on in order in which they were nominated. When the nominations have ended, the chair repeats the nominations and continues.

Mr. Kuszyk opened the nominations for President. Joe Radabaugh was nominated as President. There being no further nominations the Governing Board unanimously appointed Joe Radabaugh as Governing Board President for 2020.

Mr. Kuszyk opened nominations for Vice President. Ellen Multari was nominated as Vice President. There being no further nominations the Governing Board unanimously appointed Ellen Multari as Governing Board Vice President for 2020.

Mr. Kuszyk opened nominations for Clerk. Dan Jeffries was nominated as Clerk. There being no further nominations the Governing Board unanimously appointed Dan Jeffries as Governing Board Clerk for 2020.

SIGNATURE OF CODE OF ETHICS

The Governing Board signed the Code of Ethics.

COMMUNICATIONS

Ms. Puglia wished students good luck on their finals and wished everyone a safe holiday season. She reminded the Governing Board about the Governing Board Holiday Party on Thursday, December 12th at 6:00 p.m. Dan congratulated Joe and thanked Brent for his service as President.

Ms. Multari congratulated Mr. Radabaugh for his appointment as Governing Board President.

Mr. Kuszyk congratulated the new Governing Board officers for 2020.

Mr. Radabaugh thanked the Governing Board for their vote of confidence in him as Governing Board President for 2020.

Mr. Radabaugh asked for district names for the PCY/Gould Sub-Committee.

Ms. Sinnette reported that she will work on a schedule for Governing Board classroom visits.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:15 p.m. The next Regular Meeting of the Governing Board will be held on Tuesday, January 14, 2020 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

Dan Jeffries, Clerk

Date