

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

March 10, 2020

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:00 p.m. by President Joe Radabaugh on March 10, 2020, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Joe Radabaugh, Ellen Multari, Dan Jeffries, Kaitzer Puglia and Brent Kuszyk.

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

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

None.

**REPORT OUT OF CLOSED SESSION**

Mr. Radabaugh stated there is 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 30 people in the audience. Mr. Radabaugh asked Den 3 from Pack 512 to lead the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES**

It was moved and seconded (Jeffries/Multari) to approve the minutes of December 2, 2019. The motion to approve the minutes of December 2, 2019 was adopted unanimously.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette started the meeting by thanking the community for the passing of the parcel tax extension measure. She gave a heartfelt shout out to co-chairs Matt Weber and Josh Epstein and the entire Parcel Tax Campaign Committee.

Ms. Sinnette provided a report on the Coronavirus. To date she has issued three communications to the community regarding the virus. She reported that she participates in a weekly teleconference with the Los Angeles County Office of Education and the Center for

Disease Control and Prevention and she will provide the community with weekly updates from these calls. She thanked the Technology Department for adding information on the Coronavirus on the District's website. The Department of Public Health provided a school guidance document identifying four levels of scenarios. We are currently at level 1. The District is in excellent shape to be responsive through the four levels. There is excellent infrastructure and planning in place. Last week Ms. Sinnette communicated with staff about the potential impacts of the virus. The district will work closely with CSEA and LCTA as information is communicated from the Department of Public Health. Ms. Sinnette has offered five hours of planning time for teachers to create remote lessons in the event of facility closures and the need for distance learning. Ms. Sinnette asked Chief Technology Officer Jamie Lewsadder to report on the tools in place for online learning. Ms. Lewsadder shared the Online Classroom Quick Start Guide that was created by the Technology Department to provide distance learning resources for teachers. Ms. Sinnette reported on the logistics of preparing teachers and students for distance learning in the event of facility closures. Ms. Lewsadder discussed the need for all teachers to ensure their students can login to their google and classlink accounts. The Technology Department created tips for primary classrooms on how to stay engaged with students and parents. Ms. Sinnette reported on the need for instructional continuity. A document was provided to teachers showing what they do every day and how to apply that to an online class.

Ms. Sinnette reported on concerns with several upcoming air-travel out of state field trips. The district is following the guidance of the Center for Disease Control and responding to public health concerns. Hard decisions have to be made to ensure student safety.

Ms. Sinnette will ask the Governing Board in Communications to discuss a potential Special Governing Board meeting to discuss the impacts on students and families due to COVID-19 and the health preventions that the district needs to take.

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

Mr. Radabaugh thanked the community for their support in the passing of the parcel tax extension measure. He thanked individual members of the community that worked tirelessly on the Parcel Tax Campaign Committee to ensure its passing.

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

Mr. Evans reported that the second issuance of bonds from Measure LCF is moving forward. The pre-pricing call occurred today. The bonds will go to market tomorrow. The second issuance is \$30,000,000. The markets have been jumpy but rates looks good and will still result in savings. The bond sale is expected to close on March 30, 2020.

Mr. Evans reported that the district has issued a Request for Proposal to go out to bid for a 5-year license agreement for field use of the LCHS Spartan field.

## **4. Student Representative**

Student Representative JJ Dick was not present.

## **5. LCUSD Leadership Team Highlights – La Cañada High School 9-12 Administration:**

**James Cartnal.** Mr. Cartnal provided a report on La Canada High School entitled, "A Window into Administrative Leadership". He reported on the structure of staff meetings at the high school. He discussed the La Cañada High School administrative goals that include school-wide communication, campus culture & climate of care, and improved school governance providing details on each goal. Mr. Cartnal reported on the WASC Areas of Focus. Mr. Cartnal spoke about the the LCHS Professional Learning Communities (PLCs) at LCHS, a collaborative group of LCHS teachers that meet weekly, reporting that the staff is committed to the learning and the needs of the students. The PLC is a collaborative culture; a collective

inquiry into best practices; a commitment to continuous improvement and growth; and data driven decision making. He discussed the proposed cycle of continual growth for students. Mr. Cartnal detailed the high school's four core initiatives: cell phone policy enforcement, Bell Schedule Review Committee, weighted grade/potential AP cap committee; and food delivery policy enforcement. Mr. Cartnal reported on Sarah Beattie's LC Innovate Teacher Spirit Initiative and the positive impact it has had on staff.

Mr. Cartnal answered clarifying questions of the Governing Board. The Governing Board thanked Mr. Cartnal for his presentation.

## **REVIEW OF AGENDA**

Due to the quickly changing status of COVID-19 Mr. Jeffries made a motion to add an agenda item to the meeting to provide the Governing Board with the opportunity to discuss the dynamic environment of the situation. It was suggested that this discussion occur at the end of the meeting to provide at least an hour notice prior to the discussion. It was moved and seconded (Jeffries/Puglia) to add an agenda item to this meeting to discuss the impact of the coronavirus.

## **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

Dina Loftus and Corina Ritter, CSEA Representatives recognized CSEA employee Bobby Scofield for his service to the district;  
Belinda Randolph, community member, regarding Instructional Quality Commission.

## **PUBLIC HEARING**

### **CSEA Negotiations Proposal to LCUSD, R113-19-20**

The hearing was opened at 8:14 p.m. There being no public comment, the hearing was closed at 8:14 p.m.

## **PROPOSED ACTION ITEMS**

### **1. First Reading**

- a. **\*CSEA Negotiations Proposal to LCUSD, R113-19-20.** After holding the Public Hearing, the CSEA Negotiations Proposal to LCUSD was presented to the Governing Board for review. It was moved and seconded (Multari/Kuszyk) to accept the proposal. The motion to accept the CSEA Negotiations Proposal to LCUSD was accepted unanimously.
- b. **\*Resolution 9-19-20 To Order Biennial Governing Board Election.** Pursuant to Education Code Section 5000, elections will be held on November 3, 2020, to elect members to Governing Boards in most Los Angeles County school districts. The terms of Governing Board Members Brent Kuszyk and Ellen Multari are expiring and those seats are to be filled by election on November 3, 2020. It was moved and seconded (Puglia/Jeffries) to adopt Resolution 9-19-20 To Order Biennial Governing Board Election. The motion to adopt Resolution 9-19-20 To Order Biennial Governing Board Elections was approved unanimously.
- c. **\*Approval of Contract with Yorke Engineering, LLC for Air Monitoring Program Assistance in 2020, R116-19-20.** Per Governing Board direction, the District will continue to engage in real-time air monitoring at L Canada High School. The agency who has been instrumental in supporting the real-time air monitoring is Yorke Engineering, LLC. In order to maximize efficiencies and reduce costs with the advent of the second hauling cycle of the Devil's Gate project, the District desires to contract directly with Yorke Engineering, LLC for services. Ms. Sinnette provided an update on the Devil's Gate Sediment Removal project. Ongoing total costs to the district from the beginning of the project are in excess of \$200,000. It was moved and

seconded (Multari/Jeffries) to approve entering into a contract with Yorke Engineering, LLC for air monitoring program assistance in 2020. The motion to approve entering into a contract with Yorke Engineering, LLC for services was approved unanimously.

- d. **\*Resolution 10-19-20 Certificated Reduction in Particular Kinds of Services.** It was moved and seconded (Multari/Kuszyk) to adopt Resolution 10-19-20 Certificated Reduction in Particular Kinds of Services. This resolution is to approve the reduction of .0286 FTE of an Adapted Physical Education teacher at La Cañada High School for the 2020-2021 school year. The motion to adopt Resolution 10-19-20 Certificated Reduction in Particular Kinds of Services was adopted unanimously.
- e. **Discussion regarding Coronavirus.** Mr. Jeffries expressed the importance of a public discussion regarding the district's two major goals regarding the potential impact of the coronavirus: keeping the kids safe, and how to protect the community. Ms. Sinnette reported on a recent field trip to San Francisco and the safety precautions and best practice that were taken to ensure student safety. However, upcoming field trips involving air travel are a concern. The concerns include flights being cancelled or students being quarantined. The Governing Board expressed concern with the current unknown impacts to student field trips involving air travel. Several parents expressed their concerns with air travel and large gatherings. After a lengthy discussion, the Governing Board provided direction to eliminate all out of state travel and to promote social distancing. This direction is consistent with Los Angeles and Glendale Unified School Districts. The situation will continue to be assessed to ensure student safety. The Governing Board assigned Governing Board members Joe Radabaugh and Ellen Multari to be liaisons to the Superintendent in providing guidance in the future, if needed, in lieu of holding a Special Governing Board meeting.
- f. **Approval of Second Interim Financial Report 2019-20, R102-19-20.** Mr. Evans provided a brief overview of the Second Interim Financial Report with updates that occurred since First Read. He is awaiting certification from the County confirming the passing of the parcel tax extension measure so those figures are not included in the financial report. He reported on the district's budget assumptions, revenues and expenses including the Special Education reform, which is expected in the 2020 Budget Act. He discussed what is expected in the Governor's May Revise. It was moved and seconded (Multari/Jeffries) to approve the Second Interim Financial Report. In preparation for the 2020-21 budget, the district will continue to monitor services expenses and will begin planning for enrollment and staffing for 2020-21. The motion to approve the Second Interim Financial Report was approved unanimously.

## 2. **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, P17-19-20.** The Governing Board approved the Personnel Report as follows: *Certificated:* Modification/Transfer: Ted Armstrong. Leave of Absence: Lisa Marie Balane. Resignation: Eli Aghassi, Elizabeth Akiyama, Raquel Horowitz-Kelly, DR Moreland, Andrea Rasmussen, Carolyn Sion. Retirement: Marian Price, Richard Weld. *Classified:* New Hires: Roxanne Morales. Leave of Absence: Hilda Minasyan. Release from Position/Contract: Andre Brown. Resignation: Jordan Barrett.
- b. **Notice of Completion, R114-19-20.** The Governing Board approved the Notice of Completions as follows: AZ Construction, Inc., dba Avery Fence Company for Bid No. LCF18/19-09 for New Perimeter Fence at Paradise Canyon Elementary and Palm Crest Elementary sites as of November 30, 2019; Asphalt Fabric & Engineering, Inc. for Bid No. LCF 18/19-13 for Playground Improvements at La Cañada Elementary School as of September 30, 2019; and Dash Construction Company for Bid No. LCF 18/19-11 for New Perimeter Fence at La Cañada Elementary as of October 30, 2019.
- c. **Change Order No. 001 & No 002 to Bid No. LCF 18/19-11, New Perimeter Fence at La Cañada Elementary School Project, R115-19-20.** The Governing Board

approved Change Order No. 001& No 002 to Bid No. LCF 18/19-11, New Perimeter Fence at La Cañada Elementary School Project increasing the contract with Dash Construction Company from \$290,840 to \$319,250.

- d. **Gifts to District, R112-19-20.** The Governing Board approved the Gifts to District as presented.
- e. **Purchase Order List 12-19-20.** The Governing Board approved Purchase Order List 12-19-20.

### **COMMUNICATIONS**

Ms. Puglia reported on her attendance to the highly successful Music Parents Association Night.

Ms. Multari acknowledged the retirement of veteran high school teachers Marian Price and Richard Weld.

Mr. Radabaugh reported on his experience during the elementary classroom Read-In.

Ms. Sinnette thanked the Governing Board for their leadership and guidance.

### **ADJOURNED TO CLOSED SESSION**

The Governing Board adjourned to Closed Session at 9:11 p.m.

### **REPORT OUT OF CLOSED SESSION**

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

### **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, March 31, 2020 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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Kaitzer Puglia, Clerk

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Date