

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

March 31, 2020

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Joe Radabaugh on March 31, 2020, via a zoom teleconference. 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 5:00 p.m. via a zoom teleconference. 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 ON ZOOM:**

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 7:09 p.m. via a Zoom teleconference. Present were five Governing Board Members, Ms. Sinnette, Mrs. Wenn, Mr. Evans, Ms. Lewsadder and Executive Assistant to the Superintendent Kim Bergner. Mr. Radabaugh led the Pledge of Allegiance to the Flag.

Mr. Radabaugh read a statement regarding revisions to the Brown Act due to COVID-19.

**APPROVAL OF MINUTES**

It was moved and seconded (Multari/Jeffries) to approve the minutes of December 10, 2019. The motion to approve the minutes of December 10, 2019 was adopted unanimously.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette shared a brief message of gratitude and hope. She acknowledged the difficulties experienced by staff, parents and students of transitioning to distance learning and the stay at home order. She ensured that the district will maintain its core values as a learning community to prioritize health and safety, personal wellness and social connection. She stated that the

district is committed to providing a new learning experience for our students that is innovative, substantive and rewarding.

**2. President's Report**

Mr. Radabaugh reported on how proud he is of the district's leadership and recognized the long hours put in by Cabinet during this challenging time. The district has been a model across the state of California with its response and rapid pivot to distance learning.

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

Mr. Evans thanked his team who has been working diligently to keep things running smoothly. He reported that the second bond series sale has been put on hold due to the volatile market. A great deal has changed in the budget. He will continue to monitor the budget as we move through issues that arise with the pandemic.

**4. Student Representative**

JJ Dick was not present.

**REVIEW OF AGENDA**

None

**OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

David Haxton, Community Member, opposed to fencing installation at LCHS,  
Doris Lee, LCUSD parent, regarding senior survey results.

**PROPOSED ACTION ITEMS**

**1. First Reading**

- a. Discussion Item – Updates on LCUSD Response to COVID-19 and Distance Learning Response Review for March 12-31, 2020 R127-19-20.** Ms. Sinnette reported that the district's leadership team is present to provide an update on the district's response to school closures due to COVID-19. Ms. Sinnette reported on what she has been working on since the closure, which includes keeping the Governing Board informed on goals, actions, services and challenges related to COVID-19 responses and the delivery of distance learning; planning and messaging regarding essential district functions; preparing communications for parents, teachers/staff, and students 7-12; meeting daily via teleconferencing with Leadership Team; communicating daily with the City of La Cañada to share emergency response updates; and attending calls with LACOE and CDE/Public Health to receive updates and guidance. Ms. Sinnette reported on the negotiations and agreements reached with LCTA and CSEA in regards to distance learning. She continues to work on enhancing directed learning and continuity of learning; accommodating the needs of teachers and staff; partnering with parents; clarifying and adjusting the approach to grading; and improving/sustaining close communication with Special Education and ELD families.

Ms. Wenn reported on what has been happening in Educational Services since the closure including implementing distance learning and connecting with students using multiple platforms; and providing training and resources to staff to be able to deliver instruction online and keep students engaged. Teachers have been working in grade level teams and/or departments and small schools to share best practices and support one another. Site administration is holding meetings remotely to keep teachers

informed, communicate expectations, provide support and monitor progress on student engagement with distance learning.

Elementary Principals Emily Blaney, Corey Pak and Carrie Hetzel provided site updates. La Cañada Elementary Principal Emily Blaney stated she is very proud of all of the elementary teachers who have jumped into distance learning with very little time to plan while taking care of their own families. She reported on the resources being utilized at the elementary level. She reported that on average  $\frac{3}{4}$  of elementary students are accessing learning opportunities. Participation in the upper elementary grade levels is higher. Palm Crest Elementary Principal Cory Pak thanked the technology team for their amazing support to teachers. He thanked parents for their commitment to student learning. All three elementary principals are proud of their teachers, students, and parents. Paradise Canyon Elementary Principal Carrie Hetzel reported on special education services in place during the school closures.

7/8 Principal Jarrett Gold thanked his team for their collaboration and reported on activities at the middle school. He reported that core classes are averaging over 90% student participation. Electives are also showing a 90% participation rate. Middle school parents have expressed gratitude for the instruction the teachers have been delivering online and for teachers' high level of responsiveness to questions or concerns. Teachers would like to move toward mandatory learning and issue grades to ensure student progress toward grade level standards. Dr. Gold provided examples of classroom instruction and activities. Dr. Gold shared the support that is available to 7/8 teachers/staff and parents. LCHS 9-12 Principal James Carnal was present to report on 9-12. Mr. Carnal reported that 9-12 is seeing an 80% or higher rate of student participation in distance learning. Mr. Carnal is holding weekly virtual staff meetings with all departments. He provided examples of 9-12 distance learning.

Director of Programming and Services Karen Hurley was present to report on statewide testing. She reported that the California Department of Education has suspended the CAASPP tests for 2019-2020. The state has also suspended the ELPAC and has put the Physical Fitness test on hold until students return to school. Advanced Placement tests will be provided to students remotely. Additionally, the Local Control Accountability Plan has been suspended for the 2019-2020 school year. Ms. Hurley gave a shout out to her ELD team. Next, Dr. Ihori report on the challenges for special education students and the IEP requirements during the closure. He provided examples of special education distance learning activities including google classroom, recorded lessons, live group lessons via voice or video conferencing and individual lessons/interactions via voice or video conferencing. Then Dr. Craddock provided an update on Human Resource. She reported that district staff is working remotely and continuing to assist and respond to a variety of needs for all LCUSD staff. HR staff is available online Monday through Friday during normal work hours. Dr. Craddock reported on the negotiations process with LCTA and CSEA. She reported on the hiring process for 2020-21 school year. A positive effect from the school closures is that it provides an opportunity for staff to participate in online trainings and professional development from home.

Mr. Evans reported on Business Services stating that the department is an essential operation for the district and staff continues to work - remotely when possible or with minimal members in the office as needed. Mr. Evans reported on the Food Services Grab and Go program. Mr. Evans reported that when the district facilities closed, all maintenance employees worked diligently to clean all sites. Cleaning and maintenance will resume on April 6. He provided pictures of the cleaning materials being used to

clean the sites and reported that every classroom has been equipped with a disinfectant cleaner. Chief Technology Officer Jamie Lewsadder provided a technology update reporting on the increase in teacher support, stating that many teachers are requesting assurances in delivering direct instruction. The Technology Department maintains its vigilant efforts regarding student data privacy and supporting parents and students in tracking lessons and assignments. Cabinet discussed the challenges still to solve.

Public Comments regarding the district's response to COVID-19 and distance learning were received from the following individuals:

Marion Oberle  
 Monal Hurry-Hyldahl  
 Melinda Fulmer  
 Anuja Joshi  
 Cole Rohan  
 Alice Choi  
 Jenny Kazak  
 John Doe  
 Michele Lacher  
 Jane Doe  
 K. Barr  
 Belinda Randolph  
 Elyse Hwang  
 Doris Lee  
 Jacob Piasky  
 Soraya Dancsecs  
 Sugi Sorensen  
 Sienna Dancsecs  
 Stacie M. de Armas  
 Jack MacKenzie  
 Carmen Slavov  
 Tiffany Harris  
 Stacey Boland  
 Shanti Rao  
 Starlyn Hall-Merager  
 Lisa Simone

- b. \*Recommendation to Extend District-wide School Closures Date Until May 5, 2020, R128-19-20.** Ms. Sinnete reported that since the Governing Board's decision to extend the district's school closures to April 19, 2020, LACOE has recommended to all of its 80 districts that schools remain closed until May 5, 2020. However, just prior to this evening's meeting, Superintendent Thurman stated that schools will remain closed through the rest of the school year. The Governing Board discussed the recommendation to extend the district-wide school closures. The Governing Board has committed to extending school closures in an incremental fashion. Ms. Sinnette clarified that the school closures are physical closures with distance learning continuing. It was moved and seconded (Jeffries/Multari) to extend the district-wide school closures to May 5<sup>th</sup>.

Public Comments regarding extending the district-wide school closures were received from the following individuals:

Doris Lee,  
 Sue Joo  
 Alli Hinojos

Sienna Dancsecs

The motion to extend district-wide closures until May 5<sup>th</sup> was approved unanimously.

- c. **Accept Bid for Bid No. LCF 19/20-06; Palm Crest Elementary School Site Utilities Improvement, R118-19-20.** It was moved and seconded (Multari/Jeffries) to accept the bid for bid no. LCF 19/20-06; Palm Crest Elementary School Site Utilities Improvement. The utilities improvement project is expected to take 6-8 week to complete. The motion to accept the bid for bid no. LCF 19/20-06; Palm Crest Elementary School Site Utilities Improvement was approved unanimously.
- d. **\*Approve Contract for Bid No. LCF 19/20-04; Landscaping Improvement Paradise Canyon Elementary School, R119-19-20.** It was moved and seconded (Jeffries/Multari) to accept the bid for bid no. LCF 19/20-04; Landscaping Improvement Paradise Canyon Elementary School. Mr. Evans stated that this project would repair, replace, and enhance the landscaping in the front of the school and along the fence line on Gould. This work would replace irrigation and plants removed or damaged during the perimeter fencing project, and improve the aesthetic of the site. There being no questions from the Governing Board, the motion to accept the bid for bid no. LCF 19/20-04; Landscaping Improvement Paradise Canyon Elementary School was approved unanimously.
- e. **\*Approve Contract for Bid No. LCF 19/20-08; Installation of Fire Line & Fire Hydrant at Paradise Canyon Elementary School, R120-19-20.** It was moved and seconded (Multari/Jeffries) to approve the contract for Bid. No. LCF 19/20-08; Installation of Fire Line & Fire Hydrant at Paradise Canyon Elementary School. This project would install a new fire line and fire hydrant at the site. This project is required in order to meet fire code requirements and will occur during the school closure. The motion to approve contract for Bid. No. LCF 19/20-08; Installation of Fire Line & Fire Hydrant at Paradise Canyon Elementary School was approved unanimously.
- f. **\*Agreement for Professional Services with American Modular Systems for Palm Crest Elementary School, R122-1-20.** It was moved and seconded (Multari/Puglia) to approve the agreement for professional services with American Modular Systems for Palm Crest Elementary School. This agreement is an interim agreement for American Modular Systems to assist the district in planning, preliminary design, and engineering for the project until a formal agreement is developed for the full design and construction of the two-story building. The motion to approve the agreement for professional services with American Modular Systems for Palm Crest Elementary School was approved unanimously.
- g. **\*Approval of Agreement with Child Education Center for Use of School Facilities for the 2019-20 Summer Program, R123-19-20.** It was moved and seconded (Multari/Kuszyk) to approve the agreement with Child Education Center (CEC) for the use of school facilities for the 2019-20 Summer Program. The CEC Summer Program will be held at La Cañada Elementary School from June 8 through July 17, 2020. The motion to approve the Agreement with Child Education Center for Use of School Facilities for the 201920 Summer Program was approved unanimously.
- h. **\*Approve Lease Agreement with Child Education Center, Caltech/JPL Community, R124-19-20.** It was moved and seconded (Multari/Jeffries) to approve the Lease Agreement with Child Education Center, Caltech/JPL Community. The district currently leases approximately 16,800 square feet of classroom and support space to the Child Education Center. The existing lease covers the period of July 1, 2019 through June 30, 2020. This ten-year extension would carry the lease forward through June 30, 2030. The motion to approve the Lease Agreement with Child Education Center, Caltech/JPL Community was approved unanimously.

- i. **Contract Extension for Child Education Center, Cal Tech/JPL Community (CEC) to Serve as LCUSD's Elementary School Sites School Age Child Care Provider, R125-19-20.** It was moved and seconded (Multari/Jeffries) to approve the contract extension for Child Education Center, Cal Tech/JPL Community (CEC) to Serve as LCUSD's Elementary School Sites School Age Child Care Provider. This 5-year contract extension will extend the current contract for childcare services to August 2025. The motion to approve the contract extension for Child Education Center, Cal Tech/JPL Community (CEC) to Serve as LCUSD's Elementary School Sites School Age Child Care Provider was approved unanimously.
  - j. **Resolution 9-19-20 To Order Biennial Governing Board Election.** It was moved and seconded (Puglia/Multari) to adopt Resolution 9-19-20 To Order Biennial Governing Board Election. 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. The motion to adopt Resolution 9-19-20 To Order Biennial Governing Board Election was adopted 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, P18-19-20.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Joann Cho. Resignation: Andrea Rasmussen. Retirement: Hilary Gregg *Classified*: New Hires: Brittney Baird.
  - b. **Change Order No 001 to Bid No LCF 18/19-3, La Cañada Elementary School Playground Improvement Project, R121-19-20.** The Governing Board approved Change Order No 001 to Bid No. LCF 18/19-13, La Cañada Elementary School Playground Improvement Project awarded to Asphalt Fabric & Engineering decreasing the amount from \$702,260 to \$658,261.15.
  - c. **Notice of Completion, R117-19-20.** The Governing Board approved the Notice of Completion for Park Associates, Inc. dba NSP3, Park Planet for Piggyback Bid for Prefabricated Shelters at Paradise Canyon Elementary as of August 11, 2019.
  - d. **Purchase Order List 13-19-20.** The Governing Board approved Purchase Order List 13-19-20.

## **COMMUNICATIONS**

Mr. Evans thanked the custodial crew and Business Office staff for their hard work during the closure.

Ms. Sinnette thanked the Governing Board, the community and their amazing Leadership Team. She thanked staff and families for balancing home and work life.

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:57 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, March 14, 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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Kaitzer Puglia, Clerk

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Date