

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

April 28, 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 April 28, 2020, via Zoom teleconference. Present were Governing Board Members Joe Radabaugh, Ellen Multari, Dan Jeffries, Kaitzer Puglia and Brent Kuszyk.

OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

None.

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

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. 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 asked Ellen Multari to lead the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Multari/Kuszyk) 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 discussed the significant steps needed to finalize the end of year grading procedures. She acknowledged the numerous communications from parents, teachers and students regarding the varying opinions and responses to distance learning. She reported on the work being done behind the scenes to plan for the opening of the 2020-21 school year, assuring the community that in depth research and planning is taking place. Ms. Sinnette stated that the district will continue to communicate timelines and processes necessary to make a decision regarding the reopening of school. She reported on the guidelines established by the Center for

Disease Control and the Department of Public Health that must be adhered to in order to bring students back on campus and what the 2020-21 school year could look like for students.

Ms. Sinnette reported on budget concerns stating that COVID has caused significant additional needs with significantly fewer resources available. The district must do whatever it can to keep cuts from the classroom and protect the district's high standard of learning. The district is committed to meet the needs of our students, support our staff, and address the needs of our families.

2. **President's Report**

Mr. Radabaugh commended Ms. Sinnette for her leadership during the demands of the pandemic. He commented on her effective and thoughtful communications to the community. He appreciates her countless hours in communicating with local and county officials all while supporting students and focusing on providing a significant graduation experience for Seniors.

Mr. Radabaugh reported on the financial uncertainties due to COVID-19. He stated that the Governing Board would like to keep budget cuts away from classrooms as much as possible and requested that the Governing Board take a deep dive into budget impacts at the next Governing Board meeting.

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

Mr. Evans reported that the second series B bonds were sold and the existing bond was refunded resulting in a sale that exceeded the district's goal of expected savings for the community. The transaction closed today and generated 10 times the request over what was available. The prefunding was strong as well.

Mr. Evans stated that the district's May Revise will come to the Governing Board in May for adoption. He reported that with tax collections deferred to July 15th the Governor's May Revise will not fully reflect state revenues which could significantly impact the budget for 2020-21.

REVIEW OF AGENDA

None.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board on Non-Agendized Items:

Tyler Roberts, LCUSD parent, regarding people on campus during the Stay at Home Orders,
Tina Daily, LCUSD parent, asked whether we could split sessions on campus so that half students are on campus at a time.

PROPOSED ACTION ITEMS

1. **First Reading**

- a. **Discussion Item - Updates on LCUSD Response to COVID-19 and Distance Learning Response Review Updates for April 1 – 28, 2020, R138-19-20.** Ms. Sinnette reported that LCUSD's Cabinet, Principals, and Department Directors are present to provide an update on actions and services taken since the last report on April 21, 2020 in response to the COVID-19 pandemic and the "Safer at Home" order. Ms. Sinnette is proud of our students and grateful to our parents and staff as we all move through distance learning. We are committed to ending the year strong and everyone's efforts have been stellar. She reported that Assistance League has decided not to run its summer school program. LCFEF Summer School is currently working with its

Directors to make a decision regarding their summer school program. Ms. Sinnette has been communicating with parents, teachers and staff providing updates on distance learning. Additionally, she reported that she has been communicating and planning regularly with Federal, State and Local elected officials, agencies and departments. She is in regular communication with Superintendents from other districts regarding policy development and best practice responses. Ms. Sinnette thanked the LCUSD Leadership Team for their communication and keeping their school sites moving forward in this distance learning model. She thanked LCTA and CSEA for their collaboration to ensure positive progress and information sharing. Ms. Sinnette turned it over to Ms. Wenn to provide an update on Educational Services.

Ms. Wenn thanked site administration and their support staff who have been monitoring student progress on graded mandatory assignments and providing support when needed. She has meet with site administration and district level administrators to discuss their progress on yearly goals. Ms. Wenn is currently working with Ms. Lewsadder to prepare a survey on teacher professional development needs to be administered in early May. She is working with 7-12 administration in the planning of the master schedule for the next school year. Ms. Wenn reported on tomorrow's Family Learning Series entitled: Navigating Remote Learning: A webinar for LCUSD families with Denise Pope. Ms. Wenn asked Dr. Ihori to report on Special Education.

Dr. Ihori reported that Emergency Service Plans (aka Distance Learning Plans) were created and sent to all parents of students with IEPs. He thanked the Special Education staff for working diligently to get these plans out to the parents. Approximately 400 plans were sent out on April 2nd. He reported that based on guidance from the Office of Civil Rights, assessments requiring face-to-face contact are being delayed until school reopens. Annual IEP meetings will continue to be offered but may need to be paused and continued once school reopens if the necessary data to develop new goals and to make decisions regarding placement/services is not able to be obtained due to the closures. Matriculation IEP meetings will still occur as necessary. Ms. Wenn thanked Dr. Ihori and asked the Elementary Principals to provide an update on their efforts.

La Canada Elementary Principal Emily Blaney reported that there has been an increase in work completion during the mandatory distance learning period. Teachers are informing principals if students are not completing work. In lieu of a traditional third-trimester report cards, students are working toward a Certificate of Completion. Paradise Canyon Elementary Principal Carrie Hetzel reported on the 6th grade celebrations. All elementary principals are working on plans for 6th grade celebration activities. Palm Crest Elementary Principal Cory Pak thanked parents for their patience and support.

Next, Dr. Gold provided an update on LCHS 7/8. He reported that distance learning continues with mandatory assignments at a very high rate of student engagement and participation. Most 7/8 teachers are providing asynchronous instruction. Meetings continue to occur including Team Leaders, Case Management, and Small Schools. He reported on the work being done to create a celebratory 8th grade promotion experience. LCHS 9-12 Principal Jim Cartnal provided a 9-12 update. He provided clarification on grading practices. He reported that staff is seeking to continue campus community through daily bulletins, social media, and the promotion of student engagement. He provided a brief update on Class of 2020 End of Year activities.

From Human Resources, Dr. Debra Cradduck provided an update from the Personnel Office. She reported on the new virtual hiring process. She provided an update on

online training that has begun for various classified staff including campus security, clerical staff, special education aides, custodians and coaches. Mr. Evans provided an update on Business Services reporting that staff continues to work both in the office and remotely. Staff is working to seek funding opportunities to assist with additional expenses due to the pandemic requirements. Mr. Evans reported that the district is providing Grab and Go lunches daily at the high school. Approximately 150 lunches are served daily. Additionally, the district has been approved to provide breakfast, which has increased the number of meals served daily to 300. Mr. Evans reported on the custodial and maintenance staff schedules. After working the week of March 16th, maintenance staff is reporting on a rotating schedule. Maintenance staff sanitized all classrooms, replaced all HVAC filters, and completed routine maintenance tasks. The district has four projects underway: PCY Landscaping, PCY Fire Line, PCR Utility Modernization, and LCHS Fire Alarm. Chief Technology Officer Jamie Lewsadder provided a technology update. She reported on projects and priorities originally scheduled for spring 2020, which includes security camera upgrades, researching a back-up and disaster recovery system, digitizing all student records, data clean up projects, and transitioning from Aeries Communication to Parent Square. Ms. Lewsadder reported on the tech support that is available for teachers, staff, students, and parents. She presented reflections on distance learning and the questions the district is working on answering in preparation for next school year.

Public Comments on this agenda item were received from the following individuals:
 Mark Kindhouse, LCUSD parent,
 Jennifer Kindhouse, LCUSD parent,
 Belinda Randolph, community member.

Ms. Sinnette discussed the challenges regarding a uniform distance learning grading policy. She would like to establish a grading policy that involves choice for parents and students.

- The Governing Board discussed the uncertainty of school reopening for 2020-21 and the challenges that teachers are experiencing due to the quick shift to distance learning.
- b. ***Resolution 6-19-20 Proclaiming May 11-15, 2020 a Week of the Teacher.** Since 1982, the State of California calls for the second Wednesday of May as Day of the Teacher. In an effort to express the district's sincere appreciation of its entire certificated staff, Ms. Sinnette is requesting that the Governing Board declare May 11 – 15, 2020 as Week of the Teacher. Ms. Sinnette expressed her appreciation for the district's entire certificated staff. It was moved and seconded (Multari/Puglia) to adopt Resolution 6-19-20 Proclaiming May 11-15, 2020 as Week of the Teacher. The motion to adopt Resolution 6-19-20 Proclaiming May 11-15, 2020 as Week of the Teacher was adopted unanimously.
 - c. ***Resolution 15-19-20 Proclaiming May 17-23, 2020 Classified School Employee Week.** The State of California proclaims one week in May to be Classified School Employee Week to give special recognition to classified employees. Ms. Sinnette expressed her appreciation for the district's entire classified staff and thanked them for their support and dedication to the district. It was moved and seconded (Puglia/Multari) to adopt Resolution 15-19-20 Proclaiming May 17-23, 2020 Classified School Employee Week. The motion to adopt Resolution 15-19-20 Proclaiming May 17-23, 2020 Classified school Employee Week was adopted unanimously.
 - d. **Revised Medical Biology Course at LCHS 7/8 for 2020-2021 School Year, R133-19-20.** Ms. Wenn reported on the revisions made to the Medical Biology course. Last year the course was designed to be a semester course. For 2020-21 this course will become a yearlong course. Community member Belinda Randolph, asked for clarification on the yearlong course. Ms. Wenn clarified that the proposal is to add

curriculum to the current course to make it a yearlong course. There being no questions from the Governing Board this item will come back to the Governing Board at the next meeting for approval

- e. **Potential New Course at LCHS for 2020-2021 School Year: Forensics, R134-19-20.** Ms. Wenn reported on the new Forensics course. Mr. Cartnal was present to report on the specifics of the proposed Forensics course. This item will come back to the Governing Board for approval at the next regularly scheduled board meeting.
- f. **Potential new Course at LCHS for 2020-2021 School year; AP Computer Science Principals, R135-19-20.** Ms. Wenn reported on the proposed AP Computer Science course. Mr. Cartnal was present to report on the specifics of the proposed AP Computer Science course. This item will come back to the Governing Board for approval at the next regularly scheduled board meeting.
- g. ***Fencing and Railing Safety Work for LCHS, R139-19-20.** The Facilities Master Plan identifies several safety and security projects at each of the school sites. The fencing and railing project addresses areas around the north side of the high school campus, and includes work to resurface upper decks on Buildings A and B as well as replace and improve railings. A4E Architect Olivia Graf Doyle was present along with Program Manager Harold Pierre to discuss the fencing project. Mr. Pierre discussed the project timelines and progress to date. Ms. Doyle provided details on project design. Fencing design and options were discussed. The project design will be submitted to DSA in May for review and approval. Phase One of the project is the fencing. The railing, which is Phase Two will most likely occur next summer.

Community member David Haxton and LCUSD parent Josh Epstein submitted public comments regarding the project.

It was moved and seconded (Jeffries/Multari) to approve the current fencing proposal. The motion to approve the fencing proposal was approved unanimously.

- h. ***Accept Bid for Bid No. LCF 19/20-07; Fencing & Wayfinding Improvements at La Cañada High School, R140-19-20.** The Fencing & Wayfinding Improvements project will install fencing at La Canada High School in areas on the north side of campus to reduce entry points and enhance security. The project will also construct a ramp to the softball field to provide accessibility to the softball field. This project also supports the Facility Master Plan. Mr. Evans reported that eight firms presented bids for the project. The lowest bid is being submitted for approval. Funds for this project will come from the bond. It was moved and seconded (Jeffries/Kuszyk) to approve the bid from Golden Sun for the Fencing & Wayfinding Improvements at La Cañada High School. The motion to approve the bid from Golden Sun for the Fencing and Wayfinding Improvement at La Cañada High School was approved unanimously.
- i. ***Acceptance of 2018-19 Bond Financial Audit Report, R132-19-20.** Mr. Evans reported on the 2018-19 Bond Financial Audit report stating that the audit is composed of financial and performance components. These components address the fiscal accountability of the bond funds, and they confirm that the procedures meet the requirements set forth by statute and the bond language. The audit opinion came in clear and there were no findings. The Citizen's Oversight Committee has received the audit report but has not met due to COVID-19. It was moved and seconded (Multari/Kuszyk) to receive and accept the 2018-19 Bond Financial Audit Report. The motion to receive and accept the 2018-19 Bond Financial Audit report was approved unanimously.
- j. ***Resolution 13-19-20 Designation of Applicant's Agent Resolution for Non-State Agencies.** Ms. Sinnette reported that in an effort to offset unanticipated costs resulting from the COVID-19 pandemic, the District has filed with the Federal Emergency Management Association (FEMA) and the California Office of Emergency Services

(CalOES) to seek any available funding to recover expenses due to the school facilities closure. There currently is not an estimate of district expenses at this time. The Resolution designates Wendy Sinnette and Mark Evans as applicant agents. It was moved and seconded (Jeffries/Puglia) to adopt Resolution 13-19-20 Designation of Applicant's Agenda Resolution for Non-State Agencies. The motion to adopt Resolution 13-19-20 Designation of Applicant's Agency Resolution for Non-State Agencies was adopted unanimously.

2. **Consent Agenda**

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

- a. **Personnel Report, P20-19-20.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Kristin Mascheroni, David Oshiro, Sarah Ratliff, Alicia Roberts, Suzanne Ruggles, Andrea Stassi, Riley Tibbits. Resignation: Jessica Quinn.
- b. **Extra Duty Report, P24-17-18.** The Governing Board approved the Extra Duty Report as presented.
- c. **Resolution 14-19-20 to Limit Candidate Statements to 200 Maximum Words.** The Governing Board adopted Resolution 14-19-20 limiting candidate statements to 200 maximum words for the Governing Board election on November 3, 2020.
- d. **Approval of Contract with LACOE for Peoplesoft Financial Systems, R142-19-20.** The Governing Board approved entering into a contract with the Los Angeles County Office of Education for Peoplesoft Financial Services for the 2020-21 school year.
- e. **Quarterly Report on Williams Uniform Complaints, R13-19-20.** The Governing Board approved the Quarterly Report on Williams Uniform Complaints.
- f. **Change Order No 001 to Bid No. LCF 18/19-09, New Perimeter Fencing at Paradise Canyon & Palm Crest Projects, R141-19-20.** The Governing Board approved Change Order No. 001 to Bid No. LCF 18/19-09 awarded to Ace Fence Company reducing the cost of the New Perimeter Fencing at Paradise Canon & Palm Crest Projects from \$678,600 to \$633,400.
- g. **Purchase Order List 14-19-20** The Governing Board approved Purchase Order List 14-14-15.

COMMUNICATIONS

Ellen Multari shared that she is moving out of La Cañada in May, as such, Board rules require that she resign from her position as a member of the Governing Board as of the end of May. Ms. Sinnette stated that the Governing Board will discuss an action plan at the Governing Board meeting in May.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:50 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.

Wendy K. Sinnette, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Kaitzer Puglia, Clerk

Date

4/28/2020