

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

June 9, 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 June 9, 2020, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Joe Radabaugh, Dan Jeffries, Kaitzer Puglia and Brent Kuszyk.

**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 four 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  
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 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. Mr. Radabaugh led the Pledge of Allegiance to the Flag.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette read a statement regarding the killing of George Floyd and the community response of our students. She provided background on the work the district has actively been engaged in related to diversity, equity and inclusion. She briefly discussed the Diversity, Equity and Inclusion Strengths and Needs Assessment Report provided by consultant Christina Hale-Elliott. She stated that the district seeks to engage in the cycle of continuous improvement with this work. Ms. Sinnette stated that we commit to learning, we commit to growing, and we commit to our community.

**2. President's Report**

Mr. Radabaugh congratulated students who have graduated or promoted. He stated that it was an honor to participate in the end of year events. The LCHS senior car parade was amazing. He was deeply moved by the Black Lives Matter signs that were included on the cars of our seniors. Mr. Radabaugh discussed the colleges that LCHS students will be attending and provided a brief sample of areas of interest.

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

Mr. Evans briefly discussed the Governor's Budget. The first reading of the district's budget is based on the Governor's May Revise. Second read will be updated once additional information is received. Mr. Evans briefly discussed COVID-19 reporting that the County will soon enter into Level 3. The district continues to keep a pulse on any changes in the status of COVID-19 to stay updated on summer leases. Mr. Evans provided a brief update on current projects throughout the district.

### **REVIEW OF AGENDA**

None.

### **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

None.

### **PUBLIC HEARING**

#### **First Reading: Report of Estimated Revenue and Expenditures for 2019-20 and Review of the district's Proposed Budget for 2020-21, R158-19-20**

The hearing was opened at 7:18 p.m. There being no public comment the hearing was closed at 7:18 p.m.

### **PROPOSED ACTION ITEMS**

#### **1. First Reading**

- a. **Acceptance of Measure LC Parcel Tax Oversight Committee Accountability Report for 2019-2020, R157-19-20.** Measure LC Parcel Tax Oversight Committee Chair Jim Andersen was in attendance to present the accountability report for 2019-2020 and was available to answer any questions from the Governing Board. The Governing Board and Ms. Sinnette thanked the committee for their commitment. It was moved and seconded (Puglia/Kuszyk) to accept the Measure LC Parcel Tax Oversight Committee Accountability Report for 2019-2020. The motion to accept the Measure LC Parcel Tax Oversight Committee Accountability Report for 2019-2020 was approved unanimously.
- b. **\*Resolution 20-19-20 Establishing the Measure LC Parcel Tax Oversight Committee.** Mr. Evans reported that with the recent passage of the new Parcel Tax a new oversight committee will need to be established. Because the Parcel Tax is indefinite, terms have been established for members of the committee. Mr. Evans invited anyone interested in participating on the oversight committee to apply. Applications will be accepted through July 15, 2020. Mr. Evans requested the adoption of Resolution 20-19-20 Establishing the Measure LC Parcel Tax Oversight Committee. It was moved and seconded (Kuszyk/Puglia) to adopt Resolution 20-19-20 establishing the Measure LC Parcel Tax Oversight Committee. The motion to adopt Resolution 20-19-20 establishing the Measure LC Parcel Tax Oversight Committee was approved unanimously.
- c. **Superintendent Update on LCUSD Response to COVID-19 and Distance Learning Closing the 2019-20 School Year and Planning for 2020-2021 reopening, R164-19-20.** Ms. Sinnette acknowledged the challenges that were experienced with the immediate need to switch to distance learning. She reported on the successful close of the 2019-2020 school year. Students participated in virtual and socially distanced celebrations for promotions and Graduation. Seniors participated in a socially distanced car parade for graduation, and a video tribute celebrating the LCHS Senior

Class of 2020 followed the parade. Students TK-6 received certificates of completion. 62% of students in grades 7-12 opted for grades on their report cards. Ms. Sinnette expressed a heartfelt thanks to students, teachers, support staff, parents, administrators and the Governing Board. Ms. Sinnette remarked, however, that closing the school year was relatively easier than what we are about to embark on. In a recent LCUSD Stakeholder survey, 2,096 parents responded. 60% of those parents hope to send students to school; 21% hope to keep students at home with distance learning; 47% were comfortable sending students to school on a reduced schedule; 18% were not sure. 51% of parents prefer a half day schedule and 48 parents prefer a modified schedule. 208 staff members responded to the survey. 20% of staff that responded felt very comfortable returning to campus; 64% were moderately comfortable returning to physical school campus; 16% were not comfortable returning. 13% of staff that responded want to open the school year with all instruction provided via distance learning and 22% expressed concern with childcare for their children. Ms. Sinnette reported on next steps. Her goal is to have a Reopening Plan in place no later than July 1, 2020.

- d. **First Reading: Report of Estimated Revenue and Expenditures for 2019-20 and Review of the District's Proposed Budget for 2020-21, R158-19-20.** Mr. Evans provided a first read on the proposed budget. He reported that the 2020-21 State Budget has not been finalized, therefore, the State revenues, program changes and other factors are not finalized. The budget is built off the Governor's May revision. There will likely be many changes as the legislature is still debating the budget. Additionally, since tax collection deadlines were postponed until July 15th due to the COVID-19 pandemic, there may even be changes later in the summer. Mr. Evans presented current scenarios based on the Governor's May Revision. He reported on various economic risks. Mr. Evans discussed the estimated revenue and expenditures for 2019-20 reporting that salaries and benefits were right on target. Expenditures were \$1.5 million less due to the facility closures and no textbook adoptions. Mr. Evans provided a historical look at the May Revision changes in LCFF Funding from 2013-14 to 2020-21. 2020-21 reflects a substantial decrease in funding. First, the 2.315% COLA is applied to arrive at the 2020-21 base grant, then the 10% reduction is applied – for an effective reduction of 7.92% to the 2019-20 base grant amounts. The Governor worked to balance funding across the state for Special Education. The base rate will increase to \$645 per ADA. The Foothill SELPA rates are currently estimated at \$560 per ADA. Mr. Evans reviewed the budget assumptions reporting that enrollment remains flat at 4,123, ADA remains at 97.76%, and future years have no COLA. We will be able to maintain current program for 2020-21 due to attrition. However, without an increase in revenues, budget reductions will be required in the out years. Mr. Evans provided an update on STRS and PERS. Mr. Evans briefly discussed the proposed deferrals in the May Revision. Mr. Evans reported that the Second Read will be revised to reflect any changes made to the Governor's State Budget.
- e. **COVID-19 Operations Written Report, R159-19-20.** Executive Order N-56-20 issued timelines and approval waivers for the Local Control Accountability Plan and Budget Overview for parents as well as waving certain budgetary requirements. The Executive Order also established the requirement that districts adopt a written report explaining to its community the changes to program offerings the district has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families. Director of Programming and Services Karen Hurley was present to discuss the report. The COVID-19 Operations Written Report will be submitted to the County Superintendent of Schools in conjunction with the submission of the adopted annual budget. This agenda item will come back for a second read and adoption at the next Governing Board meeting on June 30, 2020.

- f. **Resolution No 19-19-20 For Authorization to Utilize a Piggyback Contract for the Purchase of the Modular Buildings for Palm Crest Elementary School.** Mr. Evans requested the adoption of Resolution 19-19-20 to provide authorization for the district to participate by piggyback in the contract for the purchase of the modular classroom buildings for Palm Crest Elementary. Program Manager Harold Pierre was present to answer any questions of the Governing Board. It was moved and seconded (Puglia/Kuszyk) to adopt Resolution 19-19-20 for Authorization to Utilize Piggyback Contract for the Purchase of the Modular Buildings for Palm Crest Elementary School. The motion to adopt Resolution 19-19-20 for Authorization to Utilize Piggyback Contract for the Purchase of the Modular Buildings for Palm Crest Elementary School was approved unanimously.
  - g. **Contract for Food Services Management Company, R160-19-20.** Mr. Evans reported that the district has contracted with Chartwells to provide Food Services management services for the past 5 years. The California Department of Education requires districts to seek proposals after contracting with a company for five years. As required, the district went out for new proposals. Two companies attended the job walk to learn about the program. One proposal was received from our existing company – Chartwells. Chartwells’ fee proposal estimated approximately 305,000 meals being serviced district-wide. This includes formal lunch sales as well as ala carte sales. Based on those sales, the annual cost for the services, which includes the purchase of food, is estimated to be \$440,362. The goal is to continue the growth of sales and improve revenues to reach a positive fund balance. The contract per state requirements is only for one year, but it can be renewed annually for up to five years. It was moved and seconded (Jeffries/Kuszyk) to approve the contract for Food Services Management with Chartwells. LCUSD parent Josh Epstein asked what the impact to the contract would be if students return to sites part time for the 2020-21 school year. Mr. Evans responded that the State’s food service requirements for hybrid learning is unclear at this time. The motion to approve the contract with Chartwells for Food Service Management was approved unanimously.
  - h. **\*Resolution 21-19-20 Delinquent Tax Agreement.** This item was presented to the Governing Board on May 19, 2020 but due to the time of its approval in the meeting this item is coming back for approval. It was moved and seconded (Jeffries/Puglia) to adopt Resolution 21-19-20 Delinquent Tax Agreement. The motion to adopt Resolution 21-19-20 Delinquent Tax Agreement was approved unanimously.
  - i. **\*Approve Contract for Bid No. LCF 19/20-10: Acoustic Improvement at LCHS Cafeteria. R162-19-20.** Mr. Evans stated that the Acoustic Improvement at LCHS Cafeteria project will provide acoustic treatments on the ceiling and walls of the cafeteria to improve the acoustics of the space. The acoustic improvements will be performed this summer. The project is expected to take several weeks to complete. Mr. Evans shared photos of the proposed improvements. It was moved and seconded (Jeffries/Kuszyk) to approve the contract with Chalmers Construction Services for Bid No. LCF 19/20-10; Acoustic Improvement at LCHS Cafeteria. The motion to approve the contract for Bid No. LCF 19/20-10; Acoustic Improvement at LCHS Cafeteria was approved unanimously.
2. **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, P22-19-20.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Kelly Brooks. Leave of Absence: Amy Marcoullier. Resignation: Amani Krischel. *Classified*: Termination: Margaret Barron, Silvia Bautista, Jessica Cortez, Katryna Hwee, Spencer Klass, Elvira Martinez.
  - b. **Personnel Report, P24-19-20.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Kristen Angelica, Nichelle Boyd, Lauren Ciulla, Odessa Esquivel, Katherine Hurley, Jessica Joyner Michelle Laska, Shannon Schebell,

Kendall Walbrecht. Modification/Transfer: James Myers. Leave of Absence: Lauren Schour. Resignation: Michelle Page. Mentor Teacher stipend: Cynthia Calm. **Classified:** New Hires: Roubina Barkhordarian, Janet Forster, Judy Friedman, Stephanie Guzman, Jennifer Jackson, Shawna Karsten, Archana Kodancha, Dina Loftus, Danielle Nobles, Juan Gabriel Ortega, Mia King Pollard, Tracy Prehn, Corina Ritter, Christina Tavera, Jessica Voelker. Reclassification: Christine Connelly. Resignation: Sarah “Finley” Brand, Nancy Leum, Juan Gabriel Ortega. Retirement: Tanya Wilson. Termination: Evan Jackson, Edgardo Pelayo.

- c. **Extra Duty Report, P2319-20.** The Governing Board approved the Extra Duty Report as presented.
- d. **Authorization to Make Year-End Appropriations Transfers, R149-19-20.** The Governing Board authorized the County to make appropriations transfers necessary at the close of the 2019-2020 Fiscal year to permit payment of obligations of the District that have been incurred during the fiscal year.
- e. **Resolution 17-19-20 Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer (2019-20).** The Governing Board adopted Resolution 17-19-20 to approve the ability to make temporary transfers from the School Pools Fund.
- f. **Resolution 18-19-20: Temporary Inter-Fund Cash Borrowing (2020-21).** The Governing Board adopted Resolution 18-19-20 providing for the temporary borrowing of cash between various district funds should that be needed to address any short-term temporary cash-flow needs.
- g. **CIF League Representative Authorization, R143-19-20.** The Governing Board approved Jim Cartnal, Kristina Kalb and Carrie Saks as the district’s CIF Representatives for the 2020-21 school year.
- h. **Authorization to renew contract with Fagen, Friedman & Fulfroost for legal services, R151-19-20.** The Governing Board approved entering into a contract with Fagen Friedman & Fulfroost for legal services for the 2020-21 school year.
- i. **Purchase Order List 15-19-20.** The Governing Board approved Purchase Order List 15-19-20.
- j. **Purchase Order List 16-19-20.** The Governing Board approved Purchase Order List 16-19-20.

## **COMMUNICATIONS**

The Governing Board thanked staff for the successful Graduation parade.

Ms. Lewsadder reported on the recent Student Tech Council meeting.

The Governing Board scheduled Special Governing Board meetings on June 16<sup>th</sup> and 17<sup>th</sup> from 1:00 - 4:00 p.m. for the candidate interviews.

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:15 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, June 30, 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