

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

June 30, 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 June 30, 2020, via a Zoom Videoconference. 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. via a Zoom Videoconference. 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 7:08 p.m. via Zoom Videoconference. Present were the four 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 revisited her 2019-2020 Superintendent goal on Diversity, Equity and Inclusion to contextualize and reframe it with the importance of stating unequivocally that Black Lives Matter, while reaffirming the district's commitment to addressing systemic racism as a local educational agency. Ms. Sinnette read her goal and reported on the hiring of the Diversity, Equity and Inclusion consultant Ms. Christina Hale Elliott in September 2019 and the progress made throughout the 2019-2020 school year on the goal. The district began the year, meeting with all stakeholders to develop a commitment statement and definitions for Diversity, Equity and Inclusion. Ms. Sinnette shared the Commitment Statement that was created. In addition to the Commitment Statement, district definitions were developed for Diversity, Equity and Inclusion. Ms. Sinnette shared each definition. The second area of progress was to initiate and deliver Family Learning Series Presentations and Districtwide Teacher Professional Development offerings throughout 2019-2020. Ms. Hale- Elliott provided three offerings during the school year: "Cultivating Diversity, Equity and Inclusion", "Talking With Young

Children About Race” and “Creating Diverse, Equitable and Inclusive Learning Spaces: An Introduction”.

One of the chief deliverables was for Ms. Hale-Elliott to conduct a Diversity, Equity and Inclusion Strengths and Needs Assessment Report and DEI Recommendations for Sustainability. These reports were completed in April 2020. However, with the school facility closures, it was imperative to hold off on the report in order to give it the priority attention that it deserved. It was agreed to present the reports at the Governing Board meeting on August 11, 2020 coinciding with the opening of the 2020-2021 school year.

Additional steps being taken include conducting student workshops, trainings, and discussion forums. The district will continue to work with Ms. Hale-Elliott during the 2020-2021 school year housing the work in the Educational Services Department with all of Leadership Team creating a goal for 2020-2021 to address this important work. The District continues to curate DEI Resources for the entire LCUSD community on the district website.

Ms. Sinnette stated that a systemic change requires a systemic approach. As Ms. Hale-Elliott’s work indicates, the approach must be strategic, intentional, and sustainable. It is not performative, surface, or unexacting. It takes commitment- and this Superintendent’s report was designed to publicly make that unwavering commitment to our students, teachers, staff parents, and our extended LCUSD community partners.

## 2. **President’s Report**

Mr. Radabaugh affirmed the Governing Board’s commitment to working on Diversity, Equity and Inclusion.

Mr. Radabaugh reported on the recent passing of a 2020 LCHS graduate. On behalf of the Governing Board and the district, Mr. Radabaugh offered condolences to the family. He read a statement from the family thanking the community for the outpouring of love and the importance of having conversations with your students regarding drug use and addiction.

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

Mr. Evans deferred his report.

## **REVIEW OF AGENDA**

Mr. Jeffries requested that items 12 b and 12 c be moved up on the agenda. It was agreed to move the two items to immediately follow public comment.

## **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

Naomi Stephen, LCHS alumni, regarding Anti-Racism education;

Belinda Randolph, community member, requested that live YouTube recordings begin on time.

## **PROPOSED ACTION ITEMS**

### **Second Reading**

- a. **COVID-19 Operations Written Report, R159-19-20.** This report identifies the changes made to program offerings in response to school closures due to the COVID-19 emergency, and the impacts of such closures on students and families. 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. The report will be posted on the LCUSD website. Ms. Hurley was present to answer any questions from the Governing Board on the COVID-19 Operations Written Report. It

was moved and seconded (Jeffries/Puglia) to approve the COVID-19 Written Report. There being no questions from the Governing Board since First Read, the motion to approve the COVID-19 Written Report was approved unanimously.

- b. **Second 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 stated that the State budget was approved today but the details of the signed budget are not yet available. Therefore, this budget continues to be built off of the May Revise. Mr. Evans reported on revenue and expenditures. Estimated Actuals came in lower than anticipated since the 2019-20 Second Interim report. Mr. Evans discussed the Proposed Budget for 2020-21 and the multi-year outlook, reporting that the district has taken a conservative view for next year and a little less conservative in years ahead. He presented an Ending Fund Balance Reduction Study that reflects a \$2M reduction in 2021-22 and a \$1.6M reduction in 2022-23. Mr. Evans reported on the deferrals and the impacts those deferrals will have on budgeting. He discussed the General Fund change balance based on the anticipated state budget that was approved today. Mr. Evans will provide an update on the budget in August. It was moved and seconded (Jeffries/Kuszyk) to approve the 2019-20 Estimated Actuals and 2020-21 Budget. The motion to approve the 2019-20 Estimated Actuals and 2020-21 Budget was approved unanimously. 4:0

## **PUBLIC HEARING**

### **Resolution 22-19-20: Approval to Adopt a Developer Fee Increase**

The hearing was opened at 8:04 p.m. There being no public comment the hearing was closed at 8:04.

## **PROPOSED ACTION ITEMS**

### **1. First Reading**

- a. **\*Measure LCF Citizens' Oversight Committee Report for 2019-20, R15-19-20.** Committee Chair Mike Leininger was in attendance to present the Measure LCF Citizens' Oversight Committee Annual Report. He reported that the committee has confirmed that all projects align with the bond language. On behalf of the committee, Dr. Leininger reported that the district is in compliance with the expenditures of bond funds. Ms. Sinnette thanked the committee for their service. It was moved and seconded (Jeffries/Puglia) to accept the Measure LCF Citizens' Oversight Committee Report for 2019-20. The motion to accept the Measure LCF Citizens' Oversight Committee Report for 2019-20 was approved unanimously.
- b. **Superintendent's Update on Reopening, R176-19-20.** Ms. Sinnette reported on the continuing preparations for reopening which began in May. She reported on the Reopening Committees that have been created for both Elementary and Secondary. Members of the committees include both parents and teachers. The goal is to bring the reopening plan to the next Governing Board meeting on July 14. Ms. Sinnette discussed the guiding principals of plan development (LCUSD Priorities in Action). She reported on the Department of Health orders that must be followed. Ms. Sinnette discussed the progress to date on reopening planning. Karen Hurley, Randy Smith, Mark Evans and Jamie Lewsadder have been working diligently to acquire student and teacher personal protective equipment (PPE) needed for the reopening of school facilities. LACOE has reported that they will be providing some PPE, but the district has yet to receive it. Mr. Jeffries discussed the guidelines of the State and the Department of Public Health to which the district must comply. Each school principal has performed a site study for loading capacity to determine class sizes in each grade given the social distancing requirements. Site leaders are developing reopening protocols that include entry and dismissal procedures for staff and students; cleaning

plans for before, during and after school; behavior management/modifications and supervision; support staff schedules; and health office/isolating rooms – access and staffing. We are prepared to follow directives/orders from the LA County Department of Public Health and the California Department of Public Health. It is currently required that all students (including TK) and all staff wear masks. LCUSD has created a phased approach to reopening which matches the state and county orders. There is a likelihood of rolling closures once students return so we must be prepared to return to full distance learning.

Learning from the Spring closures, we are working diligently on creating distance-learning requirements to offer a more cohesive instructional experience for students, staff and families. A survey opened on Friday for families to indicate their intentions for school attendance and to assess technology access. This is critical in planning for reopening.

The following members of the public commented on this agenda item:

Geoff Davis, LCUSD parent,  
 Ronald Falasca, LCUSD parent,  
 Anonymous parent,  
 Jenny Kazak, LCUSD teacher.

Ms. Sinnette thanked the community for their insights, flexibility and patience.

- c. **\*Recommended Action to Order an Election to Fill Vacancy, R177-19-20.** Ms. Sinnette stated that with the unanticipated vacant seat on the Governing Board, per Education Code 509(a)(1) the Governing Board shall within 60 days of a Board vacancy, either order an election or make a provisional appointment to fill the vacancy. Because of the timing, if the Governing Board were to call a Special Election, it defaults to the general election in November 2020. Given these considerations, this agenda item serves as an opportunity for Governing Board discussion to clarify any misconceptions with the Public related to its vote on June 17, 2020, as well as an opportunity for the public to offer comments regarding the decision not to fill the vacancy. After discussion, it is recommended that the Board vote to order an election, recognizing that the implications of its action will be that the vacancy will be filled by default due to timelines as a result of the upcoming general election on November 3, 2020. Mr. Radabaugh recognized the surprise experienced by some members of the community as well as the applicants when the Governing Board decided at its special Governing Board meeting on June 17, 2020 not to fill the vacancy. Mr. Radabaugh provided background on how the Governing Board came to that decision. Mr. Jeffries discussed the process to date, the process for a special election, and the need to fill the vacancy. Mr. Jeffries took the position that we should fill the vacancy by making a provisional appointment. It was moved and seconded (Jeffries/Kuszyk) that the Governing Board move forward to fill the position with a provision appointment. The Governing Board discussed whether to call a special election or make a provisional appointment and shared their individual perspectives on the issue. Ms. Sinnette endorsed either decision but requested that a decision be made and that we stand by that decision so that we can move forward and focus on the work that needs to be done.

The following members of the public commented on this agenda item:

Jessica Mulheim, LCUSD parent,  
 Vanessa Rosas, LCUSD parent,  
 Andrew Schultz, LCUSD parent,  
 Taylor Carbonneti, community member,  
 Tracy Liu, LCUSD parent,

Scarlette Chapman, community member,  
 Michelle Kim, LCUSD parent,  
 Stacie deArmas, LCUSD parent,  
 Yvonne Herron, community member,  
 Sugi Sorensen, LCUSD parent,  
 Greg Michaela, community member,  
 Elaine Chu, LCUSD parent,  
 Anonymous parent,  
 Cindy Wilcox, community member,  
 Shanti Rao, LCUSD parent.

Mr. Jeffries thanked his fellow board members for allowing him to make his argument on the issue. Ms. Sinnette commended the Governing Board for its diligence. Additionally, she shared her appreciation for the community input. The motion to move forward to fill the position with a provision appointee passed 3:1 with Ms. Puglia opposing the motion.

The Governing Board agreed to hold a Special Governing Board Meeting on Wednesday, July 8 @ 6:00 p.m. Details for the candidates will be refined and communicated.

- d. **\*Resolution 22-19-20: Approval to Adopt a Develop Fee Increase.** The District continues to assess developer fees for new or expended residential construction and commercial/industrial development at rates approved by the Governing Board on April 17, 2018. In January 2020, the state Allocation Board (SAB) approved an increase in Level I assessments: from \$3.79/sq. ft. to \$4.08/sq. ft. for residential construction, from \$0.61/sq. ft. to \$0.66/sq. ft. for commercial/industrial construction, and to \$1.17/sq. ft. for Public Storage within the boundaries of the District. Subsequent to the receipt of notice of the SAB action, the District contracted with Jack Schreder & Associates to conduct a study regarding the District's continued assessment of developer fees on new or expanded residential and commercial/industrial development at the new SAB rate. Based on the Jack Schreder & Associates study, the District can justify the continued assessment of developer fees and at the SAB levels approved in January 2020. Staff has published the proposed increase in the local newspaper and the Developer Justification Study has been available for public review. Upon approval, the district will provide a 60 Day Notice period prior to the increase, which would be effective September 1, 2020. It was moved and seconded (Jeffries/Kuszyk) to adopt Resolution 22-19-20 Approval to Adopt a Developer Fee Increase. Mr. Evans reported on the Justification Study. The motion to adopt Resolution 22-19-20 Approval to Adopt a Developer Fee Increase was approved 4:0.
- e. **Adoption of Forensic Science: Fundamentals and Investigations, 2nd Edition, R175-19-20.** This is a First Read. Ms. Wenn reported that the LCHS Science Chairperson and science faculty have evaluated textbooks to be used for the newly adopted Forensic Science course. After reviewing several textbooks, the teachers have selected Forensic Science: Fundamentals and Investigations, 2<sup>nd</sup> Edition, by Cengage Unlimited. La Cañada High School Principal Jim Cartnal was in attendance and reported on the textbook selection process.

The following members of the public commented on this agenda item:  
 Belinda Randolph, community member.

This item will come back for adoption at the next regularly scheduled Governing Board meeting.

- f. **\*Resolution 19-19-20 For Authorization to Utilize a Piggyback Contract for the Purchase of the Modular Buildings for Palm Crest Elementary School.** This is a procedural correction from last meeting. This resolution provides authorization to utilize a piggyback contract for the purchase of the modular buildings for Palm Crest Elementary. It was moved and seconded (Jeffries/Puglia) to adopt Resolution 19-19-20 For Authorization to Utilize a 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 a Piggyback Contract for the Purchase of the Modular Buildings for Palm Crest Elementary School was adopted unanimously 4:0.
  - g. **\*Agreement with American Modular Systems for the Purchase of the Modular Buildings for Palm Crest Elementary School, R1791-19-20.** At its meeting on August 13, 2019, staff recommended and the Governing Board approved that the proposed new two-story building addition at Palm Crest Elementary School be a modular constructed building. The modular structure will be used for the new classroom building addition as part of the sites overall master plan. As set forth in Resolution 19-20-21, staff has determined that it is in the best interest of the District to purchase the modular classroom building through the piggyback contract procured by the Reef Sunset Union School District. The District has completed design development plans for the project and is currently working in conjunction with the American Modular Systems to finalize and to submit the final design drawings to the Division of State Architect for plan review. Approval of this item supports the site master plan for Palm Crest Elementary. It was moved and seconded (Puglia/Jeffries) to approve the agreement with American Modular Systems for the purchase of the modular buildings for Palm Crest Elementary School. The motion to approve the agreement with American Modular Systems for the purchase of the modular buildings for Palm Crest Elementary School was approved unanimously 4:0.
  - h. **\*License Agreement for Stadium Field at La Cañada High School, R178-19-20.** It was moved and seconded (Jeffries/Kuszyk) to approve the license agreement with LAS/Los Angeles Surf SC for stadium field use at La Cañada High School. Mr. Evans reported that this agreement has been in place for 3 years. The previous lease agreement for the stadium field was established when the original artificial turf was installed. There were multiple amendments to the documents over the years. The existing agreement was changed to a license rather than a lease based on recommendation from District counsel. The intent in Spring 2020 was to go through a Request for Proposal as the current license agreement was set to expire on June 30, 2020. Due to COVID-19, staff chose not to go out to bid for the use of the field and to provide LAS a one-year extension. Even though the name of the group has changed, the group of users is the same since lease inception. It was clarified that the stadium is not part of Joint Use. The motion to approve the license agreement with LAS/Los Angeles Surf SA for stadium field use at La Cañada High School was approved unanimously 4:0.
2. **Second Reading**
- c. **7/8 Science Textbook Adoption, R15-19-20.** It was moved and seconded (Jeffries/Puglia) to approve the adoption of the 7/8 Science textbook Accelerate Learning: STEMscopes CA NGSS 3D. Dr. Jarrett Gold was in attendance with Simon Constantinides and Christine Werner, two of the 7/8 teachers who have been piloting the textbook over the past two years. Mr. Constantinides and Ms. Werner discussed the evaluation and selection process and their instructional experiences while piloting the textbook. Dr. Gold stated that the textbook curriculum has been reviewed and discussed in depth. 7/8 Parent, John Day was present in support of the textbook adoption.

It was moved and seconded (Jeffries/Kuszyk) to extend the meeting to midnight. The motion to extend the meeting to midnight was adopted unanimously.

The following members of the public addressed the Governing Board on this agenda item:

Anastassios Petropoulos, LCUSD parent,  
Shanti Rao, LCUSD parent,  
Sugi Sorenson, LCUSD parent, and  
Belinda Randolph, community member.

Ms. Wenn clarified that this agenda item is for the adoption of the digital component and hands on materials.

The motion to approve the adoption of the 7/8 Science textbook Accelerate Learning: STEMscopes CA NGSS 3D to purchase the digital component and corresponding hands on materials for the 2020-21 school year was approved unanimously.

### 3. **Consent Agenda**

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

- a. **Personnel Report, P23-17-18.** The Governing Board approved the Personnel Report as follows: *Certificated:* New Hires: Raquel Horowitz-Kelly, Ran Suzuki. Resignation: Kevin DeSimone. Mentor Teacher stipend: Laura Strametz. *Classified:* New Hires: Erin Rodick, Valerie Torres. Resignation: Arnett Mosley, Nathalie Righton. Termination: Wendell Jackson.
- b. **Action of Final Settlement Agreement (Special Education), R172-19-20.** The Governing Board approved a settlement agreement regarding student#20200526 in the amount of \$10,786.00.
- c. **Action of Final Settlement Agreement (Special Education), R173-19-20.** The Governing Board approved a settlement agreement regarding student#20200602 in the amount of \$13,680.00.
- d. **Action of Final Settlement Agreement (Special Education), R174-19-20.** The Governing Board approved a settlement agreement regarding student#20200601 in the amount of \$29,225.00.
- e. **Resolution 23-19-20 Declaration of Indefinite Salaries for Retroactive Pay.** The Governing Board adopted Resolution 23-19-20 Declaration of Indefinite Salaries for Retroactive Pay.
- f. **Authorization to enter into a service agreement with Dannis Woliver Kelley, R171-19-20.** The Governing Board approved entering into a service agreement for legal services with Dannis Woliver Kelley.
- g. **Approval of Increase in District's Facility Use Fee Schedule for 2020-21, R70-19-20.** The Governing Board approved the increase in the district's Facility Use Fee Schedule for 2020-21 as presented.
- h. **Purchase Order List 17-19-20.** The Governing Board approved Purchase Order List 17-19-20.

### **ELECTION OF OFFICERS**

Due to the resignation of Governing Board member Ellen Multari, the officer position of Vice President is vacant and needs to be filled. Governing Board President Joe Radabaugh opened nominations for Governing Board Vice President for the remainder of the Vice President term through December 15, 2020. The nomination for Dan Jeffries as Vice President was received. There being no other nominations the nominations were closed. Mr. Jeffries was unanimously appointed Vice President through the remainder of the 2020 term.

Because Mr. Jeffries was Clerk, the appointment for Clerk was needed. Mr. Radabaugh opened nominations for clerk. Kaitzer Puglia was nominated for Clerk. There being no further nominations, nominations were closed. Ms. Puglia was unanimously appointed Clerk through the remainder of the 2020 term.

### **COMMUNICATIONS**

Mr. Jeffries thanked his fellow board members for the forthright discussion this evening. Ms. Puglia thanked the community for their engagement and involvement. Mr. Kuszyk thanked everyone for a productive meeting. Mr. Radabaugh concurred with his fellow board members.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 11:10 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, July 14, 2020 at 7:00 p.m. via a Zoom Videoconference.

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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