

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

November 17, 2020

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 7:00 p.m. by President Joe Radabaugh on November 17, 2020, via zoom. Present were Governing Board Members Joe Radabaugh, Dan Jeffries, Kaitzer Puglia, Brent Kuszyk and Andrew Blumenfeld, Superintendent Wendy Sinnette, Associate Superintendents Anais Wenn and Mark Evans, Chief Technology Officer Jamie Lewsadder and Executive Assistant to the Superintendent Kim Bergner. Mr. Radabaugh led the Pledge of Allegiance to the Flag.

**MEMBERS PRESENT:** Mr. Joe Radabaugh, President  
Mr. Dan Jeffries, Vice President  
Mrs. Kaitzer Puglia Clerk  
Mr. Brent Kuszyk, Member  
Mr. Andrew Blumenfeld, Member

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette reported on the district's efforts towards its phased reopening. TK-2 students returned to campus today. She expressed her appreciation for the efforts of staff to prepare for their return. Learning pods came back at the high school. There were 11 learning pods on campus as of today.

Ms. Sinnette reminded everyone that the applications for the special DEI committee are due tomorrow, November 18, 2020 by 5:00 p.m. Currently, 49 applications have been received. The purpose of the committee is to make recommendations to staff regarding the development of the 3-year DEI implementation plan. Once the plan is in place, the committee will continue to meet to review accomplishments and make sure the plan is on track. Committee applicants will be notified on December 2.

**2. President's Report**

Mr. Radabaugh reported on the school board election, the elementary waiver approvals, and the return to campus of TK-2 students. Mr. Radabaugh thanked Ms. Sinnette and her team for the preparations leading up to the reopening of TK-2 through the waiver process. He discussed the attention to detail that went into the planning. Several families have expressed their appreciation for having their students back on campus.

Mr. Radabaugh clarified a comment made at the last Governing Board meeting by community member David Haxton regarding the La Canada High School and St. Francis fencing indicating that Mr. Haxton was in favor of the height of the St. Francis fencing, not the overall fencing. Mr. Radabaugh apologized to Mr. Haxton for the miscommunication.

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

Mr. Evans provided an update on the current bond projects. The Palm Crest Modernization Project and the New Outdoor Pool Facility & South Campus Improvements at LCHS are currently at DSA for review and approval. Bidding on these projects is expected to begin in spring 2021.

The comment period for the Palm Crest Modernization CEQA closed yesterday. There was one comment during that period. A public hearing will occur at the December Governing Board meeting. The committee for the Paradise Canyon Elementary Modernization project will be formed shortly.

#### 4. **Student Representative Report**

Student Representative Ben Lee reported that TK-2 students have returned to campus. The Virtual Learning Academy continues to teach instruction virtually. High school students are disappointed that students will not be returning on campus. In the spirit of Thanksgiving, Mr. Lee thanked LCUSD leadership and staff for their efforts in working towards a reopening. He thanked his teachers for doing what they are doing.

#### 5. **Chief Technology Officer's Report**

Ms. Lewsadder provided a technology update. She reported that over 125 hot spots have been distributed to parents. 635 Chromebooks have been distributed, which is about 15% of the school population. Help tickets received are at 2,500+ compared to a typical 1,635 at this time of year. Slack messages average 6,000 messages per month, however in August there were 17,773 messages; in September there were 12,560, and in October there were 9,783. Ms. Lewsadder reported that 495 students have logged 1,296 sessions on Paper. The most requested subjects are physics, biology, and various levels of math.

The Governing Board thanked the Technology Team for their support.

### **REVIEW OF AGENDA**

None.

### **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

David Haxton, regarding LCHS security; and  
Ethan Angold, regarding the selection of DEI Special Committee members.

### **PROPOSED ACTION ITEMS**

#### 1. **Second Reading**

a. **Resolution 7-20-21 Adopting Prequalification Process for Contractors Pursuant to Public Contract Code Section 20111.6.** Mr. Evans reported on the minor changes that were made to the rating formula since First Read. Program Manager Harold Pierre was present to answer any questions from the Governing Board. There being no questions from the Governing Board, it was moved and seconded (Jeffries/Puglia) to adopt Resolution 7-20-21 Adopting Prequalification Process for Contractors Pursuant to Public Contract Code Section 20111.6. The motion to adopt Resolution 7-20-21 Adopting Prequalification Process for Contractors Pursuant to Public Contract Code Section 20111.6 was adopted unanimously.

#### 2. **First Reading**

a. **Superintendent Update on LCUSD's Reopening Progress for the 2020-2021 School Year, R63-20-21.** Ms. Sinnette provided a presentation regarding LCUSD's reopening progress. She presented the framework used when approaching the reopening. She provided the timelines for students return to campus. Ms. Sinnette reported on the TK-2 Waiver Application process including the required letters of support that were received from both labor associations, PTAs, and community partners. All three elementary schools waivers were submitted on October 19, 2020 and approved on November 5, 2020. TK-2 hybrid students returned today. Ms. Sinnette reported that the Technology department created a daily health screener protocol. Ms. Lewsadder provided background on the health screener process. Ms. Sinnette expressed the importance of wearing a mask, remaining socially distanced and washing your hands. Karen Hurley and Mark Evans reported on the safety protocols in place, including carline and gate screener checks, classroom arrangements, and markers on campus to ensure social distancing. Ms. Sinnette discussed the staffing process for

reopening. Parents who originally signed up for the hybrid schedule but were not ready to return to campus will be given two additional opportunities to return to campus: January 11 and March 1, 2021.

Ms. Sinnette reported on the LCHS 7-12 Pods for High-Need High-Risk students. Substitute teachers are being hired to supervise while students participate in their distance learning classes. The cohorts are stable non-mixing with a total of 14 people per cohort. Learning Pod goals are to provide structure at school, reduce distractions in the learning and work environment, increase assignment completion, and to work to improve their grades. Dr. Ihori reported on how students were prioritized for the pods. As of November 11<sup>th</sup>, 7/8 has five pods and 9-12 has a total of six pods, additional pods will be added after Thanksgiving break.

Ms. Sinnette discussed next steps and reported on how critical it is to slow the spread. She provided current COVID-19 numbers from the Los Angeles Department of Public Health. Ms. Sinnette asked the Governing Board to discuss whether there is a need to identify LCUSD metrics which would trigger a response to a prolonged surge in case rates and test positivity rates. The Governing Board discussed metrics and the case rates in La Cañada. Mr. Jeffries requested that Ms. Sinnette be given the authority to close a campus in the event of an emergency. Ms. Sinnette clarified that the Department of Public Health has mandatory protocols for closures in the event of COVID cases. The Governing Board thanked teachers and staff for the successful reopening for TK-2.

- b. **First Read: Revision to Board Policy 6159 – Individualized Education program R47-20-21.** Ms. Wenn reported that Board Policy 6159 was revised based on recommendations by CSBA. Dr. Ihori was present to answer any questions of the Governing Board. Dr. Ihori provided clarifications on the revisions. This item will come back to the Governing Board at the next regularly scheduled meeting for adoption.
- c. **First Read: Revision to Board Policy 6159.1-Procedural Safeguards and Complaint for Special Education.** Ms. Wenn reported that Board Policy 6159.1 was revised based on recommendations by CSBA. Dr. Ihori was present to answer any questions of the Governing Board. Dr. Ihori provided clarifications on the revisions. Parental complaint rights were clarified, including how parents are notified of their rights. This item will come back to the Governing Board at the next regularly scheduled meeting for adoption
- d. **First Read: Revision to Board Policy 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education, R49-20-21.** Ms. Wenn reported that revisions to Board Policy 6159.2 are based on recommendations by CSBA. Dr. Ihori was present to answer any questions of the Governing Board. Dr. Ihori provided clarifications on the revisions. This item will come back to the Governing Board at the next regularly scheduled meeting for adoption.
- e. **First Read: Revision to Board Policy 6159.5- Residential Travel Policy For Parents With Students in Residential Placement, R59-20-21.** Ms. Wenn reported that this is a new Board Policy based on recommendations by CSBA. Dr. Ihori was present to answer any questions of the Governing Board. Dr. Ihori provided clarifications on the revisions. This item will come back to the Governing Board at the next regularly scheduled meeting for adoption.
- f. **First Read: First Interim Financial Report, R62-20-21.** Mr. Evans presented the First Interim Report. He provided an update on the Budget Assumptions, reporting that ADA remains at 97.76%, no COLA is calculated in future years, there are no future one-time dollars in the budget, and no additional state contributions to pension obligations are included. He reviewed revenue changes from the 45-day approved Budget and projected revenue for 2021-22 and 2022-23. Mr. Evans reviewed

expenditure changes from the 45-day approved Budget and projected expenditures for 2021-22 and 2022-23. He reported on STRS and PERS and the increase in contributions in 2022-23. He reported on the general fund change balance showing deficit spending through 2022-23. Mr. Evans discussed the ending fund balance. In reviewing Economic Uncertainties, the district continues to show increased deficit spending and will be unable to meet our 3.5% reserve. In the month ahead, Mr. Evans will review the budget and look for ways to reduce spending in order to meet the 3% reserve by Second interim. Mr. Evans will continue to monitor services and start planning for enrollment and staffing in 2021-22. Second interim will be a more realistic look at the future. STRS and PERS contributions were discussed. The Governing Board thanked Mr. Evans for the update.

- g. **Presentation on Cash Flow Management, R60-2021.** Mr. Evans provided a presentation on Cash Flow Management. He reported on the budget deferrals and the challenges that creates for the district with cash flow management. He provided background and clarification on budget deferrals. Cash deferrals are changes in law to delay the schedule of apportionments allowing the state to retain cash for a period of time. Mr. Evans showed a chart that reflects the deferrals from 2020-21 to 2021-22. Districts will receive only about 68% of the state aid apportionment during the year. For LCUSD, this equals approximately \$4.6 M being deferred. He discussed the deferral impacts on State Aid. He discussed apportionments vs. expenditures. Mr. Evans discussed the district's ability for internal cash borrowing. He reported on Tax and Revenue Anticipation Notes, which is a short-term cash management tool for the General Fund, typically issued on a tax-exempt basis. The Governing Board thanked Mr. Evans for the presentation.

### 3. CONSENT AGENDA

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

- a. **Personnel Report, P7-20-21.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Laura Abramian, Maggie Baboosian, Desiree Dziurgot, Habi Hanne, Maisie Johnson, Elizabeth Marshall, Margarita Miranda. Modification/Transfer: Heidi Oxley. Leave of Absence: Heidi Oxley. Resignation: Desiree Dziurgot. Extra Duty Stipend: Carrie Saks. *Classified*: New Hires: Aaron Cadiz, Stephaie Contreras, Jennifer Elizarraraz, Ani Elmajian, Karina Gonzalez, Nathalie Gutierrez, Nicolina Hallock, America Lamas, Veronica Martinez, Veronica Mercado, Brittini Peters, Krizia Raposora, Daja Williams. Modification: Chris Dodson, Sean Holder, Gilberto Perez, Sandra Smith. Leave of Absence: Faith Maldonado, Hilda Minasyan, Jetzabet Rosiles, Pamela Shaklan, Shecola Turner. Resignation: Tiffany Gonzalez, Sandra Smith. Extra Duty Stipend: Adam Monte.
- b. **Agreement with Icon Corporation for Prequalification Online System, R64-20-21.** The Governing Board approved the agreement with Icon Corporation for the use of the prequalification online system.
- c. **Action on Final Settlement Agreement (Special Education), R58-20-21.** The Governing Board approved the settlement agreement with student #2201029 in the amount of \$9,390.
- d. **Gifts to District, R61-20-21.** The Governing Board approved the Gifts to District as presented.
- e. **Purchase Order List 6-20-21.** The Governing Board approved Purchase Order List 6-20-21.

### COMMUNICATIONS

Ms. Puglia commended the Human Resources team for their hard work in getting the district fully staff for the reopening.

Ms. Lewsadder reported that she has been participating in the City's Broadband Committee. Spectrum has reported that they have done 75% of their system upgrades, which is increasing bandwidth within La Cañada.

Because Closed Session was not agenzized properly, the Governing Board was unable to meet. Ms. Sinnette asked if the Governing Board would like to schedule a Special Closed Session. It was agreed to not schedule a Closed Session at this time.

Mr. Kuszyk reported on the PCR opening and complimented Ms. Sinnette on her reopening video.

Mr. Jeffries reported on the Devil's Gate project committee stating that the project is currently on schedule. If the project continues to stay on schedule they may complete the project early.

Mr. Jeffries attended the PCY traffic committee and reported that the City is working hard to improve the traffic flow around Paradise Canyon Elementary.

Ms. Puglia thanked Student Representative Ben Lee for his words of gratitude and asked all students and staff to stay safe during the holidays.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:45 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, December 15, 2020 at 7:00 p.m. via Zoom.

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Wendy K. Sinnette, Superintendent  
Secretary to the Governing Board

### **MINUTES APPROVED**

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Joe Radabaugh, Clerk

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Date