

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

February 9, 2016

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:30 p.m. by President David Sagal on February 9, 2016, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members David Sagal, Dan Jeffries, Kaitzer Puglia, Ellen Multari and Brent Kuszyk.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:30 p.m. in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were the five Governing Board Members, Superintendent Wendy Sinnette, Assistant Superintendent Anais Wenn, Assistant Superintendent Jeff Davis and Chief Business & Operations Officer Mark Evans. Closed Session adjourned at 7:00 p.m.

**MEMBERS PRESENT:** Mr. David Sagal, President  
Mr. Dan Jeffries, Vice President  
Mrs. Kaitzer Puglia, Member  
Mrs. Ellen Multari, Member  
Mr. Brent Kuszyk, Member

**OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS**

None.

**REPORT OUT OF CLOSED SESSION**

Mr. Sagal stated that 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. in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were five Governing Board Members, Ms. Sinnette, Mrs. Wenn, Dr. Davis, Mr. Evans and Executive Assistant to the Superintendent Kim Bergner. There were approximately 46 people in the audience. Mr. Sagal asked a member of the audience to lead the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES**

It was moved and seconded (Multari/Jeffries) to approve the minutes of January 12, 2016. Ms. Multari requested a minor correction to the minutes. The motion to approve the minutes of January 12, 2016 as corrected was adopted unanimously.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette introduced La Cañada High School Associate Principal James Cartnal who was at the meeting to present Certificate of Achievements to several outstanding high school students for their accomplishment in science with their partnership in the iGem Biotechnology Research Project through the University of LaVerne and MIT. Retired La Cañada High School science teacher Patty Compeau expressed her gratitude to the district in assisting these students with their accomplishments. She thanked the University of LaVerne and Occidental College who welcomed these students into their labs.

Ms. Sinnette reported that the district has had an LCAP goal for the past two years related to hiring quality substitute teachers. Quality substitutes bring quality instruction to the classroom and training in the absence of a student's regular classroom teacher. The following substitute teachers have received significant positive feedback on their instruction in the classroom and were present at the Governing Board meeting to receive Certificates of Appreciation for their service and contributions to the district: Jeff Mc Fadden, Emily Selsor, Nicole Morrison, Janice Walbrecht, and Nancy Gunther.

**2. President's Report**

Mr. Sagal reported on goal #7 of the LCUSD Local Control Accountability Plan, which is to enhance student engagement through program offerings. The primary purpose of this goal is to develop and enhance student engagement, achievement and school connectedness. He reported on the positive effects of healthy social engagement versus the negative effects of unhealthy social engagement, such as destructive alcohol and drug use. Mr. Sagal asked the Governing Board to consider adding to both the LCAP local priority goal and a Superintendent goal for 2016-17 a re-examination of the district's current programs for educating students and parents regarding the dangers of alcohol and drug use and the creation and implementation of a targeted and strategic plans to comprehensively address the issue.

**3. Chief Business & Operations Officer**

Mr. Evans reported that one of the district's LCAP goals is to reduce its carbon footprint. Students from La Cañada Elementary were present to be recognized for their recent participation in the Lego competition regarding garbage, which resulted in the creation of Styroman. Through their research for this competition, the students created a recycling program to recycle the Styrofoam lunch trays at their school site.

Mr. Evans reported that the district continues to work on the LCHS field replacement. The contract for the architect for the project is being presented for approval on the consent agenda.

Mr. Evans reported that the district has begun the interview process for architects for the Facilities Master Plan.

Mr. Evans reported that the first reading of the Second Interim is on the agenda. Mr. Evans provided background on the one-time dollars and the Local Control Funding Formula. The proposed LCFF dollars are ongoing dollars and will become part of the baseline funding for future years. LCFF dollars are not distributed evenly like one-time revenues. Base grant, supplemental, and concentration grants determine the distribution of funds across districts. The state-wide average increase in ongoing monies is approximately \$468/students. Due to the low number of LCUSD's unduplicated count pupils, the district's increase is \$339/student in ongoing monies.

**4. Student Representative**

Mr. Owen reported on recent and upcoming districtwide events including the ASB winter formal, the beginning of spring sports, the districtwide spelling bee, and the Chamber Singers trip to Hawaii. La Cañada Elementary fifth graders made their week-long trip to Valley Forge.

**REVIEW OF AGENDA**

It was moved and seconded (Multari/Jeffries) to table agenda item 12a. The motion to table agenda item 12a was adopted unanimously.

## OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None.

## PROPOSED ACTION ITEMS

### 1. Second Reading

- a. **Approval of Board Policy Revisions, R74-15-16.** It was moved and seconded (Multari/Jeffries) to approve board policy revisions for BP 5113 Absences and Excuses and BP 5113.1 Chronic Absence and Truancy. Ms. Dreibelbis was present for any questions. Mr. Jeffries asked for clarification regarding the direction given to explain the recommendation to change the requirement for a doctor's note from 14 absences to 5 absences. Ms. Dreibelbis reported on the recent shift in attendance practices which looks at total absences. She reported that 5 days actually has been the current practice at the high school and the change in policy now reflects current practice. Ms. Multari asked about the policy regarding children 18 years and older. Ms. Sinnette reported that students 18 years old and older are legal adults and parents do not need to be notified regarding their absences. The motion to approve board policy revisions for BP 5113 Absences and Excuses and BP 5113.1 Chronic Absence and Truancy were adopted unanimously.

### 2. First Reading

- a. **\*Readoption of Revised Resolution Supporting the Petitioner's Request Calling for the "Territory Transfer" of Certain Specified Areas of The City of La Cañada Unified School District Boundaries.** This item was tabled.
- b. **Student Data Privacy Laws and Policy Review, R80-15-16.** Ms. Sinnette reported on the efforts of the technology department to ensure the protection and privacy of student information. Director of Technology Jamie Lewsadder reported on the student data privacy laws currently in place. With the rapid changes in student data moving from being controlled at the district level strictly for operational and organizational purposes to widely adopted instructional purposes which involve outside vendors and cloud storage, student data privacy is a rising concern. Ms. Lewsadder defined what student data is and explained the variety of uses currently in practice within the district. She reported on Federal and State Laws in place for student data protection. She discussed how important it is to review these laws and examine compliance. She provided background on the following laws currently in place: Family Educational Rights & Privacy Act (FERPA), Children's Internet Protection Act (CIPA), Student Online Personal Information Protection Act (SOPIPA), AB1584, Children's Online Privacy Protection Act (COPPA). Ms. Lewsadder reported on gaps in current board policies and the need to revise these policies to reflect current practices. She discussed access and retention of google data and student records. Ms. Lewsadder discussed a proposed policy regarding the adoption of apps used by students and the need for annual training to reinforce technology procedures. Students and parents will be included. Apps that will use student data will be vetted and added to an approved list. Ms. Lewsadder reported that 200 companies have now signed the student privacy pledge.

Ms. Lewsadder discussed guiding principles, stating that students' personal information shall be used solely for educational purposes; student's personal information or online activity shall not be used to target advertising to students or families; and schools and education technology providers shall adopt appropriate data security, retention and destruction policies. She discussed the role of the Governing Board, which is to: review proposed policies regarding student data; engage in annual review of new legislation; and support the instructional vision to safely expand personalized learning through technology. The District role is to: review and vet each software system for privacy

policies and compliance to state and federal laws; maintain a webpage with apps using student data; provide an annual review of policies with students, teachers, and parents; and conduct bi-annual reviews of systems and safeguards. The sites' roles are to: monitor the integration of digital citizenship lessons; support teachers and students in learning about online safety and privacy; review policies with staff and parents annually; and to enforce the student technology agreement through corrective discipline and education. The teacher role is to: monitor student technology usage in class; engage in lessons about online safety and privacy; support other digital citizen lessons and reinforce student technology agreement; and protect student data when using online software by choosing from the approved list on the district website. The student role is to: be aware of online presence and data trails; report any unusual websites to teachers or adults; pause before creating accounts or connection school accounts to outside software; and protect personal information. The parent role is to: get engaged in student digital life through discussions about homework and internet use; visit commonsensemedia.org for resources on parenting in the digital age; discuss online safety with students; and ask questions and share concerns. The Governing Board thanked Ms. Lewsadder for her presentation.

- c. **\*Comprehensive School Safety Plans, R78-15-16.** It was moved and seconded (Jeffries/Multari) to approve the Comprehensive School Safety Plans for 2016-17. Pursuant to Education Code (EC) 32280 every school in California is required to develop a comprehensive School Safety Plan to address safety concerns identified through a systematic planning process. The site's School Site Council reviews and update the plan. Mr. Sagal asked if the elementary plans could be more uniform. He asked for clarification on lockdown procedures. The motion to approve the Comprehensive School Safety Plans was adopted unanimously.
- d. **Discussion Regarding Developing an Updated Facilities Master Plan and a Future General Obligation Bond Measures, R81-15-16.** Ms. Sinnette reported that at the January 12, 2016 meeting of the Governing Board, the Board gave staff direction to prepare a discussion item to explore needs, opportunities and next steps related to developing an updated facilities master plan as well as options associated with a future General Obligation Bond measure. She reported on the preliminary research that she and Mark Evans have done with both TBWB consultant Charles Heath and various architectural firm representatives. Ms. Sinnette reported on the timing of a proposed Bond election as advised by Charles Heath at TBWB. She distributed a Facilities Master Plan – Proposed Program Schedule. Mr. Sagal asked if there is a bond dollar amount being considered. Ms. Sinnette reported that the Bond Consultant would assist the district in finding a dollar amount that would work for the district. Mr. Jeffries discussed the requirements and restrictions in using bond dollars. Mr. Jeffries stated that whether we go forward with the bond we need to move forward with at least the Facilities Master Plan. The Governing Board approved moving forward with the Facilities Master Plan.
- e. **\*Resolution 12-15-16 Regarding the SR-710 North Freeway Tunnel Alternative and 2016 Draft Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Draft Program Environmental Impact Report (PEIR).** It was moved and seconded (Kuszyk/Puglia) to adopt Resolution 12-15-16 Regarding the SR-710 North Freeway Tunnel Alternative and 2016 Draft Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Draft Program Environmental Impact Report (PEIR). Ms. Sinnette reported on discussions that have taken place during the recent Joint Use Committee meeting. The Governing Board continues to have numerous concerns with student safety in regards to the proposed SR-710 North Freeway Tunnel Alternative. Resolution 12-15-16 addresses those issues. The motion to adopt Resolution 12-15-16 Regarding the SR-710 North Freeway Tunnel Alternative and 2016 Draft Regional Transportation Plan/Sustainable Communities Strategy

(RTP/SCS) and Draft Program Environmental Impact Report (PEIR) was adopted unanimously.

- f. **Second Interim Report, R79-15-16.** This is a first reading item. Mr. Evans reviewed the budget assumptions and provided an update on changes since the First Interim report. This item will come back for approval at the next regularly scheduled meeting of the Governing Board.

3. **Consent Agenda**

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

- a. **Personnel Report, P14-15-16.** The Governing Board approved the Personnel Report as follows: *Certificated*: Leave of Absence: Marie Morin. *Classified*: New Hires: Tamar Castano, Victor Castano, Nicholas Del Pozo, Grace Haah, Ana Flores, Nick Lacapria, Maria Marroquin, Devin McCullin, Christina Monrroy, Mary Ohms, Shannon Ortiz, Pilar Sanabria, Victoria Towns. Modification: Beth Mumper. Resignation: Alex Harrison. Leave of Absence: Marti Valdes.
- b. **Extra Duty Report, P15-15-16.** The Governing Board approved the Extra Duty Report.
- c. **Approve Contract with A4E (Architects for Education Inc.) for preparation of drawings, specifications, bid documents, and monitoring of the LCHS Field Replacement Project.** The Governing Board approved entering into a contract with A4E (Architects for Education, Inc.) for preparation of drawings, specifications, bid documents, and monitoring of the LCHS Field Replacement Project.
- d. **Resolution 10-15-16 Authorized Signatures.** The Governing Board adopted Resolution 10-15-16 Authorized Signatures.
- e. **Purchase Order List 11-15-16.** The Governing Board approved Purchase Order List 11-15-16.

### **COMMUNICATIONS**

Mr. Kuszyk requested a focus group of high school students to help educate him on issues at the high school.

Mr. Kuszyk requested presentations on elementary STEM programs.

Mr. Kuszyk reported on the GATE collection for the homeless.

Mr. Jeffries provided an update from Joint Use Committee.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:50 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, March 1, 2016 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

2/09/16