

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

December 5, 2017

The Annual Organizational Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:30 p.m. by President Dan Jeffries on December 5, 2017, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Dan Jeffries, Kaitzer Puglia, Brent Kuszyk, Ellen Multari and David Sagal.

**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 Mark Evans and Chief Technology Officer Jamie Lewsadder. Closed Session adjourned at 7:00 p.m.

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

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

None.

**REPORT OUT OF CLOSED SESSION**

Mr. Jeffries stated there was nothing to report out of Closed Session.

**ANNUAL ORGANIZATIONAL MEETING**

The Annual Organization 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 the five Governing Board Members, Ms. Sinnette, Mrs. Wenn, Mr. Evans, Ms. Lewsadder and Executive Assistant to the Superintendent Kim Bergner. There were approximately 40 people in the audience. Mr. Jeffries asked Paradise Canyon Elementary Boy Scout Pack 519 to lead the Pledge of Allegiance to the Flag.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette thanked the community for their support of the Bond measure and thanked the Governing Board for their continued leadership and support. As Mr. Sagal's Governing Board term comes to an end, Ms. Sinnette thanked him for his quick wit, intelligence and dedication to our students. In addition to recognizing Mr. Sagal for his 4 years of leadership as a member of the Governing Board, she announced that David and McNally Sagal have been selected as the La Canada Unified School District's 2018 Golden Apple Recipients and will be recognized at the Golden Apple Award breakfast in February. Ms. Sinnette presented Mr. Sagal with a plaque in appreciation for his 4 years of service as a member of the Governing Board.

Ms. Sinnette thanked Dan Jeffries for his outstanding year of service as 2017 Governing Board President and presented Mr. Jeffries with a plaque in appreciation of his service.

Ms. Sagal announced that the past 4 years of serving as a member of the La Cañada Unified School District's Governing Board have been one of the greatest pleasures of his life. He individually thanked each Governing Board Member and members of Cabinet for the qualities they bring to the district.

Members of the Governing Board, Cabinet and the audience gave Mr. Sagal a standing ovation for his service.

**2. President's Report**

Mr. Jeffries reported on the passing of the bond measure. He thanked the community for their overwhelming support and discussed the next steps in determining project priorities.

**3. Assistant Superintendent of Business and Administrative Services**

Mr. Evans deferred his report.

**4. Student Representative**

Ms. Suk reported on recent and upcoming events at the district's school sites.

**OATH OF OFFICE**

Governing Board member Ellen Multari assisted Dan Jeffries, Kaitzer Puglia and Joe Radabaugh in taking their Oath of Office for their new term as members of the Governing Board.

**RECEPTION**

The Governing Board held a brief reception for outgoing Governing Board member David Sagal, incoming Governing Board member Joe Radabaugh, and returning Governing Board members Kaitzer Puglia and Dan Jeffries.

After the reception, Mr. Sagal left the meeting and Mr. Radabaugh joined the Governing Board at the dais.

**SIGNATURE ON CODE OF ETHICS**

All five members of the Governing Board signed the Code of Ethics.

**REVIEW OF AGENDA**

None.

**OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

Bryn Oh, LCUSD parent, thanked the Governing Board for implementing late start at the high school;

David Haxton, LCUSD parent, requested improvements to 9-12 honors classes, an additional period for students, and changes to the LCHS athletic schedule;

Bill Chitwood, educational coach, made a statement regarding alleged cheating at the high school.

**PROPOSED ACTION ITEMS**

**1. First Reading**

- a. **\*Acceptance of 2016-17 Financial Audit Report, R65-17-18.** It was moved and seconded (Multari/Kuszyk) to accept the 2016-17 Financial Audit Report. Mr. Evans provided a brief outline of the district's financial audit report dated June 30, 2017. He reported that there are no exceptions or comments to the report and that the district has a solid financial report. Ms. Sinnette reported that Cabinet along with two Governing Board members met with the auditors to review the Financial Audit report. Mr. Radabaugh pointed out an error in the letter to the Governing Board from the Auditors. Mr. Evans will work with the auditors to make the correction. The motion to accept the 2016-17 Financial Audit Report with the amended letter to the Governing Board was adopted unanimously.
  - b. **\*Approval of 2018 Governing Board Meeting Calendar, R67-17-18.** It was moved and seconded (Multari/Kuszyk) to approve the 2018 Governing Board Meeting Calendar. Ms. Sinnette reported that extensive review occurred in Agenda Planning to try to eliminate meeting conflicts with the La Cañada Flintridge City Council. The proposed meeting dates were reviewed. It was suggested that the September meeting be moved to September 25<sup>th</sup>. The motion to approve the 2018 Governing Board Meeting Calendar as amended was adopted unanimously.
  - c. **Discussion Regarding November 7, 2017 Passage of General Obligation Bond Measure LCF and Timelines for Next Step Requirements, R64-17-18.** Ms. Sinnette thanked the community for the overwhelming vote of support for Measure LCF. Ms. Sinnette discussed the timeline for next step requirements. Mr. Jeffries suggested putting together a list of short projects to complete over the summer. Forming the Bond Oversight Committee was discussed. A Governing Board workshop was recommended for mid-to-late January. It was requested that David Casnocha and Adam Bauer be present at the workshop to assist with creating a bond measure timeline which includes the start of construction projects, funding timelines, and the establishment of the Bond Oversight Committee. Mr. Radabaugh suggested outreach to the community regarding the workshop. After reviewing dates, it was moved and seconded (Puglia/Multari) to schedule a Governing Board workshop for January 29, 2017 from 6:00 p.m. – 8:00 p.m.
  - d. **\*Report on 2016-17 Developer Fees Revenue and Expenses, R62-17-18.** Mr. Evans reported that the district collects Developer Fees to support facility needs due to growth. Mr. Evans reviewed the Developer Fee revenue and expenses for 2016-17 and reported that currently there is approximately \$587,000 in the Developer Fees account. The report on Developer Fees Revenues and Expenses was received and filed.
  - e. **\*Resolution 7-17-18 Approving the Rescheduling of Board Member Elections from Off to Even Year Elections Commencing with the 2019 Board of Education Election.** It was moved and seconded (Multari/Kuszyk) to adopt Resolution 7-17-18 Approving the Rescheduling of Board Member Elections from Off to Even Year Elections Commencing with the 2019 Board of Education Election. Ms. Sinnette reported on the requirement to change election dates to shift the election cycle to even years. Legal counsel was sought to consider moving to a March election to coincide with the City, but that would require that newly elected Governing Board members wait to be seated until December. In researching the suggested election recommendations, moving to even years while maintaining the November election timeline is the most cost effective option for the district. Due to an election timeline, the district would not be able to accommodate moving to even years beginning in 2018. The motion to adopt Resolution 7-17-18 Approving the Rescheduling of Board Member Elections from Off to Even Year Elections Commencing with the 2019 Board of Education Election was adopted unanimously.
2. **Second Reading**
    - a. **Approval of First Interim Financial Report 2017-2018, R55-17-18.** It was moved and seconded (Kuszyk/Multari) to approve the First Interim Financial Report 2017-

2018. Mr. Evans reported on the minor changes made to the projections in the First Interim Report since First Reading. The motion to approve the First Interim Financial Report 2017-20186 was adopted unanimously.

- b. **Approval of Board Policy Revisions, R56-17-18.** It was moved and seconded (Multari/Kuszyk) to adopt the revisions to Board Policy 6146.31. Ms. Wenn reported on the proposed changes to BP 6146.31. Ms. Wenn and Ms. Sinnette reported on why the district is requiring English be completed through district courses. Ms. Lewsadder reported on the literature read and the writing requirements in each grade. The motion to adopt the revisions to Board Policy 6146.31 was adopted unanimously.

### 3. **Consent Agenda**

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

- a. **Personnel Report, P11-17-18.** The Governing Board approved the Personnel Report as follows: *Classified*: New Hires: New Hires: Ashley Tearston. Modification: Dolly Leidelmeijer. Leave of Absence: Jennifer Molebash. Resignation: Grace Haah, Melody Hadley.
- b. **Extra Duty Report, P18-17-18.** The Governing Board approved the Extra Duty Report as presented.
- c. **Resolution 6-17-18 Reimbursement of Expenses Incurred by Board Representatives.** The Governing Board adopted Resolution 6-17-18 Reimbursement of Expenses Incurred by Board Representatives.
- d. **Resolution 5-17-18 Authorized Signatures.** The Governing Board adopted Resolution 5-17-18 Authorized Signatures.
- e. **Authorization to enter into a services agreement with Dannis Woliver Kelley, R69-17-18.** The Governing Board authorized entering into an agreement with Dannis Woliver Kelley for December 6, 2017 to June 30, 2018.
- f. **Project Management Contract with Cummings, R70-17-18.** The Governing Board approved entering into a Project Management Contract with Cummings.
- g. **Assistance League Summer School. 2018 Contract, R66-17-18.** The Governing Board approved entering into a contract for Assistance League Summer School 2018.
- h. **Spec Acts: PCR Ocean Institute, R60-17-18.** The Governing Board approved the PCR Special Acts request to attend Ocean Institute in Dana Point, California January 30-31, 2018; January 14-15, 2016; February 1 – 2, 2018; and February 8 – 9, 2018.
- i. **Spec Acts: LCHS Santa Ynez Wrestling Trip, R68-17-18.** The Governing Board approved the LCHS Special Acts request to attend the Santa Ynez Wrestling trip January 13 – 15, 2018.
- j. **Purchase Order List 8-17-18.** The Governing Board approved Purchase Order List 8-17-18.

### **ELECTION OF OFFICERS: President, Vice President and Clerk**

Mr. Jeffries read the Roberts Rules of Order regarding Election of Officers. He opened the nominations for Governing Board President for 2018. Ms. Multari nominated Kaitzer Puglia. There being no further nominations, the Governing Board unanimously appointed Ms. Puglia as Governing Board President for 2018.

Mr. Jeffries opened nominations for Governing Board Vice President or 2018. Ms. Multari nominated Brent Kuszyk for Governing Board Vice President for 2018. There being no further nominations the Governing Board unanimously appointed Mr. Kuszyk as Governing Board Vice President for 2017.

Mr. Jeffries opened nominations for Governing Board Clerk for 2018. Ms. Multari nominated Joe Radabaugh as Governing Board Clerk for 2018. There being no further nominations the Governing Board unanimously appointed Mr. Radabaugh as Governing Board Clerk for 2018.

## **COMMUNICATIONS**

Ms. Multari announced that the Governing Board/Leadership Team Holiday Party will be at her house on December 21st at 6 pm.

Mr. Kuszyk reported on his positive experience at CSBA.

Ms. Puglia wished all students good luck on their finals.

Mr. Jeffries thanked everyone for their support during his term as 2017 Governing Board President.

Ms. Sinnette discussed the request to hold a Governing Board retreat. It was agreed to hold the retreat on Friday, February 2, 2018.

## **ADJOURNMENT**

There being no further business before the Governing Board, the meeting was adjourned at 8:44 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, January 16, 2018 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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Joe Radabaugh, Clerk

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Date