

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

February 13, 2018

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Kaitzer Puglia on February 13, 2018, in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Kaitzer Puglia, Brent Kuszyk, Joe Radabaugh, Ellen Multari, and Dan Jeffries.

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 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: Mrs. Kaitzer Puglia, President
Mr. Brent Kuszyk, Vice President
Mr. Joe Radabaugh, Clerk
Mrs. Ellen Multari, Member
Mr. Dan Jeffries, Member

OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS

None.

REPORT OUT OF CLOSED SESSION

Ms. Puglia 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. There were approximately 40 people in the audience. Ms. Puglia asked Student Representative Averi Suk to lead the Pledge of Allegiance to the Flag.

REPORTS

1. Superintendent's Report

Ms. Sinnette deferred her report to Palm Crest Elementary Principal Karen Hurley and teachers Amy Tsai and Mariana Valderhaug to recognize Palm Crest Elementary Student Council. Ms. Hurley provided background on the success of their Student Council. Ms. Valderhaug reported on the two goals of the students while participating in student council: identifying a need and creating a solution to the need. Thirteen of the twenty-four Palm Crest Elementary student council representatives were present to report on the activities planned throughout the 2017-18 school year and shared their personal experiences regarding participating in student council at Palm Crest Elementary.

2. President's Report

Ms. Puglia reminded members of the community about the upcoming La Cañada Flintridge Educational Foundation Gala on Saturday, March 3, 2018. She shared highlights from the Governing Board Retreat which took place on February 2, 2018, reporting that Governing

Board members and district cabinet members spent the day focusing on many topics including a review of the Brown Act, presentations from potential project managers, and a risk-management presentation from ASCIP that included a review of the district's 10 year loss history and how to mitigate future risk. Ms. Puglia also shared briefly on the continuing Governing Board initiatives such as community group liaisons, ensuring safety and security of our students, and the priority of Challenge Success.

3. Assistant Superintendent of Business & Administrative Services' Report

Mr. Evans reported on the steps associated with the first bond issuance, and the progress with the financial advisor, underwriter, and bond counsel.

4. Student Representative

Student Representative Averil Suk reported on recent and upcoming school site events.

REVIEW OF AGENDA

It was requested that item 10d be moved to 10a to accommodate members of the audience.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

Belinda Randolph, LCHS parent, regarding gratitude for the support her family has received;
 Evette Kim, District Representative from Senator Anthony Portantino's office regarding mural contest.

PROPOSED ACTION ITEMS

1. First Reading

- a. ***Authorization of Independent Consultant Services Contract with Linik Corp. for Program Management Services, R95-17-18.** It was moved and seconded (Jeffries/Multari) to authorize entering into an Independent Consultant Services Contract with Linik Corp for Program Management Services. Mr. Evans reported that the district will need consultant services to support the planning and implementation of Measure LCF. Program Management services will assist with the pre-construction planning, bidding, construction and completion of bond projects. Mr. Evans reported that upon the passing of the bond measure in November the district made requests for qualifications (RFQs) from firms to provide program management services for Measure LCF. After staff review, panel interviews, and Board presentations, Linik Corporation was selected. This interim agreement is designed to initiate services while the multi-year contract with Linik Corp is completed. Ms. Multari reported on Linik Corp's presentation during the interview process. The motion to authorize entering into an Independent Consultant Services Contract with Linik Corp for Program Management Services was approved unanimously.
- b. ***Comprehensive School Safety Plans, R87-17-18.** It was moved and seconded (Multari/Jeffries) to accept the 2018-19 Comprehensive School Safety Plans. Mr. Evans reported that each year the schools bring to the Governing Board their school site safety plans. The plans include items such as an assessment of the current status of the school, school related crimes, child abuse reporting procedures, policies related to suspensions and expulsions, evacuation routes and disaster plans. Ms. Multari asked about lockdown drill trainings. Cabinet reported on the procedures that are currently in place for lockdown drills including how substitute teachers are informed of site safety procedures when on campus. It was requested that safety trainings be implemented annually. Community member David Haxton expressed his concern with the high school's evacuation plan. The motion to accept the 2018-19 Comprehensive School Safety Plans was adopted unanimously.

- c. **Second Interim Financial Report, R84-17-18.** This is a First Reading item. Mr. Evans and Director of Fiscal Services Gretchen Bergstrom provided a PowerPoint presentation for the first read of the Second Interim Financial Report. Ms. Bergstrom discussed the Budget Assumptions reporting that enrollment remains flat in multi-years, ADA remains at 97.73%, GAP Funding is calculated as fully funded per the Governor's proposal and future years include only COLA increases. Mr. Evans reported on the Dart Board Factors including STRS rates, PERS rates and COLA. COLA has increased from 2.15 to 2.55 from First Interim to Second Interim. The STRS and PERS obligations were discussed showing the increase in the obligations into 2020-21. The account variances from First Interim to Second Interim were presented. It was reported that revenues and expenses are remaining consistent. Mr. Evans and Ms. Bergstrom presented the revenue and expense multi-year projections to 2020-21. Mr. Evans discussed the Economic Uncertainties and the impact of Gap Funding. Mr. Evans reported that the biggest economic local pressures include STRS and PERS, contributions to programs, the unknown federal government reform, special education and inflation. While discussing multi-year projections it was reported that the cause of most school district insolvencies can be traced back to financial decisions made during prosperous times built on purely positive projections. There will be an economic downturn – only the timing and severity are unknown. In planning forward the district must allocate for deferred maintenance, textbook adoptions and anticipate that operational costs will outpace COLA. The Second Interim Financial Report will come back to the Governing Board in March for approval.
- d. ***Resolution #8-17-18 Resolution of the Board of Trustees of the La Cañada Unified School District Regarding Its Intention To Issue Tax-Exempt General Obligation Bonds.** It was moved and seconded (Jeffries/Multari) to adopt Resolution 8-17-18 Resolution of the Board of Trustees of the La Cañada Unified School District Regarding Its Intention To Issue Tax-Exempt General Obligation Bonds. Adoption of this resolution will allow the District to reimburse itself for any bond project costs that are incurred prior to the issuance of the first series of bonds issued under Measure LCF. The Governing Board discussed the importance of planning and implementing summer bond projects throughout the district. The motion to adopt Resolution 8-17-18 Resolution of the Board of Trustees of the La Cañada Unified School District Regarding Its Intention to Issue Tax-Exempt General Obligation Bonds was adopted unanimously.
- e. **Board Policy Updates Relating to District Records and Technology, R86-17-18.** This is a first reading item. Ms. Lewsadder reported on the goal of updating board policies related to district records and technology. She is bringing forward many board policies over the course of the next several months which relate to school websites, social media, drones, and student records. She reported on student cell phone use in the classroom. Ms. Lewsadder will be working with teachers to clarify and establish uniform classroom protocols. Ms. Lewsadder clarified the proposed updates to BP 6163.4 Student Technology Use and BP 1340 Public Access to District Records. Ms. Lewsadder reported on professional development that took place last summer at Leadership Retreat regarding the separation of personal email accounts from professional email accounts. This item will come back to the Governing Board at the next regularly scheduled Governing Board meeting for adoption.
- f. ***CSBA Delegate Assembly, R90-17-18.** It was moved and seconded (Multari/Kuszyk) to mark the ballot for CSBA Delegate Assembly as designated by the Governing Board. After some discussion, it was requested that Gregory Krikorian be submitted as a delegate. The motion to mark the ballot for Gregory Krikorian as delegate to the assembly was adopted unanimously.

2. Consent Agenda

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

- a. **Personnel Report, P16-17-18.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Kelsey Drange. Resignation: Michael Kassarian, Aimee Lee. *Classified*: New Hires: Jordan Hayes, Rebecca Sanchez. Leave of Absence: Melinda Lima, Nila Vaeluaga. Resignation: Karen Contreras, Chau “Jessica” Thai.
- b. **Student Teaching Agreement with California State University, Northridge, R83-17-18.** The Governing Board approved entering into a Student Teaching Agreement with California State University, Northridge
- c. **LCUSD Wellness Consultant Independent Service Contract, R93-17-18.** The Governing Board approved entering into a Wellness Consultant Independent Service Contract with Kerry Lambert.
- d. **Spec Acts: LCHS Wrestling CIF, R88-17-18.** The Governing Board approved the LCHS Special Activity request to attend Wrestling CIF in Temecula, California February 15-17, 2018.
- e. **Spec Acts: LCHS SEALFIT Training, R89-17-18.** The Governing Board approved the LCHS Special Activity request to attend SEALFIT Training beginning with an overnight at LCHS on Friday, March 2, 2018 and heading to Encinitas Beach, California on Saturday, March 3, 2018 for training.
- f. **Spec Acts: LCHS Chamber Singers Tour to New Orleans, R91-17-18.** The Governing Board approved the LCHS Special Activity request to attend Chamber Singers Performance Tour to New Orleans, Louisiana: March 21-25, 2018.
- g. **Spec Acts: LCHS Girls State Wrestling, R92-17-18.** The Governing Board approved the LCHS Special Activity request to attend Girls State Wrestling in Visalia, California February 22-24, 2018.
- h. **Gifts to District, R85-17-18.** The Governing Board approved the Gifts to District as presented.
- i. **Purchase Order List 10-17-18.** The Governing Board approved Purchase Order List 10-17-18.

COMMUNICATIONS

Calendars were discussed. The next Agenda Planning meeting has been scheduled for Tuesday, February 20th at 4:30 p.m.

Mr. Kuszyk reported on recent events he has attended including a photography show and Palm Crest Elementary’s PTA meeting.

Ms. Lewsadder reported on the overhaul of the Governing Board newsletter which will be launched shortly.

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, February 28, 2017 at 7:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California.

Wendy K. Sinnette, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Joe Radabaugh, Clerk

Date