

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

May 18, 2018

The Special Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:00 p.m. by Vice President Brent Kuszyk on May 18, 2018, at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Brent Kuszyk, Joe Radabaugh, Ellen Multari and Dan Jeffries.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 4:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were the four Governing Board Members, Superintendent Wendy Sinnette, Assistant Superintendents Anais Wenn and Mark Evans, and Chief Technology Office Jamie Lewsadder. Closed Session adjourned at 4:30 p.m.

MEMBERS PRESENT: 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

Mr. Kuszyk deferred the Closed Session report.

SPECIAL MEETING

The Special Meeting of the Governing Board was reconvened at 4:30 p.m. in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were four Governing Board Members, Superintendent Wendy Sinnette, Assistant Superintendents Anais Wenn and Mark Evans, Chief Technology Officer Jamie Lewsadder and Executive Assistant to the Superintendent Kim Bergner. There were approximately 16 people in the audience. Governing Board Vice President Brent Kuszyk led the Pledge of Allegiance.

OPPORTUNITY TO ADDRESS THE BOARD ON AGENDIZED ITEMS

Mrs. Gelhaar was in attendance to present Governing Board Member Ellen Multari with her Les Tupper award.

PROPOSED ACTION ITEMS

FIRST READING ITEMS

- a. **Approval of District Administrative Job Descriptions – Associate Superintendent of Education Services, Associate Superintendent of Business and Administrative Services, and Executive Director of Pupil Programs and Services, R149-17-18-18.** It was moved and seconded (Jeffries/Multari) to approve the District Administrative Job Descriptions – Associate Superintendent of Education Services, Associate Superintendent of Business and Administrative Services, and Executive Director of Pupil Programs and Services. Ms. Sinnette

reported on her LCUSD Administrative reorganization plan. She reported that due to Dr. Davis leaving the district and the early announcement of the retirement of Ms. Lindi Dreibelbis, Ms. Sinnette has worked throughout the year to create an administrative reorganization plan. She reported on the additional duties that will be taken on by Anais Wenn, Mark Evans and Jim Cartnal. The job descriptions for these positions have been revised to reflect the additional duties. Ms. Sinnette reported that due to the additional duties, she is requesting that the Governing Board approve the title changes for Ms. Wenn and Mr. Evans from Assistant Superintendents to Associate Superintendents. The motion to approve the District Administrative Job Descriptions – Associate Superintendent of Education Services, Associate Superintendent of Business and Administrative Services, and Executive Director of Pupil Programs and Services was adopted unanimously. (4:0)

- b. **Review of progress on Superintendent's Goal Regarding LCUSD District and Site-level Administrative Reorganization and Governing Board Appointments to Complete Superintendent's Goal, R150-17-18.** Ms. Sinnette reported on the administrative opening that occurred with the appointment of Debra Craddock to the Executive Director of Personnel Services position. In response to the principal vacancy, the Paradise Canyon Elementary staff voiced its support of the appointment of Carrie Hetzel as Principal of Paradise Canyon Elementary. In addition, Ms. Sinnette reported on the need for additional administrative support at LCHS. As a result, administrative services were allocated to LCHS via an Assistant Principal position with the AP position at Paradise Canyon Elementary to be replaced by an elementary counselor. The district identified Kristina Kalb as a natural candidate for the position of Assistant Principal at La Canada High School. In Closed Session, Ms. Sinnette presented her request to the Governing Board to approve the appointment of Carrie Hetzel as Principal of Paradise Canyon Elementary and Kristina Kalb as Assistant Principal at La Cañada High School.

REPORT OUT OF CLOSED SESSION

Mr. Kuszyk reported that in Closed Session the Governing Board took action to appoint Carrie Hetzel as Principal at Paradise Canyon Elementary School by a 4:0 vote.

Mr. Kuszyk reported that in Closed Session the Governing Board took action to appoint Kristina Kalb as Assistant Principal at La Canada High School by a 4:0 vote.

- c. **Appointment of Measure LCF Citizens Oversight Committee, R148-17-18.** It was moved and seconded (Multari/Jeffries) to approve the appointment of the Measure LCF Citizens Oversight Committee as presented. Mr. Evans reported on the application and selection process for members of the Measure LCF Citizens Oversight Committee. Mr. Evans introduced the members of the committee that were present. The motion to approve the appointment of the Measure LCF Citizens Oversight Committee as presented was adopted unanimously. (4:0)

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 (4:0).

- a. **Personnel Report.** The Governing Board approved the Personnel Report as follows:
Certificated: New Hires: Dara Ellis, Erika Pieri, Laura Strametz. Modification/Transfer: Ashley Gish, Carrie Hetzel, Kristina Kalb. Resignation: India Dastaic, Kim Lauxen.
Classified: New Hires: Sharis Poulton. Resignation: Gretchen Bergstrom.
- b. **Purchase Order List 15-17-18.** The Governing Board approved Purchase Order List 15-17-18 as presented.

A short recess was called at 4:45 p.m. The Governing Board reconvened at 5:00 for the Governing Board Workshop.

GOVERNING BOARD WORKSHOP: Study Session on the Bond Process

The Governing Board workshop began at 5:00 p.m. Kaitzer Puglia joined the meeting at 5:15 p.m.

Ms. Lewsadder began the workshop by laying out the agenda for the workshop. Mr. Evans provided a bond sale update reporting that the district completed the documents necessary for the first series of funding in the amount of \$29,610,000. The sale will close effective May 30, 2018 and the bond funds will go into Fund 21. Mr. Jeffries commended the district for the high bond rating, which is a reflection of the district's hard work and fiscal responsibility.

Program Manager Harold Pierre was present and clarified the difference between Phase I and Series 1. The series is spread out over a 15 year period and the current plan is to have 5 series with disbursements approximately every 3 years. The last series is projected to be disbursed in 2030. Phase I reflects the first grouping of projects to be completed.

Mr. Pierre reported on the Phase 1 projects by site. Phase 1 at La Canada Elementary has a preliminary budget of \$25,787,308 and includes: Surveys, Environmental & Planning; Perimeter Fencing; Safety & Security/Site Improvements; Interim Housing; Modernization; New Construction; Technology Upgrades and Prop 39 improvements. Phase 1 at Palm Crest Elementary has a preliminary budget of \$28,160,559 and includes: Surveys, Environmental & Planning; Perimeter Fencing; Safety & Security/Site Improvements; Sewer Connection; Bldgs. D & C Roof Coating; Site Utilities; Interim Housing; Modernization; New Construction; Parking & Drop-off Improvements; Technology Upgrades; and Prop 39 improvements. Phase 1 at Paradise Canyon Elementary has a preliminary budget of \$27,967,484 and includes: Surveys, Environmental & Planning; Safety & Security/Site Improvements/ perimeter Fencing; Bldgs. G & Administrative Offices Roof; Site utilities; Interim Housing; Modernization; New Construction; Interim/Site Restoration; Lunch Shelter/ADA; Technology Upgrades; and Prop 39 improvements. Phase 1 at La Canada Jr. High/High has a preliminary budget of \$27,160,850 and includes: Surveys, Environmental & Planning; MPR/Food Services Improvements; Band Room Improvements; Bldg. 600 Roof; Roof Repairs A,B,F,G,H, & I; Synthetic Field Drainage; Lockdown & Access Control; Modernization; Safety & Security/Site Improvements; Track & Field Stadium Bleachers; new Pool & Hard Courts; Baseball & Softball Fields; Technology Upgrades; Prop 39 improvements; and Pool equipment repairs. Mr. Pierre clarified that Prop 39 improvements are all LED lighting retrofitting. The bulk of the Prop 39 funds will be spent at the high school.

Options for interim housing at Paradise Canyon Elementary were discussed.

Sequencing of the projects was discussed. Mr. Evans reported on the needs that may come out of the Safety Audit and how those needs will be incorporated into Phase 1.

The Door Locking Devices and Access Control at the high school was discussed. It was clarified that this is a project that can be done on swing shift so it can be completed during the school year with little impact on the students. Ms. Lewsadder clarified the need to evaluate the specs of the control system and stated that the cost of the project is higher than expected. Because this will be a pilot system at the high school prior to implementation at other sites, it is important to make sure that this is the system that best meets the district's needs. She reported on the need for staff training on the locking system.

Mr. Pierre provided a timeline and cash flow overview. He discussed the methodology for developing the project planner. He presented the project sequence criteria, which includes: board priorities; safety & security projects; technology; age of school; funding/revenue constraints; and site logistics (grouping of projects for economies of scale). He presented the Measure LCF Project Planner showing Phases 1-5. The first project will be the LCHS Synthetic Field Drainage Repair which is projected to begin in July. Mr. Pierre reported on the need to sequence the projects by site due to funding restrictions.

The LCHS pool was discussed. Mr. Evans provided a brief history of the pool and the potential issues that may come up once we look more closely into the project.

Mr. Evans reported on the efficiency component of not doing a project at each site early on. When looking at actual costs of having projects being done at every site, those costs became an issue. It is more cost efficient to work at one site at a time. Mr. Pierre reported that the bulk of Series 1 funds will be assigned to the high school with some going to Palm Crest Elementary.

Fencing at the sites was discussed. Mr. Pierre reported that we are waiting for feedback from the Safety & Security Taskforce regarding fencing at the high school. If fencing at the high school becomes a priority of the taskforce, construction funds for the high school would have to be modified.

Mr. Pierre presented a Phase 1 Project Cash Flow without State funding from 2018 to 2030. The cash flow includes the general obligation bond, interest earnings, deferred maintenance, developer fees, Prop 39 and Fund 40.2. State funding is not expected, although there may be occasional grants that become available over time, but at this point it is unlikely that the district would qualify.

Mr. Pierre presented a summary of the cash flow which shows accumulated funding and accumulated project costs for each year including each series spend-down over time. The projected costs are in 2018 dollars but reflects an escalation of costs annually through 2020.

Mr. Jeffries thanked Mr. Pierre for the level of detail presented.

Ms. Lewsadder reported on the next steps and progress to date. The wide range of “modernization” was discussed.

Ms. Sinnette discussed the importance of community involvement throughout the bond project process.

Community member David Haxton spoke regarding the proposed bond projects. He is opposed to construction of new classrooms at the elementary sites and the impact construction will have on students. He requested a renewed focus on parking and drop off at the high school. He asked that the Governing Board reconsider constructing an Olympic size pool. He suggested moving the bleacher project out to future years, for consideration in later issuances.

There being no further comments or questions the Study Session was adjourned at 6:40 p.m.

RECONVENED TO CLOSED SESSION

The Governing Board reconvened to Closed Session at 6:40 p.m.

REPORT OUT OF CLOSED SESSION

Ms. Puglia stated there was nothing to report out of Closed Session.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:00 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, June 5, 2018, 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