

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

December 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 December 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, Associate Superintendent Anais Wenn, Associate 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 is nothing to report out of Closed Session.

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:04 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 19 people in the audience. Ms. Puglia asked Student Representative Andrew Kwon to lead the Pledge of Allegiance to the Flag.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette reported that this is the Annual Organizational Meeting, which each year triggers a time of reflection for her. She stated that every year is marked by distinct issues, goals, challenges and triumphs and this year was no exception. Ms. Puglia served as Governing Board President for 2018 and Ms. Sinnette extended her heartfelt gratitude for Ms. Puglia's service and leadership. Ms. Sinnette praised Ms. Puglia for her talents, compassion and perseverance. Ms. Puglia is an educator at heart and therefore the interests of students, teachers and families are always at the fore of her decision making. Ms. Sinnette presented Ms. Puglia with flowers and a Governing Board President's plaque as a thank you for her year of service as President of the Governing Board.

Ms. Sinnette continued her reflection on the past year and stated that chief amongst the issues addressed in 2018 is the work that the Governing Board and the district has achieved in regards

to safety and security. There is still much to be done, but so much has been initiated and accomplished. Ms. Sinnette shared a video of Peter Crabbe regarding the district's safety and security initiative to commend the Governing Board's success in 2018 on the safety, security and wellness front. She thanked the Governing Board for their efforts on safety and wellness.

**2. President's Report**

Ms. Puglia thanked district staff, site administrators, faculty and staff, students, families and the community for their ongoing support. She individually thanked each Governing Board member for his or her assistance during her year as Governing Board President. Ms. Puglia reflected on the accomplishments of this past year and the goals for the year ahead.

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

Mr. Evans provided an update on upcoming projects. He thanked the baseball community for their generous donations which financed the Varsity Baseball infield upgrade, which will be improved over winter break.

**4. Student Representative**

Andrew Kwon reported on recent and upcoming events

**REVIEW OF AGENDA**

It was requested that the Extra Duty Extra Pay Report be moved from Consent to First Reading 1h.

**OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

Belinda Randolph, regarding Board policy on returning tests

**PROPOSED ACTION ITEMS**

**1. First Reading**

- a. Presentation on LCUSD's Guidelines Regarding the Identification, Assessment, and Instructional Planning for Students with Dyslexia, R82-18-19.** Ms. Wenn thanked Executive Director of Special Education Dr. Tamara Jackson and District Psychologist Nicole Pilarski for being present to further report on Dyslexia. Dr. Jackson reported that in October, in response to a parent request, she addressed the Governing Board on LCUSD's guidelines regarding the identification, assessment, and instructional planning provided for students with Dyslexia. Since that presentation, Dr. Jackson has worked extensively to create a plan to strengthen district response to students who may be at risk of having dyslexia and other specific learning disabilities in reading. The plan includes implementing the Sonday System. Dr. Jackson's proposed plan focuses on Teacher Training, Early Screening, Remediation Programs for both General Education & Special Education students, and Access to Appropriate Assistive Technology. Dr. Jackson provided background on the Sonday System and reported that both Burbank Unified and Glendale Unified School Districts are currently using the system. Dr. Jackson shared a sample lesson plan from the Sonday System. The Governing Board asked clarifying questions regarding the proposed action plan. Dr. Jackson stated that early screening should begin in TK/ Kindergarten. Student progress is monitored in the Sonday System through periodic assessments through which dyslexia would be identified. Mr. Kuszyk reported that he attended a session on Dyslexia at the CSBA conference and one of the focuses during that training was teacher training. He asked how LCUSD staff would be trained. Dr. Jackson reported on the plan for LCUSD teacher training.

The following audience members addressed the Board:

Pamela Cohen, applauded LCUSD for the work done on this subject; she is in support of the Soday System.

LCUSD parent Deborah Jeandron thanked Dr. Jackson for her support for her children and is very excited about the new program. She asked that the program be increased to include 7-12 students.

Community Member Belinda Randolph wanted parents to know that they can request testing.

Community member Mary White thanked Dr. Jackson for implementing the Soday System but requested more focus on assistive technology.

Pamela Cohen informed the district that there are scholarships available for credentialed teachers who are interested in training.

LCUSD parent Roberto Ramirez commented on the nuances with testing.

Mr. Radabaugh thanked Dr. Jackson for the swift approach to implementing the new program. Direction was provided by the Governing Board to move forward with Dr. Jackson's plan to implement the Soday System. Ms. Sinnette thanked Dr. Jackson and Ms. Pilarski for their research and hard work.

- b. **Modernization at Palm Crest Elementary, R81-18-19.** The Facilities Master Plan identifies several projects related to modernization and construction of buildings. The first site to be modernized will be Palm Crest Elementary. The budget for modernization at Palm Crest Elementary is approximately \$27,500,000. Consistent with guiding principles of the Facilities Master Plan, the design intent of the project is to reduce the number of portable buildings on the campus, modernize the existing classrooms, update infrastructure systems, create a designated drop-off area, and upgrade safety and accessibility on the campus. Mr. Evans and Program Manager Harold Pierre presented the existing plan and the proposed site master plan. Mr. Evans presented on both Concept A and Concept B. With Concept A, 11 portables would need to be moved, while 5 portables would need to be moved with Concept B. Concept B is a more expensive option (approximately \$2 million). Palm Crest Elementary staff preferred Concept B because they felt it would bring more campus cohesion. David Haxton, a district resident, is opposed to a two-story building and interior hallways.

The pros and cons of the two concepts were reviewed and discussed. There was discussion regarding whether to have two exits in each new classroom opening onto different corridors for safety and security purposes. The architect is looking for direction from the Governing Board on how to move forward. There was some concern with the increased costs between Concept A and Concept B. Ms. Puglia expressed her desire to consider the voice of staff at Palm Crest Elementary. Mr. Pierre expressed the importance of establishing modernization standards. The decisions made during this project can impact future projects. The Governing Board agreed to take the time to set modernization standards. Mr. Pierre and Mr. Evans will meet with LPA to discuss some of the issues raised. Mr. Jeffries asked that exterior corridors be considered. Mr. Pierre suggested two classrooms back to back with a walk through in case of emergency. This item will come back in January to further define the project.

- c. **\*Agreement for Hazardous Materials Testing Services, R86-18-19.** It was moved and seconded (Multari/Jeffries) to approve the Agreement for Hazardous Materials Testing Services. The district is currently preparing plans for the renovation of the cafeteria at La Canada High School. Because of the age of the building, it is likely that some of the materials used during the original construction of the building contain asbestos and/or lead. It is best practice for the district to test for the presence of asbestos and lead in older buildings during renovation projects so that materials are not

accidently disturbed, exposing building occupants to such materials. This agreement is to collect samples; test for the presence of asbestos and lead; and to develop specifications and a work plan for the abatement of asbestos materials and lead if found during construction. The motion to approve the Agreement with Executive Environmental for Hazardous Materials Testing Services in the amount of \$12,850 was adopted unanimously.

- d. **\*Approval of 2019 Governing Board Meeting Calendar, R77-18-19.** It was moved and seconded (Multari/Jeffries) to approve the 2019 Governing Board Meeting Calendar. The Governing Board reviewed the proposed meeting calendar. The motion to approve the 2019 Governing Board Meeting Calendar was approved unanimously.
  - e. **\*Report on 2017-18 Developer Fees Revenue and Expenses R87-18-19.** This item is for informational purposes. Mr. Evans reported on the 2017-18 Developer Fees revenues and expenditures. Revenues for 2017-18 totaled \$1,418,112 with expenditures totaling \$667,892. Projects supported by Developer Fee revenues are technology infrastructure, modernization planning/consultation/construction, and wireless infrastructure upgrades. The Governing Board received and filed the report.
  - f. **\*Adoption of Resolution 8-18-19: Education Protection Account; 2018-19 Funds.** It was moved and seconded (Multari/Kuszyk) to adopt Resolution 8-18-19: Education Protection Account: 2018-19 Funds. This annual item informs the Governing Board on how EPA funds are used. Mr. Evans reported that the EPA funds have decreased over past years but the state funds for the general fund have increased. Both funds are unrestricted; however, funds to the general fund are received monthly while the EPA funds are received quarterly. The amount of Education Protection Act funds apportioned for 2018-19 totaled \$3,232,193. The motion to adopt Resolution 8-18-19 Education Protection Account: 2018-19 Funds was adopted unanimously. (5:0)
  - g. **Approval of Board Policy Revision 51415.7 Sexual Harassment, R83-18-19.** This is a First Read item. Ms. Wenn presented the board policy revisions for Governing Board review and comments. Ms. Wenn reported that the CSBA sample was used to assist with the revisions. Ms. Wenn reported on how students are educated regarding sexual harassment. This item will come back at the next regularly scheduled Governing Board meeting for adoption.
  - h. **Extra Duty Extra Pay Report, P13-18-19.** It was moved and seconded (Jeffries/Multari) to approve the Extra Duty Report as presented. Mr. Jeffries asked that this report be pulled in order to discuss the need for more defined job descriptions or salaries for the Extra Duty Extra Pay positions. Mr. Evans clarified that during recent negotiations with LCTA the positions and the stipends were reviewed but actual job descriptions were not revised at that time. Community member Belinda Randolph asked how stipends are established. Ms. Sinnette clarified that the Extra Duty positions are established as part of the LCTA negotiations process. Stipends are established based on length of the position and the number of students that are supported by the position. The motion to approve the report as presented was adopted unanimously.
2. **Second Reading**
- a. **First Interim Financial Report 2018-2019, R68-18-19.** It was moved and seconded (Jeffries/Kuszyk) to approve the First Interim Financial Report. Mr. Evans reported on the changes to the First Interim Report since first read, which included a minor change to expenditures that were carried over into 2018-19. An additional error occurred which took the carry over into out-years. Those errors have been corrected. Mr. Evans reported on local lease revenue that has been revised due to upcoming construction that may impact lease income. Per the budget recommendation, a cash transfer of \$60,000 from the fund 40.0 to the Cafeteria Fund (13.0) is included in the 2018-19 budget to offset expenses beyond revenues in the Cafeteria Fund. The motion to approve the First Interim Financial Report 2018-2019 was adopted unanimously.

### 3. **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. (5:0)

- a. **Personnel Report, P12-18-19.** The Governing Board approved the Personnel Report as follows: *Classified:* New Hires: Kade Bohlen, Erin Constantinides, Chris Ramalingam.
- b. **Extra Duty Report, P13-18-19.** This item was moved to First Read for discussion.
- c. **Resolution 7-18-19 Reimbursement of Expenses Incurred by Board Representatives.** The Governing Board adopted Resolution 7-18-19 Reimbursement of Expenses Incurred by Board Representatives.
- d. **Resolution 6-18-19 Authorized Signatures.** The Governing Board adopted Resolution 6-18-19 Authorized Signatures.
- e. **Assistance League Summer School 2019 Contract, R78-18-19.** The Governing Board approved the Assistance League 219 Summer School Contract.
- f. **Spec Acts: LCHS Tournament of Champions – Girls Varsity Water Polo, R90-18-19.** The Governing Board approved the LCHS Special Activity Request to attend the Tournament of Champions – Girls Varsity Water Polo in Santa Barbara, California January 10-12, 2019.
- g. **Approval Needed for Use of Piggyback Contract for Technology Purchases, R89-18-19.** The Governing Board approved entering into a Piggyback Contract for Technology Purchases with Apple.
- h. **Gifts to District, R88-18-19.** The Governing Board approved the Gifts to District as presented.
- i. **Purchase Order List 10-18-19.** The Governing Board approved Purchase Order List 10-18-19.

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

Ms. Puglia stated that per Roberts Rules of Order the election of officers will be based on nominations from the floor. When there is more than one nominee for a given office the candidates will be voted on in the order in which they were nominated. When the nominations have ended, the chair repeats the nominations and continues.

Ms. Puglia opened nominations for President. Mr. Jeffries nominated Brent Kuszyk for President. Ms. Puglia stated that Brent Kuszyk has been nominated for President of the Governing Board for 2019 and asked if there are any further nominations for the office of President. There being no further nominations, Ms. Puglia called for the vote. The nomination of Brent Kuszyk as President of the Governing Board for 2019 was adopted unanimously. (5:0)

Ms. Puglia opened nominations for Vice President. Mrs. Multari nominated Joe Radabaugh for Vice President. Ms. Puglia stated that Joe Radabaugh has been nominated for Vice President of the Governing Board for 2019 and asked if there are any further nominations for the office of Vice President. There being no further nominations, Ms. Puglia called for the vote. The nomination of Joe Radabaugh as Vice President of the Governing Board for 2019 was adopted unanimously. (5:0)

Ms. Puglia opened nominations for Clerk. Mr. Jeffries nominated Ellen Multari for Clerk. Ms. Puglia stated that Ellen Multari has been nominated for Clerk of the Governing Board for 2019 and asked if there are any further nominations for the office of Clerk. There being no further nominations, Ms. Puglia called for the vote. The nomination of Ellen Multari as Clerk of the Governing Board for 2019 was adopted unanimously. (5:0)

**SIGNATURE OF CODE OF ETHICS**

The Governing Board signed the Code of Ethics.

**COMMUNICATIONS**

The Governing Board congratulated Mr. Kuszyk on being voted Governing Board President for 2019.

Ms. Puglia invited the Governing Board and Leadership Team to a Holiday Gathering on Tuesday, December 18, 2018.

**RECONVENE TO CLOSED SESSION**

The Governing Board reconvened to Closed Session at 9:50 p.m. Closed Session adjourned at 10:50 p.m.

**REPORT OUT OF CLOSED SESSION**

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

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:50 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, January 15, 2019 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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Ellen Multari, Clerk

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Date