

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

December 4, 2018

The Special Meeting of the Governing Board of La Cañada Unified School District was called to order at 6:00 p.m. by President Kaitzer Puglia on December 4, 2018, at 4490 Cornishon Avenue in La Cañada, California. Present were Governing Board Members Kaitzer Puglia, Joe Radabaugh, Ellen Multari and Dan Jeffries; Superintendent Wendy Sinnette; Associate Superintendents Anais Wenn and Mark Evans; Chief Technology Officer Jamie Lewsadder and Executive Assistant to the Superintendent Kim Bergner. Governing Board Member Brent Kuszyk was not present. There was 1 person in the audience.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 6:00 p.m. Closed Session adjourned at 6:30 p.m.

**REPORT OUT OF CLOSED SESSION**

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

**GOVERNING BOARD WORKSHOP: Safety & Security Taskforce 6:30 p.m.**

Task Force members in attendance were:

Justin Luthey	Jamie Lewsadder	Kip Glazer
Audrey Huang	Peter Breckheimer	Patricia Corrales
Adin Ryssdal	Joe Radabaugh	Ellen Multari
Anais Wenn	Emily Blaney	Peter Crabbe
Jennifer Sullivan	Sean Carney	Dan Jeffries
Mark Evans	Mira Shah	Elaine Chu
Adena Asatoorian	Maddie Odell	Jim Cartnal
Elyssa Nelson	Brent Kuszyk	Rachel Zooi
Kristina Kalb	Tanya Wilson	Kaitzer Puglia
Laila Stroben		

Ms. Sinnette began the workshop at 6:35 p.m. She reviewed the agenda and thanked everyone for being in attendance.

Ms. Sinnette revisited the purpose of the taskforce and briefly reported on the end goals of each of the five sub-committees. The outcome is that all of the subcommittee recommendations will come together and be comprised into a prioritized action plan to be presented to the Governing Board for implementation in the school site safety plans and the Local Control Accountability Plan.

**Staff and Student Training Subcommittee Report**

Jamie Lewsadder reported on the work done by Safety & Security consultant Peter Crabbe of Chameleon Associates. Mr. Crabbe was hired by the district to provide a safety and security assessment of the district's campuses. Mr. Crabbe reported on the processes and steps taken in order to perform the safety and security assessment.

Mr. Crabbe was also hired by the district to provide safety and security training to district staff and parents. Mr. Crabbe reported on the parent and staff trainings that he has provided to the district since

July 2018. He provided an overview of his recent safety and security presentations to the task force, providing safety and security tips to those present.

### **Traffic and Parking Subcommittee Report**

Mr. Evans provided a Traffic and Parking subcommittee update. He reported that the subcommittee has performed observations at each campus during drop off. Observations were also held at La Cañada High School during afternoon pick up. Expected outcomes are to Inform, Educate, and Direct Drivers; Modify Traffic Patterns; and Consider Physical Improvements.

Ms. Sinnette provided an update on the Devil's Gate Dam Sediment Removal Project reporting that approximately 400 trucks will run daily to and from the project. She provided an overview of the expected traffic patterns near the high school during the project.

### **Wellness, Communication, and Outreach Subcommittee**

Mr. Carnal provided an update on Wellness, Communication and Outreach. He reported that the team has met four times from September through November. All four meetings focused on Discovery, Gap Identification, and Targeted Recommendations. Ms. Carnal reported that the subcommittee has taken a strengths based approach, identifying what is working well in LCUSD. Mr. Carnal reported on the recommendations for implementation identified in each domain of wellness, communication, and outreach. He stated that a focus on wellness for students and staff is key. The subcommittee agreed that reviewing and revising of the current communication practices are needed. Mr. Carnal reviewed and discussed some of the outreach recommendations, which include increased outreach to students and the community.

### **LCHS Open vs. Closed Campus (Lunch) Subcommittee:**

Ms. Sinnette reported that the LCHS Open vs. Closed Campus subcommittee has met three times. The next meeting is scheduled for December 12th. Meeting agendas have included: Action Research to Review Practices of Comparable Districts; Review of LCHS Tardy/Absentee Data After Lunch; Review of Related Traffic and Accident Data; Review of Pros/Cons to Campus Lunch Policies; Site-Walk; Set Meetings and Outcomes; Identify Strategies to Manage Interests and Options. Next steps are to prepare survey questions on this topic for the Panorama Ed survey.

### **Campus Safety Subcommittee**

Ms. Lewsadder provided highlights from a recent Threat Assessment Training she attended sponsored by the Sheriff's Department. She reported on highlights from that training including internal and external threats. Ms. Lewsadder discussed three key safety measures in regards to threat assessment, which include Target Hardening (physical barriers that slow down access), Training (preparation to act), and Time (ways to shorten an attack/incident). Additionally, she reported on mechanisms for making prevention a reality, which include an anonymous reporting mechanism; Identification, Assessment and Management; collaboration with agencies and school personnel; and tabletop exercises. Ms. Lewsadder discussed the pathway to targeted violence.

Ms. Lewsadder's final thoughts and takeaways from the training are that school climate is key for both planning for and preventing an attack; and that comprehensive approaches are needed for all phases: prevention, response, and post-incident.

### **Capital Projects Report**

Mr. Evans provided an update on current and upcoming capital projects. Elementary perimeter fencing is scheduled as a summer project at all elementary sites. The lock and access control project is in the

initial stages. Completion of the lock and access project is anticipated before the end of the 2018-2019 school year. Modernization for Palm Crest Elementary is in the initial phases. Parking and drop off will be included as part of the Palm Crest Elementary project. A proposal for fencing behind the 7/8 building has been received and is currently under review. Emergency generator plans to keep phones and internet operational during an outage is in the planning stages.

Ms. Lewsadder provided an overview and timeline of the Lock and Access Project at La Cañada High School.

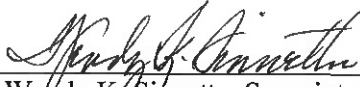
**Priorities Survey**

Ms. Lewsadder asked members of the committee to take a priorities survey prior to adjourning the meeting. Members of the taskforce took the survey.


Mr. Sinnette discussed upcoming meetings. Scheduled meetings are January 30, 2019 (which is a small group workshop with 1-2 member from each subcommittee), February 5, 2019 (which is the full taskforce for a progress report), and April 9, 2019(which is the wrap up meeting). All three meetings will be 6:30 p.m. – 8:00 p.m.

**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 Thursday, December 13, 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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Ellen Multari, Clerk  
1/19/19  
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Date

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