

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

August 28, 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 August 28, 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 joined the Governing Board at 5:30 p.m. 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 28 people in the audience. Ms. Puglia asked Student Representative Andrew Kwon to lead the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Jeffries/Kuszyk) to approve the minutes of July 10, 2018, July 16, 2018 and August 7, 2018. The motion to approve the minutes of July 10, 2018, July 16, 2018 and August 7, 2018 was adopted unanimously.

REPORTS

1. **Student Representative**
Andrew Kwon reported on recent and upcoming events at district school sites.
2. **Associate Superintendent of Business & Administrative Services' Report**
Mr. Evans reported on roofing projects that took place over the summer, the cafeteria re-roofing project took longer than expected and will be completed shortly. Mr. Evans is working

with the City of La Cañada Flintridge on an event called "Go Human", which is a City sponsored event to encourage the community to walk or cycle in order to get around the city. The event will take place on October 6, 2018.

3. **President's Report**

Ms. Puglia reported on the opening of the school year stating that members of the Governing Board attended PTA meetings at each school site. She thanked the community for the many volunteer hours contributed at the school sites to get the school year started. Ms. Puglia reported on "Nachos with the Board", the Governing Board sponsored event to welcome staff to the new school year.

Ms. Puglia reported that there will be dialogue in Communications regarding any requests to change liaison assignments for the new school year.

4. **Superintendent's Report**

Ms. Sinnette provided an enrollment update. She stated that enrollment is currently at 4,138, an increase of 12 students over last year's enrollment. She reported on individual class sizes at the school sites.

Ms. Sinnette reported on the successful opening of the school year stating that it went very smoothly. She reported on the Professional Development that took place during the Buy Back Day, which included a 3-hour presentation on safety and security by Chameleon Associates. A similar presentation will occur for parents prior to the end of the year.

Ms. Sinnette and the Governing Board recognized the LCHS Sports Medicine students for their championship win in the Jaybird & Mais Division of the 7th annual AACI National Sports Medicine Competition. Several students also received All American status by qualifying in the top 25 students in their division. Ms. Sinnette thanked coach and teacher Mrs. Kim Crosby for her dedication and commitment to the students of the Sports Medicine Program. Mrs. Crosby provided a background on the event. Ms. Sinnette presented Certificates of Recognition to the students present.

REVIEW OF AGENDA

None.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

David Haxton, regarding La Canada High School's Facilities Master Plan.

PROPOSED ACTION ITEMS

PUBLIC HEARING

Resolution 1-18-19 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2018-19 for Grades K-12

Ms. Puglia opened the public hearing at 7:39 p.m. There being no public comment the hearing was closed at 7:40 p.m.

1. **First Reading**

- a. **Safety and Security Task Force Progress Update, R17-18-19.** Ms. Lewsadder began the presentation by discussing the objectives and approaches of the Safety and Security Taskforce. She reported that five sub-committees of the Taskforce have been formed: Wellness, Communication, and Outreach; Traffic and Parking; Campus Security; Staff and Student Training/Professional Development; Open vs. Closed

Campus at Lunch (LCHS). Sub-Committee chairs briefly reported on their summer work.

Ms. Wenn provided an update on Staff and Student Training. She stated that the subcommittee met three times in June to research and recommend staff training. Chameleon Associates was chosen to provide a safety and security presentation to staff as part of the Buy Back Day professional development. A majority of Leadership Team members attended a training on August 2, 2018 focusing on addressing targeted school violence and responding to mass casualty events. The next steps of the subcommittee are to meet in early September to discuss staff feedback regarding the training provided on the Buy Back Day and to plan for future trainings for staff and students.

Mr. Evans provided an update on Traffic and Parking. He reported that the purpose of the sub-committee is to create a safer, more efficient means for students to arrive and depart campuses. Initial perceptions are that the current traffic flow creates safety issues for our students – both walkers and those being dropped-off. The present task is to review and observe overall traffic flow, and to assess ways to minimize traffic problems and increase efficiency.

Ms. Lewsadder reported on Campus Safety stating that the first meeting was held in July, which focused on process, assigning tasks, and meeting with a security consultant to learn best practices. She provided a workflow and timeline for the sub-committee. Ms. Lewsadder reported that the sub-committee met several times for site walks to look for security shortcomings at the sites. The site walk observations are currently being compiled. The committee will meet in September to continue to conduct discovery, in October to identify key issues and gaps, in November to compile possible solutions, and at a date to be determined to package findings and report out.

Mr. Carnal reported that the first meeting of the Subcommittee on Wellness, Communication, and Outreach will take place on August 29, 2018. Before subcommittee meetings, efforts have been made to review practices of comparable districts, select a wellness coordinator/counselor at LCHS, and review Challenge Success Student Survey data from 2016-2018.

Ms. Sinnette reported on the LCHS Open vs. Closed Campus (Lunch) sub-committee stating that the meeting will be scheduled shortly. She reported that beyond sub-committee meetings, efforts will be made to review practices of comparable districts, conduct outreach to a wide-audience of stakeholder groups, and to manage interests and options.

Ms. Lewsadder discussed the next steps and talked about the importance of identifying perceived versus real threats. The sub-committees will need to work together as priorities are identified while making sure that the Task Force has a shared view and is mindful of the interdependencies of campus projects. Belinda Randolph asked that the traffic & parking sub-committee consider reviewing handicap accessibility related to parking.

Ms. Lewsadder reported on the Threat Assessment Report review. She reported that Cabinet & the Governing Board have reviewed the report. They will work together to provide a one-page public report. Themes include perimeters and access controls, training, communication, and standard operating procedures. Ms. Lewsadder provided an overall progress-to-date and next steps.

Ms. Wenn reported that the video of the Chameleon Buy Back presentation was sent to all staff.

- b. **Presentation of Fencing Studies by LPA Architectural Firm, R19-18-19.** Mr. Evans introduced Program Manager Harold Pierre and LPA Managing Director Rick Musto who were present to report on the LPA fencing studies performed throughout the district's school sites. Mr. Pierre opened the presentation by reporting on the work performed-to-date. Mr. Musto provided an overview of proposed fencing at each elementary site beginning with La Cañada Elementary. The Governing Board engaged in discussion regarding the challenges of adapting to a fenced campus, multiple points of access for parent volunteers, and the access to Joint Use fields during Joint Use hours. The goal is to install campus fences next summer prior to the start of the 2019-2020 school year. In order to start the fencing project next summer, bids will need to be received and accepted in March of 2019. Mr. Jeffries discussed the quandary of wanting to research fencing options and receive community input prior to approving the fencing projects in time for next summer. To ensure a summer 2019 completion date, it would be ideal to have a decision on a fencing plan by October 2018. Ms. Sinnette reported that it is important to manage community expectations. Ms. Multari requested that the Governing Board set standards for the fencing project. After much discussion, Mr. Musto proceeded to report on proposed fencing at Palm Crest Elementary and Paradise Canyon Elementary. The Governing Board agreed to move forward with maintenance and repair of existing perimeter fencing while additional research is conducted on the interior fencing. The Governing Board agreed that Mr. Jeffries and Mr. Radabaugh work with LPA, site principals, Mark Evans, Jamie Lewsadder and the Program Manager to explore fencing patterns, access, and cost to fine-tune a fencing plan to bring back to the Governing Board. Ms. Puglia suggested that this happen as soon as possible to meet the October deadline. An agenda item regarding fencing standards will be presented at the September 25, 2018 Governing Board meeting.
- c. ***Resolution 1-18-19 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2018-2019 for Grades K-12.** It was moved and seconded (Multari/Radabaugh) to adopt Resolution 1-18-19 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2018-2019 for Grades K-12. Mrs. Multari asked about how quality of textbooks for students is ensured. Ms. Wenn reported on the procedures that are taken to ensure quality textbooks. With the shiftrting of staff over the summer the review of the current textbooks did not take place, therefore, some students received textbooks that would not normally meet the standards of the district. Those issues have been taken care of and textbook binding and purchase of needed textbooks have occurred. The motion to adopt Resolution 1-18-19 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2018-2019.
- d. **Adoption of Advanced Placement United States Government, American Government – Roots and Reform, 13th Edition, published by Pearson, 2017, R20-18-19.** This is a First Read item. Ms. Wenn reported on the evaluation of available textbooks by American Government teachers. The ratings have been provided. The proposed textbook was the textbook preferred by teachers. Once adopted, textbooks will be ordered and it is proposed that students will be using the new textbook at the end of first quarter. Teachers are currently supplementing materials with the current textbook to ensure a smooth transition in textbooks. This item will come back to the Governing Board for approval at Second Read. Belinda Randolph expressed her concern with this textbook being purchased this year when the course was implemented last year. The process for elementary textbook adoption and high school textbook adoption was clarified. This item will come back at the Special Governing Board meeting on September 11, 2018 for adoption.

- e. **Potential New Course at LCHS for 2018-19 School Year: Introduction to Sewing and Design, R21-18-19.** This is a First Read item. (read agenda item). Mr. Carnal reported on the exploratory 7/8 classes, wheel rotation: cooking, graphic arts, sewing, LCTV and Photography. Ms. Sinnette discussed the expertise of the teacher assigned to this course. (Danielle Murr-Pinsker) Mr. Haxton expressed his excitement about this course but stated that he is concerned with the name of the course. He requested more CTE courses at the high school and suggested 7 periods and semester long classes. Belinda Randolph requested better communication to students regarding the wheel rotation. Mr. Radabaugh requested communication to 7/8 parents regarding the wheel rotation. Ms. Wenn will work with Dr. Gold on communication to parents about the course. Enrollment in the spokes, the Panorama Ed surveys and staff expertise will guide which spokes will be provided during the 2019-2020 school year. This item will come back to the Governing Board for approval at the Special Governing Board meeting on September 11, 2018.
- f. ***Resolution 3-18-19 to provide Worker's Compensation Coverage for Volunteers.** It was moved and seconded (Jeffries/Multari) to adopt Resolution 3-18-19 to provide Worker's Compensation Coverage for Volunteers. Mr. Evans reported on the request from Keenan & Associates to adopt the resolution in order to provide workers compensation coverage for volunteers. The motion to adopt Resolution 3-18-19 to provide Worker's Compensation Coverage for Volunteers 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, P3-18-19.** The Governing Board approved the Personnel Report as follows: *Certificated:* Resignation: Emily Selsor. *Classified:* New Hires: Dina Allahverdian, Heather Applegate, Gabriel Araujo, Michelle Bertonneau, Monica Carrillo, Rachael Collins, Desiree Dziurgot, Donald Flowers, Connor Hildebrand, Shawna Karsten, Suzanne Kochamba, Renate Sahar, Heidi Torres. Modifications: Tiffany Gonzalez, Lindsay McGee, Anthony Peralta, Cheryl Stonebraker. Resignation: Andrew Eapen, Erika Martinez, Petronila Vaeluaga. Extra Duty Stipend: Teena Vasquez.
- b. **Authorization to renew the contract with Atkinson, Andelson, Loya, Ruud & Romo for legal services.** The Governing Board approved renewing the contract with Atkinson, Andelson, Loya, Ruud & Romo for legal services.
- c. **Authorization to renew the contract with Fagen, Friedman & Fulfroost for legal services, R18-18-19.** The Governing Board approved renewing the contract with Fagen, Friedman & Fulfroost for legal services.
- d. **Purchase Order List 4-18-19.** The Governing Board approved Purchase Order List 4-18-19.

COMMUNICATIONS

Mr. Jeffries reported on a conflict with the December 11th meeting. It was requested that be discussed at the September 11th Special meeting.

Ms. Sinnette requested that the January 8th meeting be moved on January 15th with agenda planning on January 8th.

Mr. Kwon reported on his responsibilities as a Senior at the high school stating that he is the Editor of the school newspaper, The Spartan, the Captain of Speech & Debate, and the Student President of PTSA.

Mr. Kuszyk requested a presentation from LCHS Assistant Principal Kip Glazer regarding what the counselors are working on. This item will be discussed at the next Agenda Planning meeting. Ms. Sinnette reported that

she has asked Kip Glazer to reinstate counselor expectations. Ms. Sinnette suggested hearing from Ms. Glazer in October to talk about college processes and college scheduling.

Mr. Radabaugh reported that Kiwanis has asked the district to provide an overview of the district at an upcoming meeting. Ms. Lewsadder stated that she has done a similar presentation in the past and volunteered to present again.

Mr. Kwon reported that due to construction at the YMCA, the YMCA has requested the use of the Governing Board Room for the Youth & Government program every Wednesday through February. He asked about the status of their request. Mr. Evans reported that the Business Department is working with the YMCA on approving the requested dates.

Due to a calendar conflict, Ms. Puglia asked Mr. Kuszyk to attend Agenda Planning on her behalf on September 17, 2018 along with Mr. Radabaugh.

Liaison assignments were discussed. Minor changes to the assignments were made.

RECONVENED TO CLOSED SESSION


The Governing Board reconvened to Closed Session at 10:05p.m.

REPORT OUT OF CLOSED

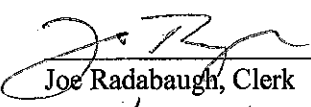
Ms. Puglia stated there was nothing to report out of Closed Session.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:55 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, September 25, 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

9/25/18
 Date