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

November 27, 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 November 27, 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 that in Closed Session the Governing Board unanimously approved the Special Education Settlement Agreement OAH Case No. 2018070845. (5:0)

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 7 people in the audience. Ms. Puglia asked Belinda Randolph to lead the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

It was moved and seconded (Jeffries/Multari) to approve the minutes of October 9, 2018 and October 30, 2018. The motion to approve the minutes of October 9, 2018 and October 30, 2018 was adopted unanimously. (5:0)

REPORTS

1. **Superintendent's Report**
   Ms. Sinnette provided an update on the district's recent efforts in relation to the Devils Gate Dam Sediment Removal Project. The district is working closely with the district's parent partner group on this matter. Additionally, the district has engaged resources to provide direction for concrete action strategies to support the health and safety of staff and our students

throughout this project. Our parent partners will be hosting an informational meeting on Wednesday, December 5th at 7:30 p.m. at La Cañada High School. All are invited.

Ms. Sinnette provided an update on the Sagebrush Territory Transfer. She reported that the County has cancelled their December 5th meeting of the County Commission. The committee needs to vote on the CEQA and separately on the territory transfer. The district is waiting to hear whether the petition will be on the agenda for their January meeting.

2. President's Report

Ms. Puglia reflected on her year as Governing Board President. She stated that she is humbled by the accomplishments of our students, the hours of service and monetary contributions our families provide for the benefit of the District and its programs, the engaged classrooms our teachers lead, and the volume of work the district staff, inclusive of all our sites handle on a daily basis. She highlighted the Governing Board's focus on Safety and Security; the district's Wellness Plan and the path towards clear communication with the community. She stated that we have much to do, as always, but she is thankful for the district's committed staff, teachers, administrators, parents, community members and students who continue to make La Cañada Unified School District an amazing school district.

3. Associate Superintendent of Business & Administrative Services' Report

Mr. Evans provided an update on budget projections reporting that the Legislative Analyst's Office released their outlook for Prop 98 in the year ahead. While the economic forecast is stable, the increase in funding for Prop 98 will mostly keep up with the COLA with some dollars possible for other uses. It is not clear whether these will be ongoing uses of the one-time dollars we have seen over the last several years. One new element of Prop 98 funding is the True Up Account. This legislation passed with the budget in June gives the state credit for any overpayments in Prop 98 funding. Currently the spending guarantee for 2017-18 and 2018-19 is less than what the state has funded. These extra dollars will not be removed from the budget, however in a year when there is an economic downturn, the state can use these funds as an offset to dollars below the minimum guarantee. In January, the new Governor will be presenting his budget proposal. The district will watch carefully how all these factors play into the budget for 2019-2020.

4. Student Representative

Student Representative Andrew Kwon reported on recent and upcoming school site events.

REVIEW OF AGENDA

Ms. Multari requested that item 12d be moved to the end of the First Read items.

OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None.

PUBLIC HEARING

CSEA Negotiations Proposal to LCUSD, R73-18-19

The hearing was opened at 7:19 p.m. There being no public comment the hearing was closed at 7:19 p.m.

LCUSD Negotiations Proposal to CSEA, R74-18-19

The hearing was opened at 7:20 p.m. There being no public comment the hearing was closed at 7:20 p.m.

PROPOSED ACTION ITEMS

1. **First Reading**

a. ***CSEA Negotiations Proposal to LCUSD, R73-18-19.** After holding a Public Hearing, the CSEA Negotiations Proposal to LCUSD was presented to the Governing Board for review. It was moved and seconded (Multari/Jeffries) to accept the CSEA Negotiations proposal. The motion to accept the CSEA negotiations proposal was accepted unanimously. (5:0)

b. ***LCUSD Negotiations Proposal to CSEA, R74-18-19.** After holding a Public Hearing, the LCUSD Negotiations Proposal was presented to the Governing Board for review. It was moved and seconded (Multari/Radabaugh) to accept the LCUSD negotiations proposal to CSEA. The motion to accept the LCUSD negotiations proposal to CSEA was accepted unanimously. (5:0)

c. ***Approval of Classified Job Description, R72-18-19.** It was moved and seconded (Radabaugh/Multari) to approve the Classified Job Description for the Data Specialist. Dr. Cradduck presented the classified job description for the Data Specialist reporting that this is a new position for the district. Under the supervision of the Chief Technology Officer, the Data Specialist will perform a variety of activities in support of the student information system (SIS) and California Longitudinal Pupil Achievement Data System (CALPADS) to provide accurate reporting and ensure adherence to timelines for state and federal mandated data collections. This position will coordinate with Business Services, Educational Services, Human Resources, school administrators, and various school site personnel in the collection and input of data requirements, provide support, guidance, and training to staff on data input. The motion to approve the classified job description for the Data Specialist was adopted unanimously. (5:0)

d. ***LCHS Wellness Center, Request for Proposal Review, Fall 2018, R76**-18-19. This item was moved to First Reading j.

e. **Approval of First Interim Financial Report 2018-2019 – First Reading, R68-18-19.** This is a First Reading item. Mr. Evans presented the First Interim Financial Report. He reported on the Budget Assumptions including enrollment, ADA, GAP funding and one-time dollars. He provided dartboard factors for 2017-18 to 2021-22 on GAP funding, COLA, and STRS and PERS rates. Mr. Evans provided an update on the Combined General Fund Revenue reporting that LCFF revenues anticipated per ADA decreased approximately $33,000 due to a slight decrease in ADA for 2018-19. Federal revenues remained constant for 2018-19 and the two years upcoming. One-time revenues for 2018-19 are budgeted at $747,408. No one-time revenues are anticipated for the upcoming years. He provided an update on the Combined General Fund Expenditures reporting that salary costs were updated to reflect 2018-19 personnel with updated salary schedules and step and column. Costs of benefits are directly relate to salaries, so the increase in benefits is a result of the additional classified salaries and increases in STRS and PERS rates. Increases in spending on supplies, services, and capital outlay reflect costs that were not completed during the 2017-18 school year and were carried over into 2018-19. Mr. Evans reported on Economic Uncertainties through 2020-2021. He reported on local budget pressures including benefits and step and column. Per the budget recommendation, a cash transfer of $60,000 from Fund 40.4 to the Cafeteria Fund (13.0) is included in the 2018-19 budget to offset expenses beyond revenues in the Cafeteria Fund. Approval of the First Interim will come back to the Governing Board at the next regularly scheduled Governing Board meeting on December 13, 2018.

f. ***Contract Amendment for Food Services Management Company, R69-18-19.** It was moved and seconded (Jeffries/Multari) to approve the Chartwells contract amendment for Food Services Management Company. In the Spring of 2015 the district selected Chartwells as the district's food service management company. The

California Department of Education requires that agreements be renewed annually for the upcoming school year. This is the third renewal. The contract, per state requirements, is only for one year, but it can be renewed annually for up to five years. The Governing Board approved the general renewal at its June 5, 2018 meeting. This amendment reflects the increase from the annual CPI index. The cost to the district per meal last year was $2.005. The new cost per meal will be $2.055. This increase is based on a CPI of 2.5%. The total cost will be between $8,000 and $10,000, depending on total meals sold over the school year. Mr. Evans reported on the increase in food sales since working with Chartwells. The motion to approve the Chartwells contract amendment for Food Services Management Company was adopted unanimously. (5:0)

g. ***FIS Tennis Courts Resurfacing Project, R70-18-19.** It was moved and seconded (Radabaugh/Multari) to accept the Joint Use Committee's recommendation to contribute fifty percent of the anticipated cost of $140,000 toward the resurfacing of the FIS Tennis Courts and direct the City Manager to begin the bidding process. Mr. Evans reported that under a joint use agreement with the City of La Cañada Flintridge, the District operates the eight tennis courts at the former Foothill Intermediate School site on Cornishon Avenue. Over the years, the condition of the tennis courts on Cornishon have deteriorated, and they are in need of resurfacing. After reviewing viable options for the repair of the tennis courts the Joint Use Committee agreed to request each agency's governing body to vote to support a fifty percent contribution of the anticipated cost of $140,000 toward the resurfacing of the tennis courts. The motion to accept the Joint Use Committee's recommendation to contribute fifty percent of the anticipated cost of $140,000 toward the resurfacing o the FIS tennis courts and direct the City Manager to begin the bidding process was adopted unanimously. (5:0)

h. ***Resolution 4-18-19 Calling for Full and Fair Funding of California's Public Schools.** It was moved and seconded (Multari/Kuszyk) to adopt Resolution 4-18-19 Calling for Full and Fair Funding of California's Public Schools. Despite California's having the sixth largest economy in the word, and the largest Gross Domestic Product (GOP) of any state in the nation, California has consistently underfunded public education while widening its scope, adding new requirements, and raising standards without providing appropriate resources to prepare all students for college, career, and civic life. Written by the California School Boards Association, this resolution urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top 10 states nationally by 2025. Adopting this resolution furthers the work of the LCUSD Governing Board and District staff in their lobbying efforts which implore California's legislators to fund schools at a level sufficient to support student success. The motion to adopt Resolution 4-18-19 Calling for Full and Fair Funding of California's Public Schools was adopted unanimously. (5:0)

i. ***Readoption of a Revised Resolution Supporting the Petitioner's Request Calling for the "Territory Transfer" of Certain Specific Areas of the City of la Canada Flintridge into the La Cañada Unified School District Boundaries, Resolution 5-18-19.** It was moved and seconded (Jeffries/Radabaugh) to readopt a revised Resolution Supporting the Petitioner's Request Calling for the "Territory Transfer" of Certain Specific Areas of the City of La Cañada Flintridge into the La Cañada Unified School District Boundaries. The Governing Board has passed three prior resolutions in support of the transfer of the Sagebrush territory from Glendale Unified School District (GUSD) to La Cañada Unified School District. The current resolution has been amended to acknowledge that the district would honor any request by a Sagebrush resident to remain enrolled within GUSD. The district would also release the siblings of Sagebrush students once they reach school age whose parents applied for an inter-district permit to attend a school within GUSD. The motion to readopt a revised Resolution Supporting the Petitioner's Request Calling for the "Territory Transfer" of

Certain Specific Areas of the City of La Cañada Flintridge into the La Cañada Unified School District Boundaries was adopted unanimously. (5:0)

j. ***LCHS Wellness Center, Request for Proposal Review, Fall 2018, R76-18-19.** It was moved and seconded (Multari/Radabaugh) to approve the issuance of the Request for Proposal for School Based Mental Health Support Programs. As part of the Challenge Success Implementation plan, LCHS is developing a plan to open a Wellness Center for the 2019-20 school year. The Request for Proposal (RFP), solicits proposals for School-Based Mental Health Services from Community Based Organizations/Providers of Mental Health Services. This RFP is designed to assist with addressing the provisions of the LCHS Wellness Center implementation plan which suggests a partnership between LCUSD and a community agency. Mr. Cartnal reported on the request for proposal for school based mental health support programs. Ms. Sinnette reported that meetings regarding the Wellness Center are occurring on a regular basis with LCHS staff. The motion to approve the issuance of the Request for Proposal for School Based Mental Health Support Programs was adopted unanimously. (5:0)

2. **Second Reading**

a. **Approval of Board Policy Revision 1312.3, R61-18-19.** It was moved and seconded (Multari/Kuszyk) to approve the revisions to Board Policy 1312.3. Mr. Cartnal reported that no changes have been made since First Read. The motion to approve the revisions to Board Policy 1312.3 was adopted unanimously. (5:0)

3. **Consent Agenda**

It was moved and seconded (Multari/Kuszyk) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously. (5:0)

a. **Personnel Report, 10-18-19.** The Governing Board approved the Personnel Report as follows: ***Certificated***: New Hires: Will Haden, Vardan Mikayelyan. Resignation: Sarah Larson. ***Classified***: Modification: Carola Hernandez, Ingrid Suarez, Annalise Waterman. Resignation: Imelda Avila-Ramirez, Andrew Haybarger, Arnett Mosley, Bethany Smedley.

b. **Spec Acts: LCHS Men's/Women's Ensemble Enrichment Tour, R65-18-19.** The Governing Board approved the LCHS Special Activity request to attend the Men's/Women's Ensemble Enrichment Tour in San Luis Obispo/Santa Barabara, California January 10-12, 2019.

c. **Lease Agreement for Elementary and District Office Copiers, R75-18-19.** The Governing Board approved the new lease agreement with HP for copier leases at the elementary sites and the District Office.

d. **Approval of Update to Conflict of Interest Code Exhibit B, R66-18-19.** The Governing Board approved the update to the Conflict of Interest Code Exhibit B as presented.

e. **Student Teaching Agreement MOU with Point Loma Nazarene University, R67-18-19.** The Governing Board approved entering into a Student Teaching Agreement Memorandum of Understanding with Point Loma Nazarene University.

f. **Purchase Order List 9-18-19.** The Governing Board approved Purchase Order List 9-18-19.

COMMUNICATIONS

Mr. Kuszyk reported on the JPL Mars Landing event.

Ms. Sinnette reported that La Cañada High School teacher Dr. Mark Ewoldsen has requested a meeting with two Board members and the Superintendent along with LCTA to discuss the policies related to the returning of tests. Mrs. Multari and Mrs. Puglia will attend the meeting. Ms. Sinnette will work on coordinating a meeting date.

Mr. Evans gave a shout out to Executive Director of Personnel Services, Dr. Debra Cradduck, stating that it's been a pleasure having her at the District Office in her new position.

RECONVENED TO CLOSED SESSION

The Governing Board reconvened to Closed Session at 8:15 p.m. Closed Session adjourned at 9:20 p.m.

REPORTED OUT OF CLOSED SESSION

Ms. Puglia reported that in Closed Session the Governing Board unanimously approved settlement on Special Education OAH Case Number 2018070845 signed on October 29, 2018. (5:0)

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:20 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, December 13, 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

Ellen Multari, Clerk

1/15/19
Date

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. Cartnal 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. Cartnal reported that the subcommittee has taken a strengths based approach, identifying what is working well in LCUSD. Mr. Cartnal 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. Cartnal 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 Sherriff'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 personne;, 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.

Wendy K. Sinnette, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Ellen Multari, Clerk

1/15/19
Date