

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

September 12, 2006

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:00 p.m. by President Scott Tracy on September 12, 2006 in the Round Building at 4490 Cornishon Avenue in La Cañada, California. Present were Board Members, Scott Tracy, Jinny Dalbeck, Susan Boyd, Cindy Wilcox, and Joel Peterson.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 4:00 p.m. in Round Building at 4490 Cornishon Avenue in La Canada, California. Present were the five Board Members, Superintendent Jim Stratton, Deputy Superintendent Bill Loose and Assistant Superintendent Mike Leininger. Closed session adjourned at 6:00 p.m.

**MEMBERS PRESENT:** Mr. Scott Tracy, President  
Mrs. Jinny Dalbeck, Vice President  
Mrs. Susan Boyd, Clerk  
Mrs. Cindy Wilcox, Member  
Mr. Joel Peterson, Member

**WORKSHOP: Palm Drive Property Review Committee**

The Governing Board workshop on the Palm Drive Property Review Committee recommendations began at 6:12 pm. Mr. Tracy turned the meeting over to Dr. Leininger. Dr. Leininger gave a brief background on the Palm Drive district office property and why the committee was formed. Dr. Leininger introduced the 12 members of the committee: Cindy Steckbeck, Diana Schulz, Faye Therrien, Graham Stumpf, Jinny Dalbeck, Lee Gregg, Mary Irwin, Mike Leininger, Robert Louk, Rowena Bouquet, Sandra Bell and Susan Boyd. The Palm Drive Property Review Committee is comprised of representatives of each school site, district staff, governing board and interested community members. The committee was directed to look at alternatives to selling the Palm Drive district office property while generating income and minimizing maintenance costs. As a result, the committee identified nine (9) potential options for the property. Those options include: use as a district-wide daycare/preschool; use as a place for tutoring; parcel off and sell; use as a Senior Center; Use as a Park-Sports Field; Co-develop with City as open space; use as a multi-purpose building; rent out to parties, weddings, community plays, musical recitals, art fairs etc.; dog park; or a recreational facility. After lengthy discussions of all 9 options, the committee focused on the following as the most viable option: Joint Use with City for a multi-purpose facility. Dr. Leininger reviewed and discussed the committee's options worksheet dated June 20, 2006. The worksheet shows all 9 original options. Positive and Negative considerations for each option were reviewed.

Dr. Leininger explained the current plans to renovate and expand the Palm Crest Elementary Cafetorium at an approximate cost of \$2 million. The committee's recommendation would be to build a multi-purpose room at the Palm Drive district office property that could be used jointly by Palm Crest Elementary and the City using state funds available for joint use projects. The state money would provide 50% of the joint use project, 25% would come from the City and the additional 25%, approximately \$500,000, would come from the district. However, this option has not been discussed with the City but is agendized for the Joint Use Committee meeting on September 14<sup>th</sup>.

Mrs. Dalbeck requested that the Palm Crest parent community also must be communicated with. Because this proposal is a change in design from what the Site Committee is expecting. The district needs to see if this is what Palm Crest Elementary wants for their site. Mrs. Wilcox asked if there was a

second option. Dr. Leininger stated that the committee became very fragmented after agreement on the first option. Mr. Gregg discussed his surprise with the recommendation. He was under the impression the sale of the property would be the second recommendation. Mrs. Dalbeck clarified that although the committee has made one recommendation it does not preclude the board from exploring additional options. Mrs. Wilcox added that this joint use option is innovative and creative and she appreciates all the efforts from the staff, board members and committee members. The Board directed staff to proceed with the committee's first option by communicating this option to the Palm Crest School community and neighborhood, by discussing this recommendation through Joint Use and to investigate through School Facilities to clarify qualifications for state monies. Dr. Leininger thanked the committee for their commitment in coming to this recommendation. The Board further directed the Superintendent to not pursue the sale of the Palm Drive district office property at this time.

Mrs. Bernhardt asked about specifics on the multi purpose room and the implications of Joint Use, and the impact of the PTA proposed playground renovations.

The workshop was adjourned at 7:06 p.m.

### **REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:06 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada. Present were the five Governing Board Members, Mr. Stratton, Dr. Loose, Mr. Leininger and Executive Secretary to the Superintendent Kim Bergner. There were approximately 40 people in the audience. Mr. Tracy introduced the new Student Representation, Tucker Heaton and asked him to lead the Pledge of Allegiance to the Flag.

### **REPORT OUT OF CLOSED SESSION**

Mr. Tracy reported there was no action taken in closed session.

### **APPROVAL OF AGENDA**

It was moved and seconded (Wilcox/Peterson) to approve the agenda. The motion to approve the agenda was adopted unanimously. It was moved and seconded (Wilcox/Dalbeck) to moved Opportunity to Address the Board to after Second Reading. The motion failed with a 1:4 vote. (Wilcox:Peterson, Tracy, Boyd, Dalbeck)

It was moved and seconded (Boyd/Dalbeck) to move items 2a and 2b to before First Reading. The motion to move items 2a and 2b to before First Reading was adopted unanimously.

It was moved and seconded (Peterson/Wilcox) to move items 3i and 3k to First Reading. The motion to move items 3i and 3k to First Reading was adopted unanimously.

The motion to approve the agenda as amended was adopted unanimously.

### **APPROVAL OF MINUTES**

Mr. Tracy stated that the minutes of the August 8, 2006 and August 22, 2006 meetings of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the August 8, 2006 were approved as presented. It was moved and seconded (Dalbeck/Boyd) to table the minutes of August 22, 2006 until the next regularly meeting of the Governing Board for further review. The motion to table the minutes of August 22, 2006 until the next regularly scheduled meeting of the Governing board was adopted unanimously.

## REPORTS

### 1. **Student Representative**

Mrs. Dalbeck discussed the duties of the Student Representative and introduced Tucker Heaton, this year's student representative. Mr. Heaton reported that ASB has a goal this year to incorporate the students more directly. ASB currently is having a contest asking students to design their own ASB T-shirts. If they win they will receive two free tickets to Homecoming. The high school's first dance is this Friday. There will be a Red Cross blood drive on campus on September 26<sup>th</sup>.

Mr. Heaton expressed student concerns on the new parking situation at the high school. The change in parking has caused more students to be late to their first period class. The tight parking lot has caused dangerous conditions before and after school and at lunch time.

The issue of returned tests was discussed in ASB and there was no response to students taking tests home. However, students expressed sympathy to teachers on this issue.

### 2. **Superintendent's Report**

Mr. Stratton reported on current enrollment. The current enrollment is 4,151. Enrollment is down about 90 students from where we were last year. Major drops in enrollment are seen as you go down the grades. 9<sup>th</sup> through 12<sup>th</sup> grades average 400 students per grade level; 6<sup>th</sup> through 8<sup>th</sup> grade average 350 students per grade level; 4<sup>th</sup> and 5<sup>th</sup> grades average 300 students per grade level; while 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades average 250 students per grade level. Kindergarten currently is at 177. However, grades 2, 6, 8, 9, 11 and 12 are impacted.

There are currently 81 interdistrict permits: 30 of those permits are new this year, the remaining 51 are on-going. The largest number of permits is in grade 12 with 21 permits. There are approximately 6 – 7 permits per grade.

Mr. Stratton continued to discuss each sites enrollment with a breakdown of class sizes at the high school and the impact on site facilities.

At the next regular meeting of the Governing Board Mr. Stratton will talk about the new curriculum arts program, reading inventory assessments and the floating Apple lab at the high school.

### 3. **President's Report**

Mr. Tracy discussed Board Governance. Mr. Tracy stated there may be misconceptions about what the Board duties are and clarified the role of the Governing Board. Effective Boards, whether corporate or non-profit set direction, establish structure, provide support, ensure accountability and act as community or corporate leaders. The Board hires the Superintendent, who is responsible for putting the board's direction and goals into action. Individual board members have no authority, only the governing board as a unit can take action on an issue.

This Board has committed itself to holding a number of workshops. These workshops include discussions on Construction, Class Size Reduction, Staff Evaluations, Special Education and the Palm Drive District Office Committee Recommendation. The Board will hold its next workshop on September 19<sup>th</sup> to review and revise the Board Bylaws. Mr. Tracy asked the Board to think about what other workshops they would like to pursue this year. The Board will prioritize workshop requests at a later date.

### 4. **Assistant Superintendent of Facilities and Operations Report**

Dr. Leininger provided a construction update. At the next meeting Dr. Leininger will provide a construction progress slide show. The elevator project is scheduled to be complete towards the end of October.

Dr. Leininger reported that during the last two weeks the board has received a construction summary sheet from Lundgren Management. Dr. Leininger has enjoyed working with Lundgren Management and has found them to be very responsive to suggestions. Dr. Leininger is currently working on putting together the schedule for the monthly board liaisons construction meetings.

### OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

Graham Stumpt, LCUSD Parent  
Donna Shepherd, CSEA

### PROPOSED ACTION ITEMS

#### 1. Second Reading

- a. **Resolution 5-06-07 approving and adopting the Developer Fee Justification Study.** It was moved and seconded (Wilcox/Dalbeck) to approve Resolution 5-06-07 approving and adopting the Developer Fee Justification Study. Dr. Loose gave a brief history of the Developer Fee Justification Study. Dr. Loose gave comparative information on neighboring districts. The law under the statutes that address developer fees clearly states what the funds can and can not be used for. Interpretation of this statute was discussed. School Facilities Services reported most districts do use their fees to reconstruct and modernize to make their buildings adequate. The district has only used their developer fees towards construction projects that show growth. Most of the districts developer fees are received from residential fees. Dr. Loose stated there are several district projects that would fit into the domain of developer fees, such as; the North Gym modernization, the South Gym modernization, the SSMRC and the LARC.

It was moved and seconded (Wilcox/Dalbeck) to modify #2 of the resolution by changing the words "proposed Capital Improvement Plan" to read "updated Facilities Master Plan" and also on modify page two the second paragraph to include the words "or designee" after the words "without certification from the District" The motion to accept those two modifications to the resolution was adopted unanimously. Mr. Tracy asked for public comments on this issue. The following members of the public addressed the board: John Caire, Jill Waters, Patty Compeau, Andy Beattie and Darren Mattix, a local commercial developer. It was moved and seconded (Tracy/Wilcox) to amend the Resolution to add two additional items. Item 3 to include the words "adequately" housed and change item 4 direct to "reasonable" relationship. The motion to include these two wording changes was adopted unanimously. The motion to approve resolution 5-06-07 approving and adopting the Developer Fee Justification study was adopted unanimously.

- b. **Revised Board Policy 6162.5 Student Assessment, R17-06-07.** It was moved and seconded (Wilcox/Boyd) to approve Revised Board Policy 6162.5 Student Assessment, R17-06-07. Mr. Stratton reported this revised Board Policy on Student Assessment is coming back for a second reading. As a result of a Board workshop the Board agreed to consider a revision to the existing board policy to incorporate the assessment guidelines. Mrs. Wilcox reported the current assessment guidelines were created in 2002. A recent high school staff survey

showed that currently a third of the 9-12 staff is returning graded tests on a regular basis. Mrs. Wilcox expressed her concern on the number of teachers that currently are not returning tests. Mr. Stratton responded that the point of the board policy is to ensure that graded tests are properly reviewed by students and teachers before moving on to the next unit of study. Mrs. Dalbeck reported on her history in creating the assessment guidelines. Student Representative, Mr. Heaton, responded on the issue by stating that he has found that the method currently being used by the teachers has been successful and that he has found that teachers have always provided the time to go over tests in class. Mr. Heaton further stated that most all of the teachers have been available after school and it's up to the student to take the bull by the horns and seek his own education. Mr. Tracy supports converting what was a guideline to a policy but wants to make sure the board thinks things through while they consider revisions to the proposed policy. The following members of the public provided comments to the board on this issue: Lee Gregg, Richard Weld, Patty Compeau, Karen Mathison, Susan Bornhurst, Rick Jordan, Jill Waters, and Mandy Redfern. After comments from the audience a brief break was called. Mrs. Dalbeck stated she doesn't feel the guidelines have been given a fair implementation process and feels that an Administrative Regulation be further developed. Mrs. Dalbeck would like to implement the proposed board policy and Administrative Regulation and review the process at second semester. Mrs. Wilcox would prefer to strengthen the board policy as a means of providing necessary tools to the site principals to help them succeed in implementing the policy. Mr. Stratton stated that the principals are trained to evaluate classroom procedure and determine if a teacher's test return policy is appropriate. Mrs. Wilcox said that she appreciated the efforts of the administrators but she thinks the buck stops with the Board on a major culture change of this type. Mrs. Boyd agrees that the proposed policy be adopted with the implementation of the Administrative Regulation this year, revisiting this policy at second semester. Mr. Stratton discussed the draft Administrative Regulation on Student Assessment, which was requested in Agenda planning. Mr. Peterson would like to see in the board policy that we prefer to send as many assessments back as possible. Mr. Tracy stated his view is that by elevating what is a site guideline to a board policy the board is making a statement that this is important to this board.

Mrs. Wilcox made a motion to consider revisions to the proposed board policy and presented a draft of her proposed changes. Mrs. Wilcox requested that her draft be submitted to the official minutes as Exhibit A. It was moved and seconded (Wilcox/Boyd) to consider revisions to the proposed board policy submitted as Exhibit A.

It was moved and seconded (Wilcox/Boyd) to accept the revisions to the proposed board policy as presented in Exhibit A, page 1, paragraph 3. The motion to accept the revisions to the proposed board policy as presented in exhibit A, page 1, paragraph 3 was adopted unanimously.

It was moved and seconded (Wilcox/Dalbeck) to accept the revisions to the proposed board policy as presented in Exhibit A, page 1, paragraph 4. There was discussion on the recommended changes and revisions were made to the paragraph. The motion to accept the revisions to the proposed board policy in exhibit A, page 1, paragraph 4 was adopted unanimously as revised.

It was moved and seconded (Wilcox/Boyd) to accept the revisions to the proposed board policy as presented in Exhibit A, page 1, paragraph 5. The motion to accept

the revisions to the proposed board policy as presented in exhibit A, page 1, paragraph 3 failed with a 1:4 vote (Wilcox/Tracy, Dalbeck, Boyd, Peterson).

There was no motion to revise page 2, paragraph 1 of Exhibit A.

It was moved and seconded (Wilcox/Boyd) to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 2. It was recommended additional wording be added after the words "*students and*" to read, "through students to *parents*". The motion to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 2 failed with a 1:4 vote. (Wilcox/Tracy, Dalbeck, Boyd, Peterson)

It was moved and seconded (Peterson /Boyd) to revise Exhibit A, page 2, paragraph 2 to read as follows:

"Whenever possible, as determined by teachers, and in keeping with the Boards desire to encourage the return of appropriate graded assessments, individual graded assessments will be distributed to students and through them to parents in a timely manner for review." The motion to accept the revisions to Exhibit A, page 2, paragraph 2 was adopted unanimously.

It was moved and seconded (Wilcox/Peterson) to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 3. The motion to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 3 failed with a 1:4 vote. (Wilcox/Tracy, Dalbeck, Boyd, Peterson).

It was moved and seconded (Wilcox/Boyd) to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 4. Mrs. Wilcox proposed a log showing the teachers and assessments which have been given exemptions from the policy. The log would be available to staff, board members and the public. The purpose of the log is to give transparency to the process. The motion to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 4 failed with a 1:4 vote. (Wilcox/Tracy, Dalbeck, Boyd, Peterson).

It was moved and seconded (Wilcox/Peterson) to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 5. After some discussion, it was agreed to insert an additional sentence into paragraph 6 to accommodate the intent of this paragraph, which will read. "Teachers shall be reasonably available to address assessments with parents." Mr. Stratton pointed out that the contract specifies the work day of a teacher. Teachers are required to be on site ½ hour before and ½ hour after their teaching schedule. The motion was revised to include a sentence in paragraph 6, page 2 of Exhibit A and was adopted unanimously.

It was moved and seconded (Wilcox/Boyd) to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 6. After some discussion on the recommended changes it was agreed not to delete the crossed out sentence. The only revision to paragraph 6 will be the inclusion of the word "similar" between the words "next assessment". The motion to accept the revisions to the motion to include the addition of the word "similar" between the words "next assessment" in Exhibit A, page 2, paragraph 6 was adopted unanimously.

It was moved and seconded (Wilcox/Boyd) to accept the revisions to the proposed board policy as presented in Exhibit A, page 2, paragraph 7. Some modifications

were discussed. However the motion to accept the revisions to the proposed board policy in Exhibit A, page 2, paragraph 7 failed with a 1:4 vote. (Wilcox/Tracy, Dalbeck, Boyd, Peterson).

Mrs. Wilcox made a motion to include paragraph 8 into the proposed board policy as presented in Exhibit A, page 2. The motion failed due to lack of a second.

It was moved and seconded (Wilcox/Boyd) to amend Exhibit A, Page Three, paragraph 5 to read, "The results of any formal standardized end of course examinations taken." The motion to amend Exhibit A, Page Three, paragraph 5 was adopted unanimously.

It was moved and seconded (Wilcox/Peterson) to extend the meeting to 11:30 p.m. The motion to extend the meeting to 11:30 p.m. was adopted unanimously.

The motion to approve Revised Board Policy 6162.5 Student Assessment as amended was adopted unanimously as referenced in Exhibit B.

## 2. First Reading

- a. **\*Declaration of Need for Fully Qualified Educators, R30-06-07.** It was moved and seconded (Boyd/Peterson) to approve the Declaration of Need for Fully Qualified Educators, R30-06-07. The motion to approve the Declaration of Need for Fully Qualified Educators was adopted unanimously.
- b. **\*Resolution 6-06-07 School Holiday.** It was moved and seconded (Dalbeck/Wilcox) to approve Resolution 6-06-07 School Holiday. It was moved and seconded (Peterson/Dalbeck) to add the words "a holiday to commemorate" before Lincoln's Birthday. The motion to approve Resolution 6-06-07 School Holiday as modified was adopted unanimously.
- c. **\*Textbook Adoption: Fundamentals of Java: AP Computer Science Essentials for the A & AB Exams, Third edition, R40-06-07.** It was moved and seconded (Dalbeck/Boyd) to approve Textbook Adoption: Fundamentals of Java: AP Computer Science Essentials for the A & AB Exams, Third edition, R40-06-07. The proposed text incorporated content and procedural changes from the College Board. This textbook is the same publisher and the same writers but updates what is happening in the computer programming industry. The motion to approve Textbook Adoption: Fundamentals of Java: AP Computer Science Essentials for the A & AB Exams, Third edition, was adopted unanimously.
- d. **Notice of Completion, R34-06-07.** It was moved and seconded (Peterson/Dalbeck) to approve the Notice of Completion. This notice of completion is for Athena Engineering on the Energy Management System. De. Leininger reported the punch list is complete and the warranty is in place. The motion to approve the Notice of Completion for Athena Engineering was adopted unanimously.
- e. **Disposal of Obsolete Computers and Equipment, R39-06-07.** It was moved and seconded (Peterson/Wilcox) to approve the Disposal of Obsolete Computers and Equipment, R39-06-07. Mr. Peterson asked for specific information on the computers and equipment associated with this request. It was moved and seconded (Peterson/Dalbeck) to table this item until additional information can be provided to the board regarding the computers and equipment associated with this request. The motion to table this item until additional information can be provided to the board regarding the computers and equipment associated with this request was adopted unanimously.

### 3. Consent Agenda

It was moved and seconded (Boyd/Peterson) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.

- a. **Personnel Report, P4-06-07.** The Board approved the following Personnel Items: *Certificated:* New Hires: Alicia Close-Pal, Debra Collier, Susan Flocco, Randy Galza, Cheryl Ginzton, Wendy Hernandez, Mercy Jesudass, Paul Lee, Christa Murray, Arlene Neilson, Sarah Oh, John Ottley, Sarah Ray, Michel reardon, Oksana Sandefur, Victoria Shumway, Fredricca Stassi, Lilia Syed, Edwin Tucker, Elke Tupanjanin, Janice Vessey, Mary Ellen Walker. *Modification:* Betsy Bazdarich, Serafina Kenwood. *Resignation:* Sheryl Genie, Edna Johnson, Linda Morton. *Classified:* Resignation: Eva del Rosario Sosa.
- b. **Extra Duty, Extra Pay, P5-06-07.** The Board approved the Extra Duty/Extra Pay Report.
- c. **Variable Term Waiver, R31-06-07.** The Board approved the variable term waiver for Linda MacKessy.
- d. **Variable Term Waiver, R32-06-07.** The Board approved the variable term waiver for Randy Galza.
- e. **Subject Matter Authorization, R33-06-07.** The Board approved the Subject Matter Authorization for Susan J. Kobilarcsik.
- f. **Special Activity: LCHS Cross Country Team to Fresno, California, R27-06-07.** The Board approved the Special Activity: LCHS Cross Country Team to attend the Clovis Invitational in Fresno October 6, 2006 – October 7, 2006.
- g. **Special Activity: PCR Valley Forge, R38-06-07.** The Board approved the Special Activity: PCR Valley Forge 5<sup>th</sup> grade trip to Valley Forge, Pennsylvania March 26 – March 30, 2007.
- h. **Special Activity: PCR Pali Mountain, R39-06-07.** The Board approved the Special Activity: PCR 6<sup>th</sup> grade trip to Pali Mountain, Running Springs, California October 17 – October 20, 2006.
- i. **Notice of Completion, R34-06-07.** This item was moved to First Reading.
- j. **Approval of Surplus Equipment, R35-06-07.** The Board approved the staff request to declare 2 riding mowers, a forklift and the welder as surplus equipment.
- k. **Disposal of obsolete computers and equipment, R39-06-07.** This item was moved to First Reading.
- l. **Change Order for Solar Integrated, R28-06-07.** The Board approved the change order for Solar Integrated in the amount of \$489.18.
- m. **Accept Bid for Waste Management, R29-06-07.** The Board approved the Bid for Waste Management from Athens Services.
- n. **Gifts to District, R36-06-07.** The Board approved the Gifts to District as presented.
- o. **Purchase Order List #4.** The Board approved Purchase Order List #4.

### COMMUNICATIONS

Workshops were discussed. A workshop on Athletics was scheduled for October 24<sup>th</sup>. It was requested this workshop be publicized.

Mrs. Wilcox requested a list of proposed board meetings for 2007.

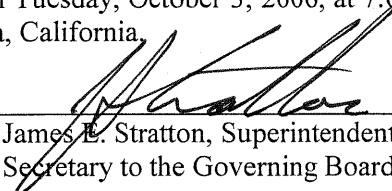
The Superintendents Evaluation was scheduled for Tuesday, September 26<sup>th</sup> from 5 – 7 pm.



Mr. Stratton reported on AB 1381.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 11:30 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, October 3, 2006, at 7:00 p.m. in the Round Building at 4490 Cornishon Avenue in La Canada, California.

  
James E. Stratton, Superintendent  
Secretary to the Governing Board

**MINUTES APPROVED**

  
Susan Boyd, Clerk

  
Date

