

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD**  
**December 7, 2004 in LA CANADA HIGH SCHOOL IRC**  
**La Cañada, California**

<b>PLEASE NOTE</b> <b>LOCATION:</b> <b>LCHS IRC</b> <b>3:00 p.m.</b>
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**AGENDA**

**CALL TO ORDER** in La Canada High School IRC at 3:00 p.m.

**CLOSED SESSION** in La Canada High School IRC at 3:01 p.m. (Agenda attached)

**REPORT OUT OF CLOSED SESSION**

**EMPLOYEE DISCIPLINE HEARING** in La Canada High School IRC at 3:15 p.m.

**RECONVENE CLOSED SESSION** in La Canada High School IRC

**REPORT OUT OF CLOSED SESSION**

**GOVERNING BOARD WORKSHOP: District Office and Foothill Intermediate Site 6:00 p.m.**

**REGULAR MEETING** in La Canada High School IRC at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES, October 15, 2004; October 27, 2004; November 8, 2004 and November 9, 2004**

**REPORTS:**

- |    |                               |         |
|----|-------------------------------|---------|
| 1. | Superintendent's Report       | Leabo   |
|    | a) Construction Update        |         |
| 2. | President's Report            | Beattie |
| 3. | Student Representative Report | Chau    |

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD** concerning items not on the agenda. The *Brown Act* prohibits the Board from taking action on items not on the agenda. Please limit your remarks to three minutes. In order to facilitate the efficient working of the Board, comments on non-agendized items will be limited to a total of 20 minutes.

**PUBLIC HEARING**

1. Statement of Assurances for 2004-2005 Pupil Textbook and Instructional Materials Incentive Program for Grades K-12

**PROPOSED ACTION ITEMS** (over for a description of items)

1. **First Reading** [Asterisk (\*) denotes action may be taken on the first reading.]
- |    |   |          |
|----|---|----------|
| a. | *First Interim Budget Report, R85-04-05   | Kramar   |
| b. | *Resolution #4-04-05 Statement of Assurances for 04-05 Pupil Textbook and Instructional Materials Incentive Program grades K-12 | Stratton |
| c. | *Resolution#5-04-05 Approving Assignment of Delinquent Tax Receivables  | Kramar   |
| d. | *Resolution #6-04-05 Reimbursement of Expenses Incurred by Board Representatives  | Kramar   |
| e. | *Resolution #7-04-05 Authorized Signatures  | Kramar   |
| f. | *Approve Board Meeting Calendar for 2005, R86-04-05   | Leabo    |
| g. | Approval of New Course at La Canada High School, R82-04-05  | Stratton |
| h. | Approval of Site Improvement Budgets, R81-04-05   | Stratton |
| i. | New and Revised Board Policies – 4000 series, R89-04-05   | Loose    |
| j. | *Amendment to Bond Oversight Committee By Laws, R97-04-05   | Leabo    |
| k. | *Approval of Five Star Coalition 2005 Legislative Agenda, R93-04-05   | Dalbeck  |
| l. | *Approval of Contract for Assistant Superintendent, R98-04-05   | Leabo    |
2. **Second Reading**
- |    |   |       |
|----|---|-------|
| a. | Board Policy: 7310: Naming of Facilities, R13-04-05 | Leabo |
|----|---|-------|
3. **Consent Agenda**
- |    |  |          |
|----|--|----------|
| a. | Personnel Report, P8-04-05   | Loose    |
| b. | Extra Duty, Extra Pay, P9-04-05  | Loose    |
| c. | Approval of Job Description: Deputy Superintendent, Human Resources/Business Services, R94-04-05 | Loose    |
| d. | Approval of Job Description: Assistant Superintendent for Facilities and Operations; R95-04-05   | Loose    |
| e. | Permission to Destroy Class III Documents, R80-04-05   | Loose    |
| f. | Non-Public School/Non-Public Agency Contracts, R79-04-05   | Stratton |
| g. | Special Activity: Freedom Foundation, R91-04-05  | Stratton |
| h. | Special Activities: LCHS Choir, R92-04-05  | Stratton |
| i. | Special Activity: Yosemite Institute, R96-04-05  | Stratton |
| j. | Approval of Contract with School Facilities Consultants, R84-04-05                               | Kramar   |
| k. | Approval of Modification to Excel Inspection Services Contract, R90-04-05                        | Kramar   |
| l. | Approval of Change Order #3 with Mallcraft, Inc., R87-04-05                                      | Kramar   |
| m. | Disposal of Surplus Furniture, R88-04-05   | Kramar   |
| n. | Gifts to District, R83-04-05   | Kramar   |
| o. | Purchase Order List #8   | Kramar   |

**SIGNATURE ON CODE OF ETHICS**

**ELECTION OF OFFICERS, President, Vice President, Clerk**

**2005 BOARD APPOINTMENTS/DISCUSSION OF LIAISONS TO COMMUNITY ORGANIZATIONS**

**COMMUNICATIONS: Informational communication among Board and staff members**

**RECONVENE CLOSED SESSION (if needed)**

**RECONVENE OPEN SESSION AND REPORT OUT OF CLOSED SESSION (if needed)**

**ADJOURNMENT**

**The Next Regular Governing Board Meeting will be held on Tuesday January 18, 2005, at 7:00 p.m.  
in the Information Resource Center at 4463 Oak Grove Drive, La Cañada, California**

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

**Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the Superintendent's Office, 5039 Palm Drive, La Cañada, CA 91011; telephone – (818) 952-8381; fax - (818) 952-8309**

## December 7, 2004 GOVERNING BOARD MEETING, DESCRIPTION OF ACTION ITEMS

### PROPOSED ACTION ITEMS First Reading [Asterisk (\*) denotes action may be taken on the first reading.]

1. First Reading [Asterisk (\*) denotes action may be taken on the first reading.]
  - a. \*First Interim Budget, R85-04-05
  - b. \*Resolution #4-04-05 Statement of Assurances for 2004-2005 Pupil Textbook and Instructional Materials Incentive Program grades K-12. Recent law requires districts to certify that the district has sufficient textbooks and instructional materials for each student or will have prior to the end of the fiscal year. The Board is requested to approve Resolution#3-04-05 Statement of Assurances for 2004-05 Pupil Textbook and Instructional Materials Incentive Program grades K -12.
  - c. \*Resolution #5-04-05 Approving Assignment of Delinquent Tax Receivables. A new JPA has been formed which will change the manner in which delinquent taxes are collected and distributed. This new system will provide the District with new revenue which will not be included in the Base Revenue Limit. The Board is requested to Authorize entering into an agreement with Plymouth Financial Company to collect delinquent taxes from the County.
  - d. \*Resolution#6-04-05 Reimbursement of Expenses Incurred by Board Representatives. Each year it is necessary for the Governing Board to adopt a resolution regarding the reimbursement of Expenses. The Board is requested to approve Resolution#6-04-05 Reimbursement of Expenses Incurred by Board Representative.
  - e. \*Resolution #7-04-05 Authorized Signatures. Each year it is necessary for the Governing Board to authorize certain employees to sign for contracts, reports, leases, data processing, etc., which have been approved by the Governing Board. The Board is requested to adopt Resolution #7-04-05 Authorized Signatures.
  - f. \*Approve Board Meeting Calendar for 2005, R86-04-05. Each year it is necessary to adopt board meeting dates for the following year. The Board is requested to adopt the board meeting dates for 2005.
  - g. Approve of New Course at La Canada High School, R82-04-05. This item is being presented for a first reading.
  - h. Approval of Site Improvement Budgets for 2004-2005, R81-04-05. The budgets show how the schools will financially support their school Plan narratives and goals. The Board is requested to approve the budgets as presented.
  - i. New and Revised Board Policies – 4000 series, R89-04-05. At the recommendation of CSBA the district is requesting the Board approve revisions to Board Policy's in the 4000 series.
  - j. \*Amendment to Bond Oversight Committee By Laws, R97-04-05. At the recommendation of the Bond Oversight Committee the board is being requested to approve amendments to the Bond Oversight Committee By Laws.
  - k. \*Approval of Five Star Coalition 2005 Legislative Agenda, R93-04-05. The attached agenda is proposed for review and approval by the five school districts involved in the Coalition. If approved by all five districts the agenda will become the official 2005 agenda for the Five Star Coalition. The Board is requested to approve the Five Star Coalition Legislative Agenda for 2005.
  - l. \*Approval of Contract for Assistant Superintendent, R98-04-05. The Board is requested to approve the contract for Dr. Michael Leininger as Assistant Superintendent for Facilities and Operations.
2. Second Reading
  - a. Board Policy 7310: Naming of Facilities, R13-04-05. The Board is requested to review and adopt a revised Board Policy 7310: Naming of Facilities..
3. Consent Agenda
  - a. Personnel Report, P8-04-05. The Board is requested to approve the Personnel items.
  - b. Extra Duty, Extra Pay, P9-04-05. The Board is requested to approve the Extra Duty, Extra Pay.
  - c. Approval of Job Description: Deputy Superintendent, Human Resources/Business Services, R94-04-05. The Board is requested to approve the job description for the new position of Deputy Superintendent, Human Resources/Business Services.
  - d. Approval of Job Description: Assistant Superintendent for Facilities and Operations, R95-04-05. The Board is requested to approve the job description for the new position of Assistant Superintendent for Facilities and Operations.
  - e. Permission to Destroy Class III Documents, R80-04-05. The Board is requested to approve the disposal of Class III documents.
  - f. Non-Public School/Non-Public Agency Contracts, R79-04-05. The Board is requested to approve the non-public school/non-public agency contracts.
  - g. Special Activity: Freedom Foundation, R91-04-05. The Board is requested to approve a field trip to Valley Forge March 21 – March 25, 2005.
  - h. Special Activities: LCHS Choir, R92-04-05. The Board is requested to approve various trips for the LCHS Choir in March and April of 2005.
  - i. Special Activity: Yosemite Institute, R96-04-05. The Board is requested to approve the Yosemite Institute trip in February 2005.
  - j. Approval of Contract with School Facilities Consultants, R84-04-05. The Board is requested to approve entering into a contract with School Facilities Consultants for to review eligibility for state modernization funding for the district's modernization projects.
  - k. Approval of Modification to Excel Inspection Services contract, R90-04-05. . The Board is requested to approve the extension of the contract with Excel Inspection Services until the completion of the high school restroom modernization project.
  - l. Approval of Change Order #3 with Mallcraft, Inc., R87-04-05. The Board is requested to approve change order #3 with Mallcraft, Inc. in the amount of \$13,488.00.
  - m. Disposal of Surplus Equipment, R88-04-05. The Board is requested to approve the disposal of unusable and outdated surplus equipment.
  - n. Gifts to District, R83-04-05. The Board is requested to approve the recent list of donations to the district.
  - o. Purchase Order List #8

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

**December 7, 2004**

**4463 OAK GROVE DRIVE  
LA CAÑADA, CALIFORNIA**

**CLOSED SESSION: 3:00 P.M.**

**IN IRC AT 4463 OAK GROVE DRIVE**

**CLOSED SESSION AGENDA**

**1. Public Employee Discipline/Dismissal/Release**

**Public Employee: Custodian**

**2. Public Employee Appointment/Employment**

**3. Student Discipline and/or Related Student Matters**

**4. Conference with Labor Negotiator**

Government Code Section 54957.6. Direction will be provided to District Negotiator Superintendent Dr. Sue Leabo regarding negotiations with LCTA and CSEA.

**5. Conference with Real Property Lease Negotiator**

GC Sections 54954.5, 54956.8. Direction will be provided to District lease negotiator Superintendent Dr. Sue Leabo regarding the terms of the leases at the District owned sites.

**6. Pending Litigation**

GC Section 54956.9. Disclosure would jeopardize process of settlement.

**RECONVENE OPEN SESSION FOR REGULAR BOARD MEETING**

**7:00 P.M. at 4463 OAK GROVE DRIVE**

**RECONVENE CLOSED SESSION** following the regular 7:00 p.m. meeting, if needed.

**RECONVENE OPEN SESSION** for adjournment.