

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**January 15, 2002 in LA CAÑADA HIGH SCHOOL 9-12 LIBRARY**  
**4463 Oak Grove Drive, La Cañada, California**

<p style="text-align:center"><b>PLEASE NOTE</b> <b><u>LOCATION:</u></b> <b>La Cañada</b> <b>High School</b> <b>9-12 Library</b> <b>7:00 p.m.</b></p>
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**AGENDA**

**CALL TO ORDER** in La Cañada High School 9-12 Library at 5:00 p.m.  
**CLOSED SESSION** in La Cañada High School 7/8 Library at 5:01 p.m. (Agenda attached)  
**REPORT OUT OF CLOSED SESSION**  
**WORKSHOP: Superintendent Search Process Discussion**, 6:30 p.m.  
**REGULAR MEETING** in La Cañada High School 9-12 Library at 7:00 p.m.  
**PLEDGE OF ALLEGIANCE**  
**APPROVAL OF AGENDA**  
**APPROVAL OF MINUTES**, December 11, 2001

**REPORTS:**

- |    |                                   |                   |
|----|-----------------------------------|-------------------|
| 1. | Superintendent's Report           | Leabo             |
|    | a. District Office Reorganization |                   |
|    | b. Construction update            |                   |
|    | c. Survey update                  |                   |
| 2. | Student Representative Report     | Bicknell          |
| 3. | Academic Unit Transfer Credit     | Dreibelbis-Arthur |

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD** concerning items not on the agenda. The *Brown Act* prohibits the Board from responding to 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 45 minutes.

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

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|----|--|------------------|
| 1. | <u>First Reading</u> [Asterisk (*) denotes action may be taken on the first reading.]        |                  |
|    | a. *Audit Report, R128-01-02   | Kramar           |
|    | b. *Easement for Proposed Student Drop-Off at La Cañada High School, R129-01-02              | Kramar           |
|    | c. *Resolutions #14, 15 and 16, R125-01-02   | Leabo            |
|    | d. *Revisions to BP 0410 Non Discrimination in District Programs and Activities, R133-01-02  | Stratton         |
|    | e. *Revisions to BP 1312.3 Uniform Complaint Procedures, R134-01-02                          | Stratton         |
| 2. | <u>Consent Agenda</u>  |                  |
|    | a. Personnel Report, P14-01-02   | Leabo            |
|    | b. Extra-Duty/Extra Pay Report, P15-01-02  | Leabo            |
|    | c. Exemption Certification for John Kramar, R123-01-02                                       | Leabo            |
|    | d. Approve Job Description for CBO, R124-01-02   | Leabo            |
|    | e. Approve Job Descriptions, R136-01-02  | Leabo            |
|    | f. Approve Superintendent Contract, R137-01-02   | Leabo            |
|    | g. Approve Deputy Superintendent Contract, R138-01-02  | Leabo            |
|    | h. Renewal of Membership for CALSSD, R135-01-02  | Dalbeck/Reynolds |
|    | i. Special Activity: ASB Trip to Lake Arrowhead, R140-01-02                                  | Stratton         |
|    | j. Special Activity: LCE Trip to Catalina Island Marine Institute, R141-01-02                | Stratton         |
|    | k. Approve Supplemental Agreement #3 to Joint Use Agreement for Skate Board Park, R139-01-02 | Kramar           |
|    | l. Change Orders for Phase 1 Elementary, R126-01-02  | Kramar           |
|    | m. Change Orders for Phase 2 Library, R127-01-02   | Kramar           |
|    | n. Disposal of Surplus, R130-01-02   | Kramar           |
|    | o. Notice of Completion, R131-01-02  | Kramar           |
|    | p. Gifts, R134-01-02   | Kramar           |
|    | q. Purchase Order List #10   | Kramar           |

**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 February 5, 2002 at 7:00 p.m. in the  
La Cañada High School 9-12 Library**

## January 15, 2002 GOVERNING BOARD MEETING, DESCRIPTION OF ACTION ITEMS

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

- a. \*Audit Report, R128-01-02. Each year the District is required by the State of California to conduct an independent audit of all funds and activities under the control of the Governing Board. Since an audit is conducted under State direction and auditors report directly to the State Controller's office, the appropriate Board action is to receive and accept the audit report. The Board is requested to accept the audit report from Boceta, Macon, Workman & Associates.
- b. \*Easement for Proposed Student Drop-Off at La Cañada High School, R129-01-02. The City of La Cañada Flintridge has agreed to construct a student drop off area on the district's high school campus. In exchange for this construction, the city has requested that the District Quitclaim the portion of the high school that the drop off area sits on. The Board is requested to approve granting the City of La Cañada Flintridge the stated property by a Quitclaim Deed and authorize Dr. Sue Leabo to sign the necessary documents.
- c. \*Resolutions #14, 15 and 16, R125-01-02. La Cañada Unified School District has determined that there is a lack of funds and a lack of work to maintain the position of Office Assistant II at La Cañada High and Secretary I at La Cañada Elementary and Palm Crest Elementary. Resolution #14, 15, and 16 reduce the above classifications from 12 months to 11 months, effective July 1, 2002. The Board is requested to approve Resolutions #14, 15 and 16.
- d. \*Revisions to BP 0410 Non Discrimination in District Programs and Activities, R133-01-02. Recent changes in federal and state codes are reflected in the revisions of BP0410, Nondiscrimination in District Programs and Activities. The Board is requested to approve the revision to BP 0410 Nondiscrimination in District Programs and Activities.
- e. \*Revisions to BP 1312.3 Uniform Complaint Procedures, R134-01-02. Recent changes in federal and state codes are reflected in the revisions of BP 1312.3 Uniform Complaint Procedures. The Board is requested to approve revisions to BP 1312.3 Uniform Complaint Procedures.

### 2. **Consent Agenda**

- a. Personnel Report, P14-01-02. The Board is requested to approve the Personnel items.
- b. Extra Duty/Extra Pay Report, P15-01-02. The Board is requested to approve the Extra Duty/Extra Pay Report.
- c. Exemption Certification for John Kramar, R123-01-02. A retired member may be granted an exemption from the post-retirement earnings limitation for up to one-half of the full time equivalent (FTE) as defined in Section 22138.6 for employment in an emergency situation to fill a vacant administrative position consistent with the provisions of Section 242.16. The Board is requested to approve the "Exemption Certification Emergency Employment of Retired Member" for John Kramar.
- d. Approve Job Description for CBO, R124-01-02. The Board is requested to approve the new job description for Chief Business Officer.
- e. Approve Job Descriptions, R136-01-02. The Board is requested to approve the job descriptions for Superintendent, Deputy Superintendent, Educational Services and Director of Assessment, Research and Consolidated Programs.
- f. Approve Superintendent Contract, R137-01-02. The Board is requested to approve the contract with Sue Leabo for the position of Superintendent.
- g. Approve Deputy Superintendent Contract, R138-01-02. The Board is requested to approve the contract with Jim Stratton for the position of Deputy Superintendent, Educational Services.
- h. Renewal of Membership in CALSSD, R135-01-02. The Board is requested to approve continuing participation in the California Association of Suburban School Districts.
- i. Special Activity: ASB Trip to Lake Arrowhead, R140-01-02
- j. Special Activity: LCE Trip to Catalina Island Marine Institute, R141-01-02
- k. Approve Supplemental Agreement #3 to Joint Use Agreement for Skate Board Park, R139-01-02. The Board is requested to approve the Supplemental Agreement #3 to the Joint Use Agreement for a Skate Park in order to extend the agreement through March 31, 2002.
- l. Change Orders for Phase 1 Elementary, R126-01-02. The Board is requested to ratify Change Orders for Elementary Modernization – Phase 1.
- m. Change Orders for Phase 2 Library, R127-01-02. The Board is requested to approve change orders for Phase 2 Library.
- n. Disposal of Surplus Equipment, R130-01-02. ROP purchased new computers and monitors in January 2001 for ROP Computer Lab – Room 36. Two of these computers have replaced existing computers. The Board is requested to approve disposal of the two surplus computers.
- o. Notice of Completion, R131-01-02. The Board is requested to approve the Notice of Completion of Phase I Modernization at Palm Crest, Paradise Canyon and La Cañada Elementary Schools.
- p. Gifts, R134-01-02. This is a list of donations to the district since the last regular Board meeting.
- q. Purchase Order List #10

**LA CAÑADA UNIFIED SCHOOL DISTRICT**

**REGULAR MEETING OF THE GOVERNING BOARD**

**JANUARY 15, 2002 – LA CAÑADA HIGH SCHOOL 9-12 LIBRARY**  
**4463 OAK GROVE DRIVE, LA CAÑADA, CALIFORNIA**

**CLOSED SESSION: 5:00 P.M.**

**IN LA CAÑADA HIGH SCHOOL 7/8 LIBRARY**

**CLOSED SESSION AGENDA**

- 1. Public Employee Discipline/Dismissal/Release**
- 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 Interim 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 Interim 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. in La Cañada High School 9-12 Library**

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

**RECONVENE OPEN SESSION** for adjournment.