

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

November 12, 2002

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Jinny Dalbeck on November 12, 2002 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members Jinny Dalbeck, Andy Beattie, Ron Dietel, and Scott Tracy, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada High School Information Resource Center Workroom. Present were the four Board Members. Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis joined the Board at 5:30 p.m. Closed Session adjourned at 7:00 p.m.

**MEMBERS PRESENT:** Mrs. Jinny Dalbeck, President  
Mr. Scott Tracy, Vice President  
Mr. Andy Beattie, Member  
Mr. Ron Dietel, Member

**MEMBERS ABSENT:** Mrs. Meredith Reynolds, Clerk

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:03 p.m. in the La Cañada High School Information Resource Center. Present were the four Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, and Secretary to the Superintendent Judy Mellick. There were approximately 12 people in the audience. Mrs. Dalbeck asked Director of Special Education Gail Crotty to lead the Pledge of Allegiance to the Flag.

**REPORT OUT OF CLOSED SESSION**

Mrs. Dalbeck reported that there was action taken in Closed Session to terminate a certificated employee. The vote was unanimous.

**APPROVAL OF AGENDA**

It was moved and seconded (Tracy/Dietel) to approve the agenda. The motion to approve the agenda as submitted was adopted unanimously.

**APPROVAL OF MINUTES**

Mrs. Dalbeck stated that the minutes of the October 22, 2002 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. It was moved and seconded (Dietel/Dalbeck) to amend the minutes of the October 22, 2002 regular meeting to reflect recommendations for minor modifications to the Facilities Master Plan, including changing the word, "standard" to "maximum" as it relates to class size. The minutes of the October 22, 2002 regular meeting were approved as amended.

## **REPORTS**

### 1. **Superintendent's Report**

- a. Playground Accident Report – Dr. Leabo reported that the Playground Safety Committee met on November 6. The Committee reviewed the final accident report from last year and the report for the first two months of this year. Dr. Leabo reported that the Committee continues to see injuries occur when students fall down, however, considering the number of hours the students are on the playgrounds, the playgrounds are safe. Thanks to the PTA, the District is going to continue to review playground issues, such as the number of students on the playgrounds at any one time, supervision, etc.

Mrs. Dalbeck commented that the adult supervisors on the playground are in street clothes, and therefore not easily recognizable, especially when it's cold and they are wearing coats. She suggested the possibility of getting a vest (like Cal Trans) so the adult supervisor would be easily recognized by students. LCE reported that the playground supervisors there do wear orange vests.

Dr. Leabo reported that the Committee is meeting at different sites so members of the Committee can see each site.

- b. Facilities Master Plan Update – Dr. Leabo reported that the FMP Executive Committee met this morning and will meet again in December prior to the next Board meeting. The Committee is looking at the possibility of going for a new bond. Dr. Leabo also reported that she would be providing the 7000 series of Board Policies at the next meeting, some of which relate to bond consideration.

2. **Student Representative Report** – Ms. Linden reported that things are calm at the high school. ASB is looking at doing a salute to teachers next week. Next week is also Turkey Week, during which the student body will be doing all sorts of turkey related activities. Ms. Linden also reported that CIF play-offs would be starting for fall sports.

3. **President's Report** – Mrs. Dalbeck reported that she will be bringing the Five Star Coalition Legislative Agendas to the Board for approval at the next meeting. The Coalition will finalize the legislative agendas at its meeting this week.

Mrs. Dalbeck also reported that Carol Liu was reelected to the local assembly seat, and David Dreier was elected to congress. Senator Adam Schiff will be attending a Five Star meeting soon. The federal government continues to only fund 17% of their promised 40% of special education. Five Star Coalition is asking for a guarantee that Prop. 98 not be suspended, or, if there are deficits from Prop. 98 funds, the state will guarantee repayment of any deficits. Mrs. Dalbeck will keep the Board aware as things come up that affect the district.

## **DISTRICT GOALS PROGRESS**

Student Support – Mr. Stratton introduced Special Education Director Gail Crotty, who reported on the Occupational Therapy Program and Preschool Program.

Mrs. Crotty shared information on the Preschool special education program for children with special developmental needs. The LCUSD Preschool Program is multidisciplinary and includes occupational therapy, speech/language therapy, and physical therapy. The students integrate with kindergarten students in the yard. The cost of educating the six students currently enrolled is less than the cost to the district for a program provided by a non-district provider.

Mrs. Crotty reported that this is the fourth year we have had an Occupational Therapy program in the district. There are 1.6 Occupational Therapists in the district. Clinic-based services are offered to qualifying students. OT is also offered in the classroom. OT is provided if the student needs it for his/her education, and the educational need for OT is usually appropriate in the primary grades.

### **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:  
None

### **PROPOSED ACTION ITEMS**

#### **1. First Reading**

- a. **\*Resolution #8-02-03 Reduction of Classified Service – Occupational Therapist, R73-02-03.** It was moved and seconded (Tracy/Beattie) to approve Resolution #8-02-03 Reduction of Classified Service – Occupational Therapist. Dr. Leabo explained that this is a position that was developed in the district about four years ago. The Occupational Therapists were initially hired to work 11 months – normally from August 1 to the end of June. The District does not have documentation to show that the services are needed for that length of time. This Resolution would change their work year to school year plus three days, effective June 20, 2003. The motion to approve Resolution #8-02-03 was adopted unanimously.
- b. **Technology Purchasing Plan, R75-02-03.** Mr. Stratton introduced Director of Technology Bob Brauneisen. Mr. Brauneisen reported on the plan for technology purchasing. Starting with the 2003-04 school year, no instructional computer will be more than six years old. The district will purchase the current 265 Compaq leases. Every three years the district will lease/purchase an estimated 400 computers to be used for instructional use. The cost per year would be approximately \$153,333, of which the District's commitment would be \$100,000. Elementary schools have 438 computers. The high school has 327 computers. Every three years the instructional classroom will receive a new computer. The replaced computers will be moved from the lab into classrooms. The NEC's will be taken out of the system. Mr. Brauneisen reminded staff that each user who is going to make a technology purchase over \$50 needs to fill out a Purchasing Requisition Form, and all technology purchases over \$50 must be approved by the Director of Technology. This item is presented for first reading only.
- c. **New and Revised Board Policies – 2000 Series – Administration, R89-02-03.** Dr. Leabo reported that one of the goals for the next 12 months is to completely update all Board policies. This is the 2000 Series, which relates to Administration. This item is presented for first reading only.
- d. **New Board Policy 5131.11 – Electronic Signaling Devices, R90-02-03.** Dr. Leabo explained that this Board Policy would implement the new Education Code that allows electronic signaling devices on campus. This item is presented for first reading only.
- e. **Special Activity: Bio-Diversity Workshop and Tropical Rainforest and Coastal Exploration, R94-02-03.** Mr. Stratton explained that there has long been an institute in bio-diversity. Participants have gone to different rain forests in the past. This year they will be going to Costa Rica. This item is presented for first reading only.

## 2. Second Reading

- a. **Re-Approve 7-12 Organization, R72-02-03.** It was moved and seconded (Beattie/Tracy) to re-approve the 7-12 Organization. Dr. Leabo reported that, based on discussion at the last meeting, there were some changes made in the 7-12 Organization Activities. The motion to re-approve the 7-12 organization was adopted unanimously.
- b. **Special Activity: Advanced Art Field Trip to Paris, R71-02-03.** It was moved and seconded (Dietel/Beattie) to approve the Special Activity: Advanced Art Field Trip to Paris. Mr. Stratton explained that there had been parent meetings to discuss the world situation and the decision was made to go anyway. There is trip insurance available that, if an event occurs a week prior at the location of the trip, a refund of tickets would be made. Permission slips now have a waiver that the district is not responsible for world events that may cause cancellation of the trip. The motion to approve the Special Activity was adopted unanimously.

## 3. Consent Agenda

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

- a. **Personnel Report, P9-02-03.**
- b. **Memorandum of Understanding between La Cañada Unified School District and California Employees Association, R74-02-03.**
- c. **Memorandum of Understanding between La Cañada Unified School District and California School Employees Association – State Funds for Staff Development, R76-02-03**
- d. **Agreement between La Cañada Unified School District and California School Employees Association regarding Eligibility for Early Retirement, R82-02-03.**
- e. **Approval of Job Description – GATE Instructional Specialist, R85-02-03.**
- f. **Update Job Description – Food Service Worker, R86-02-03.**
- g. **Approve Job Description – School Nurse, R93-02-03.**
- h. **Application for Multi-School Teams Status – CIF, R87-02-03.**
- i. **Local Education Agency Assurance Statement for Special Education, R88-02-03.**
- j. **Memorandum of Understanding between La Cañada Unified School District and La Cañada Teachers Association regarding Reading Intervention, R92-02-03.**
- k. **Non-Public School/Non-Public Agency Contracts, R84-02-03.**
- l. **Deferred Maintenance Transfer, R96-02-03.**
- m. **Disposal of Surplus, R78-02-03.**
- n. **Notice of Completion, R79-02-03.**
- o. **Change Order for LCHS Chiller Boiler, R80-02-03.**
- p. **Agreement between La Cañada Unified School District and Pasadena City College for Use of Facilities for Credit College Courses, R81-02-03.**
- q. **Approval of Application for Class Size Reduction Funding, R82-02-03.**
- r. **Change Order for LCHS Library, R91-02-03.**
- s. **Gifts, R77-02-03.**
- t. **Purchase Order List #6.**

## COMMUNICATIONS

Mr. Dietel reported that the Community Prevention Council is hosting a seminar on alcohol and drug prevention this Saturday.

Mr. Beattie reported that the LCHS Boosters had their annual auction on Saturday. There were 250 in attendance. The gross receipts are approximately \$47,000, out of which an approximate \$37,000 net is expected.

### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:03 p.m. The next Regular Meeting of the Governing Board will be held on Tuesday, December 10, 2002, at 7:00 p.m. in the La Cañada High School Information Resource Center.

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Sue Leabo, Superintendent  
Secretary to the Governing Board

### **MINUTES APPROVED**

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Meredith Reynolds, Clerk

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Date