

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

April 24, 2001

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Barbara Racklin on April 24, 2001 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Barbara Racklin, Jeanne Broberg, Jinny Dalbeck, and Meredith Reynolds.

CLOSED SESSION

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada Elementary School Faculty Lounge. Present were the five Board Members, Superintendent Lorene Gonia, Assistant Superintendent of Human Resources Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton, and Assistant Superintendent of Business Services Maureen Evans. Closed Session adjourned at 6:55 p.m.

MEMBERS PRESENT: Mrs. Barbara Racklin, President
Mrs. Jinny Dalbeck, Vice President
Mrs. Jeanne Broberg, Clerk
Mrs. Meredith Reynolds, Member

MEMBERS ABSENT: Mr. William Moffitt, Member

REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 7:06 p.m. in the La Cañada Elementary School Library. Present were the four Governing Board Members, Mrs. Gonia, Dr. Leabo, Mr. Stratton, Mrs. Evans, and Secretary to the Superintendent Judy Mellick. There were approximately 30 people in the audience. Mrs. Racklin asked PTA Council President Karen Mathison and her daughter Kendra to lead the Pledge of Allegiance to the Flag.

REPORT OUT OF CLOSED SESSION

Mrs. Racklin reported that no action was taken in Closed Session.

APPROVAL OF MINUTES

Mrs. Racklin stated that the minutes of the April 3, 2001 regular meeting and April 5, 2001 special meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. It was moved and seconded (Broberg/Reynolds) to amend the minutes of the April 5, 2001 Special Meeting to reflect the correct amounts in item 1.a. The minutes should read, "...recommended that the Board approve use of under-budget modernization dollars from LCE - \$333,437..." and "...recommended that the District keep the \$345,901 savings..." The minutes were approved as amended.

REPORTS

1. Superintendent's Report

Mrs. Gonia provided a follow-up to the K-12 Options Committee report to the Board. The District is looking for companies that do surveys to determine the level of community support for bonds. Both recommendations of the K-12 Options Committee included the necessity of a bond and one recommendation included the necessity of a parcel tax. The District would like to survey the community's level of support for these. Interviews with the survey companies will take place the week after next. Another part of the K-12 Options Committee report is to look at concerns that were brought up about the 7/8 configuration. The first step will be to review the WASC report from the high school. Mrs. Gonia and Mr. Stratton will be meeting with the high school administrative staff on May 23 to look at the WASC report and start to address the issue of whether the high school should be a 7-12 school or a 7-8 and a 9-12 school. The District will also be looking at possible other options.

On the issue of the Williams' home next to PCY, Principal Donna Robinson, Assistant Superintendent of Business Services Maureen Evans and Maintenance, Facilities and Operations Consultant Pete Voorhies will be visiting the Williams' home to see if there are other things that can be done. The rough cost estimate for moving three portables at PCY is between \$50,000 - \$75,000.

Mrs. Gonia also reported that the District is doing some wonderful improvements in curriculum/instruction and aligning curriculum with state standards and assessments. She commended Jim Stratton and the staff working with him. They are putting together curriculum standards and the Math standards document is now available. The District is still in the process of adopting math textbooks for next year so the document is not as complete as the English/Language Arts document. The document will continue to grow and change as more resources are tapped. Mrs. Gonia said that assessment is very important in terms of implementing curriculum in a classroom. The District is working on assessment and aligning report cards to reflect standards.

The following audience members addressed the Board:

Cindy Wilcox, 4408 Union St.
 Ron Dietel, 4432 Commonwealth Ave.
 Karen Mathison, PTA Council President

Mrs. Dalbeck asked if, once a survey firm is selected, a report would be given to the Board regarding the questions on the survey. She suggested that some of the K-12 Options Committee members assist in working out the questions for the survey.

2. Student Representative Report

Student Representative Michael Kotick was not able to attend.

3. Library Status Report

Mrs. Evans introduced Craig Windsor of Osborn Architects. the architect of record for the high school

On March 20, 2001, issues raised by the IOR were brought to the attention of Osborn Architects and the OA Construction Manager at the weekly construction meeting. A copy of the IOR's report was received by OACM and then discussed with OA. OA then initiated a discussion with the structural engineer, HBL.

On March 21, 2001, OA and HBL were fully briefed regarding the issues raised by the IOR. A meeting at the site was called for Thursday, March 22 at 8 a.m. HBL issued a letter calling for special testing and inspection.

On March 22 a meeting was held at the site. In attendance: IOR, OA, OACM, HBL, Contractor, Deputy Inspector and District representatives, including Mrs. Gonia and Peter Voorhies. Determination was made regarding the process and procedure under which the Team would proceed to resolve the issues. They initiated a special testing and inspection procedure to determine the structural integrity of portions of the work in place. Reports followed from OA and HBL documenting the events of the meeting and the directives given to the contractor. A follow up meeting was set for Monday March 26.

On March 26, a meeting was held at the site to review the first set of special test and inspection results; and conduct a visual exam of slot cuts and core samples. Additional "core" samples were requested for testing and sent to the lab.

On March 28, there was a meeting at the site with Natu Patel, the DSA field inspector. By this time the first series of test results had been received indicating test values have exceeded all design values. Mr. Patel requested additional core tests to test shear values. The Contractor was instructed to proceed accordingly. Subsequently, the shear tests were performed and test results exceeded the required design values.

Mrs. Racklin asked if construction on the entire project was stopped during this time. Mr. Windsor replied that all work was stopped for a period of time.

Mrs. Dalbeck asked how the areas for core samples were selected. Mr. Windsor said that the Inspector showed the areas in question and core samples were taken from the areas where there was the most suspected deficiency.

Mrs. Dalbeck asked if the IOR and DSA Field Inspector were in concurrence with the opinion that the work was satisfactory. Mr. Windsor stated that in these cases they defer to architect's opinion.

Mrs. Racklin asked if the slot cuts interfered with the structural integrity of the wall. Mr. Windsor replied that HBL set up the repair in order to make sure the integrity of the wall was intact.

All the work was reviewed and approved by Osborn Architects, Osborn Architects' Construction Manager, HBL Structural Engineers, the Inspector of Record, the DSA Deputy Inspector, Independent Testing Lab, the DSA Field Inspector and the local DSA office.

said that Osborn Architects has zero tolerance for willful disregard of contract code compliance and they deal with it swiftly and immediately. In this case, an issue was identified and dealt with swiftly by an entire team representing all viewpoints. Mr. Windsor said that they want to promote a teamwork atmosphere, and try to temper differences with balance to promote teamwork. They rigorously protect the interests of the school district.

Mrs. Reynolds thanked everyone for coming. She thanked staff and everyone for the thorough report. She said that, though some time was lost, the system worked.

Mrs. Gonia reiterated what Mrs. Reynolds said. She said that there will be problems that occur and the District is very happy to have such a strong competent IOR. The IOR was able to identify concerns and the team was very responsive to the concerns.

Mrs. Racklin asked if there are costs associated with what happened. Mr. Windsor replied that, frankly, the focus has been dealing with the issues of getting the project back on track, and making sure corrective action details were developed. He is continuing to look into this to find any issues, and when he has more information, he will have a follow up report.

Mrs. Dalbeck asked if the overall schedule update would include up to project completion. Mr. Windsor replied that it would.

Karen Mathison, PTA Council President, asked what the estimated date of completion is. Mr. Windsor replied that the original date was October 19. However there have been rain days and legitimate delay days in addition to the 17 days lost due to problems. The ultimate target is Christmas break and Osborn Architects is fairly confident they can make that date. They are in the process of developing an updated schedule.

4. **Homework Guidelines Progress Report**

Mr. Stratton reported that at a previous meeting he brought a Board Policy revision on homework. He said that he wanted to share with the Board some progress on some much more significant work that has been done. The Curriculum Committee has been working to come up with some guidelines and procedures for homework. This is not final, but a working draft and an opportunity for the Board to share input. Mr. Stratton is presenting a draft of the revised Administrative Regulation and a draft of proposed guidelines. The guidelines spell out specifically the number of hours recommended at different grade levels. There are directions on how to assign long term projects, collaborative group projects, and how to work around vacation days. This document reflects changes that were made at the last Curriculum Council meeting.

Mrs. Dalbeck said that there was some discussion at Curriculum Council of melding guidelines with Administrative Regulations.

Mrs. Reynolds said that it is very helpful as a parent to see graded English essays in addition to tests and quizzes. Mr. Stratton said that belief was expressed widely at the last meeting.

Mrs. Dalbeck said that there was discussion as to whether independent reading should be included in the recommended 30-45 minutes of homework or if it should be outside that time frame. Mr. Stratton

- c. ***Approval of CEC Child Care Proposal, R219-00-01.** It was moved and seconded (Reynolds/Dalbeck) to approve the CEC Child Care Proposal. Mr. Stratton thanked the people involved in the review committee. Members of the Child Care Roundtable reviewed and analyzed the proposals. They received several calls of interest, but only two proposals. The Committee came together twice, first to read the proposals, then to have a detailed discussion of the strengths, potential, weaknesses, etc. of each proposal. The two proposals were from YMCA and CEC. The decision to go with CEC was unanimous. The Committee selected the CEC program because it has a solid four-year track record, a strong relationship with the District, and a strong history of maintenance of and respect for District facilities. They are responsive to concerns from LCUSD staff. The administrative leadership for CEC is made up of people who have very detailed and specific training in child care. Mrs. Broberg reported that there was a very thorough process to review the child care proposals. Mr. Stratton thanked CEC and YMCA for their cooperation in the process.

Mrs. Dalbeck complimented CEC on the quality of their proposal. Thought was given to both parent needs and child needs as well as district needs. The motion to approve the CEC Child Care Proposal was adopted unanimously.

- a. ***Local Improvement Plan Revisions, R218-00-01.** It was moved and seconded (Broberg/Dalbeck) to approve the Local Improvement Plan Revisions. Mr. Stratton reported that this is intended to include, in one particular place, all of the existing plans and applications to combine and coordinate and to align them with our overall district goals. The guidelines are organized around seven components as suggested by Coordinated Compliance in Sacramento. The motion to approve the Local Improvement Plan Revisions was adopted unanimously.
- b. ***API Spending Plans, R126-00-01.** It was moved and seconded (Broberg/Dalbeck) to approve the API Spending Plans. Mr. Stratton reported that the local board needs to give final approval to the spending plans that are put together by the School Site Councils. Because the District scores improved by a minimum of one point and they were already over the state target. This is the first of two awards the district qualified for. There is a specific amount of money allotted for each school. Three of the four schools have submitted their spending plans. Paradise Canyon still needs to do some more work and that will be brought to the Board at a later date. The motion to approve the API Spending Plans was adopted unanimously.
- d. ***Deferred Maintenance Plan, R206-00-01.** It was moved and seconded (Reynolds/Broberg) to approve the Deferred Maintenance Plan. Mrs. Evans explained that this is a five-year plan that reflects the District's needs in deferred maintenance. The plan allows for maintenance in very specific areas and is updated annually. If an item on the plan is not done during the plan time period, it can be moved forward to the next year and the dollars carry forward. The plan may include work that will be done in conjunction with modernization work. The motion to approve the Deferred Maintenance Plan was adopted

Broberg asked if everything has been resolved from last year. Mrs. Evans replied that she has expressed the District's concerns and the YMCA is aware and accompanied her and NTD on the walk through. Mrs. Reynolds suggested that a written record be kept of the pre- and post-walk throughs. The motion to approve the Agreement with YMCA for Use of School Property for 2001 Summer Day Camp was adopted unanimously.

- f. *Authorization to Enter into Contract with Architect for Modernization, R212-00-01.** It was moved and seconded (Dalbeck/Reynolds) to authorize entering into Contract with Architect for Modernization. Fundraising has been completed to build an outdoor science center at LCE. HMC architects was interviewed by a committee composed of a member of the Board, a member of the Bond Oversight Committee, the Assistant Superintendent of Business Services and a district consultant for Facilities, Maintenance and Operations. The motion to authorize entering into contract with architect for modernization was adopted unanimously.
- g. *Request to Go to Bid for Elementary Projects, R213-00-01.** It was moved and seconded (Broberg/Dalbeck) to approve the request to go to bid for elementary projects. The District has three modernization funding applications that have been approved by the state. The Board has approved as a new Construction project building an outdoor science lab at LCE. Construction Firm PCM3 has been hired by the district to work on three modernization projects and the outdoor science lab at LCE. The work will begin this summer. The funding sources for the modernization projects are from state and local bond monies. A portion of the projects (50%) must be bid and contracted for within 18 months of the approved funding application. The outdoor science lab at LCE will be funded by donations. Mrs. Reynolds asked if the PCR administration building is included in phase 1. Mrs. Evans replied that it would be included in phase 2. Mrs. Dalbeck said that there had been some discussion of moving and not moving of the modulars at the upper playground at PCR and some discussion of resurfacing of the existing pavement and working on water and electric for the modulars. She asked if the modulars would not be moved now. Mrs. Reed, Principal of Palm Crest replied that they would be having a meeting tomorrow, but it is their understanding that they will not be moving the modulars. Mrs. Evans said that hardscape and resurfacing will be done, but the modulars would not be moved. The sinks and plumbing will be done. Mrs. Reed said that originally they had not asked to move the modulars, but when they were going through the process of "dreaming" they thought about moving the modulars. The original wish was to make the modulars as functional as possible. Mrs. Dalbeck asked if the timeline for the LCE science lab was adjusted. Mrs. Evans replied that it could be adjusted based on the drawings and where they are. The motion to approve the request to go to bid for elementary projects was adopted unanimously.
- h. *Resolution 20-00-01 School Excess Liability Fund – JPA Agreement Amendment.** It was moved and seconded (Dalbeck/Reynolds) to adopt Resolution 20-00-01 School Excess Liability Fund – JPA Agreement Amendment. Mrs. Evans explained that there is a Statewide Joint Powers Authority providing excess workers' compensation and liability coverage to more than 1,000 California public educational agencies. The JPA Agreement is the contract between SEI.F and the member districts. Whenever an amendment is made to this

Richard Weld, President of La Cañada Teachers' Association addressed the Board on the Job Descriptions.

Based on comments by Richard Weld, it was moved and seconded (Reynolds/Broberg) to remove the department chairperson from the job descriptions item. The motion to remove the department chairperson from the job descriptions was adopted unanimously.

Mrs. Dalbeck asked who develops the curriculum for ELL. Mr. Stratton replied that it is developed by the state; teachers participate in the selection of actual materials; and the ELD coordinator supervises the implementation. Mrs. Dalbeck asked if, for the Options Coordinator position, one has to be currently in the Options area? Dr. Leabo said yes. The motion to approve the job descriptions as amended was adopted unanimously.

- j. ***Approve Extra-Duty Stipend Amounts, R221-00-01.** It was moved and seconded (Reynolds/Dalbeck) to approve the extra-duty stipend amounts. In some of the positions the District has just negotiated and approved, stipends have not been established. The motion to approve the extra-duty stipend amounts was adopted unanimously.
- k. ***Variable Term Waiver, R214-00-01.** It was moved and seconded (Broberg/Dalbeck) to approve the Variable Term Waiver. Dr. Leabo explained that this will allow the teacher to complete the year. The motion to approve the Variable Term Waiver was adopted unanimously.
- l. ***Special Activities: LCHS Advanced Art Field Trip to Monterey/San Francisco, R217-00-01.** It was moved and seconded (Broberg/Reynolds) to approve the Special Activity: LCHS Advanced Art Field Trip to Monterey/San Francisco. Mr. Stratton explained that this field trip is for the purpose of studying art along the way as well as working with artists along the way and producing student art along the way. Before it came to us, it went to the Instructional Council, who approved it. Mrs. Gonia asked if this field trip involved fund raising. Mrs. Broberg pointed out that field trips need to be approved before fundraising is undertaken. Mrs. Gonia said that we need to reiterate to staff that field trips must be approved by the Board before fundraising is undertaken. Mrs. Dalbeck said that it should be suggested to Instructional Council that field trips at this time of the year are looked at very closely. Staff needs to be informed to make sure to get the information to parent groups who are involved in trips. Mrs. Reynolds said that when they talked about field trips, they discussed how to make sure that students are not left out because they can't afford the trip. The motion to approve the Special Activity was adopted unanimously. The Board also directed staff to reiterate to site administrators the timelines for submitting Field Trips to the Board for approval, and to make sure they understand that no fundraising is to be undertaken until there is Board approval. Site administrators should also inform staff that field trip requests would be stopped at the site level if Board Policy has not been followed.
- m. ***Resolution 21-00-01 Proclaiming May 9, 2001 as the Day of the Teacher.** It was moved and seconded (Broberg/Reynolds) to adopt Resolution 21-00-01 Proclaiming May 9, 2001 as the Day of the Teacher. Mrs. Racklin explained that the State of California has proclaimed

CMSA: New Hire – Supervisor of Operations Anthony Parada. *Classified*: New Hire – Paraprofessional I-SIP, Noon Aide Sheila Paccone (temporary). Retirement – Robert Garcia. Resignation – Jennifer Loomis. Release – COTA Position.

- b. Change Orders for Phase 2 – Library, R207-00-01.**
- c. Multi-Media Services Contract – Los Angeles County Office of Education, School Year 2000-01, R208-00-01.**
- d. Disposal of Surplus Equipment, R220-00-01.**
- e. Non-Public School/Non-Public Agency Contracts, R205-00-01.**
- f. Gifts, R210-00-01.**
- g. Purchase Order List #16.**

COMMUNICATIONS

Mrs. Racklin informed the Board and audience that she had received a letter from Los Angeles County Office of Education regarding the District's Second Interim Report. LACOE concurred with the District's positive certification, with the following comments: Deficit spending needs to be recognized and monitored so it remains manageable; the Lease interruption fund should be maintained at a specified amount. Mrs. Racklin said that the District is very close to recommended amount. LACOE also recommended monitoring the Retirees fund. Mrs. Racklin said that the District can be very pleased that our budget passed.

Mrs. Reynolds told the Board that there is a Suburban Schools Conference July 22 – July 25.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:50 p.m. The Next Regular Meeting of the Governing Board will be held on May 8, 2001, at 7:00 p.m. in the La Cañada Elementary School Library.

Lorene Gonia, Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Jeanne Broberg, Clerk, Governing Board

Date