

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

September 9, 2003

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Scott Tracy on September 9, 2003 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members Scott Tracy, Jinny Dalbeck, Andy Beattie, Ron Dietel, and Meredith Reynolds, Superintendent Sue Leabo, Deputy Superintendent 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 five Board Members, Superintendent Sue Leabo, Deputy Superintendent Jim Stratton and Chief Business Officer Dave Banis. Closed session adjourned at 6:00 p.m.

**GOVERNING BOARD WORKSHOP**

The Board reconvened to Open Session at 6:00 p.m. for a workshop on Supplemental Funding. Mrs. Dalbeck introduced Bonnie Moss, Executive Vice President of Tramutola, a company that specialized in bond elections. Ms. Moss distributed a packet from Tramutola that provides information on the company's philosophy. Ms. Moss discussed history on past election results with their company on bond and parcel taxes. Ms. Moss stated that the PLAN is a very important part of passing an election. The District would have a very rigorous planning schedule to meet the November 1<sup>st</sup> deadline.

Tramutola believes it is very important to make effective use of the pre-electoral time. It is important to condition the community and prepare your campaign prior to election date. Many school districts are finding the need to have outside expertise help them pass an election. Ms. Moss stated that the formula that has worked in the past is being tested in today's environment.

The board thanked Ms. Moss. The workshop adjourned at 7:05 p.m.

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

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:08 p.m. in the La Cañada High School Information Resource Center. Present were the five Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, and Executive Secretary to the Superintendent Kim Bergner. There were approximately 7 people in the audience. Mr. Tracy asked Patrick Masters, the Student Representative to lead the Pledge of Allegiance to the Flag.

**REPORT OUT OF CLOSED SESSION**

Mr. Tracy reported out of closed session that the board has authorized a mediation settlement not to exceed \$35,000.

## **APPROVAL OF AGENDA**

It was moved and seconded (Reynolds/Dietel) to approve the agenda. The motion to approve the agenda was adopted unanimously. Beattie/Scott moved and seconded moving agenda item 1d to 1a. The motion was unanimously approved.

## **APPROVAL OF MINUTES**

Mr. Tracy stated that the minutes of the August 26, 2003 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the August 26, 2003 were approved as presented.

## **REPORTS**

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

**Opening Day** -.Dr. Leabo informed the Governing Board that opening day went well. There was air conditioning at the high school, the playground at La Canada Elementary is complete, the district had 100 % attendance with staff. The district is currently 100% staffed. Some classroom sizes are a little larger then we would like but counselors are looking at reducing those classes. Overall it was a smooth beginning. Technology has done an excellent job at putting 350 new computers in place. Mr. Kwok and his staff have done a great job.

**Enrollment Update** – The district is in good shape in primary K-3 with 1/20 teaching student ratios except for first grade. There has been no information from Sacramento regarding class size reduction. District's kindergarten enrollment is down. The enrollment figures distributed show space available based on current staffing per grade.

**Construction** – Dr. Leabo gave an update on school modernization. The district has spent \$12.4 million in construction. Site improvements have been made at all three elementary schools, the high school 600 building and the new Information Resource Center. Construction has started on the La Canada High School new science labs. We are starting with \$2.5 million in new bonds sold. We have still available \$2.9 million in matching funds if the state bond is passed March 2.

- 2. Student Representative Report** – Patrick Masters was introduced as the new student representative to the governing board. He stated that students appreciate the new walkway and the new grass in the Quad at the high school. He informed the Governing Board that everything went smoothly with the beginning of school.

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

#### **Help 464**

Mr. Tracy turned the report over to Mr. Beattie and Mrs. Dalbeck. Mr. Beattie distributed an Income and Expense Report as of 9/09/03. Mr. Beattie reported that the program began on 7/31 and ended on August 31. A total of \$395,282 was received. The District has already received \$340,000 from the Help 464 campaign and tonight the campaign is handing a check to the district for \$45,000. \$2,072 has been maintained to cover expenses and Help 464 is still waiting for some corporate matches. There were 631 total donations. Mr. Beattie stated that the Valley Sun and the Outlook provided free advertising for the campaign and the program would not have been as successful without them. Type Craft/Wood & Jones and Duncan Printing provided all printing for the campaign. Taco Deli, Union 76 and the Outlook gave percentages of purchases. The LCF Youth Chamber held a car wash at Taylor's restaurant.

Kathy Hernandez provided graphics and web site service, Kris Graf, administrator for The Educational Foundation, provided financial administration for the campaign publicity. Ralph's, Trader Joe's and Vons provided sidewalk space for the campaign. Various campus support groups also helped with the campaign. Mr. Beattie stated that this campaign speaks volumes for the community. Mr. Tracy announced that without the hard work of Mr. Beattie and Mrs. Dalbeck this campaign would not have been successful.

4. **STAR Report** –Mrs. Dreibelbis Arthur was introduced. Ms. Arthur stated that STAR is made up of three tests: California Standards Test (CSTs), California Achievement Tests (CAT/6) and California Alternative Performance Assessment (CAPA), which is given to the severely disabled students. There were only 10 students that took the CAPA test, therefore these results will not be discussed.

The focus in the past has been the SAT-9, according to Ms. Arthur there is a complete shift in assessment in California. The California Standards test is a complete measure on how our district compares to other districts in California and is linked to the California state standards.

The CAT-6 and SAT-9 scores are not comparable.

- Two different test publishers
- Different test formats
- Different difficulty levels
- CAT/6 was developed and normed five years after the SAT 9.

Ms. Dreibelbis Arthur discussed test results with the Governing Board. In conclusion, students in La Canada continue to score well above the state average in both English Language Arts and Mathematics.

### **OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

None

### **PROPOSED ACTION ITEMS**

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

- a. **Supplemental Funding, Resolutions 4-03-04 and 5-03-04.** It was moved and seconded (Reynolds/Dietel) to approve the Resolutions for Supplemental Funding. Dr. Leabo reported that the Executive Committee would like to approve a Bond in the amount of \$25 million. Exhibit B outlines projects that have been identified. Two resolutions were drafted by David Casnocha, Bond Counsel. One resolution is for a General Obligation Bond and the other for a Parcel Tax. Dr. Leabo stated that based on the analysis by the Executive Committee, it is Dr. Leabo's recommendation for a Parcel Tax for \$400 for 5 years. Also recommended, that both be placed on the ballot on March 2. This is the least expensive ballot. There are only two times this school year for an election that will impact the 04-05 funding: March 2, 2004 and a special election on April 13, 2004. There will be no further opportunity for supplemental funds for next school year. The Superintendent presents this to the Board for their review and approval. Mr. Tracy stated that this is the Board's first opportunity to express their views. After much discussion on a Bond and a Parcel Tax, the Board directed Dr. Leabo to put together a survey regarding a Parcel Tax. It was also directed

express their views. After much discussion on a Bond and a Parcel Tax, the Board directed Dr. Leabo to put together a survey regarding a Parcel Tax. It was also directed that the Parcel Tax and the Bond be presented as separate items and that a special board meeting be called when the survey is complete.

- b. **\*Approval of 2002-03 Unaudited Actuals . R29-03-04.** It was moved and seconded (Dietel/Beattie) to approve the 2002-03 Unaudited Actuals. Mr. Banis reported that, as expected not much was transferred from reserves, leaving a 3% reserve. The District is still maintaining a positive certification from the county. The motion to approve the 2002-03 Unaudited Actuals was adopted unanimously.
- c. **\*Approval of Revised Budget, R31-03-04.** It was moved and seconded (Dalbeck/Reynolds) to approve the Revised Budget. Mr. Banis informed the Governing Board that the Budget increased \$363,000. \$340,000 came from Help 464, the other funds were from other donations. Help 464 helped increase certificated staff and services. Help 464 also increased restricted maintenance and the Maintenance staff was recalled. Mr. Banis thanked Help464. The community really came through to help the district. The motion to approve the Revised Budget was adopted unanimously.
- d. **\*English Selection, R31-03-04.** It was moved and seconded (Beattie/Reynolds.) to approve the English Selection. Mr. Stratton stated that this book is on the approved list. The motion to approve the English Selection was adopted unanimously.
- e. **\*Memorandum of Understanding with Glendale Unified for the Beginning Teacher Support and Assessment Program Consortium, R34-03-04.** It was moved and seconded (Reynolds/Dietel) to approve this Memorandum of Understanding with Glendale Unified for BTSA Consortium. Mr. Stratton stated that partnering with Glendale should provide the District better training with Glendale and he stated that it will provide better service to the teachers. The motion to approve the Memorandum of Understanding with Glendale Unified for BTSA Consortium was adopted unanimously.
- f. **\*English Language Acquisition Program (ELAP), R37-03-04.** It was moved and seconded (Dalbeck/Reynold) to approve the English Language Acquisition Program. Participating districts will receive \$100 for each English language learner in grades 4 to 8. The motion to approve the English Language Acquisition Program was adopted unanimously.

### 3. Consent Agenda

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

- a. **Personnel Report, P2-03-04.** The Board approved the following Personnel Items:  
*Certificated:* New Hires – Kristen Butler, Cristina Diaz, Tom Forrester, Britta Foshee, Joseph Landerer, Alison Ryan. *Classified:* New Hire – Rebecca Moses, Lissie Quishenberry, Leslie Smith, David Wulff, Resignations – Patricia Collins, Nancy Reaume, Cheryl Walker.
- b. **Extra Duty, Extra Pay, P5-03-04.** The Board approved the Extra Duty/Extra Pay Report.
- c. **Subject Matter Authorization, R27-03-04.** The Board approved the Subject Matter Authorization.

- d. **CMSA Job Descriptions, R28-03-04.** The Board approved the revised job descriptions for the LCHS Principal 9 - 12, Principal 7 - 8 and Assistant Principal, LCHS.
- e. **Job Description, R25-03-04.** The Board approved the job description for Translator.
- f. **Application for Multi-School Teams Status - CIF, R38-03-04.** The Board approved the application for Multi-School Teams Status.
- g. **Non-Public School/Non-Public Agency Contracts, R26-03-04.** The Board approved the non-public school/non-public agencies contracts.
- h. **Lease Amendment for Pinewood Academy, R36-03-04.** The Board approved the Lease Amendment for Pinewood Academy.
- i. **Agreement with LACOE for Peoplesoft Financial Systems, R30-03-04.** The Board approved the Agreement with LACOE for Peoplesoft Financial Systems.
- j. **Purchase Order List #3.** The Board approved Purchase Order List #3.

### COMMUNICATIONS

Mrs. Reynolds stated that she needs a replacement for Curriculum Council. Mrs. Dalbeck volunteered to be Mrs. Reynolds replacement.

Mrs. Dalbeck requested that we look at reorganizing the Board for the liaison groups in the summer rather than in December. Then, in the event of an election, the incoming person could take over the outgoing person's responsibilities. It is also felt that there should be some rotation on liaison group responsibilities.

### RECONVENE TO CLOSED SESSION

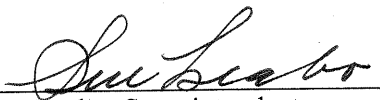
The Board reconvened to closed Session at 10:10 p.m.

### REPORT OUT OF CLOSED SESSION

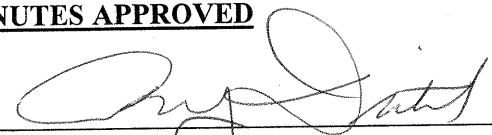
The Board reconvened to Open Session at 10:49 p.m. and reported that there was no action taken in Closed Session.

### ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:50 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, September 30 2003, at 7:00 p.m. in the La Cañada High School Information Resource Center.

  
 Sue Leabo, Superintendent  
 Secretary to the Governing Board

### MINUTES APPROVED

  
 Ron Dietel, Clerk

9/30/03  
 Date

