

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

September 11, 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 September 11, 2001 in the La Cañada Elementary School Library at 4540 Encinas Drive in La Cañada, California. Present were Board Members Barbara Racklin, Jinny Dalbeck, Will Moffitt and Meredith Reynolds, Interim Superintendent Sue Leabo and Assistant Superintendent of Curriculum and Instruction Jim Stratton.

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 four Board Members, Interim Superintendent Sue Leabo, Assistant Superintendent of Curriculum and Instruction Jim Stratton, and legal counsel Terry Tao. Closed Session adjourned at 6:10 p.m. At this time, because of the incidents in New York and Washington, President Racklin adjourned the meeting to Wednesday, September 19, 2001 at 7:00 p.m. in the La Cañada Elementary School Library.

CONTINUATION OF MEETING OF SEPTEMBER 11, 2001:

MEMBERS PRESENT: Mrs. Barbara Racklin, President
Mrs. Jinny Dalbeck, Vice President
Mr. William Moffitt, Member
Mrs. Meredith Reynolds, Member

RECONVENE REGULAR MEETING

The Regular Meeting of the Governing Board was reconvened at 5:00 p.m. on Wednesday, September 19, 2001, in the La Cañada Elementary School Library. Present were Board Members Barbara Racklin, Jinny Dalbeck, Will Moffitt and Meredith Reynolds, Interim Superintendent Sue Leabo, and Assistant Superintendent of Curriculum and Instruction Jim Stratton.

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 four Board Members, Interim Superintendent Sue Leabo, and Assistant Superintendent of Curriculum and Instruction Jim Stratton. Closed Session adjourned at 7:00 p.m.

REGULAR MEETING

APPROVAL OF MINUTES

Mrs. Racklin stated that the minutes of the August 21, 2001 regular meeting and the August 27, 2001 special meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. The minutes of the August 21, 2001 regular meeting and the August 27, 2001 special meeting were approved as submitted.

APPROVAL OF AGENDA

It was moved and seconded (Reynolds/Moffitt) to approve the agenda. It was moved and seconded (Dalbeck/Moffitt) to amend the agenda to add President's Report that would be report #1, then re-order the subsequent reports. The motion to amend the agenda was adopted unanimously. The motion to approve the agenda as amended was adopted unanimously.

PRESENTATIONS

1. Presentation from Educational Foundation

Phyllis Kochavi and Rose Chan, Co-Chairs, presented a check for \$680,000 to LCUSD from the Educational Foundation. Mrs. Racklin thanked the Educational Foundation for the highest contribution yet.

2. Presentation from California School Leadership Academy of the Los Angeles County Office of Education to Mark Ewoldsen and Gail Crotty

Dr. Leabo introduced Keith Myatt from the California School Leadership Academy of Los Angeles County. Two people have completed the Academy, Mark Ewoldsen and Gail Crotty. Mr. Myatt explained the CSLA program and presented plaques to Mr. Ewoldsen and Ms. Crotty, the 23rd and 24th Senior Associates of CSLA. Mrs. Crotty commented that it was a fabulous program and thanked the district for allowing them to participate. Mr. Ewoldsen thanked Mr. Stratton for pushing him into this program.

REPORTS

1. President's Report

Mrs. Racklin reported that the Board has been in contact with a firm to conduct a search for an Interim Assistant Superintendent of Business. There will be an interview committee consisting of two Board members, Dr. Leabo, Mr. Stratton, and the Director of Fiscal Services.

Mrs. Racklin also reported that the Governing Board has decided to not renew the contract with Betsy Richman for PR services.

Mrs. Racklin introduced Joann Bicknell, this year's Student Representative to the Board. She said that the oath of office would be administered at the next Board meeting.

2. Report from Playground Safety Committee

Committee Chair Andrea Terry said that the Committee is reporting its second set of results and recommendations for Board and District action. Mrs. Terry read the recommendations of the

5. Obtain and retain material safety data sheets and specifications of content for any play surface fill material being considered for installation in the District. Along with as-built plans and specifications for all installed playground equipment.
6. In consultation with the site, modify all Phase II modernization plans to specify a wood chip and/or shredded rubber loose fill safety surface.
7. Consult with a certified playground designer on future playground designs.
8. Develop a policy-procedure for accident reporting during school and non-school hours.
9. Develop a policy-procedure for monthly maintenance inspections and written records of playground structures and conditions.
10. Publish and present to the Governing Board an annual accident report. At minimum, the report should report the number and types of accidents at each school, surfaces involved, written maintenance records (see 9) and actions taken.
11. Maintain all playground surfaces and equipment to the manufacturer's specifications and recommended guidelines.
12. Create a standing playground committee to formulate a long-range plan for the playgrounds, assist with the Facilities Master Plan update, review the annual playground accident report, oversee the playground audit recommendations, investigate and review playground funding needs, and other playground safety issues as necessary.

Mrs. Reynolds asked who would certify that future surfaces are ADA compliant. Mrs. Terry replied that the manufacturer should do that.

Mrs. Dalbeck suggested that these recommendations, if adopted by the Board, should become part of Administrative Regulations.

Mrs. Racklin thanked the Committee for their hours of hard work and an outstanding job in coming up with the recommendations.

She

3. Superintendent's Report

- a. Dr. Leabo thanked all staff, members of the community, and members of the Board for making this opening of school one of the smoothest she has seen in over 30 years.
- b. Dr. Leabo reported that the District's current enrollment is 4,310. This represents a decrease in total enrollment of 20 from last year. Resident enrollment is up 21. Elementary enrollment decreased by 82. High School enrollment has increased by 62. Inter-district transfers have decreased by 41. Dr. Leabo said that it is necessary to keep an eye on the trend in declining enrollment in the elementary schools.
- c. Dr. Leabo reported that, for Phase Two Modernization, the district needs to have 50% of contracts in place by February 22, 2002 for elementary schools and by January 5, 2002 for LCHS 600 Building. The most current plans must be submitted to DSA this week. The high school will go out to bid by October 15, with the Bid Award December 11. The Elementary Bid date is January 16, with the Bid Award February 5.
- d. Dr. Leabo reported that the district has 2 other positions open in Business. She said that

- looking where improvements are needed. The district will try to have a plan available by the end of next week.
- h. Dr. Leabo reported that she is in the process of trying to have a discussion with John Fairbank of Fairbank, Maslin, Maullin & Associates. She will have an update at the next Board meeting.
 - i. Dr. Leabo reported that the school psychologists had put together a document on recognizing reactions to disasters, crisis and loss. This document is available if any parents are interested.

Opportunity to address Board

There were no audience members wishing to address the Board at this time.

1. First Reading

- a. ***Subject Matter Authorization, R38-01-02.** It was moved and seconded (Moffitt/Reynolds) to approve the Subject Matter Authorization. Dr. Leabo explained that this is a procedure the district must go through when asking for a waiver from the state department when a teacher does not have a credential for a particular class. The motion to approve the Subject Matter Authorization was adopted unanimously.
- b. ***Approval of Continuation of Pilot Skateboard Park, R41-01-02.** It was moved and seconded (Reynolds/Dalbeck) to approve the Continuation of Pilot Skateboard Park. Mrs. Dalbeck asked Jerry Martin (City) if the City has already approved this. Mr. Martin replied that the City approved it through January 2002. Mrs. Dalbeck reported that the City had tracked injuries. There were a total of 10 – 5 bumps and swellings, 4 cuts, 1 sprained ankle. There were no broken bones. The City did all of the improvements and put up 2 basketball standards for the use of the tenants on that site. They are now looking into the possibility of installing a pay phone, drinking fountains, trash containers, port-a-potty, and lights. There were 120 surveys mailed out to tenants around FIS, and the City received 35 responses. 25 of the responses were favorable, and 8 were unfavorable – all from neighbors of the Skateboard Park. The City is looking at parking so neighbors are not so impacted. The Joint Use Committee is looking at better scheduling of activities in the general area.

Mr. Moffitt stated that initially there were concerns over the potential impacts the Skate Park might have on the area once the regular school year commences. He asked if there had been any problems since school began. Mrs. Dalbeck replied that there have not been any complaints so far. Mrs. Dalbeck said that tenants want to be sure they have access to the basketball areas after school. There have not been any conflicts between community use and tenant use.

The motion to approve the Continuation of Pilot Skateboard Park was adopted unanimously.

- c. ***Action on Playground Safety Committee Recommendations, R49-01-02.** It was moved and seconded (Dalbeck/Moffitt) to approve the Playground Safety Committee Recommendations. It was moved and seconded (Dalbeck/Reynolds) to amend the motion to reflect that these recommendations be developed into Administrative Regulations. The motion to amend was adopted unanimously.

Mrs. Reynolds said that the make-up of the committee in recommendation #12 would be determined at a later date and would be part of the regulations. The motion to approve the Playground Safety Committee Recommendations as amended was adopted unanimously.

- d. ***Approval of 2000-01 Unaudited Actuals, R42-01-02.** It was moved and seconded (Moffitt/Dalbeck) to approve the 2000-01 Unaudited Actuals. Dr. Leabo explained that the district is still working on completing some of the forms. The forms were originally due to the County Office on the 15th of September, but the district has permission to extend that date. The motion to approve the 2000-01 Unaudited Actuals was adopted unanimously.
- e. ***Renewal of Agreement for Services for Mandated Cost Reimbursement Claims, R43-01-02.** It was moved and seconded (Reynolds/Moffitt) to approve Renewal of the Agreement for Services for Mandated Cost Reimbursement Claims. Dr. Leabo explained that last year district revenue from mandated cost reimbursement was \$482,462.00.

Mrs. Dalbeck asked if the district is required to keep the money in the fund for a certain amount of time. Dr. Leabo said she would look into the timeline. The motion to approve Renewal of the Agreement for Services for Mandated Cost Reimbursement Claims was adopted unanimously.

- f. ***2001-02 Budget Calendar, R44-01-02.** It was moved and seconded (Dalbeck/Reynolds) to approve the 2001-02 Budget Calendar. Dr. Leabo explained that this calendar identifies the dates for the first and second interim reports and dates identified by law and by the County. The motion to approve the 2001-02 Budget Calendar was adopted unanimously.
- g. ***Contract for Interim Superintendent, R48-01-02.** It was moved and seconded (Moffitt/Reynolds) to approve the Contract for Interim Superintendent. Mrs. Racklin explained that the Board has come to an agreement with Dr. Leabo for a contract as Interim Superintendent. She will continue in this role without a salary increase, but has asked for other compensations such as extended sick leave time. The motion to approve the Contract for Interim Superintendent was adopted unanimously.

- i. ***Resolution #5-01-02 Authorized Signatures.** It was moved and seconded (Dalbeck/Moffitt) to approve Resolution #5-01-02 Authorized Signatures. Dr. Leabo explained that the district is asking to add Kim Bergner, Administrative Secretary to the Assistant Superintendent of Business. The motion to approve Resolution #5-01-02 Authorized Signatures was adopted unanimously.

2. Consent Agenda

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

- a. **Personnel Report, P4-01-02.**
- b. **Extra Duty/Extra Pay Report, P5-01-02.**
- c. **Job Descriptions, R36-01-02.**
- d. **Approve Contract for Modular Classrooms, R46-01-02**
- e. **Continuing Participation in Five Star Education Coalition, R39-01-02.**
- f. **Special Activity: Band and Guard to Eastern Europe, Spring 2002, R47-01-02.**
- g. **Non-Public School/Non-Public Agency Contracts, R37-01-02.**
- h. **Gifts, R45-01-02.**
- i. **Purchase Order List #4.**

2000 BOARD APPOINTMENTS/DISCUSSION OF LIAISONS TO COMMUNITY ORGANIZATIONS

Mrs. Reynolds commented that she had discussed with some staff members that the Board should come to site council meetings more often. Mrs. Dalbeck and Mrs. Reynolds will continue as liaisons, with Mrs. Racklin and Mr. Moffitt attending when possible. Mrs. Dalbeck will be liaison to AM Kiwanis, and Dr. Leabo will do Noon Kiwanis. Mr. Moffitt will be liaison to Childcare Roundtable, with Mrs. Dalbeck as alternate. Mrs. Racklin will be liaison to LACSTA. Mrs. Reynolds will be liaison to the K-12 Educational Options Committee.

COMMUNICATIONS

Mrs. Dalbeck requested that a workshop on construction be scheduled for next week. She said there are lots of questions after reading through the report. She would like to have NTD, PCM3 and Osborn Architects present. The date for the workshop will be next Tuesday, September 25, at 6:00 p.m.

Mrs. Dalbeck said that the draft of the Five-Star legislative agenda should be available for the October 1 Board meeting.

Mr. Moffitt invited everyone to the CPC meeting Wednesday morning at 7:00 a.m. at Verdugo Hills Hospital.

Mrs. Dalbeck stated that there is an Ed. Code that prohibits cell phones on campuses. However, in light of recent events, Carol Liu and Jack Scott are looking into changing that Ed. Code.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:32 p.m. The Next Regular Meeting of the Governing Board will be held on Monday, October 1, 2001, at 7:00 p.m. in the La Cañada Elementary School Library.

Sue Leabo, Interim Superintendent
Secretary to the Governing Board

MINUTES APPROVED

Jinny Dalbeck, Vice President of the Governing Board

Date