

**BOARD OF EDUCATION
MEETING**
San Marino Unified School District
1665 West Drive
San Marino, CA 91108

Tuesday, March 12, 2019
Board of Education
Closed Session – 6:00 p.m.
Regular Session – 7:30 p.m.

MINUTES

1. **OPEN SESSION** 6:00 p.m.

2. **PUBLIC COMMENT SECTION - CLOSED SESSION**

No comments were presented.

3. **CLOSED SESSION** 6:00 p.m.

- a. Conference with Legal Counsel - Anticipated Litigation (Govt. Code 54956.9)
- b. Conference with Labor Negotiators (Govt. Code 54957.6)
- c. Student Discipline and Other Confidential Student Matters - Education Code Sections 35146, 48900 et seq., and/or 48912, and 20 U.S.C Section 1232g
- d. Public Employee Appointment (Government Code Section 54957 (b) (1).)
Title: Superintendent
- e. Public Employee Discipline/Dismissal/Release (Govt. Code 54954.5(e)
pursuant to Govt. Code 54957) Title: Certificated

4. **REPORT OF CLOSED SESSION**

In closed session, item 3e, the Board took unanimous action directing staff to notify certificated employee number BXD5629 of release and non-reelection from District employment for the upcoming 2019-20 school year.

The roll call vote was as follows:

Mr. C. Joseph Chang Aye

Mrs. Lisa Link Aye

Mr. Chris Norgaard Absent

Mrs. Shelley Ryan Absent

Mr. Corey Barberie Aye

Ayes: 3, Noes: 0

5. **REGULAR OPEN SESSION** 7:30 p.m.

6. **CALL TO ORDER**

Board members present were Mr. Corey Barberie, Mr. C. Joseph Chang, Mrs. Lisa Link, Mr. Chris Norgaard, Mrs. Shelley Ryan, and Student Board Member Alyssa Escamilla. Administrators present were Mrs. Julie Boucher, Mr. Stephen Choi, Mrs. Linda de la Torre, and Mr. Jason Kurtenbach. Mr. Loren Kleinrock was excused.

a. Pledge of Allegiance

b. Approval of Agenda

Moved for approval by Mr. Chang, seconded by Mrs. Ryan

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

c. Approval of Minutes

February 12, 2019

Moved for approval with amendments by Mr. Norgaard, seconded by Mrs. Ryan

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

February 25, 2019

Moved for approval by Mr. Barberie, seconded by Mr. Chang

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

7. **PUBLIC COMMENTS**

a. Communications from the audience regarding matters not on the agenda.

No comments were presented.

8. **CONSENT AGENDA**

- a. 2018-19 Consolidated Application and Reporting System (CARS) Part II
- b. Board Policy 0000 Vision
- c. Board Policy 0100 Philosophy
- d. Board Policy 0460 Local Control Accountability Plan
- e. Board Policy 0500 Accountability
- f. Board Policy 0510 School Accountability Report Card
- g. Certificated Personnel Documents
- h. Classified Personnel Documents
- i. Contracts and Agreements Report 2018-19 #13
- j. Contracts and Agreements Report 2019-20 #1
- k. Purchase Order Report 2018-19 #12

Moved for approval by Mr. Norgaard, seconded by Mrs. Ryan

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

9. **COMMUNICATION SECTION**

a. Communications from the Board

Following is a list of events attended by the Board members:

2/23 SMNLL Opening Day (Ryan)
2/26 PTAffiliates Meeting (Link)
Junior College Info Night for Parents (Chang)

- 2/27 JG Consulting Superintendent Search Stakeholder Meetings (Barberie, Chang, Link, Norgaard, Ryan)
JG Consulting Superintendent Search Town Hall (Barberie, Link, Ryan)
AAC Meeting Featuring Vince Cuseo, Dean of Admissions at Occidental College (Link)
- 2/28 JG Consulting Superintendent Search Town Hall (Chang, Link)
Meeting with Loren Kleinrock (Link)
Huntington Library Founders' Lecture: Dr. Karen Lawrence, President (Norgaard)
- 3/1 Register Students at All-City Track Meet (Link)
- 3/2 Carver Parent Party (Barberie, Chang)
City Club Dinner Dance at SGCC (Ryan)
- 3/4 SMHS Lockdown and Related Meetings (Lisa)
- 3/5 SMHS Open House (Chang, Norgaard)
Meeting with Loren Kleinrock (Link)
AAC College Readiness Subcommittee Meeting (Norgaard)
Huntington Medical Research Institute Meeting (Chang)
Huntington Leadership Council (Chang)
District Employee Benefit Committee Meeting (Chang)
- 3/6 SMHS Mock Interviews for Juniors (Link)
SMSF Curriculum & Instruction Town Hall (Barberie, Chang, Link, Norgaard, Ryan)
Meeting with Community Member (Link)
- 3/7 District Registration Meeting for New Parents (Chang, Norgaard)
Meeting with Linda de la Torre (Link)
FAC Planning Meeting with Julie Boucher, & Gerald Schober (Barberie, Link)
- 3/8 High School Boys Basketball Banquet (Norgaard)
School Site Visits (Link)
HMS Musical Mulan (Barberie, Chang, Ryan)
- 3/9 PCC President's API Meeting (Chang, Ryan)
Speech & Debate Judge State Qualifiers SMHS (Ryan)
HMS Musical Mulan (Norgaard)
Valentine Parent Party (Barberie, Chang, Norgaard, Ryan)
- 3/10 Stanford Presentation on Autonomous Vehicles, Urban Planning, Etc. (Norgaard)
- 3/11 Carver PTA Meeting (Norgaard)
Meeting with Communications Consultant (Link)

Board President Link provided an update on the Superintendent Search and encouraged community members to participate in the online survey. The survey will be given to the candidate selected to be the new Superintendent as a valuable resource on community views.

b. Communications from the Superintendent

Mrs. Linda de la Torre reported that she received a letter from 9th SMHS student Catherine Yang regarding her concerns about safety at the school impressed with the thoughtful and constructive correspondence and very impressed with her interest and suggestions. President Link also received the letter and it was copied to the Board.

Mrs. de la Torre introduced Mr. Mike Killackey who, on behalf of his law firm, presented the District with a donation of \$7,031.72 that will be used to purchase and install 14 public access bleeding control stations at strategic locations in the District and school sites. The Board expressed appreciation for the generous donation.

c. Communications from the Student Board Member

Student Board Member Alyssa Escamilla reported the following events:

- 2/25 SMHS Fire Drill

Valentine American Heritage Day
 2/28 We Love Our Police and Firefighters Event
 2/28-3/2 SMHS Titanium Robotics Orange County Robotic Competition
 3/1 HMS 7th & 8th Grade Dance
 Carver Dr. Seuss Day
 3/5 SMHS Open House
 3/6 SMHS Mock Interviews
 HMS Noontime Fun
 3/7-8 HMS Musical Mulan
 3/8 Carver Crazy Hair Day
 3/9 SMHS Cabaret

10. **DISTRICT GENERAL**

a. Update on Measure R Parcel Tax and Recognition of Parcel Tax Committee

Mrs. Nam Jack reported that as of March 8, LA County certified the results of the Parcel Tax Election stating that Measure R had passed. She noted that 69.21% of the registered votes were yes and 30.79% were no. 2,609 citizens voted, which is 27.3% of total number of registered voters. Mrs. Jack expressed her appreciation to numerous people who assisted with campaign efforts including: Karen Wicke, Pat Chan, the PTA Presidents, Stefanie Killackey, the SMSF, Stephanie Duncan, Liz Kneier, and the teachers and teachers union.

The Board presented Mrs. Jack with Certificate of Appreciation for her dedicated service and leadership that led to the successful renewal of the Measure R Parcel Tax.

b. Facilities Advisory Committee (FAC) Members Welcome and Introduction

The Board recognized the wide range of experience and qualifications present in the newly formed Facilities Advisory Committee and welcomed the following members:

Jim Barger
 Michael Berger
 Jose Caire
 Jeanie Caldwell
 Paul Callahan
 Paul Chan
 David Duong
 Marla Felber
 Jesse Hong
 Bob Horgan
 Joan Huang
 Chris Maling
 Jeff Morris
 Tony Poneck
 Hal Suetsugu
 Tommy Tang
 Justin Wang

Mr. Barberie made a motion to approve Jeanie Caldwell to serve as FAC Chair, seconded by Mrs. Link

Ayes: 5, Noes: 0
 Abstention: 0
 Preferential: 1

c. 2018-19 Capital Projects Request - SMHS Marquee Replacement

Dr. Issaic Gates presented a Capital Projects Request for the replacement of the marquee at SMHS for Board approval. Funding to cover the replacement is made possible by the following:

- SMHS Class of 1958 Donation \$20,675
- PTAffiliates Donation \$25,000
- School Site Allocations \$1,875

Mr. Don Norberg spoke on behalf of the Class of 1958. He stated that the quest for a new marquee came about when they asked Dr. Gates what his wish would be if given the opportunity to have funds donated through the Class of 1958 reunion. Mr. Norberg recognized Mr. Dave Bryan and Mr. Jim Connelly for coordinating efforts and being the driving force on this project.

Mrs. Stephanie Duncan spoke on behalf of the PTAffiliates Board who approved the donation upon learning that additional funds were needed to complete the Class of 1958 gift. The Board thanked both groups and stated that it was great to see the two groups partner together to accomplish something that was very important to the Class of 1958.

The Board noted that the quote excluded power to the sign. Mrs. Boucher stated that all costs are inclusive in the project, that there is a power source to the current sign and some work will be handled by District staff.

Moved for approval by Mr. Norgaard, seconded by Mr. Chang

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

d. District Safety and Security Communication Protocols

Mrs. Linda de la Torre, Mrs. Julie Boucher, Dr. Stephen Choi, and San Marino Police Chief John Incontro were present to talk about the March 4 lockdown at SMHS and safety and security at all campuses including current protocols, enhancements, and next steps.

Chief Incontro gave an overview of the incident requiring a lockdown at SMHS. He noted that the FBI received a tip regarding a threat of a violent nature to a school with the name of the intended student. The threat was deemed credible and serious in nature leading the FBI to contact SMPD and then Chief Incontro to Superintendent Kleinrock. He noted there was a collaborative effort with emphasis on security of students, staff and community and a consensus was reached to lockdown and close the school. Once the suspect was in custody and it was determined that there was no further threat, it was determined that it was safe for school to reopen. He indicated that the school was responsible for communicating with students, staff, and faculty, while SMPD focused on the investigation. The Chief commended the staff and everyone involved and reported that there were six law enforcement agencies, including 20 police officers and the fire department. He also applauded the student who made the call to the FBI and reported the tip.

The Board reiterated the importance of reporting anything that is heard or seen and encouraging students to do so. They also confirmed that the high school has a tip line and that SMPD has a few tip lines. Chief Incontro noted that if the tip had come through local sources rather than the FBI it potentially could have shortened the duration of the investigation and required process, and they may have been able to mitigate the outcomes differently.

Mrs. Boucher addressed the emergency protocols that the District has in place. The District has invested in staff, resources, training, and programs related to mental health awareness, student wellness, anti-bullying, and disaster preparedness. The District also has emergency planning,

training, drills, physical security measures, and cyber-security prevention measures in place. All SMUSD schools have Comprehensive Safe School Plans that address all types of threats including weather emergencies, utility outages, fire, earthquakes, active shooters, etc. All plans are updated and reviewed annually by the SMPD and SMFD and then submitted to the Board for approval. All classrooms have emergency backpacks and supplies, and all schools have containers with emergency supplies for water, shelter, and first aid. Emergency drills are conducted on an ongoing basis at all school sites

Dr. Choi reported on the communication tools that the District uses both externally and internally. Externally the District utilizes email, the website, Constant Contact, VoIP phone system, PA system, social media channels, and the Blackboard mass notification system for emergency notifications. Internal communication tools include: cell phones, VoIP phone system, walkie talkies, surveillance systems, and email forms/sheets. Dr. Choi highlighted the fact that the District is in the process of implementing the Catapult Emergency Management System for internal use. Catapult is web based and automates and streamlines the dispersal of information. It is connected to Powerschool and centralized in one system. Catapult training dates are scheduled for the month of April.

The Board acknowledged the power and importance of a system such as Catapult, and asked if medical information and needs will be shared with Catapult from Powerschool as they felt that to be important. Dr. Choi indicated that they will take that into consideration and see how much of that information will be shared between the two systems.

The Board asked if there is remote access to the surveillance system. Dr. Choi confirmed there is.

Dr. Choi gave an overview of proposed future enhancements since the lockdown incident. These include: creation of an "In Case of Emergency" webpage, use of Blackboard audio robocall and text features, adding student cell numbers, utilizing emergency mode in Blackboard to prioritize and mass notify contacts at the same time, designating a centralized location for parents to congregate, utilizing bite sized emergency communications within SMS limitations to release short messages as soon as possible, making the community aware of how contact information can be updated, ongoing training in all relevant systems, and streamlining internal communications using Catapult.

Mrs. de la Torre reminded the Board of the experts who have conducted trainings at the District and of the trainings that teachers have undergone, including: Active Shooter Drills, Run. Hide. Fight. Training, ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) Training, and SMPD trainings. There is a Threat Assessment Team highly trained by Dr. Tony Beliz, an expert in this subject. There are Crisis Intervention Teams at each of the schools to engage in early intervention. Dr. Steve Albrecht, an expert in school and workplace violence, has also provided District-wide trainings.

She reported that the District has very strong safety protocols in place and will continue to look at ways to improve them. She indicated that since the lockdown incident a SMUSD Protocol Manual has been drafted and given to Board President Link with the suggestion of calling together a taskforce of stakeholders to review and provide feedback in addition getting to input from District communications consultants.

She stated that two days after this incident she and Dr. Gates attended a previously scheduled, very powerful active shooter training that is approved and funded by Homeland Security. They are looking to bring that training to the District.

Copies of an overview of the District's Safety Practices and Procedures were provided to the Board and made available to the public.

The District is reviewing communication protocols and working with a communications expert to draft templates that can be used with Blackboard as initial communication. She noted that in these situations there is a process that has to take place and information that has to be vetted prior to detailed information being sent out. The templates will allow for early notifications until more detail can follow.

Public Comment

Mr. Mitch Lehman presented his comment to the Board regarding safety and communications. He stated that he was contacted by many community members regarding what they felt to be subpar communications during the lockdown event. He has since spoken with Chief Incontro and Dr. Choi regarding communications. He recognizes the need for improvements and for the resources to make those critical improvements. He questioned if spending money on a new marquee at the high school is the best use of funds given that donations have seen a decline. He asked that the Board consider the use of funds to bring communication up to what the community thinks the standards should be.

Board Discussion

The Board indicated the importance of encouraging the community members to download the app. Dr. Choi agreed and will move its reference to a more prominent part of the First Day Packet.

Student Board Representative Alyssa Escamilla indicated that she was dissatisfied with the communication and would like to see an improvement in the way information is sent directly to students. She said although she has the app and likes it, she received more information through texts from friends than from the District. She believes text messages would be the most efficient method of communication with students, stating that emails were sporadic in the timing of showing up in inboxes.

The Board expressed concern about the dissemination of communication and asked if systems will be able to distinguish appropriate recipients or be customized based on scenario. Dr. Choi indicated that the District has the ability to customize and direct messages using Blackboard. The protocol still needs to be flushed out to identify how and to who communication will be distributed based on scenarios and locations.

The Board asked about future preparation and training and if it will be incrementally done. Dr. Choi indicated that dissemination of protocols will be sent to staff as soon as they are established. Trainings will take place in the 2019-20 school year, as there are no professional development days left in the 2018-19 year. Catapult trainings will begin in April.

The Board commended Dr. Choi on the analysis of alternatives and resources. They asked that he prepare a list of implementation dates and costs so that they can be tracked.

The Board asked that there be an override or catch to stop the release of a pre scheduled communication if it is going out during or after an incident occurs without containing relevant information.

e. Proposed 2019-20 Board of Education Meeting Dates

The Board approved the following dates for the 2019-20 SMUSD Board Meetings:

Tuesday, June 11, 2019
Tuesday, June 25, 2019
Tuesday, August 13, 2019
Tuesday, August 27, 2019

Tuesday, September 10, 2019
Tuesday, September 24, 2019
Tuesday, October 8, 2019
Tuesday, October 22, 2019
Tuesday, November 12, 2019
Tuesday, December 10, 2019 - Board Reorganizational Meeting
Tuesday, January 21, 2020
Tuesday, February 11, 2020
Tuesday, February 25, 2020
Tuesday, March 10, 2020
Tuesday, April 14, 2020
Tuesday, April 28, 2020
Tuesday, May 12, 2020
Tuesday, May 26, 2020
Tuesday, June 9, 2020
Tuesday, June 23, 2020

The Board confirmed that there would not be a conflict with Founders Day in February/March 2020.

Moved for approval by Mr. Barberie, seconded by Mr. Chang

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

11. **CURRICULUM AND INSTRUCTION**

a. SMHS Instructional Minutes Update

Mr. Jason Kurtenbach presented the Instructional Minutes update for SMHS. The instructional minutes report has been updated to reflect the addition of two minimum days, one on March 15, the end of quarter three, and another on April 3, a district-mandated professional development minimum day. Additionally, the report has been updated to reflect the adjustment of previously approved late start days, October 12, December 21, and May 30, to minimum days. These adjustments have resulted in an addition of 306 minutes to the total number of instructional minutes reported for the 2018-19 school year. It was noted that all of these days have been consistently communicated to the San Marino High School students, staff and parents throughout the year, and this request for approval is to bring our report and our practice into alignment.

Mr. Kurtenbach reported that he is in the process of completing a J-13A request for emergency closure through the California Department of Education due to the recent lockdown.

Moved for approval by Mr. Norgaard, seconded by Mr. Barberie

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

12. **TECHNOLOGY**

a. Approval for 2019-2020 Federal E-Rate Program Application

Dr. Stephen Choi presented the Federal E-Rate application for Board approval. He provided an overview of the program and explained how it has been utilized by the District in the past. The program provides discounts on eligible telecommunications services, and the District has benefited from two categories of services: C1 - Ongoing Broadband Services and C2 - Internal Connections.

The 2019-20 E-Rate Application Request includes:

- 3-year Internet Service Agreement with LACOE
Faster/Higher Bandwidth (5GB vs 1GB)
Lower Cost (\$19,000/year vs \$60,000/year before E-rate discount)
- Uninterruptible Power Supplies Agreement with AAA Network Solutions
(\$28,758.95 before E-rate discount)
Replace batteries in classrooms and network closets
District reserves right to cancel E-rate project for any reason

Dr. Choi indicated that this is just an application with no commitment, but noted the application deadline of March 22.

Moved for approval by Mrs. Ryan, seconded by Mr. Barberie

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

13. **BUSINESS SERVICES**

a. 2018-19 Second Interim Financial Report and Long-Range Financial Projections

Mrs. Julie Boucher presented the 2018-19 Second Interim Financial Report and Long Range Projections for Board approval. Her presentation included information on key revenue and expenditure assumptions, District revenue sources and local funding support including the teachers staffed by program, student enrollment trends, and budget adjustments. She also reviewed projected STRS and PERS Employer Contributions, 2019-20 Budget Assumptions, and focus areas for Balancing the 2019-20 Budget.

Mrs. Boucher indicated that the District is very thankful for the tremendous support that the District receives through local funding, reporting that in 2018-19, the District will receive over \$13 million in local funding. This funding provides for nearly 68 teaching and support positions.

With regard to enrollment trends, Mrs. Boucher reported that the District's student enrollment has declined since 2017-18. The current graduating 12th grade is larger than incoming K and 1st grade classes. Additionally, LA County and the San Gabriel Valley region are seeing declines in areas where housing is limited or too costly for young families, and the District has heard that 20% of all homes in San Marino are vacant, and those that are available are very costly for young families to consider. There are no apartments in San Marino USD. There also may also be reasons why families transition to other schools whether it be for job relocation, religious, or the parents' decision to find the right fit for their student(s).

Mrs. Boucher reported that projected increases in salaries based on step and column adjustments, increase in employer CalSTRS and CalPERS costs, estimated health benefit cost increases, adjustments in operational costs which include supplies, services and equipment, increases in special education services and staffing are considered in planning and preparing the 2019-20 Proposed District Budget. She stated that for the past several years the District has used one-time funds in the cash flow fund to bridge the District's budget and fund the increases in mandated pension contributions, and other increases beyond the additional funding received from the State. In 2019-20, unless there are additional revenues received, the District will face an estimated \$2.5M deficit. The plan is to use the remaining cash flow funds and identify additional budget savings and evaluating staffing.

The Board, recognizing that this is not an advocacy document but a public document, asked that these facts be included in the document: Under special education revenues identify the percentage

that the federal government is reimbursing under IDEA (Individuals with Disabilities Education Act), and add a line item showing that the District receives no Concentration Grant funding. Mrs. Boucher agreed and these items will be added to the report.

The Board asked about the City contribution to student transportation. Mrs. Boucher indicated that the District is confident that it will again receive the \$110K reimbursement from the City. She noted that the District spends about double that amount in student transportation per year. The Board shared that parents have indicated a willingness to go to the City to speak on behalf of the District regarding the need of funds for student transportation to events.

The Board thanked Mrs. Boucher for her presentation. The Board remarked that people in the community are stating that the District should be able to live within its means and operate on only those funds that the government provides, but in doing so the District could lose about 68 teachers funded by non-government sources, and the Board wondered if that is that what the community really wants.

Moved for approval by Mr. Norgaard, seconded by Mr. Chang

Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

b. Board Policy 1000 Concept and Roles

Mrs. Julie Boucher presented Board Policy 1000 Concept and Roles as First Reading.

The Board asked that this policy be revised and brought back for Second Reading on April 9.

c. Board Policy 1260 Educational Foundation

Mrs. Julie Boucher presented Board Policy 1260 Educational Foundation as First Reading.

The Board asked that this policy be brought back for Second Reading on April 9.

d. Board Policy 1312.2 Complaints Concerning Instructional Materials

Mr. Jason Kurtenbach presented Board Policy 1312.2 Complaints Concerning Instructional Materials as First Reading.

The Board asked that this policy be revised and brought back for Second Reading on April 9.

e. Board Policy 1321 Solicitation of Funds From and By Students

Mrs. Julie Boucher presented Board Policy 1321 Solicitation of Funds From and By Students as First Reading.

The Board asked that this policy be revised and brought back for Second Reading on April 9.

f. Board Policy 1700 Relations Between Private Industry and The Schools

Mrs. Julie Boucher presented Board Policy 1700 Relations Between Private Industry and The Schools as First Reading.

The Board asked that this policy be revised and brought back for Second Reading on April 9.

14. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Nothing presented at this time.

15. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 10:02 p.m.

Unadopted
Loren Kleinrock
Interim Superintendent
Secretary to the Board