

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

Tuesday, April 23, 2019
**Board of Education
Closed Session – 5:30 p.m.
Regular Session – 7:30 p.m.**

MINUTES

1. **OPEN SESSION** 5:30 p.m.

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

No comments were presented.

3. **CLOSED SESSION** 5:30 p.m.

- a. Public Employee Appointment, Public Employment: Superintendent (Government Code 54957)
- b. Conference with Labor Negotiators (Govt. Code 54957.6)
- c. Conference with Legal Counsel - Anticipated Litigation (Govt. Code 54956.9)
- d. Public Employee Appointment (Government Code Section 54957 (b) (1).)
Title: Football Coach
- e. Public Employee Appointment (Government Code Section 54957 (b) (1).)
Title: HMS Assistant Principal

4. **REPORT OF CLOSED SESSION**

Nothing to Report

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, Mrs. Shelley Ryan, and Student Board Member Alyssa Escamilla. Mr. Chris Norgaard was excused. Administrators present were Mr. Loren Kleinrock, Mrs. Julie Boucher, Mr. Stephen Choi, Mrs. Linda de la Torre, and Mr. Jason Kurtenbach.

- a. Pledge of Allegiance
- b. Approval of Agenda

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

Ayes: 4, Noes: 0
Abstention: 0
Preferential: 1

7. **PUBLIC COMMENTS**

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

Mrs. Jane Chon presented her comment to the Board regarding the middle school class trips. She expressed her concern about ending the trips or funding assistance for those students who can't afford to pay and her support of keeping the outdoor education trips as an option for students. The trips are unique and go beyond tradition in their value. She appreciates the Board's consideration of the finances but feels the objectives of these trips can't be substituted within the four walls of a classroom.

8. **CONSENT AGENDA**

- a. Board Policy 1325 Advertising and Promotion
- b. Certificated Personnel Documents
- c. Classified Personnel Documents
- d. Contracts and Agreements Report 2018-19 # 15
- e. Contracts and Agreements Report 2019-20 # 2
- f. Final Disposition of Class 3 Records and Obsolete Documents
- g. Purchase Order Report 2018-19 # 14
- h. School Plans for Student Achievement (SPSA)
- i. SMHS Instructional Minutes Update
- j. SMHS Ojai Tennis Tournament CIF, Ojai, California, April 24-26, 2019
- k. Warrant Report 2018-19 # 8

The Board pulled Items 8e, i, and h for discussion. Regarding Item 8e, the Board had concerns about the NatureBridge contract for \$15K. The Board would like to look at the possibility of contract language changes regarding the renegotiation after the number of students attending is determined.

Regarding Item 8h, the Board asked for an explanation on why the SPSAs are on the Consent agenda this year. Mr. Kurtenbach indicated that the SPSAs underwent a change in format and the vast majority of the information has already been seen this year in the School Accountability Report Cards and in his report on the California School Dashboard.

Regarding Item 8i, the Instructional Minutes Report is being resubmitted due to an error in math on the originally presented document.

Items 8a-d and f-k were moved for approval by Mr. Chang, and seconded by Mr. Barberie. Item 8e, Contracts and Agreements Report 2019-20 #2 has been deferred to May 14, 2019 so that more clarification can be provided regarding the contract with NatureBridge.

Ayes: 4, Noes: 0
Abstention: 0
Preferential: 1

It was realized that the wrong version of the Instructional Minutes Report was attached to Item 8i, the correct document was attached and the Board re-voted to approve Item 8i.

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

Ayes: 4, 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:

- 4/10 Masonic Lodge Student/Staff Appreciation Awards (Chang, Link, Ryan)
- 4/11 San Marino High School Parent Party (Barberie, Link, Norgaard)
- 4/12 SMHS Instrumental Music Spring Concert (Chang)
- 4/13 APISBMA Planning (Ryan)
13th Annual East West Scholarship Dinner, Western University of Health Science (Chang)
- 4/16 Met with Loren Kleinrock Regarding Board Meeting Agenda (Link)
Met with Michiko Lee and Jason Kurtenbach Regarding AAC Agenda (Link)
Special Board Meeting Closed Session - Review Superintendent Applications (Barberie, Chang, Link, Norgaard, Ryan)
- 4/17 District Safety and Wellness Committee Meeting (Chang)
- 4/17 Chinatown Service Center Board Meeting (Chang)
- 4/18 Met with District Auditor (Link)
- 4/19 Met with Linda de la Torre regarding safety/security communications and protocols (Link)
- 4/22 Reception for PCC President Endrijonas (Barberie, Chang, Link, Norgaard, Ryan)
Rec Department Meeting (Barberie)
- 4/22 Community Relation Committee Meeting, The Huntington Library, Art Collections, and Botanical Gardens (Chang)

President Link provided an update on the Superintendent Search.

b. Communications from the Superintendent

Mr. Loren Kleinrock introduced Mr. Daryl Topalian as the new Assistant Principal at Huntington Middle School. Mr. Topalian comes to the District with over 24 years of experience at the elementary, middle, and high school levels and has a Master's Degree in School Counseling and a Bachelor's Degree in Christian Education. He is an experienced administrator with a proven track record of success. He has served as Assistant Principal, Activities Director, and Athletic Director for Oak Avenue Intermediate school in Temple City USD and is also an adjunct professor at the University of La Verne.

Mr. Topalian thanked the Board and looks forward to developing a strong sense of community with the students, teachers, and parents at HMS.

c. Communications from the Student Board Member

Student Board Member Alyssa Escamilla reported the following events:

- 4/10 Valentine Huntington Library
SMHS Spring Java House
- 4/12 Valentine Jog-a-thon
- 4/16 Valentine Wells Fargo Field Trip
HMS SMHS 8th Grade Orientation/Assembly Parent Night
- 4/17 Carver Huntington Library
SMHS Counselors Visit HMS
- 4/18 Carver Reagan Library and Discovery Center
- 4/19 Carver SMSF Banner and Popsicle
HMS Cantate Forum Festival
SMHS Blood Drive
SMHS NAHS Show Lunch Time Viewing
SMHS Comedy Sports
- 4/20 SMHS Winter Drumline/Colorguard Showcase
- 4/23 SMHS SBAC Testing

10. **DISTRICT GENERAL**

a. Huntington Middle School Science Olympiad Students Recognition

HMS science teachers Ms. Suzanne Nitta and Ms. Cynthia Wong presented information about the HMS Science Olympiad Team and introduced several of the HMS medal winners for Board recognition. The team of 15 students just completed their third year of the Southern California Science Olympiad. Each year the team participates in 1-2 invitational practice competitions, the Regional Competition in Antelope Valley, and the State Competition at CalTech. During the past three years of competition, they earned an overall 2nd place at Regionals their first year and 1st place in Regionals for the past two years. At Regionals this year, impressively every student on the team earned medals.

This year, on April 6, 2019, the team competed against 30 schools in the Science Olympiad State Championships at CalTech, and the following students earned medals:

- Olivia Wang and Lillian Panning - 5th place in Meteorology
- Sean Killackey and Sebastian Liong - 4th place in Mystery Architecture
- Audrey Jung and Nora Chang - 1st place in Disease Detectives

Ms. Nitta and Ms. Wong expressed their appreciation of their students, the Board, their administrators Mr. Kurtenbach and Mrs. Faure, Coach David Zheng, parents, the community, and student helpers Wesley Huang and Alisa Quon for their hard work and ongoing support.

Mr. Kleinrock thanked the team and Ms. Nitta as the Department Chair for her leadership in navigating the department through the implementation of the Next Generation Science Standards.

b. PTA Reflections Arts Program Winners Recognition

Reflections Arts Program winners were unable to attend the meeting.

c. Proclamation #1 - California Day of the Teacher May 8, 2019

Mrs. de la Torre presented and read Proclamation #1 California Day of the Teacher as being recognized on May 8, 2019. The Board expressed their appreciation of all SMUSD teachers and all that they do for the Districts students.

Acknowledging the stability that the certificated and classified staff bring to the District, Mrs. Jessica Bulgin, President of SMTA, thanked the Board and Administration for the recognition of both both groups.

d. Proclamation #2 - California School Employees Association (CSEA) Classified School Employee Week May 19-25, 2019

Mrs. de la Torre presented and read Proclamation #2 Classified School Employee Week - May 20-24, 2019, honoring the contribution of classified employees to the District.

Mrs. Marguerite Lindsey, President of CSEA, thanked the Board and Administration.

e. Board Policy 1330.1 Joint Use Agreements

Mrs. Boucher presented Board Policy 1330.1 Joint Use Agreements as Second Reading. Based on CSBA recommended language and new policy. Use of District or school facilities.

The Board noted that the policy was held over from the April 9 meeting as they needed clarification regarding property ownership. Mrs. Boucher stated that it pertains to both District owned property and jointly owned property.

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

Ayes: 4, Noes: 0
Abstention: 0
Preferential: 1

11. **CURRICULUM AND INSTRUCTION**

a. California Healthy Youth Act (CHYA)

Mr. Jason Kurtenbach provided an update on the California Healthy Youth Act (CHYA) requirements and reported on the process in which the District evaluated the curriculum being presented as second reading for Board approval.

The Board asked if any parents or community members have asked to see the curriculum. Mr. Kurtenbach indicated that he had been contacted by three people, but none of them chose to view the curriculum.

He indicated that he hopes to get training for teachers before the school year ends so that they have time to get familiar with the curriculum during the summer. Depending on the LACOE representative's availability, he would like to have a parent information night in May and in August. However, implementation will be pushed back if the representative is not available. He stated that in addition to himself being trained there will be two teachers at the middle school and one at the high school trained to teach the curriculum.

Public Comment

Mrs. Mor San Chan presented her comment to the Board regarding the California Healthy Youth Act. She expressed her concern about the use of the curriculum based on her belief that the teachers will not be able to explain it in more detail if students have questions. She believes it is difficult to receive a message with no answer as people can interpret information provided differently. She suggested the Board not adopt the Curriculum and rather communicate with the state regarding the lack of liberty for the teachers in communicating these topics with students. Recognizing that there is an obligation, she recommends taking it gently, softly and nicely.

Board Discussion

The Board acknowledged that the curriculum is mandated by the state and that it was up to the District to select one of the approved curriculums. The Board sent out several communications regarding the curriculum and made it available for public review in person. It was noted that nobody has chosen to do so.

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

Ayes: 4, Noes: 0
Abstention: 0
Preferential: 1

12. **BUSINESS SERVICES**

a. Resolution No. 13 - Resolution Authorizing and Approving the Borrowing of Funds for Fiscal Year 2019-20; The Issuance and Sale of a 2019-20 Tax and Revenue Anticipation Note (TRAN) Therefor and Participation in the California Education Notes Program - First Reading

Mrs. Julie Boucher stated that the District is predicting cash flow shortages during the 2019-20 fiscal school year due to the timing difference between anticipated expenditures and the receipt of

state and local property tax funds and due to the depletion of the District's cash flow funds. Resolution No. 13 as presented would authorize the borrowing of funds utilizing a TRAN.

Mr. Chet Wang of Keygent provided an overview of what a TRAN is, the process, the cost, and the history of the District's use of TRANs. He noted that the TRAN is used to bridge shortfalls on a short term basis and is a very commonly used tool by districts in LA County. The proposed TRAN will not exceed \$6.8M and a review is being done to determine the exact amount. The TRAN provides tax-exempt borrowing and funds are deposited in LA County Treasury where they gain interest. Mr. Wang also provided an outline of the next steps if the TRAN is brought back and approved.

The Board asked if the difference between the 2018-19 borrowing and proposed 2019-20 borrowing was connected to the Barth Athletics Complex. Mrs. Boucher stated that it is not in any way connected to the Barth Athletics Complex project or its funding. It is to provide cash flow for District's general fund.

The Board asked if the 2018-19 TRAN will overlap with the 2019-20 TRAN. Mr. Wang stated that the term of a TRAN is one year and that the 2018-19 TRAN will be paid off in June 2019 prior to the funding of the 2019-20 TRAN in July or August 2019.

The Board asked if there is collateral attached to the TRAN. Mr. Wang stated that the District is their own obligator, there is no guarantor. There is no cross collateralization.

b. Board Policy 3220.1 Lottery Funds

Mrs. Boucher presented Board Policy 3220.1 Lottery Funds as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

c. Board Policy 3250 Transportation Fees

Mrs. Boucher presented Board Policy 3250 Transportation Fees as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

d. Board Policy 3311.1 Uniform Public Construction Cost Accounting Procedures

Mrs. Boucher presented Board Policy 3311.1 Uniform Public Construction Cost Accounting Procedures as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

e. Board Policy 3312.2 Educational Travel Program Contracts

Mrs. Boucher presented Board Policy 3312.2 Educational Travel Program Contracts as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

f. Board Policy 3350 Travel Expenses

Mrs. Boucher presented Board Policy 3350 Travel Expenses as First Reading.

The Board asked that this policy be revised and brought back for Second Reading on May 14, Consent Agenda.

g. Board Policy 3400 Management of District Assets/Accounts

Mrs. Boucher presented Board Policy 3400 Management of District Assets/Accounts as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

h. Board Policy 3430 Investing

Mrs. Boucher presented Board Policy 3430 Investing as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

i. Board Policy 3510 Green School Operations

Mrs. Boucher presented Board Policy 3510 Green School Operations as First Reading.

The Board expressed concern about the high standard that the language of this policy holds the District to and suggested changes in the Policy language. The Board asked that it be brought back revised for further discussion.

j. Board Policy 3515.7 Firearms on School Grounds

Mrs. Boucher presented Board Policy 3515.7 Firearms on School Grounds as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

k. Board Policy 3530 Risk Management/Insurance

Mrs. Boucher presented Board Policy 3530 Risk Management/Insurance as First Reading.

The Board asked if the District has a risk management policy. Mrs. Boucher indicated that the District has a risk management policy and through JPA, has a risk manager and loss control firm that assists and trains the District.

The Board asked that unless a requirement that the policy be changed to state that a report be provided no less than once per year and to review the use of "shall" in the language.

The Board asked that this policy be revised and brought back for Second Reading on May 14, Consent Agenda.

l. Board Policy 3540 Transportation

Mrs. Boucher presented Board Policy 3540 Transportation as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

m. Board Policy 3541.2 Transportation for Students with Disabilities

Mrs. Boucher presented 3541.2 Transportation for Students with Disabilities as First Reading.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

n. Board Policy 3580 District Records

Mrs. Boucher presented Board Policy 3580 District Records as First Reading.

The Board had questions regarding the District's current records destruction policy. Mrs. Boucher stated that the District follows CA Association of School Records destruction procedures and has a Records Destruction Policy. This information is distributed to staff and school sites. The District will work to improve communication regarding this policy and procedures.

The Board asked if the technology department is prepared if there is a breach in security. Dr. Choi stated that cybersecurity is a big concern. The District utilizes encryption and he believes the District's system is as secure as it can be. He said the District will work with risk management to identify protocols for use when or if there is breach in security.

The Board asked that this policy be brought back for Second Reading on May 14, Consent Agenda.

o. Board Policy 3600 Consultants

Mrs. Boucher presented Board Policy 3600 Consultants as First Reading.

The Board asked that this policy be revised and brought back for Second Reading on May 14, Consent Agenda.

13. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Mr. Loren Kleinrock noted that the District occasionally receives proposals for service and/or volunteer projects and that due to laws, legal restrictions, work permits, etc. the District has often had to decline the requests. The District will be reviewing the policies and will look into ways of approving such projects. The Board noted that LAUSD does allow for volunteer work projects on school sites and may be a resource for policy or procedure concerns. The topic will be agendaized for Board discussion.

14. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 9:23 p.m.

Unadopted
Loren Kleinrock
Interim Superintendent
Secretary to the Board