

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

Tuesday, May 14, 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. Conference with Legal Counsel - Existing Litigation (Govt. Code 54956.9, subd. (d)(1)) Name of case: OAH Case No. 2018120981
- b. Conference with Real Property Negotiators (Govt. Code 54954.5(b) pursuant to Govt. Code 54956.8)

4. **Break: SMUSD Employee Retirement Reception, 6:00 p.m.**

5. **CLOSED SESSION** 6:45 p.m.

- a. Public Employee Discipline/Dismissal/Release (Govt. Code 54954.5(e) pursuant to Govt. Code 54957) Title: Certificated
- b. Conference with Labor Negotiators (Govt. Code 54957.6)
- c. Public Employee Appointment (Government Code Section 54957 (b) (1).) Title: Superintendent

6. **REPORT OF CLOSED SESSION**

In closed session, the Board took action to unanimously approve the Final Settlement Agreement on behalf of OAH Case No. 2018120981.

The roll call vote was as follows:

Mr. C. Joseph Chang	Aye
Mrs. Lisa Link	Aye
Mr. Chris Norgaard	Aye
Mrs. Shelley Ryan	Nay
Mr. Corey Barberie	Aye

Ayes: 4, Noes: 1

7. **REGULAR OPEN SESSION**

7:30 p.m.

8. **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 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: 5, Noes: 0  
Abstention: 0  
Preferential: 1

c. Approval of Minutes

April 9, 2019

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

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

9. **PUBLIC COMMENTS**

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

Ms. Mor San spoke regarding a minor accepting a position of responsibility in a school based committee or organization outside of their home. She reported that her son would not be serving as the 2019-20 Student Board Representative as nominated and expressed that she feels a parent has the right to understand the details of a position that a student has been offered and questioned the protocol and school's responsibility in bringing about the understanding.

Ms. Rosa Zee and Ms. Vivian Chan presented their annual update on the "Hands on Culture - Be a Scholar for a Day" program with 4th grade students. They provided an overview of the program and spoke of the engagement and success they had with the students this year.

10. **CONSENT AGENDA**

- a. 2018-19 Year-End Appropriation Transfers Authorization
- b. Board Policy 3220.1 Lottery Funds
- c. Board Policy 3250 Transportation Fees
- d. Board Policy 3311.1 Uniform Public Construction Cost Accounting Procedures
- e. Board Policy 3312.2 Educational Travel Program Contracts
- f. Board Policy 3350 Travel Expenses
- g. Board Policy 3400 Management of District Assets/Accounts
- h. Board Policy 3430 Investing
- i. Board Policy 3510 Green School Operations
- j. Board Policy 3515.7 Firearms on School Grounds
- k. Board Policy 3530 Risk Management/Insurance
- l. Board Policy 3540 Transportation
- m. Board Policy 3541.2 Transportation for Students with Disabilities

- n. Board Policy 3580 District Records
- o. Board Policy 3600 Consultants
- p. Certificated Personnel Documents
- q. Classified Personnel Documents
- r. Contracts and Agreements Report 2018-19 # 16
- s. Contracts and Agreements Report 2019-20 # 3
- t. Purchase Order Report 2018-19 #15
- u. SMHS ASB Camp, Chapman University, Orange, California, July 24-27, 2019
- v. SMHS Concert Choir, YMCA Camp ELK, Wrightwood, California, August 22-24, 2019
- w. Student Teacher Agreement with California State Polytechnic University, Pomona

The Board pulled Item 10i for further discussion.

Mr. Norgard moved to approve Items 10a-h and 10j-w, seconded by Mr. Chang. Ayes: 5, Noes: 0  
Abstention: 0  
Preferential: 1

The Board discussed Item 10i, BP 3510 Green School Operations, and requested language modifications.

Mr. Barberie made a motion to pull Item 10i and defer it to the May 28 Board meeting, seconded by Mr. Chang. Ayes: 5, Noes: 0  
Abstention: 0  
Preferential: 1

## 11. **COMMUNICATION SECTION**

### a. Communications from the Board

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

- 4/23 Meeting with Mr. Kleinrock and Mrs. Boucher (Chang, Link)
- 4/24 AAC Meeting (Norgaard, Link)
- 4/25 HMS Open House (Norgaard)
- 4/25 Gardens Overseers Committee Meeting, The Huntington Library (Chang)
- 4/25 FAC Meeting (Barberie, Norgaard)
- 4/26 May Day Program at Valentine (Chang, Norgaard)
- 4/26 Superintendent Candidate Interviews (Barberie, Chang, Link, Norgaard, Ryan)
- 4/27 Superintendent Candidate Second Interviews (Barberie, Chang, Link, Norgaard, Ryan)
- 4/27 Carver Carnival (Barberie, Chang, Norgaard)
- 4/28 San Marino Pasadena Philharmonic Fundraising Event (Chang)
- 4/29 Superintendent Selection Discussion (Barberie, Chang, Link, Norgaard, Ryan)
- 4/30 Meeting with La Canada USD Board President (Link)
- 5/1 Attend SMHS Professional Development Regarding Student Survey Results (Link)
- 5/2 2019 Gala, Los Angeles Chamber Orchestra (Chang)
- 5/3 CIF Baseball SMHS vs AHS (Chang, Ryan)
- 5/3 Meeting with Cabinet, Directors and Principals Regarding Finalist Announcement (Link, Norgaard)
- 5/3 Meeting with Loren Kleinrock Regarding Agenda (Link)
- 5/4 SMSF Donor Recognition Party (Barberie, Chang, Ryan, Link)
- 5/5 Fundraising Event by Altadena Guild of Huntington Hospital (Ryan)
- 5/5 Meeting with South Pasadena USD Board President (Link)
- 5/7 Special Board Meeting at Arcadia USD - Superintendent Hiring (Chang, Link)
- 5/7 Meeting with Loren Kleinrock Regarding Agenda (Link)
- 5/8 Caltech Associate Board Meeting (Chang)

- 5/9 San Marino Rotary Club - Bill Steele Mini Grant Recipients for SMUSD Teachers (Chang, Norgaard)
- 5/9 FAC Meeting (Barberie)
- 5/9 Baseball Banquet (Ryan)
- 5/10 Carver Movie Night (Barberie)
- 5/10 USC's Marshall School Graduation (Chang)

b. Communications from the Superintendent

Mr. Loren Kleinrock reported that the Governor released the May Revise and that although state revenues are up, and overall Proposition 98 funding will increase, the District will not realize much if any new net funding due to its declining enrollment/ADA, and required cost increases that exceed the new revenues.

The May Revise includes funding to offset increases in CalSTRS contributions, additional funding for special education, funds for teacher recruitment and training, contributions to the state's budget stabilization account and unfunded liabilities, funding for kindergarten school facilities, and early childhood initiatives.

Despite the allocation of funding, the increase does not cover the required increases in step and column, PERS and STRS contributions and increases in the District's share of health benefits.

c. Communications from the Student Board Member

Student Board Member Alyssa Escamilla reported the following events:

- 4/25 HMS Open House/Halo Awards
- 4/26 HMS Music in the Parks Festival/Orchestra
- SMHS Spoons and Tunes
- 4/25-26 SMHS Dancetra
- 4/26 Valentine May Day Celebration
- 4/27 Carver Carnival
- 5/3 Instrumental Music Pops Concert
- 5/6-10 Carver Appreciation Week
- HMS Teacher Appreciation Week
- 5/8 Valentine Engineering Fair
- SMHS Final Art Competition
- 5/10 Valentine Mother's Day Celebration
- 5/10-11 SMHS One Acts

12. **DISTRICT GENERAL**

a. Consideration of and Action on Agreement with Superintendent from 2019-2022

After an extensive process in obtaining input from the staff, parents, community, and the assistance of JG Consulting/Escalante and Associates, the Board of Education named Dr. Jeff Wilson as the San Marino Unified School District Superintendent finalist. The recommendation of Dr. Wilson as Superintendent was pursuant to the approval of his contract as posted.

Dr. Wilson comes with 25 years of experience as a teacher, assistant principal, principal, and most recently Assistant Superintendent of Educational Services in Arcadia Unified School District. He brings many positive attributes, such as "a relational leader," "natural communicator," "highly visible" and "easily accessible to all staff."

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

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

b. Academics Advisory Committee Report

Mr. Jason Kurtenbach, Executive Director of Curriculum and Instruction, and AAC Chair Dr. Michiko Lee presented an update on the work of the Dual Enrollment Focus Group during the 2018-19 school year. They noted the potential benefits of offering dual enrollment with Pasadena City College, such as the ability to earn college credit and take courses not offered at SMHS, and they also noted potential concerns regarding student stress and wellbeing when they consider adding additional college-level classes to their course load.

The Dual Enrollment Focus Group recommended that the Board enter into a Memorandum of Understanding (MOU) with Pasadena City College and determine which course or courses will be offered to SMHS students.

The Board asked that Mr. Kurtenbach arrange for PCC to make a presentation to the Board and answer questions before the Board considers the MOU.

The AAC will continue reporting on the findings and recommendations of other focus groups at upcoming Board meetings on May 28 and June 11.

13. **BUSINESS SERVICES**

a. 2018-19 Comprehensive Safe School Plans

The CSSP's, required by Education Code, are annually reviewed by the school sites, approved by each school site council, PTA/PTSA, SMTA and CSEA representatives, then sent to SMPD and SMFD before being presented to the Board for approval.

The Board confirmed that the CSSPs have been reviewed for consistency with Board Policy.

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

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

b. 2018-19 P2 Average Daily Attendance

Mrs. Julie Boucher presented the P2 Average Daily Attendance for 2018-19 as an information item. The reporting period is from the first day of school through March 15, 2019. P2 ADA for the 2018-19 year is 2,899.87, a decrease of 85 ADA from the prior year. The District is able to use the prior year ADA for this year's LCFF calculations. The 2019-20 projected LCFF revenues will be based on the current P2 ADA.

c. 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 - Second Reading

Mrs. Julie Boucher presented Resolution No. 13 as Second Reading and recommended Board approval. A presentation was provided to the Board of Education on April 23, 2019 with information on the program and the estimated timing and borrowing costs. Mr. Chet Wang, the District's financial advisor from Kegent, was available for questions.

The Board reiterated that this funding has to be paid back by the end of the year and it is just to smooth out finance gaps between revenue and expenses. The funds are accessible by the District as needed and are placed in an interest bearing account that is segregated by a different account code.

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

Ayes: 5, Noes: 0

Abstention: 0

Preferential: 1

d. Volunteer Work Projects at District School Sites

Mrs. Julie Boucher provided an overview of considerations regarding volunteer work projects at District school sites. She noted that occasionally students, parents and community members may request to perform volunteer work projects on school campuses. In accordance with BP 1240, the Superintendent is authorized to approve volunteer work projects as long as the project does not replace the normal duties of classified staff.

Additionally, there are various state laws, codes and requirements applicable to volunteer work projects such as the California Environmental Quality Act, guidelines for public works projects, and the California Labor Code. Since 2015, laws pertaining to public works projects have become much more stringent.

To help guide the District in evaluating volunteer work projects, a "Volunteer Work Request Form" is being developed that can be completed and submitted to the District for evaluation with project proposals and supporting documents.

**Public Comment:**

Denise Wadsworth spoke regarding the volunteer projects. Recognizing the need for safety and financial responsibility, she wants to make sure that community service opportunities are available for students in the District, as she is trying to raise a generation of humanitarians and encourage them to serve others.

**Board Discussion:**

The Board confirmed that the District is looking for ways in which it can allow volunteer projects but to also stay within safety and financial policy/protocols.

The Board, recognizing that there is a desire in the community to volunteer and help, encouraged the District to look at other districts' policies to ensure that the SMUSD policy isn't so burdensome that it excludes the possibility of volunteer help and suggested that the District could steer people to projects that are needed.

14. **HUMAN RESOURCES**

a. Board Policy 4361 Leaves

Mrs. Linda de la Torre presented BP 4361 Leaves as first reading.

The Board asked for a cash flow analysis of what would be required and asked that the policy be brought back for further review and discussion.

15. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

The Board recognized Board President Mrs. Lisa Link for her leadership and organization of the Superintendent search.

16. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 9:17 p.m.

Unadopted  
Loren Kleinrock  
Interim Superintendent  
Secretary to the Board