

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

Tuesday, August 13, 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 Legal Counsel - Existing Litigation (Govt. Code 54956.9)
Student #XXX42199
- c. Conference with Real Property Negotiators (Govt. Code 54954.5(b)
pursuant to Govt. Code 54956.8)

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, Mr. Chris Norgaard, Mrs. Shelley Ryan, and Student Board Member Grace Davis. Administrators present were Dr. Jeff Wilson, Mrs. Julie Boucher, Dr. Stephen Choi, Mrs. Linda de la Torre, and Mr. Jason Kurtenbach.

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

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

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

- c. Approval of Minutes

May 28, 2019

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

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

June 11, 2019

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

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

June 25, 2019

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

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

7. **PUBLIC COMMENTS**

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

Ms. Marguerite Lindsay reported that the CSEA Tentative Agreement was approved with a vote of 60-3. She thanked the District for the welcome back breakfast and is looking forward to the staff event on August 23.

Mr. Steven Sommers spoke to the Board regarding his concerns about the financial issues that the District currently faces. He drew a parallel between the Wells Fargo fraudulent customer account scandal and the Board approving debt for the Barth Athletic Complex, and he suggested that the Board follow the example of former Wells Fargo CEO Tim Sloan by acknowledging errors and committing to rebuilding trust. He identified possible solutions through conducting another feasibility study, building a case statement, running another campaign, and building a pyramid of gifts.

8. **CONSENT AGENDA**

- a. 2018-19 Annual ADA
- b. Board Policy 6145 Extracurricular and Cocurricular Activities
- c. Board Policy 6145.2 Athletic Competition
- d. Board Policy 6145.5 Student Organizations and Equal Access
- e. Board Policy 6145.8 Assemblies
- f. Certificated Personnel Documents
- g. Classified Personnel Documents
- h. Conference Report 2019-20 #1
- i. Contracts and Agreements 2018-19 #20
- j. Contracts and Agreements 2019-20 #7
- k. Donations Report 2019-20 # 1
- l. Purchase Order Report 2018-19 #19
- m. Purchase Order Report 2019-20 #1
- n. Warrant Report 2018-19 #11
- o. Warrant Report 2019-20 #1
- p. SMUSD Instructional Minutes Report

Board Discussion:

Given the financial uncertainty, the Board asked for confirmation that the staff costs being committed to for a year are necessary. Mrs. de la Torre indicated that many of the positions are athletic, seasonal, extra duty student supervision, and are essential or necessary, and/or tied to

collective bargaining. Many of the programs are funded by PTA, parent donations, or other means. Dr. Wilson is committed to making sure that the District is looking at every avenue for saving money.

Questions of clarification were asked regarding Special Education contracts and a suggestion made that the Board be given a report outlining the contract services and their provisions for Special Ed.

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:

- 6/25 Meeting with Jason Kurtenbach (Link)
Attend PTAffiliates Meeting (Link)
Attend School Board meeting
- 6/26 Breakfast Meeting with Dr. Wilson (Ryan)
Lunch Meeting with Dr. Wilson (Norgaard)
- 6/27 Rotary (Norgaard, Ryan)
FAC Meeting (Barberie, Norgaard)
- 6/29-30 SMLL Softball SM 7-0, 10-0
- 7/1 Meeting with Dr. Wilson (Link)
- 7/3 Meeting with Dr. Wilson (Link)
- 7/4 Participate in San Marino Fourth of July Parade (Barberie, Chang, Link, Norgaard, Ryan)
- 7/7 Huntington Hospital Volunteer (Ryan)
- 7/9 City Safety Parcel Tax Meeting (Norgaard)
Meeting with Superintendent - LACOE, LACSTA, and CC (Ryan)
- 7/11 Cinderella (Norgaard)
FAC Meeting (Barberie)
- 7/14 Huntington Hospital Volunteer (Ryan)
- 7/15 Meeting with Dr. Wilson (Link)
- 7/17 Board Meeting of Huntington Medical Research Institutes (Chang)
Data Study, LACOE (Ryan)
- 7/18 Rotary (Norgaard)
Data Study, LACOE (Ryan)
- 7/19 Fund-raising Event for Little Tokyo Service Center (Chang)
- 7/21 Huntington Hospital Volunteer (Ryan)
- 7/27 APISBMA CSBA Speaker/Agenda (Ryan)
- 7/30 District employee party planning meeting with Jennifer Wheeler, Lettie Aranda and Marguerite Lindsay (Link)
Meeting with Dr. Wilson (Link)
- 8/1 Rotary (Chang, Norgaard)
- 8/4 Huntington Hospital Volunteer (Ryan)
- 8/5 Attend Targeted Violence Prevention Seminar Presented by the LA County Dept of Mental Health and SMUSD (Chang, Link)
LACSTA Board Meeting (Norgaard)
- 8/6 Meeting with Dr. Wilson (Link)
Meeting with Dr. Wilson, Jason Kurtenbach, and Dr. Michiko Lee re AAC (Link)
FAC Meeting (Barberie, Link, Norgaard)
SMPD Night Out (Chang, Norgaard, Ryan)
- 8/7 Meeting with Dr. Wilson (Link)

- 8/8 Meeting with James Lau, Julie Boucher and Dr. Wilson for BAC Grand Opening (Link)
- 8/8 Attend New Employee Orientation (Link)
- District employee party planning meeting with Stephanie Duncan, Jennifer Wheeler, Lettie Aranda and Marguerite Lindsay (Link)
- Attend SMSF VIP Donor Welcome Event for Dr. Wilson (Chang, Link, Norgaard, Ryan)
- Senator Ed Chau Birthday Dinner (Norgaard)
- Rotary (Chang, Norgaard)
- 8/9 Meeting with Dr. Wilson (Link)
- Special Board Meeting - Board Governance and Department Updates (Barberie, Chang, Link, Norgaard, Ryan)
- 8/10 Barth Athletics Complex Grand Opening (Barberie, Chang, Link, Norgaard, Ryan)
- 8/11 Attend Carver Newcomer Ice Cream Social (Barberie, Chang, Link, Norgaard)
- Library Meeting with Friends/Trustee/Foundation (Ryan)
- 8/12 Meet with Dr. Wilson and Communications Specialist (Link)
- 8/13 Welcome Back Breakfast (Barberie, Chang, Link, Norgaard, Ryan)

b. Communications from the Superintendent

Dr. Jeff Wilson reported that he would be making the rounds at all four school sites on the first day of school. He has been busy attending FAC meetings, Rotary events, City Club, City Council, and meeting with community members who have voiced praises and concerns of the District. He also attended the Valentine Ice Cream Social and enjoyed the SMSF VIP Welcome Reception.

He stated that the Barth Athletics Complex Grand Opening was a wonderful event, with eager students waiting for the ribbon cutting. The school violence prevention training was direct and informative bringing forward the reminder to pay attention to every single one of the District's students. Where there is a tendency to brush past those who shrink back into the corner, he noted the importance of encouraging students and staff to pay attention to those who need someone to connect with and to make authentic connections.

Dr. Wilson thanked the Board for selecting him as the Superintendent and acknowledged their unique individual perspectives and commitment to the students of SMUSD. He thanked Board President Link for her dedication and devotion which she demonstrates daily. He thanked his Executive Team for their hard work. He also thanked Ms. Lettie Aranda of SMTA, and Ms. Marguerite Lindsay of CSEA, for their support and representation of District employees.

c. Communications from the Student Board Member

Student Board Representative Grace Davis reported the following events:

- 8/11 Carver Newcomer Ice Cream
- 8/13 SMHS Link Crew Freshman/New Student Orientation
- 8/13 HMS WEB 6th Grade Student Orientation
- 8/14 First Day of School

10. **DISTRICT GENERAL**

a. Board Policy 1313.1 Civility

Dr. Jeff Wilson presented BP 1313.1 Civility for Second Reading and further discussion. He indicated that the policy is intended to set guidelines for difficult conversations by establishing rules of civility to get around the noise of issues and directly to the issue. It is about being proactive rather than reactive.

Board Discussion:

The Board President received community comment via email regarding legal concerns with the policy. These concerns will be shared with all Board members.

Dr. Wilson indicated that once the policy is approved the details of the AR will be worked on. It will become a coherent way for the community to approach complaints. The Uniform Complaint Process is not adequate to address the issues this policy covers.

The Board recognized that there are teachers who have had to deal with parents who have not been civil in expression. The AR would show that there is support for them and that they have the ability to keep themselves safe in their work environment. The policy lowers the emotional charge and allows adults to model behaviors to students that shows what healthy conflict looks like.

A Board member with legal background reviewed the policy and conformed the language to state statutes. The policy is also based on CSBA language.

The policy will be brought back for third reading on August 27.

b. Los Angeles County School Trustees Association 2019-20 Representative

The Board elected Mrs. Shelley Ryan as the Los Angeles County School Trustees Association 2019-20 Representative. Mr. Norgaard is on the LACSTA Board and provided upcoming meeting dates, noting that Board members are welcome to attend.

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

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

c. Proposed Amendment to 2019-20 Board of Education Meeting Dates

Due to schedule conflicts, the proposed amendment to the 2019-20 Board of Education meeting dates will be revised and brought back for a second reading on August 27. The dates will be sent out for coordination prior to the next Board meeting. No action was taken.

11. **CURRICULUM AND INSTRUCTION**

a. Academics Advisory Committee Focus Areas

Mr. Jason Kurtenbach presented Universal Design for Learning (UDL) as a recommended topic study for the AAC. UDL is a set of principles that guide the design of inclusive classroom instruction and accessible course materials.

The three principles of UDL are:

- Multiple methods of Representation that give learners a variety of ways to acquire information and build knowledge - The “what” of learning.
- Multiple means of student Action and Expression that provide learners alternatives for demonstrating what they have learned - The “how” of learning.
- Multiple modes of student Engagement that tap into learners’ interests, challenge them appropriately, and motivate them to learn - The “why” of learning.

The obstacles faced by students with disabilities are often the same obstacles encountered by students who possess different learning styles, use the latest computer technologies, or whose native language is not English. UDL benefits many students - hence the “universal” in Universal Design for Learning. UDL is about providing options.

In terms of study, the AAC could ask the following questions which may reveal other future topics of study:

- What are traditions/barriers/structures that encourage or discourage us to plan for variability?
- What routines do we have in place related to those traditions/barriers/ structures (that maybe aren't the best)?
- What rewards do we experience when we don't design for student variability?
- What routines do we want to have in place related to those traditions/barriers/ structures? How does the UDL framework fit in?
- What rewards do you want to experience when you design for student variability?

Board Discussion:

The Board asked if there is a cost to UDL once it is adopted. Mr. Kurtenbach stated that UDL is not a curriculum, not a purchase, and not about getting other resources. It is about empowering teachers to make the changes and adjustments needed to their curriculum and environment. There may be costs related to professional development down the line but there are currently teachers using a UDL style of teaching. A goal would be to empower those teachers to be able to share and train others in the District.

Orange County and other districts have taken UDL by storm. LACOE is starting to develop their own program and may be able to offer training in years to come.

The Board asked if supplemental subcommittee members would be brought on. Mr. Kurtenbach stated that bringing on more staff and possibly community members with relevant backgrounds would be likely.

Mr. Kurtenbach indicated that one of the exciting pieces of UDL is its ability to address many areas of concern. It is about student centered learning and putting students in a place of being successful. As a small district, SMUSD could do it in a very impressive way and potentially draw people back into San Marino.

UDL doesn't replace special education. It is also about helping those students who are accelerating and are interested in a conservatory approach to explore their talents and gifts.

The Board would like to keep track of other recommended topics of study, such as the high school brochure and college preparedness and admission, and where possible have them incorporated under UDL or addressed through a subcommittee.

Upon Dr. Wilson's recommendation, the Board approved UDL as an AAC topic of study for 2019-20, with the understanding that additional years of AAC time and research may follow.

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

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

12. **BUSINESS SERVICES**

a. Proposed Formation of Fiscal Stability Task Force

Mrs. Julie Boucher presented the proposal that the Board of Education form a Fiscal Stability Task Force as the District examines all available options and opportunities in an effort to resolve its projected structural deficit. The purpose of the Task Force would be to review, analyze and evaluate the District's current revenues, financial resources, assets, and community support, and to identify any other potential financial options, opportunities, and alternatives.

Mrs. Boucher provided an overview of the recommended composition, authority, and responsibilities of the proposed Task Force along with the following proposed timeline.

8/13/19 - Board of Education considers formation of the Task Force
8/27/19 - Board approves formation Task Force
9/1-15/19 - Application process
9/24/19 Board approves membership and announces the Chair
10/1/19 - 3/30/20 Meetings (six month process)
4/14/20 Reports their preliminary findings to the Board
5/12/20 Recommendations submitted to the Board for consideration

Board Discussion:

There was discussion about the formation of a Board advisory committee versus a District task force. It was noted that a task force may allow for more flexibility and be able to act more immediately than an advisory committee.

There was discussion about the amount of input the Board would have in the selection of members and the difference in the application process between an advisory committee and a task force.

A Board member addressed the financial concerns and the experience of the Board related to the current and historical finances of the District, and noted the importance of educating the community and newer residents of San Marino.

The Board directed that the formation of the committee be as a task force with Board contribution in the selection of members. They suggested that it be called the Financial Resources Task Force, as the task force focus would be on revenue, not expenses. District staff will be focusing on examining the expense side.

With regard to expenses, Mrs. Julie Boucher reported that under the direction of Dr. Wilson the Expenditure Review Team (ERT) has been formed which includes himself, the Assistant Superintendent, Human Resources, and the Assistant Superintendent - Business Services. The team will have their first weekly meeting on Friday, August 16, and will begin reviewing a variety of analyses and data from internal and external sources, doing a 360 degree-view of the organization, to come up with recommendations for this year and the next.

The District will update the proposal to reflect what was directed and will provide future updates.

b. 2019-20 Resolution #1 - Applications for State School Facilities Program Eligibility Determination, Funding, and Authorization to Sign Applications, and Associated Documents.

After confirming that this is a standard document, completed when there is a change in administration, Resolution #1 in support of the District's application for State School Facilities Program eligibility and funding was approved by the Board.

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

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

c. Barth Athletics Complex Project Phase III-A Bid Division #3 Change Order #6 - Rescind

At its regularly scheduled meeting on June 11, 2019, the Board approved Project Change Order #6 in the amount of \$18,851 to Shenk Developers. In the course of reviewing the project for change order completion, the construction manager for the project noted that work stated on the previously

approved change order had not been done, and that, in fact, the portion of work covered under the change order was already completed per the bid plans and specifications. The sub-contractor was notified that the change order would be rescinded and he agreed to the rescission.

The change order request was generated by the central office prior to actual duct installation and had been reviewed and validated by the design team. The additional work was not required to complete the ducting, saving the District \$18,851.

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

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

13. **HUMAN RESOURCES**

a. Management/Administrative and Unrepresented Benefits Proposal

Mrs. Linda de la Torre presented the Management/Administrative and Unrepresented Benefits Proposal and recommended Board approval. It is identical to what was agreed to for CSEA and SMTA.

Moved for approval by Mr. Barberie, seconded by Mrs. Ryan
Mr. Norgaard left early.

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

b. Declaration of Need for Fully Qualified Educators for the 2019-20 School Year

The annual filing of the Declaration of Need for Fully Qualified Educators for the 2019-20 School Year was presented for Board approval.

Moved for approval by Mr. Chang, seconded by Mrs. Ryan
Mr. Norgaard left early.

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

14. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

The Board requested continued updates on enrollment.

15. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 9:27 p.m.

Unadopted
Dr. Jeff Wilson
Superintendent
Secretary to the Board