

**BOARD OF EDUCATION
SPECIAL MEETING - STRATEGIC PLANNING**

San Marino Unified School District
1665 West Drive
San Marino, CA 91108

Friday, August 9, 2019
Board of Education
Open Session – 3:00 p.m.

MINUTES

1. **OPEN SESSION**

3:00 p.m.

2. **CALL TO ORDER**

Board members present were Mr. Corey Barberie, Mr. C. Joseph Chang, Mrs. Lisa Link, Mr. Chris Norgaard, Mrs. Shelley Ryan. Student Board Member Grace Davis was excused. 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. Barberie, seconded by Mr. Chang

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

3. **PUBLIC COMMENTS**

No comments were presented.

4. **BOARD GOVERNANCE WORKSHOP**

Dr. Dennis Smith and Dr. Kent Bechler of Leadership Associates provided a presentation on the Best Practices Supporting Effective Governance. Topics included organizational health, leadership, communication, and board governance best practices.

Dr. Smith and Dr. Bechler will return to complete the presentation at a date yet to be determined.

5. **HUMAN RESOURCES DEPARTMENT REPORT**

Mrs. Linda de la Torre presented a brief report on the Human Resources Department summer hiring and activities as the 2019-20 year begins. She also provided an update on District enrollment including factors in declining enrollment, past and present figures, and thoughts about the future.

6. **BUSINESS SERVICES DEPARTMENT REPORT**

Mrs. Julie Boucher presented an update on the District's current financial condition and immediate action plans which included the proposal to form a Fiscal Stability Task Force composed of

community members, parents, administrators, teachers, and staff and a District staffed Expenditure Review Team. There was also discussion about future fiscal solvency.

Board Comments:

A Board member asked for a sensitivity report showing what additional revenue a \$20 increase in the parcel tax would create.

The Board suggested contacting parcel tax exemption applicants to communicate the financial situation the District is facing and seek donations or a decline of the exemption option. Discussion was held regarding effective communication, and Dr. Wilson is committed to developing communication strategies.

Regarding the operational services category, the Board asked that future reports be broken out to provide a more detailed picture of where the increases are versus the items that remain stable. They would also like a comparison of the current standing to the historical.

Discussion was held regarding the differences in the formation of a Board advisory committee versus a District task force. They also discussed the committee name, the composition, and a variety of ideas regarding expense reduction and increased revenue options. A Board member requested a list of proposed task force subject matter areas.

7. **CURRICULUM AND INSTRUCTION DEPARTMENT REPORT**

Mr. Jason Kurtenbach presented a department update that included the role of the Instructional Services Department, 2019-20 data points, SMUSD professional learning plans, Universal Design for Learning (UDL), Multi Tiered Systems of Support (MTSS), and freely accessible Open Educational Resources (OER).

Board Comments:

A Board member recommended scheduling a SMHS showcase in the fall rather than waiting until the open house in February as a means to reach those who are considering private high schools.

A Board member asked for data regarding other districts' implementation of OER.

8. **TECHNOLOGY DEPARTMENT REPORT**

Dr. Stephen Choi presented an overview of the goals and initiatives of the Technology Department for the 2019-20 year. Presentation topics included aging student and staff devices, technology infrastructure, and a variety of communications tools.

9. **ADJOURNMENT**

The meeting was adjourned at 9:04 p.m.

Unadopted
Dr. Jeff Wilson
Superintendent
Secretary to the Board