

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

Tuesday, August 27, 2019
Board of Education
Closed Session – 6:30 p.m.
Regular Session – 7:30 p.m.

MINUTES

1. **OPEN SESSION** 6:30 p.m.

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

No comments were presented.

3. **CLOSED SESSION** 6:30 p.m.

- a. Conference with Legal Counsel - Anticipated Litigation (Govt. Code 54956.9)
- b. Conference with Legal Counsel - Existing Litigation (Govt. Code 54956.9)
Name of Case: OAH Case No. 219040129
- 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, and Mr. Jason Kurtenbach. Mrs. Linda de la Torre was excused.

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

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

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

- c. Approval of Minutes

August 9, 2019

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

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

August 13, 2019

Moved for approval by Mrs. Ryan, 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. Elizabeth Saldebar spoke regarding the schedule change being implemented at SMHS. The addition of a 6th period was made to a schedule that was previously set and planned around. Not allowing cheer and other afterschool activities other than football to be considered as a 6th period has a significant effect on cheerleaders and other students with an already full schedule. She requests consideration of the impact that it is having on students and parents and expressed concern about the wellbeing of the students with this addition.

Ms. Stephanie Giardina spoke regarding the 6th period schedule change at SMHS. Her daughter is now faced with 9.5 hours of instruction per day as a junior. She requested input on why the last minute change occurred and how she as a parent should support the schedule.

8. **CONSENT AGENDA**

- a. Budget Adjustments Report 2019-20 #1
- b. Certificated Personnel Documents
- c. Classified Personnel Documents
- d. Contracts and Agreements 2019-20 #8
- e. Purchase Order Report 2019-20 #2
- f. SMHS Chamber Choir, YMCA Camp Whittle, Fawnskin, California, October 24-26, 2019
- g. SMHS Choir, Regional Honor Choir, University of Redlands, Redlands, California, November 21-23, 2019

Board Discussion:

In response to a Board member's question, Cabinet confirmed that the BAC budget has not changed and that the items on the Budget Adjustments Report are prior year carry over balances that are being adjusted for payment in the current year.

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

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:

- 8/13 SMUSD Back to School Breakfast (Barberie, Chang, Link, Norgaard, Ryan)
- 8/15 Valentine Back to School Night (Chang, Ryan)
- Valentine Class Coffee Grades 3-5 (Link)

- 8/16 Mr. Jack McQueen's Memorial Service (Chang)
Class of 2019 Summer Student Interns Reception and Poster Presentations, Huntington Medical Research Institutes (Chang)
Valentine Class Coffee Grades 1-2 (Link)
Meeting with Dr. Jeff Wilson (Link)
Meeting with Dr. Jeff Wilson and SMSF President Erin Bilvado (Link)
- 8/18 Huntington Hospital Volunteer (Ryan)
- 8/19 Meeting with Dr. Jeff Wilson (Chang)
Meeting with Dr. Jeff Wilson (Norgaard)
- 8/20 SMHS Back to School Night (Chang, Norgaard, Ryan)
Meeting with Dr. Wilson (Link)
- 8/21 Valentine Class Coffee Grades TK-K (Link)
- 8/22 Rotary: Speaker - Mitch Lehman (Chang, Norgaard)
Carver Back to School Night (Barberie, Chang, Norgaard, Ryan)
Meeting with Dr. Jeff Wilson (Ryan)
Varsity Girls Volleyball vs Polytech (Norgaard)
- 8/23 HMS New Parents Coffee (Chang)
Meeting with Dr. Wilson (Link)
SMUSD Staff Back to School Party (Barberie, Chang, Link, Norgaard)
SMHS Water Polo Kick-off Party (Barberie, Chang, Norgaard)
- 8/24 Chinatown Service Center Board Meeting (Chang)
- 8/27 HMS PTA Meeting (Norgaard)

Various communications from community members regarding financial situation, BAC and civility policy. (Link)

b. Communications from the Superintendent

Dr. Jeff Wilson reported a great turnout at the back to school event on August 23 and thanked those who coordinated and contributed to making it possible.

The opening of schools was spectacular and everything went well. As he made first-day site visits, students were seen fully engaged in learning. He has attended PTA and athletic events and is getting out to see as much as possible. He acknowledged how vital the PTA and parent support is to the District and expressed appreciation for the warm welcome.

c. Communications from the Student Board Member

Student Board Representative Grace Davis reported the following events:

- 8/15 Valentine Back to School Night
- 8/16 HMS ASB Kickoff Assembly
SMHS First Week Assembly
SMHS Icebreakers Dance
- 8/17 SMHS Drama - 24 Hour Theatre
- 8/20 SMHS Back to School Night
- 8/22 Carver Back to School Night
- 8/22-24 SMHS Concert Choir Retreat
- 8/23 SMHS First Football Game of the Season
- 8/26 Carver Start of Safety Week

10. **DISTRICT GENERAL**

a. Dual Enrollment - Pasadena City College

Mr. Javier Carbajal-Ramos from Pasadena City College (PCC) presented an overview of dual enrollment possibilities for SMHS students and explained the differences between concurrent and dual enrollment. Through a College and Career Access Pathways (CCAP) partnership, PCC is able to also offer dual enrollment classes that could be restricted to only SMHS students and attended at the high school as part of their existing day. Mr. Carbajal-Ramos outlined the legal requirements associated with PCC's ability to offer the classes and the elements covered in a Memorandum of Understanding (MOU) that the District would enter into if the decision was made to proceed. With an MOU in place, students would be given priority registration and student fees associated with CCAP would be waived. PCC assigns the faculty, however, it is possible to use SMUSD faculty if they meet minimum qualifications - they would be adopted into the PCC pay scale. No SMUSD faculty would be displaced due to participation in the program. PCC already has SMUSD students taking classes on their campus. The CCAP agreement allows classes to be taught at the school site.

Board Discussion:

The Board had questions regarding scheduling and student interest. PCC plans the fall schedule in April. There would be time to look at the numbers and decide if choosing another course to offer is optimal. Once a CCAP class is determined, it is guaranteed to be taught at the school site. It was confirmed that the District makes the decisions on which grade levels can participate in the program.

A Board member asked about the size of classes. Mr. Carbajal-Ramos indicated that several factors are considered including the number of students interested and location of the class. There is no cap, but there is a minimum.

It was confirmed that an agreement can be adopted with no class currently in mind. The benefit of doing so is that currently enrolled students are able to participate in priority enrollment.

A Board member expressed concern about student stress given the already robust program in San Marino and asked what role PCC plays in facilitating communication with parents and students. Mr. Carbajal-Ramos indicated that PCC is required to have two public meetings to discuss concerns, and they work with school counselors and provide direct counseling to students only when asked by the school. He noted the benefit to students that comes from embedding courses in their day so that they are not adding to their existing schedule by attending outside of school hours.

b. Opening of School Year Reports 2019-20

Mr. Jason Kurtenbach welcomed principals from each school site to provide an update on the opening of schools. They each presented an overview of greatest accomplishments and goals for the 2019-20 year, and all expressed appreciation to their PTA.

Valentine - Mrs. Colleen Shields

Greatest Accomplishments: Implementation of Growth Mindset and mindfulness programs, MTSS and CARE Team, ALICE staff and student training and implementation, and First Lego League.

Goals: Amplify Science Pilot, Design thinking integration with social studies and STEM, expansion of Mind Yeti and Mindful Music, and refinement of CARE, MTSS, ALICE implementation.

Carver - Dr. Michael Lin

Greatest Accomplishments: Interventions in phonics and reading fluency, STEM, music, art, library
Goals: NGSS pilots, MTSS: PRIM, Student Safety: ALICE enhanced drills and simulations, PBIS - six pillars of character.

HMS - Mrs. Alana Faure

Greatest Accomplishments: Completion of the Barth Athletics Complex, robust opportunities for connectedness through clubs, teams and athletics, academic intervention classes.

Goals: Continued refinement of accelerated pathways and academic supports, developing a Growth Mindset Culture - Mindset Kit (PERTS), and Amplify Science California science pilot.

SMHS - Dr. Issaic Gates

Greatest Accomplishments: Caltech STEM, increased honors and AP offerings, visual and performing arts pathway, Titan Wellness Center, Catapult Emergency Response, water bottle filling stations, and new marquee.

Goals: Educators serving educators to drive student growth, continue with Wellness Center Initiative, active shooter simulation drill, broaden VAPA programming - San Marino Arts (SMARTS), increased college and university partnerships, increased access to internships, and positive energy.

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

It was noted that strategy sessions will be scheduled from 3:00-9:00 pm and the tentative special Board meeting on September 18 would begin at 6:30 pm, pending preparation of the FAC recommendation report.

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

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

11. **CURRICULUM AND INSTRUCTION**

a. Academics Advisory Committee Focus Areas Follow-Up

The Board was provided an update on research focuses of the 2018-19 AAC.

Dr. Soomin Chao reported on progress within pathways at the HS. She provided a review of the Phases in which pathways would be planned and indicated that the HS is currently in Phase 2 and approaching Phase 3. Feedback indicated an interest in cultivating and growing the pathways that are already on campus and finding ways to articulate them. She provided an overview of new and updated A-G approved courses.

Dr. Issaic Gates reported on the values of dual enrollment and what it offers SMHS students. The values include promoting academic maturity, explore areas of academic interest, save money - no tuition fees for dual enrollment courses, ability to start college earlier, and the potential for articulated transfer pathways.

Mrs. Faure reported an update on honors pathways and implementation of the Board's liberation policy. She indicated that meetings were held with school site math and English departments to make teachers aware of the policy and pursue its implementation at HMS and SMHS. Placement requirements were examined and adjustments to practices were made. Math placement criteria for incoming 6th graders was established, and Algebra A was removed from HMS. She indicated that it is an ongoing process and that some parent concerns have been raised regarding placement. They are working hard to ensure that students are placed in appropriate classes. They are currently finalizing a pathways chart for parents.

Mr. Jason Kurtenbach provided an update on the Homework AR. He reviewed the history which included a community survey in 2016-17, the formation of an AAC subcommittee in 2017-18, and site focus groups and the Board Policy approval in 2018-19. He and Dr. Wilson are currently working together to develop an AR which articulates the District's values as they speak to the use of homework as an instructional tool. They are reviewing the research, the connection between homework and Universal Design for Learning (UDL) and Multi-Tiered Systems of Support (MTSS). Once a draft is complete, it will be given to both schools sites and the AAC to review and provide feedback. Feedback will be used to make further refinements. The goal is to have an AR for presentation to the Board in January of 2020.

Board Discussion:

Board asked if there is still funding for the pathways. Mrs. Boucher and Mr. Kurtenbach confirmed that the grant funding is no longer available.

A Board member recommended considering what future planning for facilities should be when looking at dual enrollment and suggested working with PCC to get input on what the classrooms should look like.

Student Board Representative Davis expressed concern about freshman participating in dual enrollment, given the added stress and increased workload. Dr. Gates indicated that there may be courses that can be layered allowing the use of existing courses to fit dual enrollment. He recognized the value of the high school experience and noted that dual enrollment may apply more to juniors and seniors.

A Board member suggested a modified College and Career Readiness course for freshmen.

Student Board Representative Davis asked if AP classes would still be offered in addition to dual enrollment opportunities. Dr. Gates indicated that it is possible to have both AP and dual enrollment. There are a lot of options and all decisions would be well thought out. He stated that dual enrollment is intended to add value and not supplant what exists.

A Board member recommended ensuring that the District is sensitive to learning style and age groups when considering dual enrollment, with special attention given to class sizes for the younger students.

12. BUSINESS SERVICES

a. Certification of Signatures for 2019-20 Addendum

The Board approved authorization for the Director of Maintenance and Operations to sign contracts up to \$15,000 and the Purchasing Manager to sign purchase orders.

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

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

b. Fiscal Resources Strategic Team

Mrs. Julie Boucher and Dr. Jeff Wilson presented an update on the formation of the Fiscal Resources Strategic Team (FIRST). The task force will review and analyze the District's state, federal and local funding as well as student enrollment, and cooperative agreements with community groups and support organizations. Their focus will be on the District's revenues, any potential revenue options, and they will be advisory only to the Superintendent and District staff.

The District is working on the membership application/selection process and the appointment of a Chair and Secretary. The District will be reaching out to key stakeholders for input. It is proposed that FiRST will begin meeting at the end of September and work through May 2020.

The Superintendent or his designee will provide periodic status reports to the Board of Education.

Mrs. Boucher indicated that the decision was made to form a task force rather than an advisory committee, therefore this item is informational and no Board action is requested at this time.

Public Comment:

Mrs. Lettie Aranda of SMTA spoke regarding the composition of the proposed FiRST membership. Noting that 64% of SMUSD teachers have masters degrees, she expressed concern that the expertise and experience of SMUSD teachers would not be fully utilized. Teachers have a stake in the decisions that are made, and SMTA would like to provide input regarding the application process. She asked that the District include teachers and appreciate the value that they offer.

Board Discussion:

It was confirmed that the application is in a formative stage. Input from stakeholders will be sought, and how the membership is formatted is yet to be determined as there are many options. The key is making sure the right people are selected, both those who are affected by it and those who have expertise in the subject areas.

Dr. Wilson noted that there is not a lot of hope for financial help coming from Sacramento. The governors current focus is not on one time funding. Rising costs are outstripping the state revenues that are sent back to the District. He also noted that Grant opportunities are focused on districts that already benefit from LCFF.

Board members provided suggestions such as having subgroups or committees to handle data gathering and research, and having a higher number of members as attendance tends to wane, selecting members based on credentials and expertise who are willing to devote the time to participate and contribute.

c. Notice of Completion - Barth Athletics Complex Project Phase III-A Bid Division #4 - Plumbing

It was confirmed that this is a standard procedure and that there are no open items.

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

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

d. Notice of Completion - Barth Athletics Complex Project Phase III-A Contract Number 18-19-201

It was confirmed that this is a standard procedure and that there are no open items.

Prior to approval Mr. Barberie moved to amend the agenda to show item 12. d. corrected to read as: Contract Number 18-19-156, seconded by Mr. Norgaard

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

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

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

13. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

No discussion items.

14. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 10:06 p.m.

Unadopted
Dr. Jeff Wilson
Superintendent
Secretary to the Board