

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

Tuesday, September 24, 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** 6:30 p.m.

- a. Conference with Real Property Negotiators (Govt. Code 54954.5(b) pursuant to Govt. Code 54956.8)
- b. Conference with Real Property Negotiators (Govt. Code 54954.5(b) pursuant to Govt. Code 54956.8)
- c. Conference with Labor Negotiators (Govt. Code 54957.6)
- d. Conference with Legal Counsel - Anticipated Litigation (Govt. Code 54956.9)
- e. Conference with Legal Counsel - Existing Litigation (Govt. Code 54956.9)
Final Settlement Agreement and General Release Student ID No.XXXXXX1576

4. **REPORT OF CLOSED SESSION**

In closed session, the Board took action to unanimously approve the Final Settlement Agreement on behalf of Student No. XXXXXX1576

The roll call vote was as follows:

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

Ayes: 5, Noes: 0

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 Mr. Chang

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

c. Approval of Minutes

September 10, 2019

Board President Link reported that Mr. Steve Sommers requested changes be made to the minutes summarizing his public comment at the September 10, 2019 Board meeting. The proposed change in language was read and approved by the Board as amended.

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

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

7. **PUBLIC COMMENTS**

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

No comments were presented.

8. **CONSENT AGENDA**

- a. Certificated Personnel Documents
- b. Classified Personnel Documents
- c. Contracts and Agreements 2019-20 #10
- d. Donation Report 2019-20 #2
- e. Purchase Order Report 2019-20 #4
- f. SMHS Boys Varsity Basketball, Tri-City Boys Basketball Tournament, Tri-City Christian School, Carlsbad, California, December 26-28, 2019
- g. Warrant Report 2019-20 #2

Board Comments:

A Board member requested that data be gathered and retained going forward regarding the cost of the Outdoor Education field trips, including the number of parents who choose not to pay and what impact that has on the cost to the District.

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:

- 9/10 Education & Volunteer Committee, Huntington Library (Chang)
- 9/10 Meeting with Dr. Wilson (Link)
- 9/11 911 Appreciation Breakfast for City's Fire and Police Dept (Chang, Link)
- 9/12 Meeting with Dr. Wilson (Chang)

9/12 Meeting with Dr. Wilson (Ryan)
 9/12 Final FAC Meeting (Barberie)
 9/12 Researcher's Roundtable, Huntington Medical Research Institutes (Chang)
 9/13 Meeting with Dr. Wilson (Link)
 9/14 President for PAAPI, PCC Meeting on Data Disaggregation (Ryan)
 9/14 PCC President's API Advisory Committee Meeting (Chang)
 9/14 CCSM 2019 Mid-Autumn Festival Kick-Off Party (Chang, Ryan)
 9/14 Monrovia Chambers Beer & Wine Festival (Ryan)
 9/14 2019 Huntington Ball (Chang)
 9/15 Huntington Hospital Volunteer (Ryan)
 9/16 Meeting with Dr. Wilson, Mr. Kurtenbach, and Dr. Michiko Lee Regarding
 Upcoming AAC Meeting (Link)
 9/17 San Marino City Club Dinner Meeting - Human Trafficking (Chang, Link, Ryan)
 9/17 Meetings with Dr. Wilson (Link)
 9/17 PTA Council Meeting (Link)
 9/18 Friends Support Delicious Destinations (Ryan)
 9/18 Huntington Medical Research Institutes Board of Directors Meeting (Chang)
 9/18 Special School Board Meeting - FAC Recommendation (Barberie, Chang,
 Link, Ryan)
 9/18 Meeting with Dr. Wilson (Link)
 9/19 San Marino Rotary Club Meeting: Speaker Dr. Erika Endrijonas,
 President, PCC (Chang)
 9/19 SMHS Football Game (Barberie)
 9/20 Meeting with Dr. Wilson (Link)
 9/21 Memorial Mass for Mrs. Norgaard (Barberie, Chang, Link, Norgaard)
 9/21 Valentine School Fall Fair (Barberie, Chang)
 9/22 Meeting with Community Member Regarding FAC Report (Ryan)
 9/23 LACSTA Board Meeting (Norgaard)
 9/23 LACSTA Meeting (Norgaard, Ryan)
 9/23 Meeting with Dr. Wilson (Link)
 9/24 HMS PTA Meeting (Norgaard)

Various meetings and communications from community members regarding facilities issues and other concerns. (Link)

b. Communications from the Superintendent

Dr. Jeff Wilson reported on the numerous meetings and events he has attended within the community which included SMCAA, City Club, HMS PTA meeting, City, Fire and Police officials, and a SMHS football game. He spoke about a new feature that the District has added to the AgendaOnline Board agendas - Board Memos. As a means of improving communication and understanding, the memos serve to provide additional information to the Board and community about items on the agenda.

Dr. Wilson provided an update on the following committees:

FIRST - There were a number of highly qualified applicants including two students. Applications are being reviewed and additional people of interest are being recommended. The first meeting is scheduled for October 30. The taskforce will include teachers, administrators, classified personnel, parents, and staff. With regard to revenue, he noted that SMUSD is the only District where the

county includes local revenues to present an unqualified budget to the state, as they recognize the consistency and power of our local revenue.

ERT - In an effort to review every budget within the District, the ERT has met about five times so far. They are working with every department and school site to understand the budget, identify cost savings and how to reimagine a different future.

AAC - AAC meetings will begin October 2. He is pleased that the AAC will be studying Universal Design for Learning (UDL) which is a recognized model around the country.

Dr. Wilson expressed his condolences to Mr. Norgaard on the passing of his wife.

c. Communications from the Student Board Member

Student Board Representative Grace Davis reported the following events:

9/19 Carver Family Picnic
9/21 Valentine Fall Fair
9/13 HMS 7th/8th Grade Dance
9/16-20 HMS 8th Grade Pali Trip
9/23 HMS Pinwheels for Peace
9/24 HMS Good Citizenship Breakfast
9/12-14 SMHS Advanced Drama Show
9/19 SMHS Home Football Game vs Bell Gardens
9/20 SMHS Human Trafficking Assembly
9/23-27 SMHS GSA Ally Week

10. **DISTRICT GENERAL**

a. 2019-20 San Marino High School National Merit Scholarship Semifinalists Recognition

Dr. Soomin Chao introduced the SMHS National Merit Scholarship Semifinalists:

Nicole Chen
Brian Chu
Derek Deng
Kimia Hassibi (unable to attend)
Alain Phung
Ava Slocum
Andy Sun
Connie Tran (unable to attend)
Ethan B. Wang

Dr. Chao recognized these students as role models not only as academic scholars but also for being actively involved within the high school community.

Board Comments:

The Board noting how impressive this achievement is, expressed pride in the student's hard work and accomplishments and looks forward to the great things ahead for each of them.

b. Planning Considerations Based on Facilities Advisory Committee Recommendations

Dr. Jeff Wilson presented the Board with an outline of possible next steps and decisions as the Board considers the FAC's unanimous recommendation to move forward with a capital facilities program. He noted that the next steps as presented have not yet been discussed by the Board and

that they may have other/additional ideas. FAC Chair Mrs. Jeanie Caldwell will be presenting the FAC report for a second reading at the Board meeting on October 8, 2019.

Key points also noted: Interest rates are at all-time lows, the District currently qualifies for \$2.8M in state matching funding for Valentine elementary school modernization projects and the state is considering additional general obligation bonds for K-12 Education that could benefit San Marino USD. The District would need to have DSA approved plans in place to secure the funding.

Possible Board decisions may include but are not limited to the following:

The Board will need to decide whether it agrees with the FAC recommendation to move forward with a capital facilities program, which includes seeking community approval for a general obligation bond.

The Board then will need to decide when it would like to schedule a general obligation bond election, as that will determine the timing of next steps, including:

- Dates for the first and second readings of a possible bond resolution
- Dates and method for involving community and seeking their input and feedback
 - Town Hall meetings and other public presentations and forums
 - School site facility tours
 - Communications/input/feedback from various stakeholders, teachers, staff, parents, students and the community

Possible dates if the Board were to consider a bond election on March 3, 2020 are as follows:

- October 8 – second FAC presentation and Board discussion/decision on whether to direct Dr. Wilson and staff to prepare a bond resolution for Board consideration
- October 22 – public hearing and first reading of bond resolution
- November 12 – public hearing and second reading of bond resolution and recommended Board approval

Possible dates/methods for community education can be developed but might include:

- Board meeting presentations
- Town Hall meetings
- Stakeholder meetings - PTA/PTSA/PTAffiliates, Foundation, Rotary, City Club, Chamber of Commerce, City Council, and other community groups
- District communications - email, apps, and other means
- Newspaper articles

The Board then would need to decide the amount and scope of the proposed bond.

- The Board needs to consider whether to conduct another community survey that provides guidance on the amount and scope of a possible bond
- The FAC recommended that any survey be done after there has been community education
 - Possibility - ThoughtExchange survey
- The Board will need to consider whether to conduct an assessment/update on some of the proposed cost figures to ensure accuracy

There are many possible scenarios regarding amount/scope that could be considered. Below are some of the possibilities:

- March 2020 bond for \$200 Million, all projects included in scope
- March 2020 bond for \$67 Million, only FAC priority 1 and 2 projects (moderate to significant safety/security - important or critical for world class education) included in scope
- March 2020 bond for a TBD amount which would include in scope all FAC priorities
- November 2020 bond for remaining projects for a TBD amount

- Other hybrid options

The Board would need to appoint an independent Citizens Oversight Committee if a bond measure were to pass. The purpose is for accountability that the bond funds are expended for their intended purpose in accordance with the District's resolution.

An independent Community Bond Campaign Committee would need to form to begin their work on communication if the Board approves a bond resolution.

Board Comments:

Recommendations, requests, and comments from various Board members included:

- Importance of communication and educating the community
- Reach and generate a better understanding with San Marino residents who do not have students in schools
- Create a report indicating what future costs would be if some recommended items were not taken care of and keep in mind competition with other districts and the Olympics
- A comparison of the current tax loads on the parcels in San Marino with market values and with those of other communities
- Do more homework regarding the cost of each project and certify the construction costs and future costs with all factors considered
- Unanimous recognition of the need to reinvest in the District facilities, look at the future of students and be mindful of the community's resources
- Important to get community input on what is important to them
- Encourage a consensus and work together as a community
- Awareness of the differing tax burden for long time residents and new residents

Board Member Barberie, as the Board representative on the FAC, expressed the importance of recognizing that the consensus vote wasn't that all projects must be done, but that there was a priority placed on the projects and the committee felt that certain projects have more priority than others. The consensus was around the priority of the projects but not around the dollar figures. There needs to be more clarity around the numbers.

Student Board Representative recommended focusing on the level 1 and 2 items and noted that some of the level 3 and 4 become more of a luxury that could be taken on when the District becomes more financially comfortable.

Dr. Wilson indicated that staff hears the concerns and is already considering ways of communicating and educating with an accurate picture. He thanked Mrs. Julie Boucher for the work done to get project figures in the ballpark range and stated that staff is committed to ferreting out the actual costs.

11. HUMAN RESOURCES

a. Enrollment Update

Mrs. Linda de la Torre provided an update on the District's enrollment. She noted that the District functions best with 3,200 students and that as enrollment declines the challenge to provide the same level of educational offerings increases. The impact of declining enrollment includes lack of funding, fewer programs, and the risk of consolidation.

Her presentation included an overview of 2019-20 projected enrollment and a breakdown of enrollment numbers based on attendance at each of the school sites. There is a 126 student

difference between the projection and attendance (-\$1,285,200) and a 49 student difference in the actual enrollment and attendance (-\$499,800).

Mrs. de la Torre also provided an overview of district-wide enrollment over a five-year period which showed a decline in enrollment since 2015-16 to 2019-20 as well as the number of FTE and sections by grade level from 2015 to current. Staffing changes were minimal at all school sites from 2015-16 through 2019-20. She also presented information and numbers regarding interdistrict students, noting that the currently enrolled interdistrict students generate \$5.6M for the District.

She indicated that over 51% of districts in California are experiencing a decline in enrollment since 2015-16 and presented contributors to declining enrollment. Looking ahead, Mrs. de la Torre provided considerations that included looking at what other districts have done and creating innovative educational activities and programs to attract new families and retain existing enrollment.

Board Comment:

A Board member asked for the statistics for other school districts that are experiencing a decline. Mrs. de la Torre will provide that information in the Weekly Board Memo.

It was noted that the State has focused a lot of attention on the housing costs and is looking at the ADU requirements. A Board member also raised the question of being able to annex property like La Canada did as a consideration.

It was recognized that the decline is significant in the middle and high school and therefore efforts should be made to create programs that keep and draw students in those grade levels.

A Board member indicated that a teacher had commented that interdistrict students cost the District money. Mrs. de la Torre reiterated that enrolling interdistrict students generates revenue for the District, approximately \$10,200 per student.

12. BUSINESS SERVICES

a. 2018-19 Parcel Tax Accountability Reports - as of June 30, 2019

Mrs. Julie Boucher presented the 2018-19 Parcel Tax Accountability Reports for Board approval. The reports are submitted annually in accordance with the Board's adopted accountability measures.

The District has two parcel taxes:

Measure R (which is \$366 per parcel), was renewed on February 26, 2019 for a six-year term - through 2025. In 2018-19 this parcel tax paid for 14 instructional and instructional support positions.

Measure E, is currently in effect through June 30, 2021. It funds 33.40 instructional and instructional support positions. It is anticipated that the District will consider the renewal of Measure E (\$954.75) in early 2021.

Both parcel taxes have a clause that the amount is adjusted annually by the lesser of the Los Angeles Municipal Consumer Price Index or 3%. Measure R had a no tax increase in 2019 when it was renewed.

There are approximately 5,412 total parcels in SMUSD. There are currently 1,008 senior exemptions, and 9 contiguous exemption on record. If the District were to receive revenue for the 1,017 exemptions, it would realize an additional \$1,343,202.70 in annual revenues.

Information about the District's parcel tax revenues will be shared with the FIRST task force as part of their process.

Board Comments:

A Board member asked for a comparison of how many senior exemptions there are in 2019-2020 versus 2018-19 and for the total drop in revenue due to the increase. Mrs. Boucher will gather and provide that information to the Board.

Mrs. Boucher stated that the budget will be adjusted and brought back in October. The budget will be reduced due to the increase in exemptions and it will not cover the FTE in Measure R.

Mrs. Boucher confirmed that an increase in parcel taxes and the CPI adjustment does not offset the increases in pensions, step/column increases, and the revenue loss generated by exemptions.

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

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

b. Developer Fee Report as of June 30, 2019

Mrs. Julie Boucher presented the annual Developer Fee Report for Board approval. The report as presented satisfies this requirement for the fiscal year ending June 30, 2019.

Board Comments:

A Board member asked for clarification of lease and rent expenditure fees shown on Table 4 for the 2016-17, 2017-18, and 2018-19 periods. Mrs. Boucher indicated that these fees were for the interim housing and portables that served as classrooms and locker rooms during construction of the BAC.

Mrs. Boucher confirmed that there was no general fund expenditures for the BAC project or portables. All funds were from the Developer Fund and Capital Fund 40. She also confirmed that the last \$200K will be expended on the remaining bills for the BAC.

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

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

c. Notice of Completion - Barth Athletics Complex Project Phase III - Doors and Hardware Bid Division # 6 Construction Hardware Co.

It is recommended that the Board of Education accept Bid Division #6 Doors and Hardware as complete and authorize the release of retention to Construction Hardware Company.

Base Bid #1 \$143,200
Base Bid # 2 \$ 5,400

There were no change orders for this contract.

Board Comments:

A Board member asked for clarification on what Phase III was. Mrs. Boucher stated that Phase III was the construction phase of the project.

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

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

d. Notice of Completion - Barth Athletics Complex Project Phase III - Locker Room Roofing Bid Division # 7 ADCO

It is recommended that the Board of Education accept Bid Division #7 Locker Room Roofing as complete and authorize the release of retention to ADCO Roofing Inc.

Base Bid #1 \$85,308
Change Order \$ 9,683
Total \$94,991

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

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

e. Notice of Completion - Barth Athletics Complex Project Phase III - Main Gym Roofing Bid Division # 8 ADCO

It is recommended that the Board of Education accept Bid Division #8 Main Gym Roofing as complete and authorize the release of retention to ADCO Roofing Inc.

Base Bid #1 \$573,725

There were no change orders for the Bid Division.

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

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

f. Notice of Completion - Barth Athletics Complex Project Phase III - Construction of Gymnasium Bleachers, Herk Edwards, Inc

It is recommended that the Board of Education accept the Contract #18-19/168 as complete and authorize the release of retention to Herk Edwards Inc.

Contract Amount \$149,070

There were no change orders for this contract.

Board Comments:

A Board member asked about warranty and maintenance of the bleachers. Mrs. Boucher indicated that as part of the closeout process they will be gathering warranty and maintenance information from the project and that it will be provided to the Board.

A Board member expressed concern about safety procedures with the use of the new bleachers. Mrs. Boucher stated that safety protocols will be followed when utilizing the automated feature of the bleachers.

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

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

13. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

A Board member asked for an update on mosquito control at the school sites. Mrs. Boucher reported that M&O has checked all sites and did not find any indication of mosquito areas. They conduct daily sweeps looking for standing water or other areas of concern. Vector Control also conducted an inspection of facilities.

14. **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