

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

Monday, October 7, 2019
Board of Education
Closed Session – 5:30 p.m.
Regular Session – 6:30 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 - Anticipated Litigation (Govt. Code 54956.9)(3)
- b. Conference with Legal Counsel - Existing Litigation (Govt. Code 54956.9)
Name of Case: OAH Case No. 2019100076
- c. Conference with Labor Negotiators (Govt. Code 54957.6)
- d. Public Employee Discipline/Dismissal/Release (Govt. Code 54954.5(e)
pursuant to Govt. Code 54957) Title: Classified

4. **REPORT OF CLOSED SESSION**

Nothing to report.

5. **REGULAR OPEN SESSION** 6:30 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

September 24, 2019

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

Ayes: 5, Noes: 0
Abstention:
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 #11
- d. Purchase Order Report 2019-20 #5
- e. Williams Settlement Quarterly Report on Uniform Complaints - 1st Quarter 2019-20

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

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:

9/24 Meeting with Dr. Wilson (Link)
9/25 Attend San Marino Schools Foundation Meeting (Link)
9/26 12th Annual "Police & Fire" Appreciation Luncheon hosted by San Marino Chamber of Commerce (Chang)
9/27 Meeting with Mr. Alexander, Director, Campus Public Programming, Caltech (Chang)
10/2 AAC Meeting (Norgaard)
10/3 San Marino Weekly Rotary Meeting (Chang)
10/3 Meeting with Dr. Wilson (Chang)
10/3 New Family Welcome Reception hosted by SMSF (Chang, Ryan)
10/3 Meeting with Superintendent (Ryan)
10/5 Board of Governors Onsite Retreat, Huntington Library (Chang)
10/6 Huntington Hospital Volunteer (Ryan)
10/7 Meeting with Dr. Wilson (Norgaard)
10/7 Meeting with Dr. Wilson (Link)

Communications from the community regarding various matters. (Link)

- b. Communications from the Superintendent

Dr. Jeff Wilson reported on the SMSF New Family Mixer stating how nice it is to see the families with young kids coming into the community. He attended the first AAC meeting of the year and recognized the enthusiasm as they begin to dig into UDL which is at the heart of educating students in an optimal way.

- c. Communications from the Student Board Member

Student Board Representative Grace Davis reported the following events:

9/27 Valentine SMHS Band Performance
9/27 SMHS Comedy Sportz
10/1-4 HMS 6th Grade Wonder Valley Outdoor Education Trip
10/2 SMHS Choir - "Sweets and Songs"
10/3 SMHS Girls Volleyball vs South Pasadena
10/3 SMSF New Family Mixer
10/4 SMHS Fall Spirit Assembly
10/4 SMHS Football vs Monrovia - Home Game
10/7-11 HMS 7th Grade Catalina Outdoor Education Trip

10. **DISTRICT GENERAL**

a. San Marino High School WASC 2020 Focus on Learning Self-Study Report - First Reading

Dr. Issaic Gates, Ms. Lisa Davidson, and Ms. Ana Teleguario-Lee presented the San Marino High School WASC 2020 Focus on Learning Self-Study Report as a first reading. The Western Association of Schools and Colleges (WASC) provides accreditation to public high schools. The accreditation process is an ongoing six-year cycle for which they provided an overview of the timeline from spring 2014 to spring 2020 and of the 2020 self-study goals. The action plan in the report details the steps that will be taken to achieve the goals.

The WASC team will conduct a site visit in February 2020. A budget for the visit has been provided and planning is underway. Board and administrator presence is requested during the visit and further details will be provided as solidified.

Ms. Davidson asked that Dr. Gates be the gatekeeper for approval of any formatting, non content, changes going forward as to expedite the process. The final version will be submitted to the Board in November. She also noted that there was a suggestion for the District to have the final report typeset, which she indicated would significantly exceed the budget.

On February 26, 2020 Ms. Davidson will step down as the WASC Chair and Ms. Teleguario-Lee will assume the role.

Board Comments:

A Board member asked for an explanation of guardian education as used in the report. Ms. Davidson indicated that in this instance it is a term used to address the education needed regarding sophisticated cheating. Perhaps an ethics course to educate students and parents about academic integrity.

Regarding the recommendation to have the report typeset, a Board member suggested the possibility of utilizing a journalism student. Due to time constraints and the current financial circumstances, the Board directed that the report be presented in as nice of a format as possible but not typeset.

The Board thanked Ms. Davidson, Ms. Teleguario-Lee, and the WASC committee for their hard work.

b. Facilities Advisory Committee Report to Board - Second Reading

Facilities Advisory Committee (FAC) Chair Mrs. Jeanie Caldwell presented the detailed FAC report of findings and recommendations to the Board as a second reading. She provided a comprehensive overview of the backdrop in which the FAC took on the charge to make recommendations on the

District's facility needs and the key areas of FAC study. The FAC made the following recommendations as a unanimous committee:

- The FAC supports moving forward with a capital improvement project sufficient enough to complete the projects as identified in the FAC priority listing.
- The FAC believes that the District is best served by improving its aging infrastructure, enhancing the safety and security of all sites, improving the facility space to support current learning recommendations, and upgrading its technology support.
- The FAC recommends that a further review of scope and cost for large projects be done concurrently with bond planning should the Board elect to proceed with a bond.
- The FAC notes that the majority of the proposed projects were not a part of the original 1996 or 2000 bond projects - either as originally out of scope or were casualties of limited funding.
- The FAC notes that a very large majority of the projects and costs indicated in their review are related to a long term need for deferred maintenance. As such, if the Board moves forward with a bond program, a large portion of the bond would go only to maintaining existing facilities rather than investing in new facilities. The FAC believes it is critical that a plan be established to fully fund deferred maintenance.
- The FAC recommends the preparation of a robust deferred maintenance plan for SMUSD. They acknowledge that SMUSD does not have adequate revenues to fund the expected cost of a plan, the cost must be identified and at a minimum shared with the community.
- The FAC recommends that consideration be given to the establishment of an ongoing revenue option for the funding of the deferred maintenance plans.
- The FAC notes that some of the recommended projects have an expense benefit to SMUSD. It is suggested that SMUSD identify the expense savings and build it into future SMUSD budgets.
- Whether the Board chooses to move forward with a capital improvement program or not, the FAC strongly recommends that SMUSD engage in a comprehensive effort to educate the San Marino community in order to correct the high level of incorrect and/or mis-information identified to exist about the District and its former bond projects.

Board Comments:

A Board member spoke to the advantages and disadvantages of having the same company act as both construction manager and architect.

Regarding per pupil funding, a Board member appreciated the data provided and noted that Colleges don't give adjustments to San Marino because other districts get more per pupil funding than SMUSD does.

A Board member suggested the importance of really scrubbing and projecting costs and the need for getting an analysis of hard and soft costs and looking at the impact on performance if the District chooses not to do the projects or defers them.

A Board member suggested the District do no more than necessary to maintain absolute excellence but no less. It was also noted to be mindful of the competition for supplies and services moving forward.

The Board thanked FAC Chair Mrs. Caldwell for her leadership and the FAC members for their time and dedication in reviewing the District's facilities needs.

c. Facilities Advisory Committee Recommendations and Potential General Obligation Bond Planning Considerations

Dr. Jeff Wilson presented an overview of potential decisions that the Board could be faced with depending on the determination made after the second reading of the FAC report. He provided a tentative timeline of possible activities should the Board approve the FAC recommendations. The timeline included recommended town hall meetings to educate the community about the District's facilities needs.

Financial advisors, Mr. Chet Wang from Keygent and Ms. Christen Villalobos from RBC Capital Markets provided the Board with information regarding various aspects of a bond program. The presentation topics included tax rates, the District's assessed values, bonding capacity, and the historically low interest rates for municipal bonds. A variety of bond illustrations were presented ranging from \$68M to \$200M.

Ms. Joy Tatarka from TBWB Strategies, provided information to the Board regarding potential bond election dates, steps in planning for a potential bond, and the pros and cons of the Board calling for a potential bond election in March 2020 or November 2020.

Public Comments:

Prior to public comment, Board President Link reiterated that the Board is not taking action on whether or not it is going to approve a general obligation bond resolution or the placing of a bond on the ballot. She noted that if the Board decides to move forward with that process it would take place over several Board meetings. The only decision being made is the approval or disapproval of the FAC recommendations.

Mr. Jeff Morris presented his comment regarding cost estimates. He stated that the sticker shock can be quite large and noted that the larger projects are less defined right now. He urged caution on trying to tackle the larger projects before an architect can help define and get an estimate at trimming or controlling scope to control costs. He believes it is important that cost estimates remain conservatively high. Future committees need to understand the implications of their decisions as it affects the cost of a facility as it is being designed.

Mr. Jim Barger presented his comment to the Board suggesting the need to establish an endowment to maintain District facilities. He recommended an endowment of approximately \$90M as being sufficient. A bond measure now will take care of the District's facility maintenance needs and getting things caught up, but he believes an endowment is needed to continue the maintenance upkeep going forward.

Board Comments:

A Board member recommended being careful when reviewing the projects on the lists, and to ensure that the goal addresses the future not the past. Many items may come from a history but not serve the vision of the future for the District. Indicating that there is definitely a need to address some of the items now, there was also a suggestion of caution to not overburden the District. The

Board member felt that FAC members would be wholeheartedly behind the level 1 and 2 items within the \$70M range, and to then come up with a thoughtful plan for the level 3 and 4 items.

A Board member asked the financial advisors if there are negatives or weaknesses in looking at one plan over another in the schedule. Advisors indicated that there are various schools of thought, some want to go for the larger amount up front and get all the projects done, and others opt for a more phased approach with a smaller measure. It was explained that there are a variety of options to consider and that it would be important to discuss the planned phasing of the projects with the facilities staff to assist in determining the bond size and how to tailor the package for SMUSD.

A Board member addressed the need to maintain revenue in order to preserve the quality of operation and education needs and noted that in this District the resources for facilities are property taxes and bonds.

A Board member asked how successful other districts have been utilizing a two bond election approach, asking if they normally start small and then go large, and if that would mean there would be an issuance every year. Advisors responded that the bonds would be timed to the District's construction planning and needs and that simultaneous bond measures would not be issued every year. They indicated that many districts do a phased approach as there are far more needs than funding to meet them. When considering a phased approach, it is about educating the community to understand the phases and the steps.

A Board member questioned the difference between the phased approach and asking for all funding at once and then phasing it out. The advisor indicated that not every district can get what they need in one election. The phased approach can provide time to implement the first program and get it up and running before going on to the next phase.

A Board member commented that the phased approach over several elections could result in the interest rates changing. Advisors indicated that if you can get the larger bond passed with lower interest rates that is the better approach. If not, then best to consider the phased approach with long term planning.

It was confirmed that the Board was not approving a dollar amount or dates and only approving the FAC recommendations. The Board will seek community input and feedback prior to moving forward. The Board directed Dr. Wilson and staff to prepare a timeline and move forward with community outreach. While the Board has not discussed or decided on the bond amount or potential election date, a proposed bond resolution without dates and dollar figures will be presented for consideration and discussion at the October 22 Board meeting.

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

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

- d. Resolution No. 9 - Resolution of the Board of Education of San Marino Unified School District Supporting the City of San Marino, California and their Efforts to Seek Renewal of the Public Safety Tax

Dr. Jeff Wilson read the resolution in support of the City of San Marino's renewal of its public safety tax during the November 5, 2019 election as presented and recommended for Board approval.

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

Ayes: 5, Noes: 0
Abstention: 0

Preferential: 1

- e. Resolution No. 10 - San Marino Unified School District Resolution in Support of Red Ribbon Week

Due to the late hour and as a courtesy to the speaker, Item 10 e was taken ahead of 10 c.

Mrs. Nancy Ko was introduced to present information on Red Ribbon Week. She reported that the campaign will be recognized in the District October 21 through November 1. Activities have been planned for each of the school sites. SMHS will focus on vaping and the elementary schools will focus on a healthy lifestyle. She requested Board support of Resolution No. 10.

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

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

- f. Update from the Expenditure Review Team

The Superintendent formed an Expenditure Review Team (ERT) consisting of himself and the Assistant Superintendent Business Services Mrs. Julie Boucher and the Assistant Superintendent Human Resources Mrs. Linda de la Torre. The ERT has been meeting since August with the goal of identifying cost savings across the District. To date, they have met with department managers and elementary school principals to review budgets and organizational structures.

Dr. Wilson, Mrs. Boucher, and Mrs. de la Torre reported that the District has implemented a hiring freeze and that it is covering job responsibilities with current resources. They have worked to reduce and or eliminate extra hourly and overtime and are only addressing emergency and safety-related items.

In planning for 2020-21, they are working to restructure, realign and right-size staffing across the District. They have analyzed and are considering a retirement incentive program, and they are conducting a line-item review of the budget in an effort to identify ongoing budget savings. Mrs. Boucher and Mrs. de la Torre have met with the Presidents of SMTA and CSEA and are planning ongoing meetings with SMTA and CSEA negotiation teams.

The ERT will continue to meet and address potential solutions to the deficit and will provide ongoing updates to the Board. Mrs. Boucher stated that although it is possible, they do not anticipate that the District's structural deficit can be resolved, in total, without a reduction in force of certificated and classified staff and indicated that more information will be forthcoming.

Board Comments:

A Board member acknowledged the hard work being done and the difficult decisions that are to be made. Dr. Wilson indicated that they are trying not to be cavalier about it when 80-85% of the budget is people and that the dream is to not lay anyone off, but they will get the details to the Board as they become readily available.

- g. Recommended Retirement Services - Supplementary Retirement Plan

Mrs. Linda de la Torre presented a resolution in support of a Supplementary Retirement Plan (SRP) which would provide an early retirement incentive program for eligible employees. The consideration of an SRP is part of the District's efforts to address current financial deficits. If the financial objectives are not met by employee participation in the SRP, the District has the option to rescind the decision.

Public Comments:

Ms. Lettie Aranda thanked Mrs. Boucher and Mrs. de la Torre for their sincere communication in addressing the District's current economic status. She stated that SMTA and CSEA pledge their support and participation regarding retirement services. They appreciate being heard and the opportunity to come together in search of solutions.

Board Comments:

A Board member confirmed that the Board will be updated with results regarding the benefit to both the District and employees. Mrs. de la Torre stated that it will be brought back to the Board on or around January 14 for them to review and determine if it is feasible to move forward.

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

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

11. BUSINESS SERVICES

a. 2020-21 LCAP and Budget Planning Calendar

Mrs. Julie Boucher presented the 2020-21 LCAP and Budget planning calendar for Board approval. The District includes parents, teachers, staff, students and community members in developing the District's goals and budget related to those goals. The calendar sets forth the tasks and meetings related to the LCAP and budget development process that will take place over the coming school year.

Board Comments:

The Board asked if the LCAP stakeholder committee has been established. Mr. Kurtenbach indicated that he is still working on building the committee and is trying to get a few more stakeholders in specific areas. The first meeting will be held at the end of October.

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

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

12. BOARD-SUPERINTENDENT DISCUSSION ITEMS

Dr. Wilson indicated that his heart is full and his head is clear and that he can't wait to move ahead.

13. ADJOURNMENT

There being no need to return to Closed Session, the meeting was adjourned at 9:59 p.m.

Unadopted
Dr. Jeff Wilson
Superintendent
Secretary to the Board