

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

Tuesday, December 10, 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. Public Employee Appointment (Government Code Section 54957 (b) (1).) Title: Classified Management
- c. Conference with Legal Counsel - Existing Litigation (Govt. Code 54956.9, subd. (d)(1)) Case No. XXXXXX0065
- d. Conference with Legal Counsel - Existing Litigation (Govt. Code 54956.9) Name of Case: OAH Case No. 2019120031
- e. Public Employee Discipline/Dismissal/Release (Govt. Code 54954.5(e) pursuant to Govt. Code 54957) Title: Classified
- f. Conference with Labor Negotiators (Govt. Code 54957.6)
- g. Student Discipline and Other Confidential Student Matters - Education Code Sections 35146, 48900 et seq., and/or 48912, and 20 U.S.C Section 1232g

4. **REPORT OF CLOSED SESSION**

The Board of Education took unanimous action in closed session to approve a stipulated expulsion agreement for students #XX447 and #XX098.

The roll call vote was as follows:

Mr. C. Joseph Chang	Aye	Ayes: 5, Noes: 0
Mrs. Lisa Link	Aye	
Mr. Chris Norgaard	Aye	
Mrs. Shelley Ryan	Aye	
Mr. Corey Barberie	Aye	

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

The agenda was approved with the amendment to move the placement of item 13a to after item 11a.

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

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

- c. Approval of Minutes

October 22, 2019

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

Ms. Marguerite Lindsay, CSEA President, spoke to the Board regarding the CSEA School Employee Summer Assistance Program. She named the districts that have already committed to the program, and urged SMUSD to participate for the 2020-21 year. Employees are eager to participate and there is a matching funds program for employees if the District participates. She urged the District commit to the program before the end of the deadline.

Ms. Janice Youngblood, CSEA Vice President, presented her comment to the Board regarding the School Employee Summer Assistance Program and stressed how important it is for members. She indicated that there was 100% participation in their member survey by site and by job description and that people are really interested in the program. The deadline is December 31, 2019.

Ms. Stephanie Duncan and PTAffiliates members presented a \$100,000 check to the District allocated toward teacher enrichment.

Mr. Mike Killackey announced that he, Ms. Sylvia Koh, Ms. Alison Moller, and Mr. Andy Barth have stepped forward to form a campaign committee in support of the proposed \$200M facilities bond. He indicated they will be doing everything they can advocate for the passing of the bond.

Mr. Jim Barger presented his comment to the Board recognizing retiring Assistant Superintendent Business Services, Mrs. Julie Boucher. He expressed his sincere appreciation to Mrs. Boucher for her loyalty and service to the District recognizing her as consistently going above and beyond the call, and stated that she will be greatly missed.

8. **ORGANIZATION OF THE BOARD OF EDUCATION**

Board President Mrs. Lisa Link recognized the hard work of all who have worked with the Board and District to meet the common goal of supporting SMUSD students. She highlighted

achievements made and events attended during the past year and thanked the Board for their time and devotion.

Dr. Wilson expressed his sincere appreciation of Mrs. Link and recognized her as a person who cares deeply and passionately about the District. He commended her for her courage as a leader, her handling of difficult communication issues, and thanked her for the time she has spent empowering him with her insight and experience.

a. 2019-20 Election of Officers

Public Comment:

Ms. Stephanie Duncan presented her comment to the Board regarding the election of officers. She expressed her opposition of Mr. Norgaard being nominated as School Board President, based on his lawsuit against the District and individual Board members and District employees, and at what message it sends to the District employees involved. She indicated that she had contacted Mr. Norgaard prior to the meeting to notify him of her intention to speak up on this topic.

2019-20 Election of Officers:

Mrs. Ryan nominated Mr. Chang to serve as President, seconded by Mr. Barberie

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

Mr. Chang nominated Mrs. Ryan to serve as Vice President, seconded by Mr. Barberie

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

Mrs. Ryan nominated Mr. Barberie to serve as clerk, seconded by Mr. Chang

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

Mr. Chang stated that he is honored and humbled to accept the position of Board President. He congratulated Mrs. Link on all of the achievements completed over the past year. He thanked all Board members for working so hard on behalf of the District, and congratulated Mrs. Julie Boucher on her retirement.

b. Certification of Signatures

Signatures of persons authorized to sign orders drawn on the funds of the School District and notices of employment must be verified by the Board. It is proposed that District forms and other documents are approved when properly endorsed by any two of the following individuals: Board of Education, Superintendent, Assistant Superintendent - Human Resources, Executive Director of Curriculum and Instruction, Chief Technology Officer, Director of Accounting, Director of Food Services, Director of Special Education, Purchasing Manager, Maintenance and Operation Manager.

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

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

c. Compensation for Board Members

In accordance with the provisions of Section 35120(a)(5) of the California Education Code, Board members for a district of less than 10,000 ADA and more than 1,000 ADA are entitled to receive a maximum of \$240 compensation per month. The Board unanimously moved to defer compensation and donate it to the District.

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

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

d. Board Committees/Board Representatives

Academics Advisory Committee: President C. Joseph Chang & Vice President Mrs. Shelley Ryan

City Liaison: Mr. Chris Norgaard

FiRST Task Force: Mr. C. Joseph Chang

Health Benefits Committee: Mr. C. Joseph Chang

Legislative Representative: Mr. Chris Norgaard

PTA Council Representative: Mr. C. Joseph Chang

San Marino Recreation Committee Representative: Mr. Corey Barberie

Safety & Wellness Committee: Mrs. Lisa Link & Mrs. Shelley Ryan

San Marino Schools Foundation: Mr. C. Joseph Chang

e. 2020 CSBA Delegate Assembly Nominations

Mr. Norgaard was nominated to apply for the 2020 CSBA Delegate Assembly

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

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

9. **CONSENT AGENDA**

- a. Budget Adjustments Report 2019-20 #4
- b. Certificated Personnel Documents
- c. Classified Personnel Documents
- d. Contracts and Agreements 2019-20 #14
- e. Donations Report 2019-20 #4
- f. Longy MOU 2020 BOE 12-10-19
- g. Permanent Community Service and Elective Exemption, Student XXXXXX9017
- h. Purchase Order Report 2019-20 #8
- i. SMHS All-State Honor Choir, Fresno, California, February 20-22, 2020
- j. SMHS Speech and Debate Invitational, Berkeley, California, February 14-18, 2020
- k. SMHS Titanium Robotics, FRC Heartland Regional Competition, Heartland, Kansas, March 18-22, 2020
- l. Warrant Report 2019-20 #4

Moved for approval by Mrs. Link, seconded by Mrs. Ryan

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

10. **COMMUNICATION SECTION**

a. Communications from the Board

Following is a list of events attended by the Board members:

Lisa Link

11/13 Attended and spoke at Valentine PTA meeting about volunteerism
11/14 Attended San Marino Schools Foundation Budget 101 Session
11/16 San Marino Crowell Public Library Delicious Destinations
11/17 SMUSD Barth Athletics Complex Fun Day
11/19 Meeting with Dr. Wilson
11/25 Meeting with Dr. Wilson
12/2 Meeting with Dr. Wilson
12/3-6 Attend California School Boards Association conference in San Diego
12/9 Meeting with Dr. Wilson

Chris Norgaard

11/13 Valentine PTA Meeting
11/16 Crowell Public Library "Delicious Destinations" Annual Event
11/17 Barth Athletics Center Family Fun Day
11/18 Meeting with Dr. Wilson
11/19 City Club Rose Court Dinner Meeting Event
12/4 CSBA Annual Education Conference: School facilities forum

C. Joseph Chang

11/16 SM Public Library's Delicious Destinations
11/17 Family Fun Day at Barth Athletics Complex
11/19 San Marino City Club Meeting: Royal Court Presentation
11/20 Board Meeting of Huntington Medical Research Institutes
12/3 Meeting with Julie Boucher about Mrs. Chang Scholarship
12/3 SMHS: A Night of Monologues
12/4 Caltech Associate Board's Holiday Dinner
12/5-7 CSBA Annual Education Conference

Shelley Ryan

11/14 Check-in with Dr. Wilson
11/16 Delicious Destination, SMCPL
11/17 Family Day Barth Athletic Center
11/17 Meeting with Community Member
11/17 Huntington Hospital
11/19 Rose Court, City Club
11/21 LEGO League, HMS

- 11/22 Presenter for Parent Engagement: SSC, ELAC, ELPAC, SBAC, SPSA, PBIS, Safety, UDL, Learning Center Model
- 11/24 Huntington Hospital
- 11/28 Meeting with Community Member
- 12/1 Huntington Hospital
- 12/3 President's Installation Dinner, SGCC
- 12/10 Garden Club
- 12/10 Strategic Planning
- 12/10 School Board

Corey Barberie

- 11/16 Delicious Destinations at Crowell Library
- 11/17 BAC Family Day
- 12/7 Met with Boy Scout re: Civics Badge

Approached by many in the community with questions regarding upcoming bond election.

b. Communications from the Superintendent

Dr. Jeff Wilson recognized Mrs. Julie Boucher on her retirement and her last Board meeting. He commended her on a long and successful career. He spoke of her heart and kindness and noted the little random acts of kindness that she was known for.

Mrs. Boucher thanked the Board and administration for the past 21 years. She indicated that it is the people that make the District work and shared the top 10 memories of her time with the District.

The Board recognized Mrs. Boucher as an excellent servant leader and a precious resource with an exceptional demonstration of personal kindness to all throughout the years. Student Board Member Davis expressed her appreciation stating that her education and academic career would have looked very different if Mrs. Boucher hadn't been at the District.

c. Communications from the Student Board Member

Student Board Representative Grace Davis reported the following events:

- 11/14-16 SMHS Dance: Philia and the Four Elements
- 11/15 SMHS Linksgiving
- 11/15 HMS 6th Grade Dance
- 11/17 SMUSD Family Fund Day at BAC
- 11/18-22 SMHS Gobble Wobble Week
- 11/19-21 Carver Book Fair
- 11/20 SMHS Lunch Bunch
- 11/22 SMHS Blood Drive
- 11/25-29 Thanksgiving Break
- 12/2-5 HMS Spring Musical Auditions
- 12/3 SMHS A Night of Monologues
- 12/4 Carver Science Fair Planning Night
- 12/5 Valentine 4th Grade Rockin' Geology
- 12/6 HMS ASB Game Night
- 12/6 SMHS Choir Winter Concert
- 12/9-13 Valentine Pajama Drive
- 12/9-13 SMHS Winter Wonderland Week

11. DISTRICT GENERAL

a. Board Recognition of Facilities Advisory Committee Members

Dr. Wilson and the Board recognized the FAC members for their work, diversity, and collaboration and presented them with certificates. They thanked FAC Chair Jeanie Caldwell for her time and leadership of the group and presented her with a certificate and flowers. The FAC was officially discharged.

b. West San Gabriel JPA Liability and Property and Workers Compensation Programs

Ms. Lilian Vanvieldt-Gray and Mr. Yani Aghili provided a presentation on the District's insurance authorities and programs for liability and property and workers compensation.

c. Special Education Program Presentation

Mr. Kurtenbach, Mrs. Abby Cabrera and Mrs. Boucher presented a report providing an overview of the Special Education Department. Mrs. Cabrera presented on the programs and services within the District and outlined many of the supports including those at PCC. She provided information on the trends of the Special Ed population in SMUSD, staffing ratios, and responsibilities of SELPA and the District.

Mrs. Boucher gave an overview of how Special Education is funded which includes Federal, State, and SELPA funding. The District's SELPA funding is for the most part based on total District ADA. As the District's ADA declines so does its Special Ed SELPA funding, yet needs and identification of Special Ed students continue to increase. The difference between revenues received and costs of providing Special Education programs and services comes from the District's Unrestricted General Fund. The sources of primary revenue and primary expenses are outlined below:

Primary Revenue Sources

- LCFF/Revenue Limit
- IDEA - Local Assistance
- IDEA - Federal Preschool
- IDEA - Mental Health Funding
- State Mental Health Funding
- AB 602 Funding
- Regional Program Standards

Primary Expenditure Sources

- Certificated Salaries
- Classified Salaries
- Benefits
- Operating Services

Mrs. Cabrera indicated that they will be working to open up and expand communication with parents and getting them involved in the quarterly parent education meetings.

Board Comments:

A Board member commented that the Federal government is supposed to fund 40% of costs per statute, but has in reality only gone as high as 11-12%, and previously 17%.

A Board member asked where the learning center programs are held at each site. Mrs. Cabrera indicated that Carver has two Specialized Academic Instruction classes (SAI) in rooms 20 and 37B. The Valentine learning center blended classes are held in rooms 8 and 9 and are distinguished as primary and intermediate elementary. The learning center model is the combination of the RSP and SDC and instruction is based solely on student needs. Students come in and out of class based on schedules. She indicated that the teachers and aids have been trained in this model and receive ongoing monthly training, strategies, support, and participate in SELPA online classes. Collaboration time varies and is individual to each school site and is done by making use of prep time or time before or after school. The District tries to align prep times to allow for collaboration, but currently from a District level, professional development time is not built in. The District is looking for ways to use the master schedule as a tool to align schedules and make room for collaboration.

A Board member asked if other districts and superintendents are looking for ways to access what has been promised to students and to advocate for appropriate funding. Dr. Wilson indicated advocating has been done for years at the state level. There are currently a lot of questions around SELPAs and tension within the WSGV SELPA because of funding inequities that the state has put on districts like SMUSD. There has been a need to come back to relational leadership. The Superintendents and Fiscal Directors within the SELPA are constantly looking for ways to deliver services in a more efficient manner. New unfunded mandates are popping up all the time and it is a constant topic of conversation. LCFF has put all categories all into one pot of money and the pot of money has run out. There are real issues being battled.

12. **BUSINESS SERVICES**

a. Barth Athletics Complex Project Report

Mrs. Julie Boucher presented an update on the Barth Athletics Complex Project that included a recap of project revenues, project expenditures, project cost summary, and project cost history. She reported that students and the community are enjoying the use of the facility. Punch list and warranty work remains. Architects will submit closeout documents upon completion of the punch list items.

Public Comment:

Mr. Jim Barger presented his comment to the Board regarding the construction of the BAC and addressed a comment he had heard about the project's management. He indicated that based on his review, the job was clean and done at a great price and savings to the District with a minimum amount of change orders. The manager saved the District more than he was paid. For those who question if the project was run properly, he would be glad to respond.

Board Comments:

A Board member asked how this project compares to others in the industry related to change orders, noting that it came in at \$67K over a \$15.1M project. Mrs. Boucher indicated it is unheard of and that modernization projects of this nature would normally be seen coming in closer to 10%. The Board member offered congratulations on the project being achieved with this status.

b. Notice of Completion for Huntington Middle School Barth Athletics Complex Project Phase III - Lockers

It is recommended that the Board accept Contract #18-19/203 as complete, and authorize the release of retention to ATM Specialty Services, Inc. following the required waiting period.

Moved for approval by Mrs. Link, seconded by Mrs. Ryan

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

c. Notice of Completion for Huntington Middle School Barth Athletics Complex Project Phase III Bid Division #2 - Shell

It is recommended that the Board accept the Bid F 01-17/18, Huntington Middle School Phase III - Construction of Barth Athletics Complex Bid Division #2 Shell as complete and authorize the release of retention to NSA Construction Group, Inc. following the required waiting period.

Board Comments:

A Board member asked if the warranty and punch list items were under this contract or others. Mrs. Boucher indicated that the items fall under a variety of contracts. She confirmed that the company does not get paid until the punch list is completed.

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

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

d. 2019-20 First Interim Financial Report and Long Range Financial Projections

Mrs. Julie Boucher presented the 2019-20 First Interim Financial Report and Long Range financial projections for Board discussion and recommended that the Board of Education approve a "Positive Certification," declaring that the District will be able to meet its financial obligations for the 2019-20 fiscal year as well as the subsequent two fiscal years (2020-21 and 2021-22) based on the District's financial assumptions. The report included an overview of a national and state economic update, first interim assumptions, key revenue assumptions, key expenditure assumptions, other sources/uses assumptions, ending balance assumptions, and future year projections. She noted that the unduplicated count has decreased due to a reclassification of students that was missed last year, has been corrected, and steps put in place to prevent future errors.

Board Comments:

A Board member asked if Dr. Wilson shares the optimism that the District will be able to make the 2020-21 budget. Dr. Wilson responded that he absolutely does and is confident and eager to take on the challenge in a robust way.

A Board member acknowledged that the parcel tax revenue is down \$285K. Mrs. Boucher stated that an influx did occur during this past year and that the District does its best to educate the seniors about the schools and how the District is tied to property values. Dr. Wilson added that there is a lot of intellectual capital in San Marino that are reaching out and coming up with creative ideas regarding revenue. His strategy is to be very inclusive of the community and welcome in those who desire to help.

A Board member asked if progress is being made in helping community understand a school budget. Dr. Wilson indicated that he is preparing a five part State of the School District series and will be scheduling opportunities to share it.

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

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

e. Interfund Transfer of \$838,000 from Capital Fund 40.0 to Cash Flow Fund 17.2

Mrs. Julie Boucher presented Interfund Transfer of \$838,000 from Capital Fund 40.0 to Cash Flow Fund 17.2 and recommended Board approval. The funds represent temporary funds that were transferred to complete the Barth Athletics Complex. Upon closeout and reconciliation of the project, the funds were not needed and are ready to be transferred back to the Cash Flow Fund. She cautioned that this is a one time fund and could be used for one time expenditures that the District is looking to build on rather than bridge a gap.

Board Comments:

A Board member asked if it would be better to put the funds in developer funds or some other restricted fund. Mrs. Boucher stated that it is being put back as originally intended and committed. Doing so provides the Board and District with access if needed for use in various areas. It was again reiterated that the District be very careful about how the funds are spent. She indicated that, now or in the future, the Board could put a caveat on the funds and restrictions on its use.

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

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

f. Credit Change Order for Huntington Middle School Barth Athletics Complex

It is recommended that the Board approve a credit change order in the amount of \$30,388.09 under Bid Division #2 - Shell for NSA Construction Group, Inc.

Board Comments:

A Board member asked if this change order brings the account to zero. Mrs. Boucher stated that there are encumbrances that might result in more savings but that there should be no further expenditures.

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

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

13. **CURRICULUM AND INSTRUCTION**

a. Dual Enrollment MOU with Pasadena Area Community College District

Mr. Jason Kurtenbach presented the Memorandum of Understanding (MOU) between the Pasadena Area Community College District and San Marino Unified School District regarding College and Career Access Pathways as first reading for Board review and discussion.

Ms. Linda Wah, PCC Trustee, thanked the Board and administration for the work and support that they have given to PCC.

Dr. Terry Giugni, Assistant Superintendent/Vice President, Instruction at PCC stated that the agreement opens a door for a number of courses and programs that can be offered to SMHS students and indicated that they look forward to working closely with the District bring the program into fruition.

Board Comments:

A Board member asked what the next steps and timeline are after the agreement is signed.

Dr. Guigni stated that the PCC Board also needs to approve the agreement and that the hope is to have both approvals by February. PCC will then work with SMHS Administrators to determine the programs and courses that will best serve the students of SMHS and work on schedules.

A Board member asked if the start date would be Fall 2020. It was confirmed that the earliest classes could begin would be in the fall, with the intention to start small and build as it goes. He indicated that it will require a lot of hard as the PCC fall schedule will already have been built, but they are willing to work through that.

Mr. Kurtenbach indicated that while there is a desire for an aggressive timeline to provide as much as possible as quick as possible, it is important to bring the HS teachers on board as well as parents, students, and reaching out to middle school students who may also be looking for developing a pathway going forward. He stated that the District wants to go slow and smooth so that they can ultimately go fast and effective.

14. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

No discussion items presented.

15. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 10:30 p.m.

Unadopted
Dr. Jeff Wilson
Superintendent
Secretary to the Board