

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

Tuesday, January 14, 2020
**Board of Education
Closed Session – 6:15 p.m.
Regular Session – 7:30 p.m.**

MINUTES

1. **OPEN SESSION** 6:15 p.m.

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

No comments were presented.

3. **CLOSED SESSION** 6:15 p.m.

- a. Conference with Legal Counsel - Anticipated Litigation
(Govt. Code 54956.9) (1)
- b. Public Employee Appointment (Government Code Section 54957 (b) (1).)
Title: Classified Management
- c. Public Employee Discipline/Dismissal or Release (Govt. Code 54954.5(e)
pursuant to Govt. Code 54957 (b)(1)) Title: Certificated, Classified, Confidential,
Administrative PARS Program
- d. Conference with Labor Negotiators (Govt. Code 54957.6)

4. **REPORT OF CLOSED SESSION**

The Board of Education took unanimous action in closed session to approve the PARS early retirement incentive for certificated, classified and administrative employees.

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, 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

November 12, 2019

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

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

7. **PUBLIC COMMENTS**

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

Mr. Steve Sommers, Mr. Peter Sinclair, and Ms. Margaret Loh requested to present their comments to the Board regarding Measure S as members representing the San Marino Parents and Friends for Quality Education.

Ms. Loh stated that they believe Measure S will have a detrimental impact on the future of the District and that it will take away from educational excellence. She indicated that they are in support of a smaller bond that would allow for repair of existing facilities and believe that a Facilities Master Plan (FMP) should be established prior to a large bond. Without a plan in place, she said they have little confidence in how the money will be spent and noted that the list determined by the FAC is not a FMP. She stated that the FAC did not approve of a bond this large.

Mr. Sommers stated that they, as community members and parents, are invested in the District. They believe the proponents of Measure S have the best intentions but that it is misguided to do the bond as it is currently crafted and that there is no way that the items on the wish list can be completed. It will cost more than what the bond provides for. He indicated that he would have been in favor of a smaller bond had the process been handled in the right order. He believes that asking for the largest amount has been detrimental to community support. He asked those in opposition not be marginalized as they are not just a small number of vocal people. He challenged the Board and Executive Team to attend LCAP meetings and to spend twice the amount of time preparing the school for the 21st Century and the vision that was being expressed by Dr. Wilson at the recent Carver PTA meeting than what has been spent on this bond over the years.

Mr. Sinclair reiterated that no one disagrees with a bond for deferred maintenance and security. He stated that voting yes and supporting schools are not the same thing and that supporting Dr. Wilson means leaving more resources available to him. He stated that 7% of the funding is for safety and security and yet it is the lead talking point for the bond. He said it is a shame that the Board did not support a \$100M bond so that the rest could go toward curriculum, and that the District shouldn't pursue a facilities first and education second approach. He hopes that busy parents realize that voting yes on the bond is going to hamstring the District for many years to come.

8. **PUBLIC HEARING**

a. Public Hearing on the Children's Internet Protection Act

Dr. Stephen Choi presented the public hearing reading on the Children's Internet Protection Act.

No comments were presented.

9. **CONSENT AGENDA**

- a. 2019-20 P1 Average Daily Attendance
- b. 2019-20 Title I Budget Plan - Huntington Middle School
- c. Budget Adjustments Report 2019-20 #5
- d. Certificated Personnel Documents
- e. Classified Personnel Documents
- f. Contracts and Agreements 2019-20 #15
- g. Donations Report 2019-20 #5
- h. Purchase Order Report 2019-20 #9
- i. SMHS Dance Company, Dance Convention, St. Louis, Missouri, February 27 - March 1, 2020
- j. Warrant Report 2019-20 #5

Board Comments:

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

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

10. **INFORMATION ITEMS**

- a. Student Exit Data

Mr. Jason Kurtenbach provided a presentation showing the student exit data over the last 5 years. He provided an overview of the notification and exit process that is in place when students leave the District. He noted that an exit survey was implemented in 2018-19. It required any family requesting a letter of recommendation for a private school to complete the survey prior to providing the letter. To date this year, 46 families have completed the survey. At this time last year 66 families had completed the survey. Of these, 24 students remained in the District and 56 transferred out. The reasons for exits included but were not limited to: practice applications for college, always intended on private school but waiting for an opening, curriculum/programs offered at another school, extra curricular activities, class size, challenges that ranged from being too challenging to seeking a specific type of challenge, environment, teachers, moving, legacy, and unknown.

Board Comments:

A Board member asked if families know their responses are confidential and if the responses are potentially influenced by whether or not they are moving all of their students out of the District. Mr. Kurtenbach indicated that parents are informed of the confidentiality and that he is available to meet with them if they would like to discuss further. He confirmed that some families are split, leaving a child in SMUSD and moving one out of District for various reasons and others are exiting all students.

A Board member asked how many families the survey was given to. Mr. Kurtenbach indicated that they are given to parents who ask for the letter of recommendation. If a parent asks for transcripts or grades they could potentially leave without having done the survey. When he reconciled the data he had 107 as transferred to private and 80 of those filled out the survey.

A Board member reported being made aware that a letter has been sent out by the HMS English and math departments stating that they will no longer provide recommendation letters. The Board member did not approve of the way the letter was written and stated that it is not appropriate and

makes the District look defensive. Mr. Kurtenbach indicated that he was not aware of this letter and that he would look into it further.

A Board member reported that some families have concerns that they can't be open and honest because they are still connected to the District and fear retaliation. Mr. Kurtenbach responded that he has experienced families being brutally honest, appropriately so, about their concerns and complaints. He will reiterate the confidentiality of the survey.

Mr. Kurtenbach indicated that the data is kept in PowerSchool and parents indicate where they want to enroll in the survey, and that the raw data shows that Westridge is accepting more kids now than they did in the past. A Board member commented that based on their understanding Westridge may also be experiencing a decline in enrollment due to similar reasons such as changing birth rates and difficulty with the cost of housing and therefore are accepting more students.

A Board member asked if the survey could be revised in the future to differentiate the other and unknown categories by providing a choice such as: sports, athletics, arts, etc. Mr. Kurtenbach confirmed that he can include those in the survey.

A Board member asked if further distinction can be added to the category of "left to public school in California", so that the District knows if it was a move to a local public school due to a program concern versus a move out of the San Marino area.

A Board member asked what the District is doing with the information gathered and what steps are being taken to address the reasons that the District can control. Mr. Kurtenbach stated that the focus is on addressing what the District can do regarding the areas of programs, class sizes, and environment. Understanding that some parents aren't aware of the programs the District offers, Dr. Wilson reported that in an effort to enhance awareness and increase communication there will be showcases in the future that will feature our students and the programs available. The Board member encouraged the District to do whatever can be done to resolve the concerns and issues cited.

A Board member asked if a survey has been or is being done to see what programs are wanted by students and parents. Mr. Kurtenbach indicated that a survey of that nature can be conducted but that he is not aware of one specifically being done since looking at pathways. He stated that the District does utilize Naviance at SMHS and it is capable of generating interest surveys and materials at the middle school level. He will work with HMS to see what can be implemented. Dr. Wilson added that Naviance has a mechanism for measuring student strengths in 6th grade that can be used in conjunction with UDL to intervene early with students who struggle or excel.

A Board member asked if students with special needs are figured into this report. Mr. Kurtenbach stated that there was not a differentiation in place for that category and that unless the parent disclosed it, it would not be noted separately.

Student Board Representative Davis stated that she went to Mayfield for dance related interests but then returned to SMHS where she was able to have a more well rounded and multi-focused experience and grow in aspects other than just dance. Mr. Kurtenbach indicated that he would follow up on the data for students returning to the District after enrolling in private school.

b. Facilities Planning 2020

Dr. Jeff Wilson and facilities consultant Mr. Jim Leahy provided a presentation regarding facilities planning for 2020 including timelines for planning and implementation both with and without a bond. Dr. Wilson stated he is excited about the future and where things are headed. He thanked the

Board for putting the bond before the voting community. The presentation included information deferred maintenance, community engagement and communication, planning-design-construction management, student/school security and technology security support, community oversight and reporting, and a Facilities Master Plan. Mr. Leahy stated that a Facilities Master Plan is not a static document, it is fluid and adapts as the District goes along.

Public Comments:

Mr. Peter Sinclair presented his comments to the Board regarding safety and security, asking if there was a way to meet those needs sooner. He also addressed the Thoughtexchanges and recommended finding a mechanism that doesn't leave community members feeling like they have fallen into a hole, and stated that when the District is preparing the FMP, it needs to look at enrollment and how to increase it.

Ms. Jane Chon presented her comments to the Board regarding facilities planning. Stating she previously sent a lengthy email to the Board, she followed up with additional comments. She spoke of the irony present in the situation where on the one hand the District is being asked to stop spending, and on the other hand the District is being asked to do a FMP with money it doesn't have and needs to get through the passage of the bond in Phase I. She recommended that the Citizens Oversight Committee include representation of all community members, including senior citizens, parents not already involved with PTA, and those who are not already the frequent participants. She addressed the timeline and activities that the District will follow regarding creation of a strategic plan. She stated that conversations can't be had about what you want to be as a facility until you first address what you want to be as an educational institution. She is pleased to see the District making efforts to address budget concerns, finding more money, and making budget cuts while being mindful in trying to keep them as far away from the students as possible.

Board Comments:

A Board member made the distinction that security and safety and other such items will be incorporated into the FMP and there is no way to get around the need to do those items. It was also noted that the "up to \$200M" doesn't mean that all bonds are sold at once. It also doesn't control the timing and eventual sale of bonds and timing of construction. It is about having the funding capacity in place to use if it is determined to be needed. Dr. Wilson and Mr. Leahy made a reference to Arcadia and the money that they have remaining in unsold bonds as an example.

A Board member thanked Dr. Wilson and Mr. Leahy for the comprehensive presentation and noted the importance of the District identifying the next steps regardless. Stating that the focus has always been on education, curriculum and innovation, the Board member said now it is time to look at the facilities and the needs that can't be deferred any longer.

c. Volunteer Work Projects

Mrs. Linda de la Torre provided a presentation regarding the volunteer facilities project request process. She recognized Mrs. Liz Hollingsworth who was instrumental in developing the District's new volunteer project request form. She provided an overview of the process noting that the volunteer will meet with the principal where it will be determined if the proposal meets the criteria including funding, budget, next steps, plans, forms, and application. The Superintendent or designee will evaluate the application and when approved it will be submitted to the Board of Education for approval.

11. ACTION ITEMS

a. Volunteer Work Request - San Marino High School Wellness Garden

Mrs. Linda de la Torre introduced Mr. Hal Suetsugu who presented a volunteer work request on behalf of his son Taylor who was unable to attend the meeting. Taylor submitted an application to create a wellness garden at SMHS. The site was selected because it was fairly vacant and in a neglected state. The wellness garden plans include planting ginkgo trees, bamboo, and lavender, benches, and sponsorship and wellness plaques. The estimated cost is approximately \$4,400 which will be funded through sponsorships and donations. The M&O department will continue the maintenance of the garden. There are 9 student volunteers for the project and the ribbon cutting is planned for May 2020.

Mrs. de la Torre noted that there were no objections to the project and it is ready for Board approval as presented.

Board Comments:

A Board member asked for confirmation that the District is ok with the location regarding safety. Mrs. de la Torre stated that it has been vetted and approved.

A Board member asked if there is a spatial conflict with the Metro funding. Mr. Suetsugu stated that the project starts after the driveway project and there will be no conflict.

The Board asked Mr. Suetsugu to thank Taylor for coming up with this project and remaining determined to see it through. They also wished him a speedy recovery.

A Board member asked what the plan is for follow-up and ensuring that the project is maintained. Mr. Suetsugu noted that nearby irrigation will be repaired and utilized for the garden and maintained by District M&O. Taylor has talked of creating a legacy program working through the Wellness Center to help keep the garden maintained and inviting to the students. Mr. Suetsugu indicated that there is a Phase II that was determined to be too ambitious and will instead be left to the school and legacy group to determine and carry on at a future date.

A Board member asked if this was an Eagle Scout project. Mr. Suetsugu confirmed that it is not an Eagle Scout project and is something that Taylor wanted to complete during his senior year.

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

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

b. Audited Financial Statements as of June 30, 2019

Mrs. de la Torre introduced Ms. Gema Ptasinski from CliftonLarsenAllen who presented the District's Audited Financial Statements for the 2018-19 fiscal year as of June 30, 2019 for Board approval. The audit results are summarized below:

- Financial Statement Opinion - Unmodified
 - Best opinion that can be rendered
 - Financial statements are materially correct and presented in accordance with accounting standards
 - No adjustments were made to the unaudited actuals
 - Immaterial uncorrected misstatements described in the governance letter
 - No findings
- Federal Compliance Opinion - Unmodified
 - Program tested - Special Education Cluster
 - No Findings

- State Compliance Opinion - Unmodified
 - Finding 2019-001 - Unduplicated Local Control Funding Formula Pupil Counts
- Schedule of Financial Trends and Analysis
 - Changes in the General Fund balance of the past three years and the budget year

Board Comments:

Regarding the one finding, Mr. Kurtenbach indicated that changes were made and will be implemented to correct the finding and prevent it from happening again in the future. Ms. Ptasinski indicated that the finding was an extrapolated amount and a subset of EL status only. It was narrowed down to a particular type of situation and a specific category. The funding is money that the District should not have received and will have to be given back. It will be reduced during the P2. Mr. Kurtenbach indicated that the error occurred when the EL Coordinator position was lost and multiple people were subsequently entering data. Weekly reviews and updates are now set in place to prevent the error from occurring again.

A Board member asked what the real population number was that was in error. Mr. Kurtenbach indicated that there were 297 students marked as EL and approximately 50 should have been redesignated to English fluent prior to the fall report.

A Board member asked about “other revenue” indicated on page 4 of the report. Ms. Ptasinski indicated that with the grant funding, the funds not expended are deferred to the next year.

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

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

c. Dual Enrollment MOU with Pasadena Area Community College District

Mr. Jason Kurtenbach presented the second reading on the Dual Enrollment MOU. He noted that there were no major changes other than a couple of typo corrections.

Board Comments:

A Board member asked about withdrawal requirements the deadline to prevent it from showing on a transcript. PCC Dean of Academic Affairs Isela Ocegueda stated that there is a number of weeks allowed and that they try to consult with the students based on performance. They also rely on District administration at the high school to counsel the students accordingly.

A Board member asked that the language be modified so that the District gets the same benefit of the legal language noted in Sections 15a and 15b that PACCD has as written in Section 14. Mr. Kurtenbach will add the language and submit to PACCD approval.

The MOU was approved provided the language is amended as indicated above.

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

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

12. COMMUNICATION SECTION

a. Communications from the Board

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

C. Joseph Chang

12/11 FiRST Meeting
12/12 Retirement Reception for Julie Boucher at SMHS Cafeteria
12/12 TEDx San Marino Launch Reception
12/13 Carver Holiday Program including honoring Golden Nugget Recipients
12/13 HMS Orchestra Concert
12/17 San Marino Council of PTA's Holiday Breakfast
12/19 Valentine Winter Musical at HMS Auditorium
12/20 HMS Holiday Music Assembly
12/20 Meeting with Dr. Wilson
12/20 Board Meeting of Chinatown Service Center
12/21 Holiday Food and Toy Basket at Downtown
12/28 Visited Huntington's Rose Parade Float at Irwindale
1/7 Meeting with Dr. Wilson
1/7 Special Board of Education Closed Meeting
1/8 FiRST Meeting
1/9 SMHS Wellness Meeting
1/11 Attended an event hosted by Alumni of Stanford at Downtown

Shelley Ryan

12/11 Crowell Public Library Friends Board Meeting
12/12 Julie Boucher's Retirement Celebration
12/12 Conversation with Superintendent
12/12 Winter Concert, HMS
12/15 Huntington Hospital Volunteer
12/19 Friends of the Crowell Public Library Holiday Meeting
1/3-5 City Club Retreat
1/7 Special Board Meeting
1/10 Collaboration with Annie Lam, Ca Appointed Officials Network,
API Caucus, League of CA Cities
1/10 Monterey Park City Council Fundraiser
1/11 Collaboration with APISBMA President
1/12 Meet Linda Sun, Deputy Attorney General, candidate for LA County Superior Court
1/12 Huntington Hospital Volunteer
1/14 SB Meeting

Chris Norgaard

12/11 City Council Meeting
12/12 Julie Boucher Retirement Reception
12/12 SMHS Boys Basketball vs. El Rancho, Poly Tournament
12/12 HMS Winter Choir Concert
12/13 Carver Holiday Program
12/13 SMHS Boys Basketball vs. Poly, Poly Tournament
12/15 State Senator Anthony Portantino Holiday Open House
12/16 SMHS Boys Basketball vs. Bell Gardens
12/17 PTA Council Holiday Celebration
12/18 Meeting with Dr. Wilson
12/30 SMHS Boys Basketball vs. Franklin
1/3 SMHS Boys Basketball vs. Alhambra
1/7 School Board Special Meeting
1/8 SMHS Boys Basketball vs. La Canada
1/11 Screening of "Love Boat Taiwan" and Author Presentation of "Love Boat, Taipei"

Individual meetings and communications with and from various community members.

Corey Barberie

12/13 Carver Holiday Program
12/13 SMHS Instrumental Concert
12/19 Valentine Winter Musical

Contacted by many community members about the March bond measure and "Notice To Voters"

Lisa Link

12/12 Julie Boucher's Retirement Party
12/13 Carver Holiday Program
12/13 Meeting with Dr. Wilson
12/13 Transition Meeting with Mr. Chang
12/17 PTA Council Meeting/Holiday Brunch
12/18 Meeting with Dr. Wilson
12/19 Valentine Holiday Program
1/7 Transition Meeting with Mr. Chang and Dr. Wilson
1/7 Closed Session - Grade Appeal by Parents

Various communications with community members regarding questions about facilities bond and school-related issues.

b. Communications from the Superintendent

Dr. Wilson reported attending holiday music programs and stated that he was stunned by the quality of the performances. He has begun making budget presentations and is enjoying the process and connecting with the community on them.

He provided a brief update on the FiRST committee and noted that they are currently grouping people into subcommittees. He indicated that the ERT has recognized areas creating significant savings for the District and intends not to touch the classrooms as much as possible. He noted restructuring being done at the Executive Team level will realize some significant savings in the short and long term. He thanked the Executive Team for stepping up and taking on additional responsibilities with the restructuring.

Dr. Wilson expressed his appreciation for PTAffiliates' commitment and generosity extended to the professional development of the teachers and staff.

c. Communications from the Student Board Member

Student Board Representative Grace Davis reported the following events:

12/12 HMS Choir Winter Concert
12/12 SMHS Winter Java House
12/13 SMHS Instrumental Music Winter Concert
12/13 HMS Orchestra Winter Concert
12/13 Carver Winter Program
12/14 SMHS Dance: A Night of Choreography
12/17-19 HMS Finals
12/18-20 SMHS Finals
12/19 Valentine Winter Musical
12/20 HMS Holiday Music Assembly

12/20 SMHS Comedy Sportz
12/23-1/3 Winter Break
1/10 HMS 7th & 8th Grade Winter Formal
1/11 SMHS Winter Formal

13. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Nothing further to discuss.

14. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 10:17 p.m.

Unadopted
Dr. Jeff Wilson
Superintendent
Secretary to the Board