

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

Tuesday, February 25, 2020  
**Board of Education  
Closed Session – 6:30 p.m.  
Regular Session – 7:30 p.m.**

**MINUTES**

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

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

No comments were presented.

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

- a. Conference with Legal Counsel - Anticipated Litigation (Govt. Code 54956.9) (2)
- b. Conference with Legal Counsel - Existing Litigation (Govt. Code 54956.9)(4) Student ID Number: XXXXXX7850
- c. Public Employee Discipline/Dismissal or Release (Govt. Code 54954.5(e) pursuant to Govt. Code 54957 (b)(1)) Title: Certificated, Classified, Confidential, Administrative
- d. Conference with Labor Negotiators (Govt. Code 54957.6)

4. **REPORT OF CLOSED SESSION**

Nothing to report.

5. **REGULAR OPEN SESSION** 7:30 p.m.

6. **CALL TO ORDER**

Board members present were Mr. Corey Barberie, Mr. C. Joseph Chang, Mrs. Lisa Link, and 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, Mr. Jason Kurtenbach, and Ms. Amber Nuuvalli.

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

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

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

7. **PUBLIC COMMENTS**

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

**Public Comments:**

Mr. Alex Boekelheid from Pasadena City College (PCC) addressed the Board regarding the PCC Facility Master Planning process. PCC will celebrate its 100th birthday in 2024 and is looking at what investments and changes they need to make as they plan for their second century. PCC will be holding a Public Community Meeting on March 24 at 5:00 pm in the Creveling Lounge on the PCC Colorado Campus. The plan is also available on their website at [pasadena.edu/fmp](http://pasadena.edu/fmp) and they welcome feedback.

8. **CONSENT AGENDA**

- a. Certificated Personnel Documents
- b. Classified Personnel Documents
- c. Contracts and Agreements Report 2019-20 #18
- d. Contracts and Agreements Report 2020-21 #2
- e. Donation Report 2019-20 #7
- f. Purchase Order Report 2019-20 #12
- g. Warrant Report 2019-20 #7

Moved for approval by Mrs. Link, 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:

**Lisa Link**

2/12 Mentor Breakfast at SMHS  
2/13 Titan Wellness Committee Meeting at SMHS  
2/18 City Club Event Featuring Dr. Wilson  
2/19 Golden Apple Event Honoring Loren Kleinrock  
2/21 Board Learning Walk at Carver  
2/22 San Marino National Little League Opening Day Ceremony  
2/22 Titanium Robotics Rollout  
2/23 WASC Visit Reception Hosted by PTSA

**Chris Norgaard**

2/12 SMHS Mentor Breakfast  
2/12 SMHS Boys Basketball CIF Playoff Game vs. Pomona High School  
2/13 HMS Career Day  
2/13 Rotary Lunch  
2/15 League of Women Voters 100th Anniversary Gala  
2/18 City Club Meeting: Dr. Wilson  
2/19 ACSA Golden Apple Award Breakfast - SMUSD Honoree: Loren Kleinrock  
2/20 Rotary Lunch: Mayor Gretchen Shepherd Romey  
2/21 Board Learning Walk: Carver  
2/22 Little League Opening Day  
2/22 SMHS Robotics Rollout

- 2/23 WASC Visiting Team Meeting
- 2/23 WASC Visiting Team Reception
- 2/24 Carver PTA Meeting

**Corey Barberie**

- 2/14 Valentine's Day Party - Carver
- 2/17 Met with Boy Scout on Citizenship in the Community Badge
- 2/18 City Club
- 2/22 Titanium Robotics Roll Out

**Shelley Ryan**

- 2/18 Dr. Wilson, City Club
- 2/19 Loren Kleinrock, Golden Apple Award
- 2/20 Dinner with President Joseph Chang
- 2/22 National Little League Opening Day
- 2/23 Huntington Hospital Volunteer
- 2/23 WASC Visit
- 2/24 Meeting with Dr. Wilson
- 2/25 School Board Meeting

**C. Joseph Chang**

- 2/12 SMHS Mentor Breakfast
- 2/12 FIRST Meeting
- 2/13 HMS's Career Day
- 2/13 Division of Education and Volunteers Committee Meeting, Huntington Library
- 2/13 SMHS Wellness Meeting
- 2/16 Interviewed by Max Shen, BSA for Citizenship Merit Badge
- 2/18 SM City Club Meeting: Speaker, Dr. Wilson
- 2/19 ACSA Golden Apple Award: Recipient Loren Kleinrock
- 2/20 Meeting with new Publisher of San Marino Tribune, Charles Plowman with Dr. Wilson
- 2/22 San Marino Little League Opening Day
- 2/22 SMHS Robotics Rollout Event
- 2/23 WASC Visit
- 2/24 Introduction Meeting for Dr. Wilson to Chinese Club of San Marino
- 2/24 Supervisor Barger's Coronavirus Press Conference
- 3/24 Meeting with Dr. Wilson and Shelly Ryan
- 2/24 Chinatown Services Center Board Meeting

b. Communications from the Superintendent

Dr. Wilson reported having a busy and beautiful week of community interaction. He commended Student Board Representative Grace Davis who beautifully articulated the history of SMHS at the WASC reception. He spoke of the powerful learning seen during the Board Learning Walk at Carver, and addressed other events and meetings including: the Golden Apple with SMUSD Honoring Mr. Loren Kleinrock, speaking at City Club, Little League, meetings with new Tribune owner Charlie Plowman, and the Chinese Club.

c. Communications from the Student Board Member

- 2/12 SMHS Choir: Love Notes
- 2/13 HMS Career Day
- 2/14-18 President's Day Weekend
- 2/19 HMS th Grade Museum of Tolerance Trip
- 2/19 SMHS Grad Night Movie Night

2/21 SMHS Comedy Sportz vs LC  
2/23-26 SMHS WASC Visit  
2/24-28 SMHS RAK: Kindness Week  
2/25 Valentine 4th Grade Gold Rush  
2/25 Valentine Martial Arts in P.E.

10. **INFORMATION ITEMS**

a. Future Year Enrollment Projections for budget Planning Purposes

Mrs. Linda de la Torre presented the actual CBEDS enrollment numbers that are provided on a specific day of the year and used to move cohorts up through the grade levels to show projected enrollment numbers. These figures will be used for the Second Interim and Budget Assumptions Report. She noted the steadily projected decline in enrollment and briefly addressed potential reasons for the decline. She indicated that the District did get a recent bump in enrollment but is not certain that these will carry over into the next year.

**Public Comment:**

Ms. Lettie Aranda addressed the Board regarding the CBEDS enrollment figures and the coronavirus. As an ELD teacher, she read texts from District ELD teachers indicating that they are getting slammed with new ELD kids (approximately 20) needing direct services. She indicated they were told it is possible that the new students being enrolled are due to the coronavirus and families choosing not to return to China. Mrs. de la Torre responded that the District believes that the recent increase in enrollment is temporary and that when the current concerns are over the families will leave for China and the enrollment lost.

**Board Comments:**

A Board member asked that the District obtain neighboring school district enrollment numbers as a comparison.

A Board member asked if the District anticipates any impact to enrollment due to the coronavirus and bans on travel. Board President Chang offered his opinion stating that it will potentially increase enrollment at SMUSD due to families choosing to remain in the US. Dr. Wilson indicated that it is really hard to determine what will happen, but noted that it is important to focus on creating what the District can control which is creating programs and schools that are very attractive to those who live within our school boundaries or are thinking of moving to San Marino. Mrs. de la Torre added that there has been an increase in absences based on illness' and the District is trying to determine if that is over the fear of the coronavirus. The increase in absences does have the potential to negatively impact District funding for the 2021-22 year.

A Board member encouraged the District to keep safety and security as a priority and to continue to monitor the coronavirus situation. Dr. Wilson indicated that the District's Chief Communications Officer is following LA County Public Health and CDC reports and is communicating daily with the District's nurse, as well as sending out regular updates to the community.

b. LCAP Presentation

Mr. Jason Kurtenbach provided an LCAP update presentation for the Board. He indicated that a new template was implemented in November and received by the District last week. The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services

are selected to meet their local needs. The LCAP Stakeholder Committee is a diverse group. Actions taken so far have been a deep review of the previous cycle, look at the school dashboard and what was accomplished over the past three years and discussed what has not been done. The focus and expectations of LCAP are conditions of learning, engagement, and pupil outcomes. The SMUSD proposed 2020-23 LCAP Goals are:

- Goal 1: Exceptional Teaching and Learning
- Goal 2: Exceptional Connections
- Goal 3: Exceptional Financial Sustainability

Mr. Kurtenbach also provided an overview of the actions and services to support goals and annual measurable outcomes that will be considered.

**Board Comments:**

A Board member asked when it would be brought back to the Board. Mr. Kurtenbach indicated that he would like to present a very rough draft at the end of March or early April before spring break.

11. **ACTION ITEMS**

a. 2019-20 Comprehensive Safe School Plans

Mr. Jason Kurtenbach presented the annual 2019-20 CSSPs for Board discussion and approval. He reviewed the components of the plan that are required by law and the the compliance review process. Input and approvals have been received from the School Site Councils, Chief of Police, and Fire Chief.

Work has already begun on the CSSPs for next year with input from Chief Incontro and Fire Chief Rueda.

**Board Comments:**

A Board member expressed concern that the evacuation maps are done differently for each school site and how the evacuation occurs at each school does not seem fully clear. Mr. Kurtenbach indicated that standardizing the maps has been a District goal. He also stated that the documents are operationally broken down to a very usable document for each site. Publicized documents are not specific.

A Board member asked if there would be media or aerial helicopters at upcoming drills within the District. It was confirmed that there would be no media presence at school site drills.

A Board member asked how people such as subs and parents are prepared and informed of basic safety protocols when not frequently on site. Mr. Kurtenbach indicated that substitutes are given a sub packet and know where to obtain a full packet if needed. Parents will be with a District employee and the staff would guide the parents out.

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

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

12. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

No discussion items presented.

13. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 8:38 p.m.

Unadopted  
Dr. Jeff Wilson  
Superintendent  
Secretary to the Board