

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

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

- a. Conference with Legal Counsel - Anticipated Litigation (Govt. Code 54956.9) (3)
- b. Public Employee Discipline/Dismissal or Release (Govt. Code 54954.5(e) pursuant to Govt. Code 54957 (b)(1)) Title: Certificated, Classified, Confidential, Administrative
- c. 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**

Due to the COVID-19 "Safer-at-Home" guidelines, the March 24 Board meeting was conducted remotely and accessed by phone or online utilizing freeconferencecall.com. Board members present were Mr. C. Joseph Chang on site, and Mr. Corey Barberie, Mrs. Lisa Link, Mr. Chris Norgaard, Mrs. Shelley Ryan and Student Board Member Grace Davis remotely. Administrators present were Dr. Jeff Wilson and Dr. Stephen Choi on site, and Mrs. Linda de la Torre, Mr. Jason Kurtenbach, and Ms. Amber Nuuvalli remotely.

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

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

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

7. **PUBLIC COMMENTS**

Dr. Jeff Wilson reviewed changes in regulations regarding the Brown Act and the conducting of School Board Meetings during the COVID-19 pandemic.

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

**Public Comments:**

No public comments were presented.

8. **PUBLIC HEARING**

- a. 2020-21 San Marino Teachers Association (SMTA) Sunshine Proposal for Contract Negotiations between the San Marino Unified School District and the SMTA

Ms. Linda de la Torre stated that the SMTA Sunshine Proposal for Contract Negotiations with SMUSD was made available to the public on the agenda and that it was presented for public hearing and comment.

**Public Comments:**

No public comments were presented.

9. **CONSENT AGENDA**

- a. Certificated Personnel Documents
- b. Classified Personnel Documents
- c. Contracts and Agreements Report 2019-20 #20
- d. 2019-20 Donation Report #8
- e. Purchase Order Report 2019-20 #14
- h. Warrant Report 2019-20 #8

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

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**

- 3/11 Attend PTAffiliates Event
- Attend Founders Day
- 3/16 Meeting with Dr. Wilson and Mr. Chang
- 3/19 Meeting with Dr. Wilson

**Chris Norgaard**

- 3/11 Reception by Liz and Dennis Kneier for Founder's Day Honorees
- 3/11 Founder's Day

Many communications with parents and community members regarding various issues, including closure of schools, etc.

**Corey Barberie**

- 3/11 Reception for Founder's Day Honorees
- 3/11 PTA Founders Day

Many communications with parents and community members regarding dismissal and online learning.

**Shelley Ryan**

- 3/11 Met with SMHS VAPA/Speech and Debate Students with Dr. Wilson, SMSF, and Dr. Gates
- 3/12-24 Zoom Conferences
- 3/24 School Board "Safer at Home"

**Joseph Chang**

- 3/10 HMS PTA Association Board Meeting
- 3/10 Meeting With Dr. Wilson
- 3/11 90th Annual Founders' Day Honorary Service Awards
- 3/12 Meeting with Dr. Wilson
- 3/13 Meeting with Dr. Wilson
- 3/19 Meeting with Dr. Wilson
- 3/20 Meeting with Dr. Wilson
- 3/21 Chromebook Distribution by SMUSD IT Staff to School Parents

b. Communications from the Superintendent

Dr. Jeff Wilson reported on his events and activities. He attended Founder's Day and has held meetings with groups of high school students to discuss concerns and ideas they have on how to solve the problems the District is facing. Virtual meetings with the students may be ongoing.

Due to the rapid changes occurring in response to the COVID-19 pandemic, he indicated that a lot of time and energy has been expended in virtual communication with LACOE, SELPA, local Superintendents, and with daily Executive Team and Principal meetings. Dr. Wilson will continue to communicate with the community once per week with updates going out on Fridays. He noted that videos from his office about what is happening and what the future holds will be sent out in the near future.

He also shared some of the fun thoughts and feedback that has come from teachers and parents after the first day of their online connection.

c. Communications from the Student Board Member

No activities to report.

11. **INFORMATION ITEMS**

a. COVID-19 District Update

Dr. Jeff Wilson provided an overview of state and regional concerns. The COVID-19 crisis continues to escalate in Los Angeles County, and school districts have been asked to remain closed through May 5. Graduation requirements have yet to be addressed by the County and/or State Superintendents. Districts are working with local and regional bargaining units regarding labor issues arising from the crisis, and there are many distance learning barriers to overcome.

Dr. Wilson indicated that other than select staff providing essential services, all others are working from home. He also provided a brief review of local issues under consideration which were expanded on by Cabinet members as outlined below.

Mr. Jason Kurtenbach addressed the Board regarding special education and provided an update regarding attendance, teaching and learning, assessments and grading, and the status of state assessments as outlined below:

**Attendance:** Currently not mandatory for ADA funding at this time but districts have been advised to take attendance as part of compulsory education laws. Google forms for students to check in on a daily basis have been created for each SMUSD school site. Teachers will also be taking attendance based on interactions with students.

**Teaching and Learning:** The County has advised districts to move forward with new teaching and learning. The District will be focused on providing this to all students including students with special needs, second language learners, and those with 504 plans. Regarding questions around FAPE, for students with disabilities, the District learned that it would be more of a liability to do nothing than to do something.

**Assessments and Grading:** Grading continues to be a big question and is in limbo waiting on guidance from the state and county. The District is focused on grading that is non punitive. Attendance and grading should be supportive and non punitive for all students.

**State Assessments:** All CAASPP, CAST, Summative ELPAC assessments are suspended. The physical fitness test is on hold. The initial LPAC has been given an additional 45 days to be completed.

Mr. Kurtenbach stated that he is amazed and deeply heartened by the work that staff and faculty have been doing to respond so quickly to the switch to online learning. There are variations in every part of a students ability to learn right now, and the District is providing as many opportunities and means of access as possible and giving as much grace and opportunity as possible for students to show they are learning during this time.

Dr. Stephen Choi provided tech department updates which included an update on access, attendance, and technical support as provided in the outline below:

**Access:** The District sent out a quick survey to see how many students needed a device and internet access. Responses indicated that over 90% of students had devices. The District distributed over 300 chromebooks over the weekend. Requests for an additional 200 chromebooks have been received. Distribution for the additional requests will take place on Friday, March 27.

**Attendance:** Remote learning presents challenges in taking attendance. Teachers will utilize PowerSchool to record daily attendance. Parents or students are asked to report participation in distance learning using the school's Google form and student login. Google form data will be reviewed to identify "no shows" and update PowerSchool with appropriate attendance codes.

**Technology Services and Support:** SMUSD tech support is available to all faculty, staff, parents and students through live chat ([www.smusd.us/livechat/](http://www.smusd.us/livechat/)), email ([techsupport@smusd.us](mailto:techsupport@smusd.us)) and voice message at 626-299-7002.

Mrs. Linda de la Torre provided an update on the essential services that the District is expected to continue to provide, which include:

Nutrition Services: Grab and go lunches for students are available by order for pick-up at HMS

M&O, Custodial and Grounds: Deep cleaning of all schools and common areas ongoing.

Leadership Team: The Leadership Team is under Superintendent direction and will provide ongoing support.

Accounting & HR: Essential services including processing of leaves, state reports, paying bills, and payroll are ongoing.

SMTA and CSEA: The District continues to work with SMTA and CSEA leadership regarding how to meet student needs while protecting faculty and staff. MOUs will be prepared to memorialize these topics.

Mrs. de la Torre indicated that the District is providing online training to staff on appropriate social distancing and how to minimize exposure while at work. All employees are also provided with masks, gloves, and hand sanitizers.

Ms. Amber Nuuvalli provided a communications update to the Board. She indicated that updates to the community can be found on the District website and will be sent through Blackboard, email, text, the SMUSD app, and Constant Contact. The communication updates are the collective efforts of all District Cabinet members. The District is also represented on the City of San Marino's Crisis Communications Committee which has been meeting weekly. The District will also continue to engage with the community through its social media channels: Facebook, Instagram, Twitter and YouTube.

#### **Board Comments:**

A Board member asked if food was going to waste by providing school lunches. Mrs. de la Torre responded that the number of lunches are made to order and that more people have been calling in progressively over time. The number of daily orders has gone from 23 to over 100 and it is projected to rise closer to 200.

A Board member asked about free and reduced lunches and how current meals are funded. Mrs. de la Torre indicated that the District is required to provide this service to the student community. The District is prohibited from asking the status and all students 18 and under are eligible. At this time the student must be present at pick-up. There is not an unlimited amount of money but districts have received assurance that it should not be a reason to worry.

A Board member thanked administrators, faculty and staff for all of the work that has been done and acknowledged that the District has not been given templates for such work. It was suggested that when possible the District come up with its own developed protocols, procedures and programs as best as it can and then check with other districts and LACOE so that it doesn't have to seek out and utilize and revise templates from others first.

A Board member asked if there are families or students that have not responded to outreach in terms of online instruction and what the District is doing to address it. Mr. Kurtenbach indicated that there are some students that have not responded. Principals are developing action plans. During this unprecedented time, the District is building this ship as it sails and working around issues as they arise.

A Board member asked how tech support is being provided to families and students. Dr. Choi indicated that in addition to implementation of the new live chat, the tech team has been mobilized to be able to work from anywhere, increasing accessibility. Feedback so far has been very positive.

Regarding students being present to pick up lunches, a Board member asked if there was a way to have them served in different quantities covering multiple days to minimize exposure. Mrs. de la Torre indicated that it has not been something the District has started nor has it been requested. The sack lunches are delivered to cars by food service team members who are wearing gloves and masks while serving. Dr. Wilson indicated that some districts are implementing a staggered lunch pick-up period to minimize exposure.

A Board member acknowledged the difference in where SMUSD is in relation to other districts financially and in numbers of administrative staff, thanking the administrators and staff for the work they are doing to address these difficult issues.

b. San Marino Schools Foundation Campaign Progress Report

Mr. James Lau and Ms. Erin Bilvado addressed the Board regarding the financial and staff reduction issues that the District is facing and provided an update on what the SMSF is doing to mitigate the situation. They noted that the documents in the presentation are working documents.

Key points of their presentation included:

- SMUSD relies on community funding for 50% of the teachers.
- The Foundation must increase giving from \$2.5M to over \$5M requiring a united effort.
- Current reality - participation is unequal across school sites and below what is needed to achieve the \$5M goal. Campus liaison roles will be created, and dashboards and data will be produced so that sites will know where they stand.
  - Carver - 51% non participating
  - Valentine - 60% non participating
  - HMS - 53% non participating
  - SMHS - 54% non participating
- The proposed campaign strategy includes educating stakeholders about the critical needs of the District and conducting campaigns that target specific audiences including:
  - Student Engagement
  - Parent and School Community
  - Alumni
  - Chinese Community Members
  - High School Students
  - Community Members
  - Long-time Residents
- The Foundation's 12 Month Playbook to save the schools includes:
  - Chapter 1 - Support Teachers
  - Chapter 2 - "Project Unite 2020" Placeholder
  - Chapter 3 - Additional Administrative Reductions
  - Chapter 4 - Parcel Tax Essential
  - Chapter 5 - Potential Bond

**Board Comments:**

A Board member expressed appreciation for an excellent presentation and agreed with the general concepts. The Board member has promising ideas of sources that have not been traditional contributors and may be potential resources. It was noted that it could be a difficult environment given what the Dow has been doing as a result of current events.

A Board member thanked the Foundation for their efforts to quickly work and help to restore the teaching positions.

Dr. Wilson thanked the Foundation for the decades of amazing work that they have employed in making the District as great as it is. He believes the community is up for this task and in the ability for all to unite.

Ms. Bilvado indicated the Foundation will be leveraging all of Dr. Choi's great ideas for virtual fundraising and asked that he send ideas their way.

A Board member reiterated that the District has the best teachers and staff in California and that the community needs to be reminded of this.

12. **ACTION ITEMS**

a. Resolution No. 13 - to Order Biennial Governing Board Election - Tuesday, November 3, 2020

Dr. Jeff Wilson presented Resolution No. 13 as a second reading for Board approval.

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

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

13. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Dr. Wilson requested the blessing of President Chang to donate a portion of the masks that he procured for the District prior to the COVID-19 school dismissal. The District has calculated the number of masks that it needs for employees during this time and would like to donate the remainder to the County USC Hospital that is reported in the LA Times to be in the eye of the storm and in need of such supplies.

President Chang supported the donation of the masks but suggested that the District prepare and seek funding to have masks on hand should another event occur where having the supplies would be required for the students and staff of the District.

14. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 8:58 p.m.

Unadopted  
Dr. Jeff Wilson  
Superintendent  
Secretary to the Board