

**BOARD OF EDUCATION  
MEETING**

**San Marino Unified School District**

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San Marino, CA 91108

**Tuesday, April 28, 2020**

**Board of Education**

**Closed Session – 5:30 p.m.**

**Regular Session – 7:30 p.m.**

**MINUTES**

1. **OPEN SESSION** 5:30 p.m.

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

Public comment from Ms. Leslee Sherrill submitted online and read by Dr. Stephen Choi was presented regarding certificated layoffs and District staff accountability. Ms. Sherrill expressed concern that the Board was not prepared in advance and provided with adequate information prior to the required vote. She questioned the credentials of District staff and addressed concerns about decisions being made at the District office, stating that they lack accountability and sound judgement. She believes that the staff at the District is not serving the Board well and questioned how the Board can do their job without a fulsome discussion or briefing. She questioned a lack of strategy in communication particularly when the community is being asked to raise a large sum of money. She stated that morale at the high school is at an all time low and addressed concerns about its leadership. Ms. Sherrill encouraged candid and accountable leadership and stated that holding staff accountable to do their work properly, and recognizing mistakes and fixing them is the only way to restore community trust.

3. **CLOSED SESSION** 5:30 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)
- d. Public Employee Performance Evaluation (Govt. Code 54954.5(e) pursuant to Govt. Code 54957) - Superintendent

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, 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 Mrs. Link, seconded by Mr. Barberie  
Mr. Norgaard absent for vote due to technical issues

Ayes: 4, Noes:  
Abstention: 0  
Preferential: 1

c. Approval of Minutes

March 10, 2020

Moved for approval by Mrs. Link, seconded by Mrs. Ryan  
Mr. Norgaard absent for vote due to technical issues

Ayes: 4, Noes:  
Abstention: 0  
Preferential: 1

March 24, 2020

Moved for approval by Mrs. Link, seconded by Mrs. Ryan  
Mr. Norgaard absent for vote due to technical issues

Ayes: 4, Noes:  
Abstention: 0  
Preferential: 1

7. **PUBLIC COMMENTS**

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

**Public Comments:**

Ms. Anna Moller, SMHS student, presented her comment to the Board regarding the Japanese language program and the proposed reductions. She reported on her positive experience in the class, praised the teacher, and expressed her opposition at the possibility of losing the program and allowing students only two options.

Ms. Ann Eittinger submitted her comment to the Board regarding the reinstatement of VAPA at SMHS stating it is one of the most significant cultural resources that the high school has and asked how Summer School testing will be conducted.

8. **CONSENT AGENDA**

- a. Budget Adjustments Report 2019-20 #8
- b. Certificated Personnel Documents
- c. Classified Personnel Documents
- d. Contracts and Agreements Report 2019-20 #21
- e. Contracts and Agreements Report 2020-21 #4
- f. Donation Report 2019-20 #9
- g. Purchase Order Report 2019-20 #15
- h. Student Teaching & Internship Agreement - CalPolyPomona
- i. Warrant Report 2019-20 #9
- j. Williams Settlement Quarterly Report on Uniform Complaints - 3rd Quarter 2019-20
- k. 2019-20 P2 Average Daily Attendance

Moved for approval by Mrs. Link, seconded by Mrs. Ryan  
Mr. Norgaard absent for vote due to technical issues

Ayes: 4, 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**

3/31 Participate in SMSF Zoom meeting  
4/4 Participate in SMSF Zoom meeting  
4/17 Participate in SMSF Zoom meeting  
4/24 Participate in SMSF Zoom meeting

Numerous calls and emails from and with District staff and community members regarding COVID-19/school dismissal, SMSF campaign, and other District matters.

**Chris Norgaard**

4/23 Presentation to Rotary Club

Communications with other LACSTA Executive Board members regarding the May 1 Executive Board meeting.

Communications with community members and stakeholders regarding School District issues.

Communications with Schools Foundation leaders, community members and stakeholders regarding the "We Are San Marino" campaign.

Communications with elected officials and representatives regarding changes in statutes to assist SMUSD and other districts.

**Corey Barberie**

4/24 Call with Dr. Wilson

Discussions with parents/students on a wide variety of topics.

**Shelley Ryan**

3/26 PBIS Facilitator  
3/26 Meeting with President Chang  
3/27 District & Education Conference Meetings with the community  
3/31 Education Webinars and Conferences  
4/1 Conference with Dr. Wilson  
4/3 Meetings on Health, Education, and Policies  
4/4 Education Webinars and Conferences  
4/5 APISBMA Board Conference Meeting  
4/6 Education Webinars and Conferences  
4/8 Establish Zoom IEP Procedures, Protocol, and Best Practices

- 4/9 Education Webinars and Conferences
- 4/13 Zoom Classroom Visits: TK, MMD, 6-8th Gr. SDC, etc.
- 4/15 PBIS Messaging
- 4/16 USC Price Talk Stigma toward Asian Americans during the coronavirus pandemic
- 4/16 Conference with Dr. Wilson
- 4/16 APISBMA Board Conference Meeting
- 4/17 Zoom Classroom Visits: RSP, 6-8th Grade SDC, etc.
- 4/17 PBIS Meeting
- 4/18 APISBMA Board Conference with Supporters of Ethnic Studies Curriculum
- 4/20 Admin: IEPs
- 4/21 PBIS Meeting
- 4/21 Town Hall with Thurmond
- 4/21 Education Webinars and Conferences
- 4/21-24 Evaluations & Staffing
- 4/22 PBIS Meeting
- 4/22 Education Webinars and Conferences
- 4/23 Online Enrollment 20-21
- 4/23 Zoom IEP Procedures, Protocol, and Best Practices
- 4/24 Zoom IEPs
- 4/25 Zoom IEPs
- 4/26 APISBMA Board Conference Meeting
- 4/27 Zoom Assembly
- 4/28 School Board Meeting

**C. Joseph Chang**

- 3/26 Meeting with Ms. Shelly Ryan
- 3/31 Meeting with Dr. Wilson, Ms.Linda de la Torre, and Ms.Lisa Link
- 3/31 Meeting with SMSF: We Are San Marino Campaign
- 4/3 Meeting with Dr. Wilson, Ms. Lisa Link, Mr. Kent Bechler
- 4/4 Meeting with SMSF: We Are San Marino Campaign
- 4/15 Huntington Medical Research Institutes Board Meeting
- 4/15 Weekly Meeting with Dr. Wilson
- 4/16 San Marino Weekly Rotary Meeting
- 4/18 Meeting for California Ethnic Studies Campaign
- 4/21 Weekly Meeting with Dr. Wilson
- 4/22 SMHS Parents Town Hall Meeting hosted by SMSF
- 4/23 San Marino Weekly Rotary Meeting
- 4/23 Meeting with Ms. Lettie Aranda

b. Communications from the Superintendent

Dr. Wilson expressed his appreciation and gratitude to the SMUSD students for their engagement and participation in online learning and thanked families and parents for providing their support. He thanked teachers and counselors for the hard work being done to adapt and teach in a totally different way while also tending to their own needs at home.

He reported that he is engaged in weekly calls and information exchanges coming from other districts, the county, and state. With the directive of no school for the remainder of the year, the District is now looking at the possibilities of reopening in the fall and what that will look like. He

indicated that there are many unknowns with regard to restrictions and social distancing requirements. LACOE Superintendent Dr. Duardo's directive is that districts will be following the Department of Public Health guidelines in the fall. Discussions are being held with principals and the teachers union for ideas about social distancing in classrooms.

c. Communications from the Student Board Member

4/18 Carver Carnival at Home  
4/27 SMHS ASB Elections

10. **INFORMATION ITEMS**

a. We Are San Marino Campaign Update

San Marino Schools Foundation President Ms. Erin Bilvado and Director Mr. James Lau provided an update on the "We are San Marino" campaign. The campaign focus was narrowed to identifying a critical need for \$2.3M to save 20 certificated positions. The campaign hub with details and a donation link can be accessed at [wearesanmarino.smsf.org](http://wearesanmarino.smsf.org). There are new giving options that provide the community to direct their giving which increases the transparency of where donor funds are being used.

They reported that \$319,475 has been raised to date, supporting 2.77 positions and that those funds have been allocated as follows: 73% Unrestricted, 19% Core 4 Teachers, 7% Elective Programs, <1% Mental Health and Wellness. There have been 583 donors so far and the Foundation is targeting around 2,000 or more community members, with an emphasis on every dollar matters whether small or large.

The school site participation goal is 100%. Current rates are: 25.25% Valentine, 21.28% Carver, 20% HMS, and 15.8% SMHS.

They highlighted the key stakeholders identified for engagement which included school related groups, community groups, and City leaders, and encouraged contacting the Foundation with any additional suggestions.

An outline of campaign challenges was presented. These include: COVID19 and economic uncertainty, reaching the families disconnected from the District's financial crisis and budget deficit, donor fatigue, and a variety of concerns not in the purview of the Foundation that are being directed to the District and School Board. The Foundation remains 100% committed to the campaign.

**Board Comments:**

A Board member encouraged the community to separate their concerns about the District from participating in the campaign.

A Board member is lobbying to get the May 15 deadline date bumped to August 1.

Board members thanked the Foundation for the time, work, and efforts being made to support the District during these challenging times.

A Board member commented that it has been great to see teachers and students getting involved in support of the campaign, and noted that if the campaign is not successful things will not be back to normal in San Marino USD. The Board has heard that some parents are advocating against donations to the Foundation and urged that the community realize that the only people this will hurt are the students. The community has the choice to continue the long standing tradition of

supporting the schools where local funding has been embedded since the 1970's, or they can cut back support and find out what large class sizes and no enrichment classes will be like. The Board will do what it has to do to balance the budget.

A Board member commented that the District is doing the best it can with what it is given. While the Board is trying to make changes that many in the community are looking for, change doesn't come all at once - it takes time. There is not much flexibility to make changes without the funding, the Board needs time and the District is more and more reliant upon donations.

A Board member reported that students encouraged the Board and Foundation to have this campaign, and thanked the teachers and classified staff who have come together in support of each other.

The Foundation encouraged continued support and engagement from the Board. They want parents to be reassured and confident in making donations. Ms. Bilvado thanked the SMUSD students who have shined a light on what it means to believe in their school and education. Foundation representatives will be back with another update at a future meeting.

b. San Marino Student Spotlight

Ms. Amber Nuuvalli presented the Huntington Middle School Math Team as the student spotlight, congratulating the Team and its coach, Jose Caire, for its First Place victory in this year's MATHCOUNTS Regional Competition in February 2020. The MATHCOUNTS Competition, founded over 30 years ago by the National Society of Professional Engineers, the National Council of Teachers of Mathematics, and CNA Insurance, is a prestigious nationwide middle school math competition that aims to ignite a lifelong love for learning math.

**Board Comments:**

The Board congratulated the HMS Math Team on their achievement.

c. School Site Principal Updates

Mr. Kurtenbach reported that staff members have been collaborating daily to develop policies and procedures for distance teaching and learning. School sites have been in contact with their PTAs regarding year-end planning. Staff has also been working with PTAffiliates on how to provide an effective summer school program which will be conducted online. Separate from the PTAffiliates summer school program, SMUSD will be offering courses for credit recovery of algebra 1, geometry, and regular English during the summer. Students who qualify for the courses will be contacted directly by counselors and teachers at the high school.

Mrs. Colleen Shields provided an update on Valentine Elementary. She reported that daily attendance has been at a high 98% daily average and that a variety of meeting options are available for students. She addressed the work and challenges that teachers face with distance learning and provided an overview of lessons available. Mrs. Shields thanked Dr. Lin for the inspiration to have spirit week and indicated that it has also been implemented at Valentine. Students are sending in photos and videos, and faculty is focused on trying to make meaningful connections with students. The May Day celebration will feature a special guest for the chicken dance, and families are practicing with Ms. Pollard's video. May Day will be live streamed on Friday.

Dr. Mike Lin provided an update on Carver Elementary. He reported that daily communications have been sent to parents, students, and staff revolving around Pioneer Spirit Week activities. Students are sharing photos and videos, and their learning, gratitude, and kindness is being

showcased. He indicated that he has frequent collaboration with Mrs. Shields to support staff, students, and plan for the end-of-year. Mrs. Shields addressed the Elementary end-of-year activities by sharing that teachers will come in and gather up student belongings for “return and retrieve”, and will pack up for the summer. Dr. Lin spoke of the proposed Drive-Through 5th Grade Promotions, noting that the 5th grade teachers want to see their students one last time and feel it is important for providing closure as the students move on to middle school.

Ms. Alana Faure provided an update on Huntington Middle School. She reported that she is incredibly impressed and proud of the transition made to distance learning and acknowledged the herculean effort made by all. She noted that the middle school already does a lot of online work daily which made the transition easier, however the social element has been a huge adjustment for everyone. The schedule is going strong and 90% of family responses have indicated that the schedule works well. She praised faculty and staff for their sensitivity in handling needs of students. There are a variety of opportunities available for students to get clarification, including Friday office hours. She reported that third quarter grades will serve as the final assessment at the middle school. Fourth quarter will be assigned as credit or no credit and will not be calculated in the GPA. She provided an overview of the “return and retrieve” schedule and addressed the ongoing planning of year-end activities for 8th graders. Ms. Faure highlighted Ms. June Gonzalez as an army of one working tirelessly to support every family in the school and indicated that the entire HMS team is facing the same direction and doing a remarkable job to support students during this unprecedented time.

Dr. Issaic Gates along with Dr. Soomin Chao and Mr. Jorge Munoz presented the update for San Marino High School. Dr. Gates reported that as a community they are meeting the challenges being presented by COVID. He is proud of faculty and staff and acknowledged that the teachers have worked hard preparing for lessons while also tending to their own families. The high school has been intentional in creating protocol, and input from all stakeholders was sought. A Google survey was created with over 600 responses received. Students want to be sure they are prepared to move on to the next grade and parents are concerned about wellbeing. Dr. Gates indicated that the resolve of SMHS teachers, counselors, staff, and administrators has never been greater. They are close to creating a grading policy that will continue to support students. Mr. Munoz reported on year-end activities stating that seniors have elected to postpone major events to July with contingencies in place for social distancing and awaiting further guidance. He stated that seniors are looking for more than just a ceremony and want an opportunity to say goodbye and have closure. Dr. Chao reported on the diligent work happening noting that counselors have provided support and connections with regard to junior meetings, 10th grade digital support, and support for 8th graders who will be entering the high school.

#### **Board Comments:**

Board members expressed gratitude for all of the hard work that has been done and appreciation for the focus that is on the students and the social emotional piece. They commended faculty and staff for balancing all of the factors, for doing their best to continue the curriculum and rolling with the not ideal situations that present, and for doing what they can to create a real end-of-year experience. The Board also thanked Principals for navigating the daily operation details.

d. Proclamation #1 - California Day of the Teacher May 13, 2020

Mrs. de la Torre presented and read Proclamation #1 California Day of the Teacher as being recognized on May 13, 2020.

#### **Board Comments:**

The Board expressed their appreciation of all SMUSD teachers and for all that they do for the Districts students.

- e. Proclamation #2 - California School Employees Association (CSEA) Classified School Employee Week May 18-22, 2020

Mrs. de la Torre presented and read Proclamation #2 Classified School Employee Week - May 18-22, 2020, honoring the contribution of classified employees to the District.

**Board Comments:**

The Board thanked classified employees, recognizing them as a critical group that supports the District and it's students.

- f. Resolution No. 17 - Resolution Authorizing and Approving the Borrowing of Funds for Fiscal Year 2020-21; The Issuance and Sale of a 2020-21 Tax and Revenue Anticipation Note (TRAN) Therefor and Participation in the California Education Notes Program - First Reading

Mrs. de la Torre presented the first reading of Resolution No. 17. She provided an overview of what a TRAN is and why it is utilized by the District. She spoke about the CalEd Program and proposed that the District issue a TRAN in an amount not to exceed \$6.8M. She indicated that the District has issued TRANs in previous years.

Mr. Chet Wang from Keygent was available to answer Board questions and address the purpose of a TRAN.

**Public Comment:**

Mr. Thomas Koch presented his comment questioning why the District was raising \$6.7M to repay a lesser amount of \$5.5M.

Mr. Wang responded that the \$6.8M is a "not to exceed amount" and that it is also what was authorized in the 2019-20 year. The funds are utilized to even out the cash flow and are paid off annually. In 2019-20 \$5.5M was determined to be needed and the amount for 2020-21 has yet to be determined.

**Board Comments:**

A Board member confirmed with Mr. Wang and Mrs. de la Torre that the need for a TRAN occurs because expenditures are fairly flat and revenues are more sporadic, therefore funds are needed to cover expenses when incoming revenues run low. The TRAN has been utilized by the District in previous years and is paid back annually.

A Board member requested to see the monthly cash flows before the second reading on May 12.

- g. Resolution No. 18 - 200 Maximum Word Limitation for Candidates' Statements for the November 3, 2020 Board of Education Regular Election

Dr. Wilson presented Resolution No 18 for Board discussion and first reading.

**Board Comments:**

No comments presented.

h. Board Policy 5117 Interdistrict Attendance

Mrs. Linda de la Torre presented BP 5117 as a first reading of an existing policy with revisions recommended by council.

**Board Comments:**

A Board member asked for a summary explaining the purpose of the revisions. Mrs. de la Torre responded that the policy was originally modeled after the Beverly Hills USD policy to include the offering of the legacy permit to grandparents who reside in the community. The District hopes that the inclusion of the legacy permit will provide an increase in enrollment. She reported that the policy has been reviewed by Mr. Sloan Simmons of Lozano Smith.

Dr. Wilson expressed his excitement about the opportunity and noted that the legacy permit was recommended by members of the FiRST.

A Board member asked about the language that there is no rescinding of existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year and asked if it excluded discipline issues. Mrs. de la Torre responded that students in 11th going into 12th grade are allowed to stay put per Ed Code, and indicated that if there are discipline issues, the District's discipline policies and procedures would be utilized.

A Board member asked why the word guardian was highlighted. Mrs. de la Torre indicated that it is an optional word that the Board can determine if needed. She confirmed that if a grandparent is the guardian, the student would enroll under a caregiver affidavit. The caregiver affidavit provides the same rights as a resident student as they live with the resident caregiver. That process would be different from the legacy permit.

A Board member asked if the language is the same language that Beverly Hills USD has been successful in implementing. Mrs. de la Torre confirmed that it is.

The Board asked that Section D, Priority 2 A be removed and that only B be included.

i. Board Policy 5121.1 Grades/Evaluation Of Student Achievement under Emergency Conditions

Dr. Jeff Wilson thanked teachers and principals who have taken this issue very seriously. He acknowledged an email received from a community member providing and documenting hundreds of districts and their responses to grading. He stated that work on the policy is ongoing with a focus on doing what is best for the District's students, and reported that SMTA has requested to bargain on some of the issues.

Dr. Wilson asked that the Board allow for deferral of this first reading to the May 12 Board meeting.

**Public Comments:**

Three public comment requests were received, but were not allowed due to the deferral of the item.

**Board Comments:**

A Board member requested that the policy be made as clear and comprehensive as possible without too much "ed speak". Dr. Wilson responded that the team will do their best and noted that the high school has been diligent and working long hours on the policy.

Deferral moved for approval by Mr. Barberie, seconded by Mrs. Link

Ayes: 5, Noes: 0

Abstention: 0  
Preferential: 1

## 11. ACTION ITEMS

a. Resolution No. 19 - Authorization to designate the Assistant Superintendent of Human Resources or Director of Accounting or Budget Analyst to apply and file for federal and/or state financial assistance

Mrs. Linda de la Torre presented Resolution No. 19 for Board approval. The resolution allows the District to apply for reimbursement of expenses incurred as a result of the COVID19 pandemic.

### **Board Comments:**

A Board member questioned if the Superintendent should also be listed. Dr. Wilson stated that the resolution serves to list the designees given authority to apply in addition to the Superintendent.

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

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

b. Resolution No. 20 of the Board of Education for the San Marino Unified School District for Layoff of Classified Employees

Mrs. Linda de la Torre presented Resolution No. 20 for Board discussion and approval. Due to the District's current budget deficit and lack of funds, the following positions were proposed to be discontinued or reduced effective June 30, 2020. Due to the COVID crisis the District is also bracing for further financial shortages that are expected to arise with the August Revise. The reductions are not based on performance, but by seniority.

Eliminate one (1) Administrative Assistant Business Services (DO) 1.0 FTE - early retirement  
Eliminate one (1) Administrative Assistant M&O Lead (M&O) 1.0 FTE - early retirement  
Eliminate one (1) Athletic Facilities Maintenance Technician (M&O) 1.0 FTE - bumping rights  
Eliminate one (1) Elementary Art Coordinator (Carver/Valentine) 1.0 FTE - previously funded by PTA and split between elementary schools  
Eliminate four (4) Building Trades Technicians II (M&O) 4.0 FTE - possible bumping  
Eliminate seven (7) Custodians (M&O) 7.0 FTE - reduction  
Eliminate one (1) ELD Aide (District-wide) 1.0 FTE - reduction  
Eliminate one (1) Facilities Coordinator (M&O) 1.0 FTE - eliminated and relocated  
Eliminate one (1) Grounds Maintenance Worker (M&O) 1.0 FTE - elimination  
Eliminate four (4) .75 FTE Inclusion Aides (District-wide) 3.0 FTE - vacant due to hiring freeze  
Reduce two (2) Instructional Assistant II PE (Carver/Valentine) by .25% FTE .5 FTE - reduced hours to 6 hours per day  
Reduce Instructional Assistant IV - Library/Media (SMHS) by .525 FTE/10 Months - vacant  
Eliminate one (1) Network Analyst Position (DO) 1.0 FTE - early retirement  
Eliminate one (1) Office Assistant Purchasing (DO) 1.0 FTE - early retirement  
Eliminate one (1) Payroll Specialist (DO) 1.0 FTE - early retirement  
Eliminate one (1) School Registrar/Secretary (HMS) 1.0 FTE - elimination  
Eliminate two (2) School Secretaries at (Carver/Valentine) 2.0 FTE - elimination  
Reduce one (1) School Secretary Counseling (SMHS) by .5 FTE/10 Months - reduction  
Eliminate one (1) School Site Accounting Technician at (HMS) 1.0 FTE - eliminate  
Eliminate one (1) Elementary Technology Specialist (Carver/Valentine) 1.0 FTE - eliminate

The resolution impacts 33 positions and includes 4 retirements, 5 vacancies, and approximately 4 bumps. A total of 20 people will be adversely impacted by this resolution.

**Public Comments:**

Ms. Marguerite Lindsey presented her comment regarding Resolution No. 20 as CSEA President. She indicated as CSEA President, she works to protect members rights and is a liaison between members and the District. She acknowledged the difficulty of the layoffs on employees and the additional difficulty created given the COVID crisis. She has worked with the District to implement the layoffs and stated that even with the layoffs, CSEA hopes to continue to provide the best possible service to the District.

Ms. Therese Dodds requested to comment regarding certificated employees. She was informed that the resolution regarding certificated staff was addressed at a previous meeting.

Mr. Steve Talt presented his comment to the Board stating that virtual meeting votes must be recorded by a roll call.

Mr. Johnny (JJ) Mendez Jr., a SMHS Custodian, presented his comment to the Board asking if furlough days or step freezes have been considered as a means to save any of the M & O positions. Mrs. de la Torre indicated that these are things that could be discussed during negotiations.

Mr. Jay (last name not provided and unknown due to technical difficulty) submitted a question to the Board asking if District employees have taken any pay cuts to help during this dire time.

**Board Comments:**

A Board member commented on the delay in some of the Board members' receipt of the resolution and noted that it was not made available to the public until hours before the meeting. The member stated that the Board was not provided with a detailed explanation of the process and analysis used to create the list. The Board member questioned the layoff of three tech positions when tech people are currently the backbone of the District and noted that there are a couple of other cuts that there is vehement disapproval of. The Board member expressed opposition to the resolution and stated that there is no statutory deadline and that it could be put off until the next meeting. It was suggested that the vote be deferred to May 12 and that there be a reevaluation and reanalysis of the entire list and consideration given to how things can be reconfigured.

A Board member addressed the preparation required for the worsening of the budget and stated that every action item should have a mutual understanding of the Board members.

A Board member addressed the extremely difficult position that the District is in regarding the reduction of classified positions. However the budget deficit, now at \$3M and expected to get worse after COVID19, requires cuts to be made. The Board member indicated that a presentation was made to the Board in March 2019 acknowledging a \$2.5M deficit. That deficit is now at \$3M and expected to increase.

A Board member commented that the classified cuts are mostly at the sites and not away from classroom and site support.

Dr. Wilson acknowledged that this is not an easy task but the District is faced with a stark reality. The stark contrasts in LCFF funding between districts has created inequity. SMUSD tried to remain competitive, and all actions of the state and the funding formula has created the need to go through this. He stated that it is important to create the capacity to remain solvent.

A Board member commented on the difficulty of evaluating the list of positions and being torn between not being able to evaluate the merits of the individual. The Board member asked what the process is should a decision be made to bring back positions. Mrs. de la Torre responded that if funds become available, employees can be brought back in the opposite order in which they were laid off within classification and it must be done via Board action at a Board meeting. The Board can restore the positions after the May 15 deadline required for Certificated employees, as classified employees fall under a different process and are required to receive a 60 day notice.

Mrs. de la Torre stated that many of the positions are not being lost but are being bumped down, transferred, or eliminated in conjunction with employees opting for the early retirement incentive. She indicated that some of the positions are vacant and that approval of the resolution allows them to be removed from the budget.

Mrs. de la Torre acknowledged that this is a bad situation but assured that the District Administration worked closely with all school sites in making determinations and to look at the impact of the cuts. Regarding M & O, she indicated that lengthy meetings were held with Mr. Gil Cardenas, and prior to that, meetings were held with Mr. Jim Fahey the former Director of M & O before he left the District. Comparisons with other districts have also been done. Mrs. de la Torre stated that the District is charged with making reductions as far away from the classrooms as possible, and she believes that the list on the resolution accomplishes that.

A Board member commented that 20 people will be losing their jobs and that the reasoning and analysis should be laid out in writing for the Board and the community.

A Board member acknowledging how difficult these decisions are stated that they as Board members must be real in terms of the budget, they do not want the state to take over the District. It is preferable that the Board trust and stay in lane as Board members taking an oath to take care of things and keep cuts away from classrooms.

A Board member thanked Dr. Wilson, Mrs. de la Torre, CSEA, and all affected employees.

Dr. Choi addressed the effect of the reductions on the tech department and indicated that while there will be an impact, they will utilize the resources they have and will continue to reimagine and work smarter. The department believes that it will survive and continue to excel.

Student Board Representative Davis asked if consideration of other salary reductions has been made before deciding to cut positions. Dr. Wilson responded that this is a negotiable item and is subject to bargaining unit negotiations.

A Board member commented that the document was not included in the Board packet and that a document of this importance should not be sent as a link that they have to hunt down. Mrs. de la Torre responded that resolutions are typically posted in the Weekly Board Memo (WBM) the Friday before a Board meeting. With regard to reductions in force, she indicated that it is done this way for confidentiality purposes as once it goes out it creates anxiety for the organization. She stated that there was no deliberate attempt to withhold information from the Board and reiterated that she did include the link in the WBM, which she is told the Board reads, on Friday. She also acknowledged going over the document at length and in detail with the Board during Closed Session.

Dr. Wilson thanked Mrs. de la Torre and Ms. Correnti for the long hours spent working on this document and commended them for remarkable work in getting the document prepared. He reiterated that there are very real reasons why this type of information is not made public until the Friday before the meeting. He stated that the District will follow the Board's direction going forward.

A Board member commented that the document was not made available to the public until shortly before the meeting and not on Friday.

A Board member asked if having an approved resolution now is beneficial going into negotiations and if it allows the union to then entertain ideas that may salvage some of the positions. Dr. Wilson responded that it is likely that the resolution could be part of the discussions. He also addressed the timing and the impact on how long the budget can sustain the cost of maintaining personnel. He indicated that there is an incremental daily cost to delaying the approval of the resolution.

Mr. Norgaard made a motion to defer the vote on Resolution No. 20 to May 12. There was no second.

Resolution No. 20 was moved for approval by Mrs. Link, seconded by Mrs. Ryan

The roll call vote was as follows:

Mr. C. Joseph Chang	Aye	Ayes: 4, Noes: 1
Mrs. Lisa Link	Aye	Abstention: 0
Mr. Chris Norgaard	No	Preferential: No
Mrs. Shelley Ryan	Aye	
Mr. Corey Barberie	Aye	
Student Board Representative	No	

c. 2019-20 Interfund Transfer of \$1.32 million from Cash Flow Fund 17.2 to General Fund 01.0

Mrs. Linda de la Torre presented the 2019-20 Interfund Transfer of \$1.32 million from Cash Flow Fund 17.2 to General Fund 01.0 and recommended Board approval.

#### **Board Comments:**

A Board member requested confirmation that this is not new information and that this amount was previously discussed and Board approved and that it has been budgeted for throughout the year in planning for repayment. Mrs. de la Torre confirmed.

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

The roll call vote was as follows:

Mr. C. Joseph Chang	Aye	Ayes: 5, Noes: 0
Mrs. Lisa Link	Aye	Abstention: 0
Mr. Chris Norgaard	Aye	Preferential: 1
Mrs. Shelley Ryan	Aye	
Mr. Corey Barberie	Aye	
Student Board Representative	Aye	

#### **12. BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Dr. Jeff Wilson thanked the Board and Cabinet noting that all have the same goals in mind which are to provide the best education possible to students and protect employees to the best of their ability. He thanked Mr. JJ Mendez for calling in and expressing his well articulated views and Ms. Marguerite Lindsey as CSEA President for her partnership and involvement in many conversations with administrators and the Human Resources Department.

Dr. Wilson indicated that since he joined the District as Superintendent many discussions have been held to address the District's deficit. He stated that despite the implementation of a hiring frost, the reduction of non critical positions, the successful offering of an early retirement incentive, and other departmental budgetary reductions, the cost savings identified have not been enough to

fully address the deficit. With the addition of the COVID19 crisis, the District will face further reductions in funding which could be well over \$5M.

He reported that in addition to the Board passing resolutions regarding reductions in certificated and classified staff, he has also been working on an administrative restructuring plan for the 2020-21 year while keeping the best interests of the District and students in mind. He thanked Ms. Colleen Shields for her decade plus years of service and acknowledged the legacy she leaves behind along with the wealth of knowledge in curriculum and instruction that she provided as Principal at Valentine Elementary. He announced that Ms. Alana Faure will serve as Principal at Valentine Elementary in 2020-21 and stated that the District has complete confidence in her ability to lead Valentine to great heights as a strong educator with a collaborative spirit.

He thanked administrators for their willingness and flexibility to adapt with the District during this time, and stated that he believes using the current administrative team is the best approach as now is not the best time to hire new administrators due to the current crisis and the limitations that it creates. He indicated that additional steps will or may be taken in the days ahead.

He also reported that reductions at the Executive and Cabinet level this year realized \$258K in savings and it is anticipated that the realization will be \$550K in 2020-21.

Dr. Wilson encouraged the community to pull together to raise additional local revenues through the Foundation in an effort to save employees and to support the renewal of the parcel tax in 2021.

The Board President offered words of encouragement to Dr. Wilson and the Executive Team during this critical time, and thanked the San Marino Schools Foundation for their efforts on behalf of the District.

13. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 11:13 p.m.

Unadopted  
Dr. Jeff Wilson  
Superintendent  
Secretary to the Board