

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

Tuesday, December 11, 2018
**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**

No comments were presented.

3. **CLOSED SESSION** 5:30 p.m.

- a. Conference with Labor Negotiators (Govt. Code 54957.6)
- b. Conference with Legal Counsel - Anticipated Litigation (Govt. Code 54956.9)
- c. Public Employee Appointment (Government Code Section 54957 (b) (1).) Title:
Administrative Consultant

4. **RECEPTION FOR RETIRING BOARD MEMBER NAM JACK 6:30 p.m.**

The District held a reception in honor of retiring Board member Nam Jack, recognizing her for her nine years of service and dedication.

5. **REPORT OF CLOSED SESSION**

Nothing to report.

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

7. **CALL TO ORDER**

Board members present were Mr. C. Joseph Chang, Mr. Corey Barberie (sworn in), Mrs. Nam Jack (departing), Mrs. Lisa Link, Mr. Chris Norgaard, Mrs. Shelley Ryan, and Student Board Member Alyssa Escamilla. Administrators present were Mr. Loren Kleinrock, Mrs. Julie Boucher, Linda de la Torre, and Mr. Jason Kurtenbach. Mr. Stephen Choi was excused.

Mrs. Ryan moved to amend the agenda to include comments from departing Board member Mrs. Nam Jack as item 7 d.

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

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

- a. Pledge of Allegiance

b. Approval of Agenda

Moved for approval by Mr. Chang, seconded by Mrs. Jack

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

c. Approval of Minutes

September 17, 2018 - Litigation Committee

Moved for approval by Mr. Chang, seconded by Mrs. Jack
Mrs. Link and Mr. Norgaard abstained

Ayes: 3, Noes: 0
Abstention: 2
Preferential: 1

d. Comments by Departing Board Member Mrs. Nam Jack

Departing Board member Mrs. Jack thanked and acknowledged Cabinet and Board members each for their roles, contributions, and support, and said it has been an honor and privilege to serve on the SMUSD Board of Education.

Mrs. Jack addressed the regression that has become apparent in the community, and in society in general. She encouraged a return to kindness, respect, and the restoration of civility. She encouraged positive change and the use of words to persuade rather than divide, adding that constructive conflict is a positive to creating a better solution and that healthy debate means listening to each other.

She encouraged her successor and the rest of the Board to persevere during tough times that are made more difficult by criticism, and to remember to preserve what is good, improve what is not, and to do what is right even if it's not most convenient. She noted that their success is both the District's and students' success.

The Board and Interim Superintendent expressed their appreciation of Mrs. Jack for her devotion, integrity, and accomplishments during her service as a member of the SMUSD Board of Education.

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

a. Oath of Office

Incumbent and re-elected Board members, Shelley Ryan and C. Joseph Chang, and newly elected Board member Corey Barberie formally took the Oath of Office. This will begin their four-year term beginning December 2018 through December 2022.

Mr. Chang dedicated this term of his service on the Board to the honor of community member Mr. Wray Cornwell who recently passed away.

b. 2018-19 Election of Officers

The Board will elect Mrs. Lisa Link to serve as President for the 2018-19 year.

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

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

The Board will elect Mr. Chris Norgaard to serve as Vice President for the 2018-19 year.

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

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

The Board will elect Mr. Joseph Chang to serve as Clerk for the 2018-19 year.

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

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

c. Certification of Signatures

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

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

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

d. Compensation for Board Members

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

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

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

9. **PUBLIC COMMENTS**

a. Communications from the audience concerning matters on the agenda

No comments were presented.

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

Mrs. Nam Jack volunteered to serve as Chair of the Parcel Tax Committee to pass Measure R.

10. **CONSENT AGENDA**

- a. Budget Adjustments Report 2018-19 #3
- b. Certificated Personnel Documents
- c. Classified Personnel Documents
- d. Contracts and Agreements Report 2018-19 #6
- e. Donation Report 2018-19 #3

- f. Notice of Completion - Valentine Elementary School Playground Shade Shelter
- g. Purchase Order Report 2018-19 #8
- h. SMHS Titanium Robotics FIRST Regional Robotics Competition
- i. Warrant Report 2018-19 #1

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

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

11. **COMMUNICATION SECTION**

a. Communications from the Board

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

- 11/7 Rotary Mini Grant Awards (Norgaard)
- 11/7 Wellness Center Preview Tour (Chang, Link)
- 11/9 Valentine and Carver Veterans Day Celebrations (Chang)
- 11/10 LEGO Competition (Ryan)
- 11/12 SMHS Mock Trial Practice Session (Norgaard)
- 11/13 SMHS Mock Trial (Norgaard)
- 11/13 Reflections - Heroes Theme (Link, Ryan)
- 11/13 PFA - Good Enough Parenting (Ryan)
- 11/14 SMSF Meeting (Link)
- 11/14 SMSF Town Hall - School Finance Presentation (Chang, Link, Ryan)
- 11/14 Carver Family Night (Ryan)
- 11/16 Huntington Library Trustee and Board Retreat (Chang)
- 11/17 Asian Pacific School Board Dinner (Ryan)
- 11/20 City Club (Norgaard, Ryan)
- 11/26 Chinatown Service Center Board Meeting (Chang)
- 11/25 SMHS Mock Trial Practice Session (Norgaard)
- 11/26 SMHS Mock Trial (Norgaard)
- 11/27 Wellness Center Open House (Chang, Link, Norgaard, Ryan)
- 11/29-12/1 CSBA AEC in San Francisco (Barberie, Chang, Ryan)
- 12/4 City Club (Ryan)
- 12/5 SMSF Holiday Party (Link)
- 12/5 Caltech Associate Holiday Luncheon (Chang)
- 12/6 Huntington Library President Hosted Humanities Seminar (Chang)
- 12/6 SMHS Parent Night (Chang)
- 12/7 Mr. Wray Cornwell Memorial (Norgaard)
- 12/8 Judy Chu and Mike Eng Holiday Reception (Norgaard)
- 12/9 Huntington Library Holiday Gathering (Chang)
- 12/11 PTA Holiday Breakfast (Norgaard)

Mrs. Link thanked Mrs. Ryan for her service and leadership as Board President over the past year and welcomed new Board member Mr. Corey Barberie. She stated that the administrative goals she would like the Board to support include improvement in governance, communications, and engagement.

b. Communications from the Superintendent

Mr. Kleinrock recognized and thanked Mrs. Julie Boucher for her diligent efforts in preparing for the SMSF Town Hall on School Finance. He reported that he has begun monthly meetings with both Chief Incontro and City Manager, Dr. Marcella Marlow. He attended the Wellness Center Open House, PTA Council holiday luncheon, and both the football and golf banquets.

c. Communications from the Student Board Member

Student Board Member Alyssa Escamilla reported the following events:

11/6 Valentine Book Fair
11/6 Valentine 3rd and 4th Grade Author Assembly
11/8 Carver Jog-A-Thon
11/8-10 SMHS Raising the Barre
11/9 HMS 6th Grade Dance
11/9 HMS Safe School Ambassador Training
11/13-15 Carver Book Fair
11/13-16 SMHS Gobble Wobble Spirit Week
11/14 HMS Noontime Fun
11/16-17 SMHS SCVA Honor Choir Weekend
12/3-7 Valentine Community Outreach Pajama Collection
12/3-7 HMS Spring Musical Auditions
12/6 SMHS Winter Java House
12/7 Carver San Juan Capistrano
12/7 HMS 7th & 8th Grade Dance

12. **DISTRICT GENERAL**

a. 2019 CSBA Delegate Assembly Nominations

Mrs. Ryan made the motion to approve Mr. Norgaard as a CSBA Delegate Assembly Nominee.

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

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

b. Proposed Formation of District Facilities Advisory Committee

Mrs. Boucher presented for discussion, a proposal that the Board form a Facilities Advisory Committee (FAC) to review, assess, and evaluate the District's deferred maintenance needs, safety and security improvements, and facility improvement upgrades, and financing options and alternatives, and report to the Board of Education. It is recommended that the Board consider teachers, staff, students, parents, and community members as representatives on the FAC.

The Board discussed a possible two year term of service for committee members and suggested utilizing a hybrid approach to the application and selection process.

The Board requested that this item be brought back as an action item with a proposed timeline, a draft application and process, and revised Advisory Committee Guidelines.

13. **CURRICULUM AND INSTRUCTION**

a. California Healthy Youth Act

Mr. Kurtenbach presented an update on the California Healthy Youth Act (CHYA) requirements. He provided an outline on the purpose and curriculum options as well as a plan detailing the proposed timeline in moving forward with the adoption and implementation of the curriculum. He indicated

that a representative from LACOE will be present at the January 22, 2019 Board meeting when an in-depth presentation will be made on the requirements. He stated that districts can choose from several state approved curriculums and that parents have the option to opt their student(s) out.

The Board asked if the curriculum will be taught only in the middle and high school. Mr. Kurtenbach stated that by law the District is required to teach the it once in middle school and once in high school, but indicated that the curriculums themselves are much more diverse and cover all grade levels.

The Board asked what the process would be for getting approval on the curriculum. Mr. Kurtenbach indicated that the District will use the same process that it does for any other curriculum. He also stated that once a program is selected and approved, the LACOE representative will assist the District in getting free training on the program.

b. LCAP Stakeholder Committee

Mr. Kurtenbach presented an update on the LCAP Stakeholder Committee and community survey. He indicated that the Board and District must “consult with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils” in developing the LCAP. Districts must also describe in their LCAPs the steps they took to engage parents, pupils, and the community and how this engagement contributed to developing the LCAP. Minimally, the District must establish a committee the majority of which must be parents of students in the District. He provided a list of committee members and noted that meetings have been highly focused, productive, and interactive. He added that in future meetings they review more data and develop possible outcomes, actions, and services. They will be reporting these outcomes to all other required committees, which are each school’s, School Site Council, English Learner Advisory Committee, and the District’s English Learner Advisory Committee. He indicated that all of these meetings are scheduled on the District’s website on the Instructional Services calendar and that all agendas and notes are available via the same page.

Mr. Kurtenbach stated that The District must present a draft LCAP to the Committee and must respond in writing to any comments from the Committee. This will occur in the months of March and April. The District must develop a process that allows students to review and comment on the development of the LCAP. This will be both through the LCAP Stakeholder Survey as well as during a presentation he will make to the SMHS ASB in March or April. The District must notify members of the public of the opportunity to provide written comments regarding the specific actions and expenditures proposed by the district in the LCAP or annual update which will be done through the online survey.

He indicated that the 2018-19 LCAP Stakeholder Feedback Survey will be emailed to all parents and 9th - 12th Grade students in both English and Chinese on December 12, 2018. It will be available to the community via the District’s website until the end of February.

The Board asked about the terms of committee members and if the LCAP meetings are open to the public. Mr. Kurtenbach stated that for 2018-19 they are serving one-year terms due to the amount of work and commitment required. He will be creating an application process for next year. He also confirmed that meetings are open to the public.

c. 2018 California School Dashboard

Mr. Kurtenbach reported that on December 6 the updated California School Dashboard was released for the public and gave a brief review of the changes to the Dashboard for 2018-19 and the data for SMUSD. He recommended that there be multiple presentations over the next several Board meetings in order to fully understand the data. He suggested that he begin on January 22

with a detailed review of Chronic Absenteeism, followed by College and Career Readiness, Graduation Rate, CAASPP ELA and Math, CAST, ELPAC or English Learner Progress, and if requested, the SMUSD suspension rate.

The Board asked about the funding provided for unduplicated counts. The funding for English language learners, foster, and free and reduced lunch amounts to about 17.69% and accounts for 525 students this year. The District receives supplemental grant funding for those students.

The Board asked about the absences included in the category of Chronic Absenteeism. Mr. Kurtenbach indicated that according to the State any day that a student is not in school when class is in session counts. This includes, illness, vacation, etc. Mr. Kurtenbach stated that there is a clear link based on data analysis statewide that if you are in school you do better. SMUSD is an anomaly in that performance is strong even with the number of absences that occur.

The Board asked there are things that other districts do that would be beneficial to SMUSD, such as having attendance clerks or making arrangements to do the work and get absences excused. Mr. Kurtenbach said that SMUSD could look at having a different set of Board Policies. He added that bigger districts with more money hire people to just handle attendance. He also noted that most absenteeism has to do with educating parents. SMUSD has clerks at each site and they are implementing this new tool and we hope to see a big difference next year.

14. BUSINESS SERVICES

a. 14.a. 2018-19 First Interim Financial Report and Long Range Financial Projections

Mrs. Julie Boucher presented the 2018-19 First Interim Financial Report and Long Range Financial Projections. Her presentation included information on Key Revenue and Expenditure Assumptions, Student Enrollment Trends, and Budget Adjustments. She also reviewed projected STRS and PERS Employer Contributions, 2019-20 Budget Assumptions, and focus areas for Balancing the 2019-20 Budget.

It is recommended that the Board of Education approve a Positive Certification, declaring that the District will be able to meet its financial obligations for the 2018-19 fiscal year as well as the subsequent two fiscal years (2019-20 and 2020-21) based on the District's financial assumptions.

It was noted that with a new governor, new legislature, and new superintendent, the District will have to remain competitive to keep enrollment up.

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

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

b. Barth Athletics Complex Project Phase III-A Bid Division #5 Electrical Change Order #1

Mrs. Julie Boucher introduced Mr. Gerald Schober who presented Change Order #1 Barth Athletics Complex Project Phase III-A Bid Division #5 Electrical to the Board for approval. Mr. Schober indicated that this change is brought for approval as the bid set of plans did not show or describe the conduit and wire needed from the electrical room behind room 401 to the main switchboard located adjacent to the M&O yard. The plans call to connect to existing conduits that were not present. The contractor provided his bid breakdown and the sheet used to prepare his bids to prove that he did not bid on this scope of work when negotiating the cost proposed. The price he provided is the same price that he would have added to his price at bid time. The second low bidder was inquired and he as well did not bid on this scope due to its absence on the plans.

It was confirmed that the change order is within the limits and is the first change order presented under this project. The Board recognized that this work is not optional and that the District has \$350,000 allotted in the budget for change orders.

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

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

c. Barth Athletics Complex Project Phase III-A Bid Division #3 HVAC Change Order #2

Mrs. Julie Boucher introduced Mr. Gerald Schober presented Change Order #2 Barth Athletics Complex Project Phase III-A Bid Division #3 HVAC to the Board for approval. Mr. Schober indicated that this change is presented for approval as the air condition units in the two PE coaches offices, the PE conference room, and the wrestling room coaches offices were not specified at the time of procurement to have air filters. Because District purchased the units directly from the manufacturer, and they have been shipped, the HVAC contractor will construct the needed filter sections for the units and provide filtration.

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

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

d. Developer Fee Report for Fiscal Year Ending June 30, 2018

Mrs. Julie Boucher presented the Developer Fee Report for the fiscal year ending June 30, 2018. School districts that collect developer fees are required to report on the amount of developer fees collected and expended on an annual basis and over a five year period. The report as presented satisfies this requirement for the fiscal year ending June 30, 2018. The report indicated that \$194,526 was collected and that the majority of expenditures were committed to the Barth Athletics Complex project.

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

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

e. Parcel Tax Accountability Reports as of June 30, 2018

Mrs. Julie Boucher presented the Parcel Tax Accountability Reports as of June 30, 2018. It is recommended that the Board of Education approve the Parcel Tax Accountability Reports based on the District's Unaudited Actual Financials Report. The Parcel Tax Accountability Reports are submitted annually to the Board in accordance with the adopted accountability measures.

The Board asked that the language for each of the parcel taxes be included in the future for clarification and reference.

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

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

15. **HUMAN RESOURCES**

a. Human Resources Presentation on Superintendent Search Process

Mrs. Linda de la Torre presented Superintendent search options to the Board and requested

direction on steps moving forward. She reviewed the process that the District used to hire the last Superintendent and gave an overview of the proposed current process. The Board was provided with a list of search firm information and a proposed timeline. It was requested that this be brought back as an action item.

16. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Nothing presented at this time.

17. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 10:09 p.m.

Unadopted
Loren Kleinrock
Interim Superintendent
Secretary to the Board