

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

Tuesday, October 23, 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 Discipline/Dismissal/Release (Govt. Code 54957)

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. C. Joseph Chang, Mrs. Lisa Link, Mr. Chris Norgaard, Mrs. Shelley Ryan, and Student Board Member Alyssa Escamilla. Mrs. Nam Jack was excused. Administrators present were Mr. Loren Kleinrock, Mrs. Julie Boucher, Mr. Stephen Choi, 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. Link

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

- c. Approval of Minutes

September 17, 2018 - Litigation Committee

Deferred to November 6, 2018 due to absence of Committee of quorum.

7. **PUBLIC HEARING**

- a. Public Hearing and Comment on the Proposed Resolution Calling for an Election to Approve Renewal of the District's Education Parcel Tax

No comments were presented.

8. **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

No comments were presented.

9. **CONSENT AGENDA**

- a. Budget Adjustments
- b. Certificated Personnel Documents
- c. Classified Personnel Documents
- d. Conference Report 2018-19 #2
- e. Contracts and Agreements Report 2018-19 #6
- f. Donations Report 2018-19 #2
- g. Purchase Order Report 2018-19 #6
- h. SMHS Wrestling Team, Walsh Jesuit Ironman Tournament, Walsh Jesuit High School, Cuyahoga Falls, Ohio, December 6-9, 2018
- i. Warrant Report 2018-19 #3

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

Ayes: 4, 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:

- 10/11 Safety Committee Meeting (Chang)
- 10/12 Cabinet Board Candidate Presentation (Chang, Ryan)
- 10/12 SMHS Updates (Link)
- 10/14 Community Safety Meetings (Ryan)
- 10/15 Rotary Dinner (Chang, Ryan)
- 10/15 City Club Board Candidate Forum (Chang, Link, Norgaard, Ryan)
- 10/15 Meeting with SMSF Leaders (Link)
- 10/16 SMHS Girls Volleyball Game (Norgaard)
- 10/17 Huntington Library Education Overseer Committee Meeting (Chang)
- 10/17 Friends Library Board (Ryan)
- 10/17 Caltech Associate Board Meeting (Chang)
- 10/18 SMHS Football (Norgaard)
- 10/19 Pasadena Quarterbacks Luncheon - Coach Hobbie Speaker (Norgaard)
- 10/20 HMS Hauntington Breakfast (Chang, Ryan)
- 10/20 Caltech Associate President Circle Garden Party (Chang)

- 10/22 LACSTA Board Meeting (Norgaard)
- 10/23 SMSF Leaders Collaboration Meeting (Link, Ryan)

b. Communications from the Superintendent

Mr. Kleinrock reported that he attended the PFA lunch meeting on October 10 and also attended the City Club Voters Forum on October 15.

c. Communications from the Student Board Member

Student Board Member Alyssa Escamilla reported the following events:

- 10/10 Valentine 3rd Grade Field Trip "LA Arboretum"
- 10/10 HMS Noontime Fun
- 10/10 SMHS Essay Workshop
- 10/10 SMHS Sweets & Songs Choir Concert
- 10/11 Valentine Math-A-Thon
- 10/11-12 HMS 7th Grade ASB Lunchtime Competition
- 10/11-13 SMHS Chamber Choir Retreat
- 10/12 Carver 4th Grade Wizard of Oz
- 10/15-19 Carver Enrichment Week
- 10/15-19 HMS 6th Grade ASB Lunchtime Competition
- 10/18 Great California Shakeout Drill
- 10/18-22 SMHS Still Life Art Show Viewing
- 10/18-20 SMHS Death by Dessert
- 10/19 Valentine Pumpkin Patch
- 10/19 Valentine 2nd Grade Field Trip - Tar Pits
- 10/20 HMS Hauntington Breakfast
- 10/22-26 Red Ribbon Week

11. **DISTRICT GENERAL**

- a. Resolution No. 10 - 2018-19 Resolution of the Board of Education of the San Marino Unified School District Calling for an Election for Voter Approval to Renew an Education Parcel Tax on February 26, 2019, Establishing Specifications of the Election Order

Mrs. Julie Boucher presented the Second Reading of Resolution No. 10 "Resolution of the Board of Education of the San Marino Unified School District Calling an Election for Voter Approval to Renew an Education Parcel Tax Establishing Specifications of the Election Order". It is recommended that the Board of Education adopt Resolution Number 10 calling for the renewal of the District's Measure R parcel tax on February 26, 2019. Mrs. Boucher noted that in order for the parcel tax renewal to be placed before District voters on February 26, 2019, the Board must approve the Resolution prior to November 30, 2018.

Mrs. Boucher reported that the parcel tax (Measure R) currently supports 13.40 instructional support positions throughout the District and that the funds pay for 1 counselor position, 10 teaching positions (2 ES, 4 MS, 4 HS), 2 Library Media Specialist positions, and 1 Technology Support position. Measure R provides the District with \$1.6 million annually.

Mrs. Boucher stated that the proposed term for the renewal of Measure R is for six years, at the rate of \$366 per parcel, with an annual CPI adjustment. There would be no tax increase for the 2019-20 year, and senior citizens, owners of contiguous parcels, and recipients of social security and/or disability insurance may be exempt from the parcel tax.

The proposed ballot language was read as follows:

“In order to continue funding quality educational programs and classroom instruction, limit certain class size increases and teaching position reductions, attract and retain high quality teachers and employees, and support educational programs that enhance student achievement, shall San Marino Unified School District extend its expiring school parcel tax for six years at \$366 per parcel, collecting approximately \$1.6 million annually with an exemption for seniors, adjustment for inflation and all money staying in our community to benefit our local schools?”

The Board asked how many contiguous parcels are exempt. Mrs. Boucher said she would confirm the number but believes there are less than 10.

It was confirmed that the formation of the Parcel Tax Committee should now begin. This Committee is not assigned by the Board, but is formed by a group of volunteers. The Board invited community members who are interested in serving on the Parcel Tax Committee to notify the Board President. Once the Board adopts the resolution, the campaign committee can lobby for the parcel tax. The District can be a resource in providing information to the committee.

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

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

b. Board Policy 5137 Positive School Climate

Mrs. Linda de la Torre presented a first reading of Board Policy 5137 Positive School Climate to the Board for discussion.

The Board asked if we have conflict resolution currently in place at the schools. Mrs. de la Torre confirmed that we do.

c. Board Policy 5142 Safety

Mrs. Linda de la Torre presented a first reading of Board Policy 5142 Safety to the Board for discussion.

The Board asked about the traffic pattern being mentioned in the policy. Mrs. de la Torre indicated that it has been in the policy in the past and is coordinated with the City. It is up to the Board to decide on whether it is memorialized in Board Policy.

d. Board Policy 5145.6 Parental Notifications

Mrs. Linda de la Torre presented a first reading of Board Policy 5145.6 Parental Notifications to the Board for discussion.

The Board asked if this goes out in the first day packet or by mail, and if this is stating that the District communicates in writing or electronically. It was confirmed by Dr. Choi that this notice is posted on the website and in the first day packet which is done electronically. Mrs. de la Torre stated that the interpretation is that it may be provided by either method, giving parents the option. It is being provided electronically whether requested or not and the District will provide a hard copy upon request.

The Board asked if notices are provided in any other language and if the CDE has notified the District that they must be. Mr. Choi stated that it is currently only posted in English. Mrs. de la Torre stated that at this time the District has not been notified by the CDE that it is required to provide it in

any other language. They must be provided in another language if in excess of the 15% required by law and notified by the CDE. Mr. Kurtenbach will find out how the CDE requirement percentage is determined.

e. Board Policy 5146 Married/Pregnant/Parenting Students

Mrs. Linda de la Torre presented a first reading of Board Policy 5146 Married/Pregnant/Parenting Students to the Board for discussion.

The Board asked if the cost of providing these services is the District's responsibility. Mrs. de la Torre stated that the District is responsible and noted that many of the services are subsidized and affordable. She indicated that the District would first reach out to the student to assess the needs and then contact the County to determine what is available.

It was noted that the support and services covered under this policy are very individualized based on each scenario. The District would rely on the County to provide support and direction in these cases.

The Board noted that the policy addresses the mother's needs and asked if there is also provision for the father and the interruption to his education. Mrs. de la Torre indicated that some items are specific to the parenting/lactating mother, but stated that if both parents are students of SMUSD then services and accommodations will be offered to both as needed.

12. **CURRICULUM AND INSTRUCTION**

a. Board Recognition of Outgoing and Welcome to Incoming Academics Advisory Committee Members

Mr. Kurtenbach and the Board thanked and recognized the outgoing Academics Advisory Committee members and welcomed new incoming members, as follows:

Outgoing Members and Participants:

Daphne Liu
Ananth Natarajan
Cesar Larriva

Incoming Members and Participants:

Jennifer Chuang
Merrily Dunlap
Alison Moller
Emily Vitan

b. California School Dashboard Local Indicators

Mr. Jason Kurtenbach presented an update on the California School Dashboard Local Indicators. He reported there are two categories of indicators, state, and local. State indicators are based on data collected by the state through various sources including CALPADS and CAASPP. Local indicators are based on locally collected data and locally responded to prompts within the dashboard reporting tool. He noted that each of the local indicators are attached to one of the eight state priorities, and that this year will be the first year of reports on the state indicator of Chronic Absenteeism and the first year that the District will report the local indicator of Access to a Broad Course of Study (State Priority 7).

Districts are considered to have MET the standard when they do each of the following:

1. Annually measures the Local Indicator progress
2. Report the results at a regularly scheduled meeting of the local Governing Board
3. Report the results to stakeholders through the Dashboard

The District reported on the following indicators last year:

1. Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, & Safe, Clean & Functional School Facilities (State Priority 1)

The District is required to annually measure its progress in meeting the Williams settlement requirements at 100% at all of its school sites. The District has no mis-assignments of teachers, no students without access to materials, and no instances where items are in disrepair, and no Williams complaints.

2. Implementation of State Standards (State Priority 2)

The required use of a self-evaluation tool indicates that the District is at full implementation and sustainability for ELA, math, PE, VAPA, and World Languages on all prompts. With regard to the NGSS and History Social Science standards, the History Social Science standard materials were approved last November by the State Board of Education, and the NGSS materials will be approved by the State Board of Education in January of 2019. The District is engaging school sites in a review of the available materials to bring recommendations for adoption forward by the end of this school year. Additionally, the District is currently doing the work to identify and articulate a CTE pathway at the high school and is working to identify one of three approved curriculums aligned to the California Healthy Youth Act for our middle and high school health units. The District also consistently works with staff to evaluate and identify needed learning to improve our performance, instruction and skills.

3. Parent Engagement (State Priority 3)

The District has utilized and administered the California School Parent Survey for the past two years. This survey identifies which needs and concerns of parents the schools should address in promoting greater involvement. The District administered this survey in February of 2018 in both English and Mandarin, and a total of 691 parents responded with 245 responses coming from the Elementary School (ES) level, 231 from the Middle School (MS) level, and 215 from the High School (HS) level. Below is a summary of responses:

- “Allows input welcomes parents’ contributions”
 - 82% (ES=86%, MS=83%, HS=59%)
- “Encourages me to be an active partner”
 - 85% (ES=88%, MS=84%, HS=77%)
- “Parents feel welcome to participate”
 - 84% (ES=94%, MS=84%, HS=75%)
- “School actively seeks the input of parents before making important decisions”
 - 66% (ES=69%, MS=68%, HS=53%)

4. School Climate (State Priority 6)

The District utilizes the California Healthy Kids Survey to measure the perceptions of students on school safety and connectedness for grades K-5, 6-8, and 9-12.

- High/moderate degree of “School Connectedness”
 - 96% (G5=98%, G7=96%, G9=97%, G11=95%)
- “School perceived as very safe, safe, or neither”
 - 96% (G5=95%, G7=97%, G9=97%, G11=96%)

The Board asked what action is being taken for the areas where improvement is indicated. Mr. Kurtenbach responded that the Dashboard is a reporting mechanism and that committees will utilize the data to formulate action plans and formulate suggestions that will be included in LCAP and School Site Plans which will be presented to the Board in April 2019.

Mr. Kurtenbach indicated that the SMUSD remains focused on ensuring parents are involved in their child’s education experience and the decisions at their school site. SMUSD engages the community through quarterly English Language Advisory Committee (ELAC) meetings, District English Language Advisory Committee (DELAC) meetings, School Site Council (SSC) Meetings, monthly Local Control Area Plan (LCAP) Stakeholder meetings, as well as the SMUSD Academic Advisory Committee (AAC). He also noted that each school site has a dynamic and engaged Parent Teacher Association (PTA) which provides advice, input, and feedback to the school site along with the support of programs. SMHS maintains a school booster organization which supports the various athletic teams and visual and performing arts programs. Mr. Kurtenbach stated that the District will continue to refine practices, and increase supports where it can in order to increase parent perceptions of their ability to be involved in their child’s education.

c. 2018 California Assessment of Student Performance and Progress (CAASPP) Score Results

Mr. Jason Kurtenbach presented the 2018 CAASPP score results. The CAASPP is part of the six state indicators on the California School Dashboard which is in its third year of reporting data. There are two categories of indicators: state and local. State indicators are based on data collected by the state through various sources including CALPADS and CAASPP. Local indicators are based on locally collected data and locally responded to prompts within the Dashboard reporting tool.

He indicated that the English Language Arts/Literacy (ELA/L) assessment focuses on four claims:

- Reading, or how well students understand stories and information they read,
- Writing, or how well student communicate with the written word,
- Listening, or how well students understand spoken information, and
- Research and Inquiry or how well students can find and present information about a topic.

He reported that the vast majority of the District’s students score in the highest range, standard exceeded, on the California Assessment of Student Performance and Progress. Overall, 86.94% of students in the District are at the Met or Exceeded level for the English Language Arts/Literacy test. He noted that students can earn one of four levels overall for the ELA/L assessment, Not Met, Nearly Met, Met, or Exceeded.

He stated that students can earn a score of Below, Near, or Above Standard on each claim. He reported that overall the claims of Writing and Research are the strongest areas for SMUSD students. He noted that the area of listening is a relative weakness and an opportunity for growth.

The Mathematics assessment focuses on three claims:

- Concepts and Procedures, or how well students use math rules and ideas,
- Problem Solving, or how well students can show and apply their problem solving skills, and
- Communicating Reasoning, or how well students think logically and express their thoughts in order to solve problems.

He reported that overall, 86.86% of student in the San Marino Unified School District are at the Met

or Exceeded level for the Mathematics test. Like the ELA/L assessment, students can earn one of four levels overall, Not Met, Nearly Met, Met, or Exceeded.

He noted that, as with the ELA/L claims, each student can earn a score of Below, Near, or Above Standard. Overall the claim of Concepts and Procedures is the strongest area for SMUSD students. The area of Communicating Reasoning is a relative weakness and an opportunity for growth.

Mr. Kurtenbach stated that all school sites will not only address the overall scores, but the scores of significant subgroups such as English Learners, students with special needs, and numerically significant ethnic groups. Schools will be reporting on these in January when they present their School Plans to the Board for approval.

The English Language Proficiency Assessments for California (ELPAC) is the required state test for English language proficiency that must be given to students whose primary language is a language other than English in grades K-12. The California Department of Education (CDE) transitioned from the California English Language Development Test (CELDT) to the ELPAC in 2018. The ELPAC consists of two separate assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of English language proficiency. The Initial ELPAC became operational on July 1, 2018, and the summative on February 1, 2018. The tests consist of four domains in English: Listening, Speaking, Reading, Writing.

Mr. Kurtenbach stated that the testing is dictated by the State and when students opt not to take the test, it hurts the the rest of the students' scores overall. A reduction in scores occurs if less than 95% of students take the test based on site and sub group.

The Board asked if the data for other districts is available for viewing. Mr. Kurtenbach indicated that all data is available on the state department website.

The Board what the District is doing to intervene with ELA, in particular the Listening, and math. Mr. Kurtenbach said that gaps have been found and collaboration and interventions have already begun.

d. SMHS Progress Updates Regarding the Wellness Initiative, CTE Pathways, Access to AP/Honors Courses, and Campus Safety

Dr. Issaic Gates and Dr. Soomin Chao presented a SMHS progress update with an outline as follows:

SMHS Wellness Initiative: After approval last year and supported by PTSA allocations, high school Administration went to Stanford University to explore the Challenge Success and SPACE Framework. They collaborated with other districts that have implemented Challenge Success, and the Framework was introduced to teachers and staff in September. Parent/Student info nights will be held on November 1 and December 6. There will be continued staff development and the distribution of Challenge Success Surveys to parents and students that were developed and analyzed by Stanford University researchers.

CTE & VAPA Pathways: Communication has begun with SMHS faculty, staff, students, and parents regarding the CTE and VAPA Pathways. Surveys will be developed and distributed, and the feedback they provide will be analyzed. The State's accountability and SMHS' current CTE and VAPA courses will be included in exploring viable pathways as will looking at potential challenges and formulating next steps.

AP/Honors Access: During the 2017-18 School year, SMHS administration looked at current AP course offerings and access points and implemented an appeals process. They introduced and communicated the minimum grade of prerequisite course to the accelerated course. During 2018-19 the appeals process and minimum grade of 85% in prerequisite courses for access to the accelerated course will be fully implemented.

Campus Safety: An Active Shooter Drill was conducted during the 2017-18 school year and will continue to be held every other year. In 2018-19 the School Site Safety Committee will review visitor sign-in protocols, meet with Chief Incontro regarding availability to conduct the drill, look at a shift in culture from an open to closed campus option, and look at crisis management systems.

The Board clarified that the appeals and prerequisite procedure is being implemented now but that it will apply to accelerated courses in the 2019-20 school year. Dr. Gates confirmed that the only prerequisite in 2019-20 will be the minimum score of 85% in the prerequisite course required for the AP/Honors class.

With regard to CTE and parent/student survey process, the Board asked how expectations will be managed. They noted the importance of communicating that the district has limited funds and resources, so not all 58 pathways can be offered. Dr. Gates indicated that the purpose of the surveys will be to gather information. There will be a ranking of importance and a limit on selection.

The Student Board Representative asked for clarification regarding the score requirements for prerequisite classes. If each department will maintain their own requirements or if it is across the board 85%. Dr. gates stated that 85% is the bar. If a teacher wants to go lower they can, but the bar can not be moved higher. If a student is not on the honors track there will be a different requirement to get them on the track.

The Board expressed concern about evaluating student ability. Dr. Gates stated that teachers are collecting data on performance scores this year so that a benchmark can be created. He also indicated that while the 85% is in place, the rigor of the courses will not be changed.

13. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Mr. Kleinrock addressed concerns and misinterpretations that he is hearing within the community regarding safety, inter-district transfers, loss of students to private schools, and college admissions.

He stated that safety has always been a top priority of the District. Key points listed below:

- All schools have Comprehensive Safe School Plans
- Emergency backpacks and containers with supplies are in place in every classroom and school. PTA, PTSA and the SMHS Red Cross Club work to ensure that supplies are up-to-date on an annual basis
- Staff First Aid, CPR and ADF training
- District Office and key site staff participated in a Cybersecurity Education Program
- Safety Committee - with parent, police and fire represented
- Upgraded classroom doors - doors lock from the inside
- Real time security cameras
- Carver and Valentine have single points of entry with cameras
- Comprehensive Emergency Management system at the District
- 24 hr WeTip line with access via the web
- SMHS has a designated Campus Security Officer on site full-time and SMPD visits school campuses regularly
- Before 2010, SMUSD was the first district in SGV to hold a live shooter drill that included the SGV swat team, an armored personnel carrier, a command center, and hostages

- In November of 2011 the District contracted with Dr. Steve Albrecht on threat assessment
- All site and District Office personnel are completing ALICE training (Alert, Lockdown, Inform, Counter, Evacuate)
- Active Shooter Drill in 2018

Mr. Kleinrock encouraged the importance of speaking with children about reporting suspicious activity or threats.

With regard to why the District takes Inter-District Transfers, Mr. Kleinrock reported the following:

- Inter-District Transfers generate \$5.1M in revenue that supports half of teacher salaries for the District
- Current Inter-District Transfer students include
 - 22.74% are children of people working for SMUSD
 - 3.13% are children of City Employees
 - 19.79% are children of SM Business Owners
 - 12.33% are children of parents employed within District boundaries
 - 42.01% regular Inter-District
 - In total Inter-District makes up 19.49%
- Inter-District parents and students do contribute to the District via SMSF, time, athletics, etc.
- Ed Code sections 44600-44610 permit parents/guardians to request transfer. Districts must sign an agreement to allow permit and both sending and receiving districts must approve. The permit can be revoked by either district at any time.
- If a transfer is denied, it may be appealed to the county - the District may deny a permit but the COE can overturn
- Ed Code 48204(b) district may deem a pupil to have complied with residency requirements if at least one parent is physically employed in district, and this may only be revoked if parent leaves employment
- Some students move out of District during the year and apply for inter-district to remain

Regarding the perception that the District is losing students to private schools, Mr. Kleinrock stated that the District will always lose some students for a variety of reasons. He spoke with the technology department and requested that the tracking of such data begin. He said he would do some research and welcomed receiving real data.

Mr. Kleinrock addressed college admissions and referred to the data below the data. The research done by the District shows different figures from those being discussed in the community. He stated that the comparisons could be mismatched and more research will be done. He added that colleges also have their own criteria regarding admissions which has an impact on the figures.

The Board thanked Mr. Kleinrock for addressing the false information and expressed concern about the climate of the community. The Board encouraged the agendizing of a future discussion on how the District and Board would like to address false information going forward.

14. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 9:35 p.m.

Unadopted
Loren Kleinrock
Interim Superintendent
Secretary to the Board