

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

Tuesday, February 12, 2019
**Board of Education
Closed Session – 6:30 p.m.
Regular Session – 7:30 p.m.**

MINUTES

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

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

No comments were presented.

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

- a. Public Employee Appointment (Government Code Section 54957 (b) (1).)
Title: Superintendent
- b. Conference with Real Property Negotiators (Govt. Code 54954.5(b) pursuant to Govt. Code 54956.8)

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 Alyssa Escamilla. Administrators present were Mr. Loren Kleinrock, Mrs. Julie Boucher, Mr. Stephen Choi, and Mr. Jason Kurtenbach. Linda de la Torre was excused.

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

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

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

- c. Approval of Minutes

October 23, 2018
Mr. Barberie abstained.

Moved for approval by Mr. Chang, seconded by Mrs. Ryan
Ayes: 4, Noes: 0
Abstention: 1
Preferential: 1

November 6, 2018
Mr. Barberie abstained.

Moved for approval by Mr. Norgaard, seconded by Mrs. Ryan
Ayes: 4, Noes: 0
Abstention: 1
Preferential: 1

December 11, 2018

Moved for approval by Mr. Chang, seconded by Mr. Barberie
Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

January 12, 2019 - Special Board Governance Study Session

Moved for approval by Mrs. Ryan, seconded by Mr. Norgaard
Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

January 15, 2019 - Special Board Meeting Superintendent Search Firm Interviews
Mr. Chang and Mrs. Ryan abstained.

Moved for approval by Mr. Norgaard, seconded by Mr. Barberie
Ayes: 3, Noes: 0
Abstention: 2
Preferential: 1

January 22, 2019

Moved for approval by Mr. Barberie, seconded by Mrs. Ryan
Ayes: 5, Noes: 0
Abstention: 0
Preferential: 1

7. **PUBLIC HEARING SECTION**

- a. Public Hearing and Comment on the Second Reading of 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

Ms. Sue Boegh presented comments regarding the superintendent search. She stated that the District Office has a small but dedicated staff, and that a superintendent with broad administrative and educational experience should be a priority as well as someone with high school experience. She encouraged the Board to listen and give careful consideration to the vetting that is done on the applicants.

Ms. Leticia Aranda of SMTA presented comments regarding the superintendent search. She urged the consulting firm and the Board to gather and consider input from SMTA presidency and members regarding the search. They would like to see someone with teaching experience who understands LCAP, as well as someone who understands the importance of not having specific key positions doing multiple other jobs in conjunction to their own. She noted that the challenges within San Marino USD are great and the District needs someone who can take what we have and build on it.

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

No comments were presented.

9. **CONSENT AGENDA**

- a. 2018-19 Title I Budget Plan - Carver Elementary School
- b. Board Policy 2000 Concepts and Roles
- c. Board Policy 2110 Superintendent Responsibilities and Duties
- d. Board Policy 2111 Superintendent Governance Standards
- e. Board Policy 2140 Evaluation of The Superintendent
- f. Board Policy 2210 Administrative Discretion Regarding Board Policy
- g. Certificated Personnel Documents
- h. Classified Personnel Documents
- i. Contracts and Agreements Report 2018-19 # 11
- j. HMS 6th Grade Outdoor Education Field Trip to Wonder Valley, Sanger, California, September 30 - October 4, 2019
- k. HMS 7th Grade Outdoor Education Field Trip to Emerald Bay, Catalina Island, California, September 9-13, 2019
- l. HMS 8th Grade Outdoor Education Field Trip to Pali Institute, Running Springs, California, September 16-20, 2019
- m. Purchase Order Report 2018-19 #11
- n. Williams Settlement Quarterly Report on Uniform Complaints - 2nd Quarter 2018-19

The Board asked for clarification regarding the payment to Alhambra Unified School District. Mrs. Boucher indicated that the payment is for all educational and support costs of two SMUSD students who are attending Alhambra USD in accordance with their IEPs and through SELPA.

Regarding field trip packages, the Board asked for clarification on fees, charter carriers, and the number of chaperones. Mr. Kurtenbach stated that bus costs for Catalina are from HMS to the dock in San Pedro/Long Beach. Regarding the number of chaperones, it is based on the number of camp counselors provided for each trip. For the 6th and 8th grade trips, there are full-time provided counselors throughout the trip. This then requires fewer SMUSD chaperones. The 7th grade trip has no full-time counselors, therefore, requiring more SMUSD chaperones. The District also takes more chaperones to provide support for students with special needs as needed.

The Board approved items 9a and 9d-n and deferred items 9b and 9c for further clarification and discussion.

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

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:

- 1/23 Valentine PTA meeting (Link, Norgaard)
SMHS PTA meeting (Link, Norgaard)
LCAP stakeholders meeting (Link)
District Safety and Wellness Committee Meeting (Chang)
SMHS Classroom and Counseling Visits with Loren Kleinrock (Norgaard)
San Marino Planning Commission Meeting (Norgaard)
- 1/24 Meeting with Loren Kleinrock (Link)
Huntington Library Gardens Overseers Committee Meeting (Chang)
SMHS Girls and Boys Basketball Games vs. Temple City (Norgaard)
- 1/26 Chinese School Lunar New Year Event (Barberie, Link, Norgaard, Ryan)
Crowell Public Library Open House (Barberie, Norgaard, Ryan)
AYSO Volunteer Dinner (Chang, Ryan)
San Gabriel Valley Women's Political Action Event (Ryan)
SMHS Newsies (Barberie)
AGTO Chinese New Year Gala (Norgaard)
- 1/28 Recreation Department Committee Meeting (Barberie)
Chinatown Service Center Board Meeting (Chang)
- 1/29 SMHS Girls and Boys Basketball vs La Canada (Norgaard)
- 1/30 Meeting regarding communications with Stephen Choi (Barberie, Link)
Meeting regarding budget questions with Julie Boucher (Barberie, Link)
Meeting with Loren Kleinrock (Norgaard)
- 1/31 Meeting with Christina Pink/PTA Council President (Link)
Alhambra Police Department Partnership Meeting (Ryan)
- 2/1 Visit to Orange County School of Arts and Los Alamitos High School with Issaic Gates, Soomin Chao, Bonnie Hanson, PTAffiliates President Stephanie Duncan, PTSA President Ann Boutin, former PTSA President Karen Wicke to learn about VAPA conservatories and CTE possibilities (Link)
Carver Lunar New Year Celebration (Chang)
- 2/4 Meeting with Julie Boucher and Loren Kleinrock regarding facilities questions (Link)
- 2/5 PTA Council Meeting (Link)
Meeting with Loren Kleinrock (Link)
AAC College Readiness Subcommittee Meeting (Link, Norgaard)
AP/Honors Information Night at SMHS (Chang, Link, Norgaard)
Huntington Library Education Overseers Committee Meeting (Chang)
Meeting with Loren Kleinrock (Norgaard)
- 2/6 SMSF Donor Appreciation Night at Huntington Library (Barberie, Chang, Link, Ryan)
SMHS Boys Basketball CIF Win Over Polytechnic School (Norgaard)
- 2/7 Carver Science Fair Family Night (Chang, Ryan)
Arcadia Mayor's Prayer Breakfast (Chang)
Rotary: Dan Stover Music Contest (Norgaard)
- 2/8 Meeting with Michiko Lee and Issaic Gates regarding SMHS brochures (Link)
Interview by Boy Scouts (Chang)
SMHS Boys Basketball CIF Game vs Wilson High School (Norgaard)
- 2/9 HMS Math Day (Ryan)
CalTech Breakthrough Event (Chang)
- 2/11 Valentine Lunar New Year Celebration (Chang, Link, Norgaard)
Dr. Henry Lee Institute of Forensic Science (Chang)
- 2/12 Individual Meetings with JG Consulting/Escalante & Associates - Superintendent Search (Barberie, Chang, Link, Norgaard, Ryan)
Meeting with Michiko Lee and Jason Kurtenbach regarding upcoming AAC meeting (Link)
Huntington Medical Research Institute Meeting (Chang)

b. Communications from the Superintendent

Mr. Kleinrock has conducted school site visits at Carver, Valentine, HMS, and SMHS since the last Board meeting. He reported that the District had a Professional Development Day on February 4 and noted the theme of general student wellness that was a focus of the District in addition to academics, and provided a brief description of his observations.

c. Communications from the Student Board Member

Student Board Member Alyssa Escamilla reported the following events:

- 1/25 SMHS Start of Newsies the Musical
- SMHS Grad Night Kick-off Party
- 1/26 HMS Parent Party
- 1/30 Carver 4th Grade Disney Youth Concert
- 2/1 Carver Lunar New Year Celebration
- HMS ASB Game Night
- 2/5 SMHS Parent Information Night for AP and Honors
- 2/6 Carver Paul Revere - History Brought to Life
- Valentine Lunar New Year Crafts
- Valentine Prospective Parent Tours
- HMS Noontime Fun
- SMHS Freshman Fitness Testing
- 2/7 Valentine Spelling Bee
- 2/9 SMHS Pasadena Dance Festival
- 2/10 SMHS Yosemite 2019
- 2/11 Lunar New Year Celebration

11. **DISTRICT GENERAL**

a. Superintendent Search - Approval of Executive Search Agreement with JG Consulting/Escalante & Associates

The Board met with Mr. James Guerra and Dr. Mike Escalante of JG Consulting/Escalante & Associates and determined that they were the best firm to provide the executive search services for the new Superintendent. Mr. Norgaard and Mrs. Link negotiated the terms of the Agreement that is presented for Board approval. The Agreement, all inclusive, totals \$12,500.

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

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

b. Superintendent Search - Presentation by JG Consulting/Escalante & Associates

Dr. Mike Escalante and Mr. James Guerra presented an overview of the executive search process that will be utilized in the search for superintendent candidates. They provided the following proposed superintendent search summative timeline, subject to modifications as needed:

- Contract with JG Consulting/Escalante & Associates February 12
- Community-Based Meetings February 27
- Provide Draft Application and Job Profile to Board March 1
- Deadline for Job Profile and Application Changes March 3
- Application and Job Profile Posted March 4
- Candidate Applications Due Deadline April 4
- Meet with Board and Present Candidates for

- | | |
|---------------------------------------|----------|
| In-Person Interview Selections | April 16 |
| ● Candidate Interviews with the Board | April 27 |
| ● Board Names Lone Finalist | TBD |

The firm will utilize online interviews as a preliminary screening mechanism to vet candidates and to give additional insight into who the candidates are prior to in person interviews.

An online survey, in English, Mandarin, and Spanish will be available on the District website. The information gathered through this survey will be used to draft the application and job profile.

The Board asked about the advantages and/or disadvantages of a closed versus open search. JG Consulting indicated that while transparency is important, all executive searches are treated confidentially. Closed searches allow more viable candidates to continue with the application process due to confidentiality provisions and can potentially bring in the best candidates, as most often the best candidates are currently successful in their job and don't want to jeopardize their current employment. No candidate information will be withheld from the Board, but confidentiality oaths will be engaged with the trustees and candidates, and all efforts are made to preserve the integrity of the search.

The Board asked where this timeline puts the District relation to other districts. JG Consulting indicated that the District is ahead of the game and indicated that they have already had numerous inquiries about the position.

The Board asked about having a salary adequate enough to attract the best candidate. JG Consulting indicated that SMUSD with its achievement level is an attractive District. The District will need to look at the previous superintendent's salary and adjust depending upon the experience of the individual being selected.

The Board indicated that they are looking for the following qualifications and characteristics:

- Someone who is willing to relocate into the community and become part of the community
- Someone who is accessible, available to the community and willing to attend events
- Capable of building relationships and creating close ties with the community
- Capable of working closely with all groups professionally
- Capable of engendering trust so that they are welcomed into the community
- Willing to make a long-term commitment
- A great communicator, verbally and in writing, with the ability to connect and engage with all of the different parts of the community
- Transparent with and willing to make connections with students, and being visible on campus
- An experienced superintendent who is still engaged in the role and able to lead a young staff who could benefit from a strong experienced superintendent
- Demonstrated excellence and ability with respect to education
- Passion for education and kids
- Someone who will fix existing problems and not keep things the same
- Has the ability to problem solve and see the big picture
- Has the ability to make decisions, to evaluate, be self reflective, and seek experts as needed
- Experience at a high school level or district level with regard to college and career
- Understanding of evaluations and changes willing to evolve.

When asked what makes this job attractive and why would someone would want to come and be part of this team, the Board responded with the following:

- The community - people who care deeply about kids and who are willing to put in the time and resources for the community and students
- Community has expectations of excellence and the best
- Every resource and building block is in this area and the opportunity is unlimited
- Opportunity to make a mark and make a difference - to build a life here
- Group projects with Caltech, Huntington Library, etc.
- Parents coming from everywhere, potential benefit for the superintendent and important to have a global view in relating to parents
- San Marino is exceptional: great kids, wonderful staff, exceptional parents, and a community that will embrace endeavors, goals, and vision
- San Marino is unique because of the people - challenge will be keeping San Marino the same and yet moving it forward without losing the uniqueness
- No lack of parent engagement - take that as a blessing and thrive in that environment
- Community criticism comes with the drive to do better, not negative for negative sake
- Sound investment people and a group to lean on

c. Resolution No. 12-2018-19 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 May 14, 2019 Establishing Specifications of the Election Order

Mrs. Julie Boucher presented as Second Reading, Resolution Number 12-2018-19 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.

She noted that the Board previously approved an election date of February 26, 2019 for the renewal of Measure R, the District's parcel tax that has been in place since 1991. If the all-mail ballot election on February 26, 2019 is not approved by at least two-thirds of the voters voting on the measure, an election would be held on May 14, 2019 by means of an all-mail ballot election with the question of whether the District shall levy a special parcel tax within the District for the purpose of providing revenue to the District. If voters support Measure R by a two-thirds majority or more on February 26, then the District will inform the LA County Registrar Recorder's Office that Resolution Number 12 is no longer necessary and to cancel the May 14, 2019 election order.

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

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

d. Communications Improvements: Revisions to Board Agenda and Practices

With the goal to improve access, engagement and responsiveness with the community, Board President Mrs. Lisa Link presented recommendations for revisions to the Board agenda and Board meeting practices for Board consideration and adoption.

Recommended for Board consideration:

- In an effort to make the Board Communication Section more relevant and efficient, she proposed that each Board member, other than the Student Board Member, submit their list of the events attended to the assistant to the superintendent by noon the day before the scheduled Board meeting. The list will then be compiled and put up on screen during the meeting. She proposed that Board communications be limited to those that pertain to the District and education of students in the District and that the Board members only provide a brief summary report on one or two items they wish to highlight.
- It is proposed that Public Comment be called for each agenda item and allowed after presentation of the item. The Board will then hold discussion after public comment is made

and limit it to Board, Cabinet, and presenter. Public Comments for items on the agenda will be removed from the agenda at the beginning of the meeting.

- Should public comment reveal a misunderstanding of fact on the part of the speaker and can be easily corrected, or a question is raised that can be easily answered, either the Board President or the Superintendent, as appropriate, will briefly comment on the item, or request staff to provide information. If after all public comment has been heard on a particular agenda item, the speakers' comments reflect a significant concern of the community, either the Board President or the Superintendent, as appropriate, will briefly comment on the item, or request staff to provide information, or request to agendaize the item at a future meeting.
- Proposed change to agenda language under Public Comment of items not on the agenda to read as: "Communications from the audience regarding matters NOT on the agenda are to be made at this time, but not discussed or acted upon by the Board of Education."
- Proposed response to Public Comment to matters NOT on the agenda: The Board is legally constrained and cannot take action on public comment made on matters NOT on the agenda. However, if there has been a material misunderstanding of fact on the part of a speaker and the misunderstanding can be easily corrected, or there is a question raised that can be easily answered, either the Board President or the Superintendent, as appropriate, will briefly comment on the item, or request staff to provide information, PROVIDED that doing so does not constitute discussion or taking action. If after all public comment has been heard, the speakers' comments reflect a significant concern of the community, either the Board President or the Superintendent, as appropriate, will briefly comment on the item, or request staff to provide information, or request to agendaize the item at a future meeting.
- Proposed changes to the Request to Submit Public Comment card adding explanatory notes about how one can participate in Public Comment. Instructions will also be made available on the District website.

The Board agreed to move forward with these recommendations beginning with the February 25, 2019 Board meeting. Board President Link will provide language changes to the agenda and to the Request to Submit Public Comment card.

e. Communications - Social Media, Website, Board Meeting Recordings

Dr. Stephen Choi presented an update on District communications including the proposal to move forward with a social media presence, updates to the website, and the options for recording Board meetings and making them available to the public.

Dr. Choi outlined the benefits of social media and addressed significant changes needed to the District Media Letter. The Board again expressed concerns about privacy and asked that Dr. Choi bring an updated District Media Letter to the February 25 meeting. He asked that the Board provide direction on whether to move ahead with social media or to shut it down.

With regard to the website, Dr. Choi indicated that the District currently uses the premier website developers, Edlio. For Board consideration, he indicated that the website is up for a redesign at no additional cost and outlined potential website improvements that include enhancements and additions of web forms, a FAQ page, and integrated customer service workflows.

Dr. Choi presented a variety of means to address the issue of audio and/or video recordings of Board meetings. The Board expressed concern about privacy, misuse of recordings, and asked about the benefits of streaming versus links or downloads. Dr. Choi provided input and noted the decision on how meetings are made public is up to the Board, he requested their direction and input on priority.

Dr. Choi asked the Board to authorize and provide direction on the use of District-sponsored social media, and for direction on websites and Board meeting recordings.

The Board noted that this has been the third presentation on social media and that the Board has been cautious due to privacy concerns. The Board asked that a direct media opt out form be drafted and provided for Board consideration. Dr. Choi noted that the letter/form should include a disclaimer as it is nearly impossible for the District to prevent a student's photo from being taken at school events and circulated via parent and community. No action was taken to approve District use of social media.

The Board asked for link to other schools utilizing social media as examples and for a timeline, prioritization, and cost of the communications proposals regarding social media, the website, and Board meeting recordings. Dr. Choi indicated that certain items are a matter of Board direction and Board prioritization.

Due to the late hour, Board President Link made a motion to defer items 12 a, 12 b, and 13 to the February 25 Board meeting.

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

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

12. **CURRICULUM AND INSTRUCTION**

a. Low Performing Student Block Grant

Item deferred to the February 25 Board meeting.

b. School Accountability Report Cards

Item deferred to the February 25 Board meeting.

13. **BUSINESS SERVICES**

a. Interfund Transfer of \$838,000 from Cash Flow Fund 17.2 to Capital Projects and Improvement Fund 40.0

Item deferred to the February 25 Board meeting.

14. **BOARD-SUPERINTENDENT DISCUSSION ITEMS**

Nothing presented at this time.

15. **ADJOURNMENT**

There being no need to return to Closed Session, the meeting was adjourned at 10:29 p.m.

Unadopted
Loren Kleinrock
Interim Superintendent
Secretary to the Board