

Laguna Beach Unified School District

Board of Education Minutes of Regular Meeting December 11, 2018

Dr. Vilorio issued the Oath of Office to Carol Normandin and Dee Perry prior to the start of the meeting. Due to a previously scheduled and unchangeable conflict, James Kelly was unable to attend the meeting and will be sworn in on January 15, 2019.

Call to Order

The Regular Meeting of the Board of Education was called to order by President Vickers at 5:00 p.m., at the Central Offices for Laguna Beach Unified, 550 Blumont, Laguna Beach, California.

Roll Call to Establish Quorum

Quorum was established.

Members Present: Jan Vickers
 Dee Perry
 Carol Normandin
 Peggy Wolff

Member Absent: James Kelly (Not yet sworn in)

Employee Group
Representatives: Sara Hopper, President, LaBUFA
 Elizabeth Phillips, Vice President, CSEA

Staff: Jason Vilorio, Ed.D., Superintendent
 Jeff Dixon, Assistant Superintendent, Business Services
 Leisa Winston, Assistant Superintendent, Human Resources/Public
 Communications
 Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services
 Victoria Webber, Executive Assistant
 Mike Morrison, Chief Technology Officer
 Irene White, Director, Special Education
 Michael Keller, Ed.D., Director, Social Emotional Supports
 Chad Mabery, Director, Assessment & Accountability
 Ryan Zajda, Director, Facilities
 Anakaren Ureno, Communications Specialist
 Chris Duddy, Principal, El Morro Elementary
 Mike Conlon, Principal, Top of the World Elementary
 Jenny Salberg, Principal, Thurston Middle School
 Jason Allemann, Principal, Laguna Beach High School

Pledge of Allegiance

President Vickers led the Board, staff, and members of the audience in reciting The Pledge of Allegiance to the Flag of the United States of America.

Adoption of Agenda

Member Normandin moved to adopt the agenda. Member Wolff seconded.

Discussion: Staff asked that information item 9, A Journey to an Integrated K-12 Social Emotional Learning System be pulled and deferred to a future meeting date. Staff also noted corrections to action items 12 and 13, noting the time period should 2018-2019, not 2017-2018.

Motion carried 4-0. Members Vickers, Perry, Normandin, and Wolff voted yes to adopt the agenda. Member Kelly was not present and will not be sworn in until the January meeting date.

Special Recognitions

None

Public Comment (Non- Agenda Items)

None

Reports

Student Representative – Piper Warner

- Reported on:
 - ASB “Uggs and Mugs” event
 - ASB hosting faculty breakfast
 - Holiday spirit week
 - Thurston WEB Wednesday’s update
 - Top of the World
 - “Giving Tuesday”
 - Parent teacher conferences
 - Annual 5th grade holiday boutique
 - El Morro
 - Blessing Bags drive December 6 – 21
 - LBHS Student Senate
 - Athletics update

LaBUFA Representative – Sara Hopper, LaBUFA President

- Teachers collaborating on several committees
- Professional development committee broadening to represent more teachers

CSEA Representative – Elizabeth Phillips, CSEA Vice President

- Congratulations and welcome back to Board members Normandin and Perry
- Margaret Warder attending CSEBA conference
- CSEA survey results are being reviewed
- Welcome to new CSEA negotiations team member Brandon Lee
- CSEA classified employee of the year voting in process

Board Members

Board members reported as follows:

Member Wolff

- N/A

Member Normandin

- N/A

Member Perry

- N/A

President Vickers

- N/A

Superintendent Viloria

- Noted the live streaming and video recording of the Board meeting was experiencing technical difficulties and the meeting was not being recorded.

Cabinet

Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

- N/A

Alysia Odipo, Assistant Superintendent, Instructional Services

- Teachers have wrapped up their articulation meetings
- Thanked Dr. Mabery for his work on the LCAP Advisory Committee meeting and all the stakeholders who were able to attend
- The history/social studies pilot is wrapping up

Jeff Dixon, Assistant Superintendent, Business Services

- Announced the new stadium restroom-storage building at the high school is nearing completion
- Introduced Mr. Royce Townsend, Auditor from Vavrinek, Trine, Day, and Company, LLP

Auditors Report

Mr. Townsend of Vavrinek, Trine, Day, and Company, LLP stated the auditors conduct their review to provide reasonable assurances of the districts practices. All financial statements audited and there are no significant findings. The audit did note ASB findings as well as declining enrollment, short term deficit spending. Mr. Townsend also noted the long term obligations do not include pensions.

Board members asked clarifying questions.

CONSENT CALENDAR

Member Normandin moved approval of Consent Calendar items a – l. Member Wolff seconded.

Public Comment: None

Discussion: None

- a. Approval of Minutes
 - i. November 2, 2018 Special Meeting
 - ii. November 13, 2018 Regular Meeting
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Student Field Trip
- e. Approval of Agreements for Contracted Services – Special Education
- f. Approval of Agreements for Contracted Services – Technology
- g. Approval/Ratification of Warrants #395874 through #396159 in the amount of \$1,975,850.01 Dates: 11/05/2018 through 11/30/2018
- h. Approval/Ratification of Certificated Payroll 5A in the Amount of \$2,239,951.03
Approval/Ratification of Classified Payroll 5B in the Amount of \$754,964.99
- i. Approval of Gifts – Checks Totaling \$607.89
- j. Approval of the Memorandum of Understanding with the Orange County Department of Education to Continue Participation in the Teacher Induction Program for the 2018-2019 School Year in the Estimated Amount of \$10,800
- k. Approval to Contract In-Person Follett Training for LBUSD Library Staff in the Amount of \$2,499.00
- l. Approval/Ratification of Community Facilities District 98-1 (Crystal Cove) Administrative Fund Disbursements Totaling \$893.75

Student Board Representative Piper Warner cast a provisional vote in favor.

Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes to approve the consent calendar, items a – l.

INFORMATION ITEMS

A Journey to an Integrated K-12 Social Emotional Learning System

This item was pulled by staff.

ACTION ITEMS

Approval of to Accept the 2017-2018 District Audit

Mr. Dixon introduced the item, noting that Mr. Royce Townsend presented the details earlier in the meeting.

Public Comment: None

Board Member Questions:

Member Normandin moved to accept the 2017-2018 district audit. Member Wolff seconded.

Board Member Discussion: None

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Approval of Positive Certification of First Interim Report

Mr. Dixon presented the multi-year projections, components of the ending fund balance, and the explanation of calculation for Fund 17.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval the Positive Certification of the First Interim Report. Member Wolff seconded.

Board Member Discussion: Board members asked if the reserve had ever been funded at 100%.

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Approval of Resolution #18-16: Establish Interfund Transfer for \$1,500,000 from the General Fund to the Special Reserve Fund for Capital Improvement Plan for 2018-2019

Mr. Dixon introduced the item.

Member Normandin moved to approve Resolution 18-16. Member Wolff seconded.

Board Member Discussion: None

President Vickers called for a Roll Call vote.

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Approval of Resolution #18-17: Establish Interfund Transfer of \$1,000,000 from the General Fund to the Special Reserve Fund for Facilities Repair and Replacement Program for 2018-2019

Mr. Dixon introduced the item. He stated the amount was increased by \$100,000 for one-time funding to support safety improvements.

Member Normandin moved to approve Resolution 18-17. Member Wolff seconded.

President Vickers called for a Roll Call vote.

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Approval to Renew Contracts for HVAC and Painting Unit Costs Bid for District-wide Services

Mr. Dixon introduced the item stating this is the first renewal of this bid and includes a 3% increase.

Member Normandin moved to approve the award to contracts for HVAC and painting unit costs bid for district-wide services. Member Wolff seconded.

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Approval of Career Technical Education Incentive Grant (CTEIG) Expenditures

Dr. Odipo introduced the item stating the expenditures include 70% for salaries and 30% are allocated towards teacher identified needs.

Member Normandin moved approval of the Career Technical Education Incentive Grant expenditures. Member Wolff seconded.

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Approval for Usage of the Glendale Bid #P-13 2018/19 as Revised for the Purchase of Apple Inc., Products

Dr. Vilorio introduced the item.

Member Normandin moved approval to use the Glendale Bid # P-13 2018/19 as revised for the purchase of Apple Inc., products. Member Wolff seconded.

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Approval to Utilize Diamond Assets for Surplus Electronics Removal and Disposal

Dr. Vilorio introduced the item noting this vendor would provide a greater return on our investments by compensating the district more for recycling Apple products. This vendor was recommended by Apple.

Member Normandin moved approval to utilize Diamond Assets for surplus electronics removal and disposal. Member Wolff seconded.

Student Board Representative Piper Warner cast a provisional vote in favor.
Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes.

Piper Warner and Kaitlin Gunsolley were excused from the meeting.

ANNUAL ORGANIZATIONAL MEETING

Superintendent Viloria read the following:

Education Code Section 35143 requires the governing board of each school district to hold an annual organizational meeting and election within a prescribed 15-day period. For 2018, the 15-day period is from December 7 through December 21. Laguna Beach Unified School District Board Bylaw 9100 also specifies that the Board shall hold an annual organizational meeting and elect its slate of officers.

Superintendent Viloria conducted the election for President of the Board.

A. Election of Board President

Call for nominations for the position of President of the Board of Education

Superintendent Viloria called for nominations for President.

Member Normandin moved to nominate and elect Jan Vickers as President of the Board. Member Wolff seconded.

Discussion: Member Perry questioned the process of election versus rotation. Member Normandin noted a potential conflict in Board Bylaws 9006 and 9100. Member Perry read an email from an attorney she had consulted with regarding the process. Discussion ensued and it was determined that review of the bylaws should be discussed in the next governance/protocol session.

Superintendent Viloria called for the vote.

Motion carried 3-1. Members Vickers, Normandin, and Wolff voted yes to elect Jan Vickers as President of the Board. Member Perry voted no.

B. Election of Board Clerk

President Vickers called for nominations for the position of Clerk of the Board of Education.

Member Perry moved to nominate and elect Carol Normandin as Clerk of the Board. Member Wolff seconded.

Discussion: None

Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes to elect Carol Normandin as Clerk of the Board.

C. Appointment of Secretary to the Board of Education

Per Board Bylaw 9100, the Secretary to the Board of Education shall be appointed at the Annual Organizational Meeting and Board Bylaw 9006 designates the Superintendent as the Secretary to the Board.

The Board acknowledged the appointment of Superintendent Vilorio as Secretary to the Board.

D. Appointment of Board Representatives to the Following Groups:

The following members were appointed as representatives to outside organizations:

1. District Representative for Orange County Nominating Committee and Orange County School Boards Association: Peggy Wolff Representative and James Kelly Alternate
2. Laguna Beach Council of PTAs: Jan Vickers Representative and Peggy Wolff Alternate
3. Laguna Beach Education Foundation School Power: Peggy Wolff Representative and Dee Perry Alternate
4. Laguna Beach Education Foundation School Power Endowment: Dee Perry Representative and Jim Kelly Alternate
5. Community Coalition Carol Normandin Representative and Dee Perry Alternate

The Board President and Superintendent are ex-officio members of all committees. Board members will be advised of the Ralph M. Brown Act restrictions regarding participation on various types of committees. (Government Code Section 54954 and SB 139 amendments).

E. Setting Meeting Dates, Time and Place for 2019

Listed below are the recommended Regular Meeting dates for the Board of Education during 2019. These meetings will be held at a time to be determined by the Board of Education.

LBUSD Board Bylaw 9320 states The Board shall hold one or two regular meeting(s) each month. Regular meetings shall be held at 6:00 p.m., generally on the second and/or fourth Tuesday of the month; however, only one regularly scheduled meeting will be held in the months of July, August, November, December, February, and April. Meetings will be held at the Laguna Beach Unified School District Board Room, 550 Blumont, Laguna Beach, California.

Tuesday, January 8 or 15	Tuesday, May 14	Tuesday, September 10
Tuesday, January 22** (Joint Meeting with City)	Tuesday, May 28	Tuesday, September 24
**Protocol Session		
Tuesday, February 12	Tuesday, June 11	Tuesday, October 8
Tuesday, March 12	Tuesday, June 25	Tuesday, October 22
Tuesday, March 26	Tuesday, July 16	Tuesday, November 12
Tuesday, April 23	Tuesday, August 13	Tuesday, December 17

Member Normandin moved approval of the 2019 meeting dates with the January meetings designated as January 15 and January 22. Member Wolff seconded.

Discussion was held regarding the January meeting dates.

Motion carried by a vote of 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes to approve the 2019 meeting dates.

President Vickers read the annual reminders as follows:

F. Annual Reminders

1. Aliso Property Option Reminder

The Board of Education is reminded that the District has the opportunity to purchase the Aliso School Property in the year 2041 for one dollar. This special note is to remain a part of all Annual Organizational meetings until said purchase option is exercised or expires. A one dollar (\$1) bill is on file in the Business Office as a reminder to future Boards of Education. This dollar bill may be used to exercise that option in 2041. The First Amendment to the Option to Repurchase, effective December 11, 2012, enabled the District to establish a trust account that holds the deed to the property pursuant to any default by the current property owner. The District may record the deed by satisfying the existing loan upon any future default by the current owner.

2. Resolution No. 01-02 – Facilities Repair and Replacement Program

The Board of Education is reminded that by adoption of Resolution No. 01-02 on February 27, 2001, the intention and desire was to continue this program to ensure future repair and replacement of the District's facilities.

BOARD MEMBER REQUESTS FOR ITEMS FOR NEXT MEETING, REQUESTS FOR INFORMATION, OR GENERAL COMMENTS

–President, Board of Education

Peggy Wolff thanked the district for support of attendance at the California School Boards Association Conference. She also complimented Dr. Vilorio and Dr. Allemann for handling a parent complaint well.

Carol Normandin also thanked everyone for support of the CSBA conference. She was proud of district staff for presenting at the conference and thanked Victoria for her organization. She recommended the book “The Power of the Habit.”

Dee Perry also thanked everyone for support of the CSBA conference.

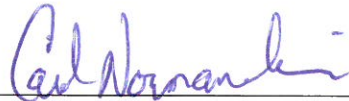
Jan Vickers complimented staff for their presentations at the DELAC meetings and for increased principal participation and the attendance of the SRO, who also gave a presentation.

Adjournment

Member Normandin moved to adjourn. Member Wolff seconded.

President Vickers called for the vote.

Motion carried 4-0. Members Vickers, Normandin, Perry, and Wolff voted yes to adjourn the meeting. The meeting adjourned at 7:28 p.m.



Carol Normandin
Clerk of the Board
January 15, 2019