

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

• **SPECIAL MEETING** •

Laguna Beach High School Library  
625 Park Avenue  
Laguna Beach, CA 92651

**Thursday, April 12, 2018**

**Special Meeting 5:30 – 7:30 PM**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL TO ESTABLISH QUORUM**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPTION OF AGENDA**
- 5. PUBLIC COMMENT (Non- Agenda Items)**

*Opportunities for public input occur at each agenda item and at Public Comment. Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction, during Public Comment. The public may speak about items that are on the agenda during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic.*

Persons wishing to address the Board are asked to complete and submit a public comment card, available on the information table. Matters not on the agenda cannot be acted upon or discussed by the Board. The Board may ask staff to research and respond accordingly.

- 6. STUDY SESSION: REVIEW AND DISCUSSION OF COMMITTEE RECOMMENDATIONS FOR THE 2019-2020 STUDENT INSTRUCTIONAL YEAR – Leisa Winston, Assistant Superintendent, Human Resources/ Public Communications**  
Staff and committee members will present recommendations for the development of the 2019-2020 student instructional calendar and the process utilized. The Board and public will have the opportunity to discuss the recommendation.

- 7. ADJOURNMENT**

The next Regular Meeting of the Board of Education is **Tuesday, April 17, 2018, 6:00 PM**  
at the Laguna Beach Unified School District Office Board Room  
550 Blumont St., Laguna Beach, California

For information regarding Laguna Beach Unified School District, please visit our website:

## **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING**

We are pleased you have joined us for this meeting. Community interest in our schools is welcome and valued.

The members of the LBUSD Board of Education are locally elected officials, serve four-year terms of office, and are responsible for the schools' educational programs, grades kindergarten through twelve. The Board is a policy-making body whose actions are guided by the District's vision, mission, and goals. Administration of the District is delegated to a professional administrative staff led by the Superintendent. Board members are required to conduct the programs of the schools in accordance with the Constitution of the State of California, the California Education Code, and other laws relating to schools enacted by the Legislature, in addition to policies and procedures adopted by the Board of Education.

Materials that are public records related to open session agenda items are occasionally distributed to Board members after the agenda has been posted. These materials will be available for public inspection in the Office of the Superintendent between the hours of 7:30 a.m. and 4:30 p.m.

### **WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES**

**ITEMS ON THE AGENDA:** Members of the public may address the Board of Education on agenda items during consideration of that item. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit is waived by a majority of the Board.

Persons wishing to address the Board are asked to and submit a public comment card, available on the information table.

**PUBLIC COMMENT (Non-Agenda Items):** Members of the public may address the Board of Education regarding items not on the agenda, yet within the Board's subject matter jurisdiction during public comment. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic, unless the time limit waived by a majority of the Board. Legally, the Board cannot take action on topics raised by speakers and discussion may not be held by the Board. The Board may ask staff to research and respond accordingly.

### **REASONABLE ACCOMMODATION**

*In accordance with the Americans with Disability Act, members of the public who require disability accommodation to participate in the meeting should contact the Office of the Superintendent in writing by noon on the Friday before the scheduled meeting.*

## **Laguna Beach Unified School District**

### **6. STUDY SESSION**

**April 12, 2018**

#### **Committee Recommendations for the 2019-2020 Student Instructional Year**

##### **Proposal**

Staff and committee members will present recommendations for the development of the 2019-2020 student instructional calendar and the process utilized. The Board and public will have the opportunity to discuss the recommendation.

##### **Background**

At the direction of the Board staff established a stakeholder committee that convened beginning in October 2017 to explore the current practices related to the student instructional year, identify needs, and recommend potential solutions beginning with the 2019-20 school year for Board consideration. The committee consisted of teachers, staff, parents, administrators, and city officials; many of whom hold multiple stakeholder roles.

Over the course of the last 6 months, the stakeholder committee convened to surface questions and assumptions about the student instructional year and study data, which included data related to student attendance, athletics, Advanced Placement and statewide testing, city transportation patterns, city summer employment, student employment survey, traffic patterns, and past instructional year configurations.

After identifying priorities based on student needs, the committee reviewed and evaluated various sample student instructional year configurations and developed a recommendation that best addresses the needs of the current student population. The recommendation and additional background information is attached.

##### **Budget Impact**

There is no budget impact for this item.

##### **Recommended Action**

Staff recommends the Board of Education provide staff with direction on next steps, which could include making changes to the recommendation and bringing the topic back at a future meeting.



## STAGE 0 | PREPARING FOR THE CALENDAR PLANNING PROCESS

At the direction of the Board of Education, District staff established a stakeholder committee comprised of parents, staff, administration, city staff, and Board members to explore current practices related to the student instructional year, identify needs, and recommend potential solutions beginning with the 2019-20 school year for Board consideration.

### STAGE 1

Evaluate current instructional year configuration and identify areas of opportunity.

#### HOW

Stakeholder committee convened on four occasions between October 2017 and March 2018 to surface assumptions and review data.

- Data reviewed was related to attendance, athletics, Advanced Placement and statewide testing, city transportation patterns, city summer employment patterns, student employment survey, traffic patterns, and past instructional year configurations

### STAGE 2

Develop a focused plan answering the question, "Why is restructuring best for students?"

#### HOW

Develop goals, strategies, and action steps to address critical needs and optimize instruction.

- Increase student attendance and academic engagement
- Support student social-emotional wellness
- Allow time for students to participate in outside events without disrupting instruction

## CONCEPTS INCLUDED IN RECOMMENDED INSTRUCTIONAL YEAR FOR 2019-20

The school year is designed with 180 school days instead of the current 181.

Students will not attend school the full week of Thanksgiving. Currently students attend Monday and Tuesday of Thanksgiving week.

First semester ends at winter break in December. Currently first semester ends at the end of January.

Students begin school approximately 1-1/2 weeks earlier and end one week earlier.

Elementary and secondary non-student days are aligned so all students have the same days off. Currently the elementary non-student day is in December and the secondary non-student day is in January.

Two additional non-student days were added to the year for a total of three in October, January and March.

### STAGE 3

Priorities were used to develop various sample student instructional year configurations which were reviewed and evaluated by the committee.

#### HOW

Through consensus, the committee recommended a student instructional year that best addresses the needs of the current student population.

### STAGE 4

Present recommended calendar to the Board of Education and gather public input.

#### HOW

Selected committee members and/or staff will present the recommended calendar to the Board of Education at a **public Board Study Session on April 12 at 5:30 PM**, at which the public is invited to provide input to the Board.

# Laguna Beach Unified School District

## Proposed Academic Calendar

2019-2020

Aug 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2019						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2019						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2019						
S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2019						
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22	23	24	25	26	27	28
29	30	31				

Jan 2020						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2020						
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23	24	25	26	27	28	29

Mar 2020						
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29	30	31				

Apr 2020						
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May 2020						
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24	25	26	27	28	29	30
31						

Jun 2020						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2020						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Fall Semester Dates** August 21 to December 20

**Spring Semester Dates** January 7 to June 11

### Holidays/No School

(9/2, 11/11, 11/25-11/29, 12/23-1/3, 1/20, 2/17-2/21, 4/6-4/10, 5/25)

### Non-Student Days

(10/11, 1/6, 3/13)



## FAQ

### Why is restructuring best for students?

- The school year is designed with an optimal arrangement of 180 instructional days for all students.
- Students will be able to focus on family activities with no school the entire week of Thanksgiving without missing instructional time and have fewer absences due to travel.
- Students will conclude first semester instruction and finals at the winter break, allowing natural breaks from the curriculum.
- No homework will be assigned during winter break, supporting student social-emotional wellness and time on which they can focus on family and holiday activities.
- All non-student days are aligned K-12 so that families with students at multiple age levels have the same days off.
- Additional non-student days allow convenient opportunities for college visits and other brief trips without disruption to instruction.
- With more non-student days in the school year, students will have more instructional time with their teachers and less use of substitutes.
- Seniors will have more access to counselors and other staff in preparing for college and post-secondary opportunities.
- Students will be able to participate in summer camps, college visits and orientations, and other summer activities that are held in June without missing instructional time.
- Students will have increased opportunities to enroll in community college and career-technical education courses.
- Students who participate in fall athletics will be able to participate and support competitions that better align to the school year.

### What process was used to make this recommendation?

- The Board of Education directed staff to establish a stakeholder committee to explore current practices related to the student instructional year and recommend potential solutions beginning with the 2019-20 school year for Board consideration.
- The stakeholder committee, consisting of parents, staff, administration, city staff, and Board members convened on four occasions between October 2017 and March 2018 to surface assumptions and review data, which included data related to attendance, athletics, AP and statewide testing, city transportation patterns, city summer employment patterns, student employment survey, traffic patterns, and past instructional year configurations.
- The committee *identified and ranked priorities* based on student needs as it relates to the data reviewed.
- These identified priorities were then used to develop various sample student instructional year configurations which were reviewed and evaluated by the committee.
- Through consensus, the committee recommended a student instructional year configuration that best addresses the needs of the current student population.

### What changes are included in the recommended instructional year for 2019-2020?

- The school year is designed with 180 school days instead of the current 181.
- Students will not attend school the full week of Thanksgiving. Currently students attend Monday and Tuesday of Thanksgiving week.
- Elementary and secondary non-student days are aligned so all students have the same days off. Currently the elementary non-student day is in December and the secondary non-student day is in January.
- Two additional non-student days were added to the year for a total of three in October, January and March.
- Students begin school approximately 1-1/2 weeks earlier and end one week earlier.
- First semester ends at winter break in December. Currently first semester ends at the end of January.

### What initial opportunities for input exist?

- Selected committee members and/or staff will present the recommended calendar to the Board of Education at a **public Board Study Session on April 12 at 5:30 PM**, at which the public is invited to provide input to the Board. *No decisions regarding the calendar will be made at this meeting.*
- Additional opportunities for public input will be determined after the initial April 12 Study Session.



# FAQ cont.

**Why didn't we receive a survey?**

The student instructional year is a complex issue. A committee process was used instead of a survey so that stakeholders could study, discuss and evaluate the issues and data.

**Since you are not conducting a survey, how do I provide input?**

Committee members will present the issues, data, findings and recommendations to the Board of Education at a special Board Study Session on April 12. The public is invited to attend and will have an opportunity to provide input to the Board. Additional opportunities for public input will be determined after the initial April 12 Study Session.

**Has the decision about the 2019-20 calendar been made?**

No decision has been made. The committee will share its recommendation with the Board and public at the April 12, 2018 Study Session. The Board will provide staff with direction on next steps, which could include making changes to the recommendation and/or bringing the topic back at a future meeting.

**Who were the committee members?**

The committee consisted of teachers, staff, parents, administrators, and city officials. Many members hold multiple stakeholder roles.

Jason Allemann, Ed.D., LBHS Principal	Sheri Morgan, Parent
Darci Anderson, TMS Teacher	Gwen Myers, TMS Attendance Specialist
Michael Conlon, TOW Principal	Jennifer Salberg, TMS Principal
Ian Corso, ELM/TOW Teacher	Jennifer Sweet, TOW Instructional Assistant
Jeff Dixon, Assistant Superintendent, Business Services	Jan Vickers, Board of Education President
Paul Faust, Deputy Director Public Works, City of Laguna Beach	Jason Vilorio, Ed.D., Superintendent of Schools
Lara Greco, LBHS Teacher	Margaret Warder, CSEA President
Crystal Jerabek, Parent	Leisa Winston, Assistant Superintendent, HR & Public Communications
	Peggy Wolff, Board of Education Member