

Laguna Beach Unified School District

Board of Education Minutes of Regular Meeting April 17, 2018

Call to Order

President Vickers called the Regular Meeting of the Board of Education to order 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
 Ketta Brown
 Carol Normandin
 Peggy Wolff

Public Comment on Closed Session Items

There were no public comments.

Adjourn to Closed Session

Member Normandin moved to adjourn to Closed Session. Member Brown seconded. Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff, voted yes to adjourn to Closed Session. The meeting adjourned to Closed Session at 5:00 p.m. to discuss the following:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code §54957

B. NEGOTIATIONS

Government Code §54957.6

- i. Employee Organization: LaBUFA
 District Negotiator: Leisa Winston
- ii. Employee Organization: CSEA
 District Negotiator: Leisa Winston
- iii. Employee Organization: Unrepresented Employees
 District Negotiator: Leisa Winston

Member Normandin moved to adjourn from Closed Session. Member Wolff seconded.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adjourn from Closed Session. The Board adjourned from Closed Session at 5:52 p.m.

Present at Board Meeting

Members Present: Jan Vickers
Ketta Brown
Carol Normandin
Dee Perry
Peggy Wolff

Employee Group
Representatives: Mindy Hawkins, President, LaBUFA
Margaret Warder President, CSEA

Staff: Leisa Winston, Assistant Superintendent, Human Resources/Public
Communications
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services
Jeff Dixon, Assistant Superintendent, Business Services
Victoria Webber, Executive Assistant
Irene White, Director, Special Education
Amy Kernan, Director, Assessment & Accountability
Michael Keller, Ed.D., Director, Social Emotional Support
Mike Morrison, Chief Technology Officer
Ryan Zajda, Director, Facilities
Anakaren Ureno, Public Relations Liaison
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.

Report of Closed Session Action

President Vickers reported in closed session, by a vote of 5-0, all members voting yes, the Board took action to accept the resignation of classified employee #7600000664 in lieu of termination.

Adoption of Agenda

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

Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adopt the agenda as presented.

Public Comment (Non- Agenda Items)

The following people addressed the Board as members of Non Toxic Laguna, a group of Laguna Beach residents who are committed to ensuring the protection of the community's health. The group also presented the Board of Education with a resolution regarding progressive pest management program for weed and pest control for consideration.

Christiane Engel
Lisa Schroeder
Laura Linsenmayer
Dr. Ashley Balaker
Blythe Wheaton
Hazel Lessard
Christy Rayburn
Allison Hushek

Sheri Morgan addressed the Board regarding the proposed calendar change for the 2019-2020 school year. She appreciated being a part of the committee and encourages the district continue to release information as it unfolds.

Howard Hills addressed the Board stating review of the process for the proposed calendar change could have been done better. The Board should send staff to the senior management government course.

Reports

Student Representative – Piper Warner

Piper provided an update on the following topics:

- ASB Election campaigns in process
- 9th grade physical fitness testing
- Senior cap and gown photos April 26
- Link Crew applications for Freshmen Orientation due April 24
- Spring dance show, *Move*, opens Friday, April 27
- First Student Senate meeting April 27
- ASB planning for Prom and Pep-assembly in mid-May
- Mental Health Awareness Week April 30 – May 4
- Students preparing for CAASPP and AP testing
- Athletics update

LaBUFA Representative – Mindy Hawkins, LaBUFA President

- Shared an email sent to certificated staff by LaBUFA to clarify confusion regarding the calendar committee and the process used to determine proposed changes to the 2019-2020 calendar. She thanked district staff for putting out the message that “we want to hear what everyone has to say,” and do what is best for students.
- Attended a leadership summit in San Diego with Sara Hopper

CSEA Representative – Margaret Warder, CSEA President

- Calendar process has been open and everyone was given the opportunity to select committee members from both associations. The important factor is that we are all here to educate students. The process will continue to unfold.
- Fantastic professional development meeting with Mrs. Winston and Mrs. White
- Negotiations continue
- Employee appreciate week/recognition is in May
- Classified employee party is in June

Organizations

- N/A

Board Members

Board members reported as follows:

Member Wolff

- Attended the social/emotional stakeholder meeting

Member Normandin

- Attended the social/emotional stakeholder meeting

Member Brown

- N/A

Clerk Perry

- Attended the social/emotional stakeholder meeting

President Vickers

- Attended PTA Council meeting
 - Jog-a-thons successful
 - Dr. Viloría and Mrs. Winston presented proposed calendar information

Superintendent Vioria

- Thanked the Board and staff
- Congratulated the Destination Imagination Teams
- Thanked high school staff for all their work on the WASC process
- Attended the Boys and Girls Club Community Breakfast

Cabinet

Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

- No Report

Jeff Dixon, Assistant Superintendent, Business Services

- TOW hosting the State Green Ribbon Awards Ceremony on April 23
- Audit complete

Alysia Odipo, Assistant Superintendent, Instructional Services

- Julie Lythcott-Haims speaking May 2, 2018
- NGSS implementation team conducting science walks
- Math team conducting instructional walks

CONSENT CALENDAR

Member Brown moved approval of Consent Calendar items a - l. Member Normandin seconded.

Public Comment: None

Discussion: None

- a. Approval of Minutes – March 27, 2018
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Interdistrict Attendance Agreements – Resident Students to Other Districts
- e. Approval of Interdistrict Attendance Agreements – Resident Students From Other Districts
- f. Approval of Acceptance of Gifts/Checks Totaling \$149,620.00
- g. Approval of Agreements for Contracted Services – Special Education
- h. Approval of Agreements and Contracts – Technology Services
- i. Approval/Ratification of Warrants #393391 through #393630 in the amount of \$1,163,288.23 Dates: 3/19/2018 through 4/9/2018
- j. Ratification of Certificated Payroll 9A in the Amount of \$2,196,319.25
Ratification of Classified Payroll 9B in the Amount of \$729,213.18
Ratification of Classified Payroll 9C in the Amount of \$9,144.09

- k. Approval/Ratification of the Community Facilities District 98-1 (Crystal Cove) Administrative Fund of the Community Facilities District 98-1 “CFD 98-1.”
- l. Award of Contract to Office Depot Incorporated for Purchase of Office and School Supplies and Equipment based on Newport-Mesa Unified School District piggyback purchasing bid #104-18 through June 30, 2019

Discussion:

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

INFORMATION ITEMS

Update on Board Governance Protocols

Dr. Vioria introduced the item. The first review of protocols took place in November, which incorporated an annual review of protocols.

President Vickers reviewed the three areas that included changes identified by the Board during the special meeting on March 8, 2018. Those three areas were: 1) Motions and Deliberations; 2) Announcements, Requests, and Board Reports; and, 3) Requests for Items for Next Meeting, Requests for Information, General Comments.

President Vickers requested further clarification of item 2 (above) written in the protocols for future discussions and clarified the purpose of item 3. In addition, President Vickers shared the new protocol regarding association requests for meetings with individual Board members. The association presidents have the opportunity to share information with all Board members at every Board meeting. In addition, they now have the opportunity to provide information to the Board via the *Weekly Update*.

Public Comment: Howard Hills addressed the Board regarding “instructions for presentations to the Board by parents and citizens present at this meeting,” which is included in every Board agenda. Mr. Hills took exception with the statement “The Board is a policy-making body whose actions are guided by the District’s vision, mission, and goals and stated his perspective on the topic. He believes reviewing the protocols is important.

Board comments: Board members shared they would like to discuss *Unity of Purpose* the next time the protocols are reviewed. Board members discussed items needing clarification, including staff time used for requests and requesting items on the agenda. Overall, Board members agreed the process was valuable.

Third Quarter Report of Uniform Complaints for the Williams Case Settlement

Mrs. Winston stated this is a quarterly report and there were no complaints filed for this quarter.

Monthly Financial Update

Mr. Dixon stated this update includes the numbers from the second interim. Highlighted actuarial study shows district will be 100% funded for other post-employment benefits.

ACTION ITEMS

Approval to Award a Three-Year Contract to Hanover Research for the 2018-2019, 2019-2020, and 2020-21 School Years

Dr. Alysia Odipo stated this three-year contract is renewable annually and includes a 60-day opt out clause. The district will receive a discount if the contract is signed and returned prior to May 15.

Public Comment: None

Board Member Questions: Will this cover the survey for the proposed calendar? Dr. Vilorio stated a separate contract would be needed as this contract is already dedicated to other purposes.

Member Brown moved to approve the three-year contract with Hanover Research. Member Normandin seconded.

Member Perry requested a list of all survey requests that are in the queue for Hanover.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

Approval of Curriculum Committee Recommendation for Textbook Adoption for the Laguna Beach High School Mandarin Chinese IV Honors Course

Dr. Alysia Odipo stated this textbook was recommended by Teacher, Ermei Fan.

Public Comment: Howard Hills encourages the program.

Board members asked for confirmation that this class is for next school year.

Member Brown moved approval to adopt the Mandarin Chinese Textbooks. Member Wolff seconded.

Member Perry commented she is pleased the teacher selected the textbook.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

Approval of Job Description: Teacher on Special Assignment (TOSA) - Technology

Mrs. Winston stated this position is filled; however, a job description was never created.

Public Comment: None

Board Member Questions: Mrs. Winston clarified the job description would not change if the TOSA-Technology were to become a full time position.

Member Brown moved approval of the job description: TOSA – Technology. Member Normandin seconded.

Board Member Discussion: Mrs. Winston clarified for the Board that this is a two-year term and the position will be reposted for next year.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

Approval of Agreement with the Law Firm Fagen Friedman & Fulfrost for General Legal Services to the Laguna Beach Unified School District's Instructional Services Office with a Not-to-Exceed Amount of \$30,000

Dr. Odipo introduced the item stating this will cover student services.

Public Comment: None

Member Brown moved to approve the agreement with the law firm of Fagen Friedman & Fulfrost in an amount not to exceed \$30,000.00. Member Normandin seconded.

Board Member Discussion: Staff confirmed this firm has been used by the district previously.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

Approval of Agreement for Contracted Services with MuniServices, LLC, to Perform Property Tax Forecasts and Information Services for a Fixed Fee of \$5,000

Mr. Dixon stated this item is brought forward from a recommendation by the Joint Fiscal Management Committee (JFMC). MuniServices will provide a five-year projection.

Public Comment: None

Board members asked about the accuracy of the firms projections. Mr. Dixon shared they have a reputation for being within +/- 1%.

Member Brown moved to approve the agreement for contracted services with MuniServices, LLC, to perform property tax forecasts and information services for a fixed fee of \$5,000. Member Normandin seconded.

Board Members like the idea and appreciate that the committee members on the JFMC were asked for their input. Board members notes the information received from the County is not always accurate.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

Approval to Award Contract to Durham School Services, L.P. for School Transportation Services on a Unit Cost Basis for the 2018/19 Fiscal Year in an Amount Not-To-Exceed \$1,525,000.00

Mr. Dixon stated there were two qualified bids received and Durham was the lowest. Mr. Dixon noted the bid includes all new CNG busses and seat belts and cameras on all busses.

Public Comment: Mr. Trotter, parent in the community stated his child and others have been dropped off at the wrong stops by Durham drivers. He asked about compensation for drivers being related to performance.

Member Brown moved to approve award of the contract to Durham School Services., LLP for school transportation services on a unit cost bid for the 2018-2019 fiscal year in an amount not-to-exceed \$1,525,000.00. Member Normandin seconded.

Board Member Discussion: The Board discussed Mr. Trotter's concerns. Mr. Dixon will share Mr. Trotter's statements and discuss strong protocols regarding checking bus passes with Durham.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

Approval to Award Contract to American Logistics Company, LLC. for Individualized Transportation Services on a Unit Cost Basis for the 2018/19 Fiscal Year in an Amount Not-To-Exceed \$350,000.00

Mr. Dixon stated this service is for students with special needs. American Logistics was the lowest responsible bidder.

Public Comment: None

Member Brown moved to approve award of the contract to American Logistics, LLC., for individualized transportation services on a unit cost basis for the 2018-2019 fiscal year in an amount not to exceed \$350,000.00 Member Normandin seconded.

Upon request, Mr. Dixon clarified the lowest bidder did not meet all district needs.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes.

Board Member Requests for Items for Next Meeting, Requests for Information, or General Comments

Member Brown thanked Mindy Hawkins and Margaret Warder for their statements regarding the proposed calendar. She appreciated the speakers from Non Toxic Laguna and asked that our next bid include a request for organic control methods instead of chemicals.

Clerk Perry agrees with the preference of organic options for pesticides.

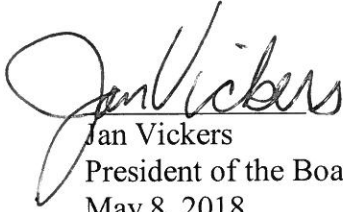
President Vickers noted that a number of the requests for conference/workshop attendance were ratifications. She noted the passing of Ron Bennett from School Services and asked if the district sent a card, and it had. President Vickers reviewed the Board policy from Seattle and noted some observations. She also shared information on the harm that viewing screens on computers, phones, etc., can cause to people.

Adjournment

Member Brown moved to adjourn. Member Normandin seconded.

President Vickers announced the next regular meeting is May 8, 2018 at 6:00 p.m.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adjourn the meeting. The meeting adjourned at 7:27 p.m.


Jan Vickers
President of the Board
May 8, 2018