

## **REGULAR MEETING (Thursday, January 16, 2020)**

Generated by Victoria Webber on Friday, January 17, 2020

### **Meeting called to order at 5:00 PM**

#### **1. OPENING OF MEETING**

Procedural: A. Roll Call to Establish Quorum

##### **Members present**

Jan Vickers, Carol Normandin, Peggy Wolff, Dee Perry

##### **Member Absent:**

Jim Kelly

#### **2. CLOSED SESSION**

Procedural: A. Public Comment on Closed Session Agenda Items

None

##### **Action: B. Adjourn to Closed Session**

Mrs. Wolff identified each closed session item that would be discussed:

C. Public Employee Discipline/Dismissal Release (§ 54957)

D. Conference with Labor Negotiators - Government Code §54957.6

E. Conference with Legal Counsel – Existing Litigation Government Code § 54956.9 Claim No. 1906391 Sherry Kollman-Bullard v. Laguna Beach Unified School District

Motion to adjourn to closed session.

Motion by Jan Vickers, second by Carol Normandin.

Final Resolution: Motion Carried 4-0-1

Yes: Jan Vickers, Carol Normandin, Peggy Wolff, Dee Perry

Absent: Jim Kelly

Action: C. Public Employee Discipline/Dismissal Release (§ 54957)

Discussion: D. Conference with Labor Negotiators - Government Code §54957.6

Discussion: E. Conference with Legal Counsel – Existing Litigation Government Code § 54956.9 Claim No. 1906391 Sherry Kollman-Bullard v. Laguna Beach Unified School District

##### **Action: F. Adjourn from Closed Session**

Motion to adjourn from closed session.

Motion by Dee Perry, second by Jan Vickers.

Final Resolution: Motion Carried

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Not Present at Vote: Carol Normandin left the meeting at 5:40 p.m.

Absent: Jim Kelly

#### **3. OPEN SESSION**

Procedural: A. **Call to Order**

The meeting was called to order at 6:00 p.m.

Procedural: B. **Pledge of Allegiance**

President Wolff invited Student Representative Drew Fink to lead the pledge of allegiance.

Information, Procedural: C. **Report on Closed Session Action**

In closed session, by a vote of 4-0-1, with member Kelly absent, the Board took action to accept the resignation of classified employee #7600000384 in lieu of termination.

President Wolff announced that all Board members and staff would have laptops at their seat to be able to fully utilize the new Boarddocs online agenda process.

President Wolff reminded Board members and staff of the importance of turning on and speaking directly into their microphones so that their voices could be heard on the recording.

Action: D. **Adoption of Agenda**

Any changes to agenda. Superintendent Vioria asked that the Board pull consent A and L for action at a future meeting.

Motion to adopt the agenda as presented.

Motion by Jan Vickers, second by Dee Perry.

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

**4. RECOGNITIONS**

There were no recognitions.

**5. PUBLIC COMMENT (Non-Agenda Items)**

Procedural: A. Guidelines for Public Comment

There was no public comment on non-agenda items.

**6. REPORTS**

Reports: A. **Student Board Representative(s)**

Drew Fink reported and was excused from the meeting after his report.

El Morro & TOW

- Since elementary is on trimesters, there were no finals before break
- 3rd-5th graders are preparing for the El Morro Talent Show
- Teachers reassessed all students in the benchmark reading assessments to determine reading levels and which students will participate in the Reading Intervention program.
- Student Council has been active- preparing the Great Kindness Challenge January 27th-31st.

Thurston

- The week before break was stressful but students loved coming back and beginning the second semester.
- 8th-grade Musical Theater- Into the Woods
  - Friday, January 17 (tomorrow) and Saturday, January 18
  - 4 and 6:30 PM

LBHS

- Week of finals was stressful but looking forward to breaking helped everyone push through
- Taking to peers, many loved ending the first semester before the break and returning to the second semester.
- It allows for a stress-free vacation and its a reset before the second semester
- College Unplugged
  - Pannel of Alumni Students that attend community, public, and private college, both instate and out of state.
  - Q&A for juniors and seniors in the Artist Theater
  - Ask anything about college- social life to academics to weather and so on
  -
- Theme Reveal for our Winter Formal: Winter Wonderland in The Office (The Office TV Series)
  - Venue: Soka University

Reports: B. **School Resource Officer**

No report

Reports: C. **Bargaining Unit Representatives CSEA and LaBUFA**

CSEA Elizabeth Phillips

Thanked administration for inviting the bargaining units to attend the Governor's Budget Workshop  
Classified non-student PD day - great feedback for relevant classes.

Looking forward to March PD day

LaBUFA - Sara Hopper

Grateful for invitation to attend Governor's workshop; however they elect not to attend and to keep teachers in classroom. Will be attending a CTA Roundtable

Reports: D. **Board Members**

Member Vickers

Attended the PTA Council Meeting - Planning fundraisers and kindness challenge (TMS)

Shared new Board meeting dates and recognition event

Recognized the passing of Barbara Hedden former long-time employee and community member

Two LBHS students selected to be on football South all-star team

Member Perry

Also mentioned Barbara Hedden being the former director of personnel and working at Top of the World

Attended the SchoolPower Endowment meeting - discussed teacher grants (48)

Environmental science grant request looks exciting

President Wolff

Attended a Board President Workshop in San Jose

Thanked the staff for new BoardDocs (especially Victoria and technology team)

Recognized Leisa Winston for receiving her doctorate in education

Stated we are a school district that promotes a love of learning for students, staff, and leaders.

Reports: E. **Superintendent**

Dr. Vilorio

Attended the SchoolPower Endowment meeting.

Attended a facilities planning meeting.

Attended a AER Mentor meeting. Students have two different mentors, one of which is a staff mentor, not affiliated with their project who functions as a mentor for strengths

Mentioned the new digital retiree wall outside of district office. Agenda's will also be posted there as well as paper copies by the business office and at school sites.

#### Reports: F. **Executive Cabinet Members**

Dr. Winston

Kicked off the new year with a non-student staff development day on January 6th

Teachers focused on PLC process

Classified staff had required and optional choices for trainings throughout the day

March 13 is next non-student professional development day

Mr. Dixon

School Services of California Governor's Budget Workshop

1. Economy is still projected to slow; rate at which is slowing has been reduced

2. Based on Governor Newsom's proposal from last year, there are more changes anticipated

#### Reports: G. **Thurston Middle School Principal Report- Jenny Salberg**

Principal Jenny Salberg presented on the Thurston State of Mind and accomplishments for the year to date.

Grit - ELO's(what are the essential learning outcomes)/Benchmarks (How do you know they've learned it)/CFAs - Common Formative Assessments

Inspiration - HOPS/Academic Workshops/Restorative Practices/Mindful Mondays

Homework, Organization, and Planning Skills

Resilience - Coding/Engineering Strengths Finder

Motivation - Career Exploration - Passion Projects - NEPRIS

Kindness - Kindness Campaign - Film Festival - NPfH

#### Board Member Comments or Questions:

Member Perry - Impressed with presentation and how the school is always moving ahead, meeting students needs, evaluate, build, strength finder.

Member Vickers - Commented on the use of the terms reflect and think. Ability to be a thinker is probably the greatest gift we can give students.

President Wolff - Kindness campaign: How does it work? Each student emails five people and asks for donation. Student is supposed to do three kindness acts.

#### **7. CONSENT CALENDAR**

Consent Items A and L were pulled by Superintendent Viloría during adoption of the agenda.

Public Comment on Consent Calendar Items: B - K, M and N: None

Motion to approve Consent Calendar Items B - K, M and N.

Motion by Jan Vickers, second by Dee Perry.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

By the above vote the following consent items were approved:

~~Action (Consent): A. Minutes - January 7, 2020 Special Meeting (Pulled to be voted on at a future meeting)~~

Action (Consent): B. Minutes - December 17, 2019 Regular Meeting  
Action (Consent): C. Approval/Ratification of Personnel Report  
Action (Consent): D. Conference/Travel by the Board and/or Superintendent  
Action (Consent): E. Technology Contracts/Licenses  
Action (Consent): F. Agreement for Contracted Services-Special Education  
Action (Consent): G. Acceptance of Gifts – Checks Totaling \$24,824.87  
Action (Consent): H. Ratification of Certificated Payroll 6A in the Amount of \$2,349,203.55 and Classified Payroll 6B in the Amount of \$760,016.78  
Action (Consent): I. Approval/Ratification of Warrants #399946 through #400171 in the Amount of \$1,159,423.62 for Dates 12/09/2019 through 12/26/2019  
Action (Consent): J. Usage of Irvine Unified School District Piggyback Bid 9/20-01 IT for Technology Equipment and Peripherals  
Action (Consent): K. Extension of Usage of Glendale Unified School District Bid #P-13 18/19 for Apple Computer Products, Services, and Related Items  
~~Action (Consent): L. Amendment to Increase the Independent Contractor Agreement with Rutan & Tucker, LLP by \$50,000 for a total of \$100,000 (Pulled to be voted on at a future meeting)~~  
Action (Consent): M. Continuation of the Memorandum of Understanding (MOU) with the Orange County Department of Education (OCDE) for the Teachers Induction Program for the 2019-2020 School Year in the Estimated Amount of \$10,800  
Action (Consent): N. Community Facilities District 98-1 (Crystal Cove) Administrative Expense Fund Disbursements Totaling \$888.08

## 8. INFORMATION ITEMS - BUSINESS SERVICES

### Information, Reports: A. **Monthly Financial Update - November 2019**

The report reflects the financial information as of the end of November. At that time we had received roughly \$13.5M in revenue, or about 21% of the total projected for the year and we had expenditures slightly over \$20M, which is about 30% of what we projected for this year.

The top sources of revenue were as expected, local property taxes followed by other local revenue (which is made up largely of funds received by SchoolPower), state aid (mostly categoricals), bus pass and field trip fees collected, and the mandated block grant. The top 10 revenues make up 98% of the total revenues received. The expenditures are mostly salaries and benefits with sub-agreements for services rounding out the top 10. Those services are primarily transportation costs. The top 10 expenditures made up roughly 55% of our total expenditures in November.

Our general fund balance at the end of November was approximately \$8.7M, which happens to be what we are also projecting our ending fund balance for the year and the only transfer out of our general fund as of November was the \$250K to Fund 13 (cafeteria fund).

The California Employer's Retirement Benefit Trust had a value of just over \$3.4M as of the end of September, which based on our most recent actuarial study puts us at fully funded based on the liability associated with other post-employment benefits (OPEB).

Closing out the report is the balance sheet for each of our funds: 01 General, 11 Adult Ed, 13 Cafeteria, 17 Special Reserve, 25 Developer Fees, 40's FRRP, Aliso Property, and CIP.

Public Comment: None

Board Member Comments: Board members appreciated the comprehensive report and charts.

Information: B. **The Temporary Interfund Transfer of \$6,000,000 Initiated on September 10, 2019 was Returned to the Special Reserve for Non-Capital Outlay Fund (17) on December 18, 2019.**

Mr. Dixon reported on August 27, 2019 the Board approved Resolution 19-06 to allow for the temporary transfer of \$6M from our Special Reserve Fund 17 to our General Fund. As a reminder, the

transfer is intended to help us meet our cash flow needs during low cash balance months of October through December. We received a secured property tax payment on December 17th, that allows us to transfer the \$6M back from our General Fund to Fund 17. The transfer occurred on December 18, 2019, and will be reflected in the December monthly financial report.

Public Comment: None

Board Member Comments/Questions: Board members appreciate that the district publicly tracks transfers in and out.

#### Information: C. 2020-21 **LBUSD Comprehensive District and School Safety Plan**

Mr. Dixon provided an overview of the process for reviewing and approving the safety plans. Plans must be presented as an information item to the Board prior to bringing forward for approval.

Ryan Zajda presented. Consistent with past years. The subcommittee met on several occasions, utilized a compliance review completed by Campus Safety Group. Updates include changes to section 3.7, Power Outages and section 9.1 School and Emergency Drills.

Individual school site safety plans developed for each site in conjunction with school site councils and site safety committees.

Please review the plans and provide feedback prior to the February 13 meeting date.

Public Comment: None

Board Member Comments/Questions:

Discussion was held regarding bulletproof glass, window tint and anti-ballistic film.

Mr. Dixon stated the district will receive OCIAC report for district office soon.

President Wolff reminded parents and members of the public that have questions they should contact business services.

## 9. **INFORMATION ITEMS - HUMAN RESOURCES**

### Information: A. **Second Quarter Report of Uniform Complaints for the Williams Case Settlement**

Dr. Winston presented the regular quarterly report stating no complaints had been received for the second quarter.

Public Comment: None

## 10. **ACTION ITEMS- BUSINESS SERVICES**

### Action: A. **Resolution for Workers' Compensation and General Liability Coverage for Volunteer Personnel**

Mr. Dixon stated that consistent with Board Policy 1240, we are bringing you a resolution tonight that is called out in that policy and reflects how we have been operating over the years. The BP states that "The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability. Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district."

You'll note that in the resolution it affirms our policy to extend coverage to volunteers in the first paragraph below the "Be it resolved" heading where it is referenced that we are "confirming our policy."

Public Comment: None

Board questions: Questions regarding changes were clarified.

Motion to approve Resolution 20-01: Workers' Compensation and General Liability Coverage for Volunteer Personnel.

Motion by Jan Vickers, second by Dee Perry.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

#### Action: B. **2018-2019 District Audit**

Mr. Dixon reminded the auditor from Eide Bailly presented the audit at the December 17th meeting. The Board had requested additional time to review the audit. Staff recommends acceptance of the audit. Mr. Dixon did not receive any questions or clarification requests, but noted even after the audit is accepted he is available to answer any questions or contact our auditor to get you answers.

Public Comment: None

Board Member Comments/Questions: Appreciate the chance to look at it further before voting.

Motion to approve the acceptance of the 2018-2019 District Audit. The audit was presented by the District's independent audit firm, Eide Bailly, LLP at the December 17, 2019, regular meeting.

Motion by Jan Vickers, second by Dee Perry.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

### 11. **ACTION ITEMS - HUMAN RESOURCES**

#### Action: A. **New Job Description: Theatre Support Professional Expert**

Dr. Winston stated these positions have been used over the years through a substitute pool. Short term professional experts can be used on an as-needed basis.

Public Comment: None

Board Comment/Questions: The Board asked questions regarding how many people could be hired at one time.

Motion to approve a new job description for Theatre Support Professional Expert.

Motion by Jan Vickers, second by Dee Perry.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

### 12. **ACTION ITEMS - INSTRUCTIONAL SERVICES**

Action: A. **Approval of Independent Contractor Agreement with Dr. Sabrina Schuck for Professional Development Series in an Amount Not-to-Exceed \$6,250**

Dr. Winston stated staff is proposing Dr. Schuck provide additional training to staff, which is intended to be for general education teachers on behavior and social-emotional needs.

Public Comment: None

Board Comments/Questions: Member Perry asked if other trainers had been looked at. Dr. Winston provided a detailed answer regarding the ongoing training model that was selected.

Motion to approve an Independent Contractor Agreement with Dr. Sabrina Schuck for an optional 14-week behavior training professional development opportunity for certificated and classified staff in an amount not-to-exceed \$6,250.00.

Motion by Jan Vickers, second by Dee Perry.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

**13. ACTION ITEMS - SUPERINTENDENT**

Action: A. **Request to Change the Date of the March 12, 2020 Board Meeting Date to March 11, 2020**

Dr. Vioria stated due to the current speaking engagement with Dr. Mark Brackett scheduled for March 12, staff requests the March 12 Board meeting date be rescheduled to March 11. In addition, there are financial obligations that need to be met prior to March 15, which requires a meeting prior to that date.

Public Comment: None

Board Member Comments/Questions: None

Motion to approve the request to change the regularly scheduled Board meeting scheduled for March 12, 2020 to Wednesday, March 11, 2020.

Motion by Jan Vickers, second by Peggy Wolff.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

Action: B. **Board Policies/Bylaws - Second Read and Approval**

Dr. Vioria requested approval of the Board Policies and Bylaws be tabled to the next meeting. Member Normandin had to leave the meeting for a personal matter and has asked to be a part of approving the Board Policies and Bylaws. None of the policies or bylaws are urgent and can be approved at the next meeting.

Member Vickers moved to table the policies and bylaws to the next regularly scheduled Board business meeting. Member Wolff seconded.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin



#### 14. **BOARD MEMBER REQUESTS**

##### Procedural: A. **Board Member Requests for Information and Suggestions for Items for Future Meetings**

Member Vickers made the following requests:

Can Dr. Viloría share the advocacy report that is going to be shared with PTA Council.

Board members received a request to do Board support for Proposition 13. Dr. Viloría will provide more information in the Weekly Update.

Member Perry

Attended a vaping event in Newport Beach and asked what does staff do when we find a student vaping?

Dr. Viloría responded each incident response is dependant on the situation: Typically suspension; however there are restorative practices that may be appropriate. It is a suspendable offense under ed code, however; it is a case by case basis.

Dr. Allemann can provide a more detailed segment in the Weekly.

President Wolff asked if the recognition event is being held somewhere other than the Boardroom.

Yes, it will be at the LBHS Library. Dr. Viloría provided a little background information on the recognition event.

President Wolff thanked the Board for supporting the recognition event concept.

Member Vickers requested numbers for vaping suspensions based on Member Perry's request.

President Wolff commented on Dr. Keller's department and their work with anxiety and other issues.

#### 15. **ADJOURNMENT - BOARD PRESIDENT**

##### Procedural: A. **Next Regular Meeting**

January 28 Recognition Event in the LBHS Library

February 13 Board Business Meeting in the District Boardroom

##### Action: B. **Adjournment**

Motion to adjourn the meeting.

Motion by Jan Vickers, second by Dee Perry.

Student Representative Provisional Vote: Kalohe Danbara - Yes

Final Resolution: Motion Carried 3-0-2

Yes: Jan Vickers, Peggy Wolff, Dee Perry

Members Absent: Jim Kelly and Carol Normandin

The meeting adjourned at 7:08 p.m.