

# Laguna Beach Unified School District

## Board of Education Minutes of Regular Meeting January 24, 2017

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### Call to Order

The Regular Meeting of the Board of Education was called to order by President Vickers at 5:16 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 Brown moved to adjourn to Closed Session. Member Normandin seconded. President Vickers called for the vote. Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and

The following topics were discussed.

#### **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 Brown seconded.

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to adjourn from Closed Session. The Board adjourned Closed Session at 5:55 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: Jason Vilorio, Ed.D., Superintendent  
Dean West, Assistant Superintendent, Business Services  
Alysia Odipo, Ed.D., Assistant Superintendent, Instructional Services  
Leisa Winston, Assistant Superintendent, Human Resources and Public  
Communications  
Victoria Webber, Executive Assistant  
Jeff Dixon, Director, Facilities  
Mike Morrison, Chief Technology Officer  
Shannon Soto, Ed.D., Director, Fiscal Services  
Irene White, Director, Special Education  
Amy Kernan, Coordinator, Assessment & Accountability  
Chris Herzfeld, Principal, Laguna Beach High School  
Jenny Salberg, Principal, Thurston Middle School  
Chris Duddy, Principal, El Morro Elementary  
Mike Conlon, Principal, Top of the World Elementary  
Anahi Velasco, Public Relations and Communications Liaison  
Liaison

**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 stated there was no report from Closed Session.

### **Adoption of Agenda**

Public Comment: None

Staff requested the Board add action item 21, approval of a second Hanover Research contract, which staff only determined was necessary today in light of current events at the high school.

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

Discussion: None

President Vickers called for the vote.

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

### **Public Comment (Non- Agenda Items)**

Sheri Morgan addressed the Board regarding the racial incident that occurred during the holiday break.

The student report was given prior to the Study Session to accommodate her schedule.

### **Student Representative – Colette Hammett**

Colette reported on the following:

- LBHS House of Representatives meeting
- Kindness Week February 13-17
- Keith Hawkins Assembly February 14
- Final Exams
- Shap Show January 28
- Winter sports update

### **STUDY SESSION: LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

Assistant Superintendent, Alysia Odipo, Ed.D., and Coordinator, Amy Kernan involved attendees in an interactive session regarding the Local Control Accountability Plan (LCAP). The presentation included the nine critical features of strong districts, the cyclical process for data, review of the new State accountability system and the LCFF Rubrics. All in attendance were invited to participate in a group activity utilizing data to draw insights and conclusions.

Board members engaged in questions throughout the study session.

## **Reports**

### **SchoolPower – Robin Rounaghi**

- Excited to get started with teacher grants
- Excited to see Fund-A-Need video

### **LaBUFA Representative – Mindy Hawkins, LaBUFA President**

- Commented on the positive collaboration with district administration
- Preparing for negotiations
- LaBUFA was randomly selected for an audit

### **CSEA Representative – Elizabeth Phillips, CSEA Vice President**

- CSEA members will receive a survey the week of January 30
- The first reading of the revised CSEA bylaws was held January 11. The second reading will be held February 8
- Locations for CSEA meetings are rotating throughout the district
- Instructional assistants met with Dr. Odipo
- Reclassification meeting scheduled for January 25
- CSEA officer training scheduled for February 4
- Insurance University part 2 scheduled in March

## **Board Members**

Board members reported as follows:

### **Member Wolff**

- Attended TMS PTA meeting
- Attended PTA Council meeting. PTA volunteer numbers are down throughout the County
- Attended PTA Coffee Break – “No Regrets Parenting”

### **Member Normandin**

- Attended ELD Path to Proficiency meeting

### **Member Brown**

- Attended NGSS professional development at the Ocean Institute. Jenn McCluan facilitated and was fantastic
- Attended SchoolPower Endowment meeting Mike Morrison presented and was awarded a \$50,000 check to use for the Rocket Ready professional development program
- Attended the SchoolPower meeting and anxiously awaiting the teacher grant process
- Attended the high school English department meeting to say thank you to English teachers

**Clerk Perry**

- Attended PTA Coffee Break
- Attended math meeting at TMS
- Met with high school students
- Met with community members
- Attended JV soccer game

**President Vickers**

- Thanked Dr. Odipo and Dustin Gowan for presenting NGSS information to PTA members at the PTA Council meeting
- Thanked Bridget Porter for presenting art information
- Attended TMS PTA meeting

**Superintendent Viloria**

- Commented on the Joint Meeting with held with the City of Laguna Beach prior to the regular meeting: Appreciative of John Pietig and City staff. Meeting was informative and productive
- Attended TOW musical performance
- Continued classroom visits
- TMS staff welcomed speaker Rushton Hurley, the founder and executive director of Next Vista for Learning
- Outlined proactive steps being taken to strengthen school culture and climate
  - Keith Hawkins of Real Inspirations scheduled to address students on February 14
  - Phil Boyte of Learning for Life scheduled to address leadership and teacher leaders on February 27
  - Mindy Hawkins and Bridget Porter working on diversity logo

**Cabinet**

**Jeff Dixon, Interim Assistant Superintendent, Business Services**

- Attended Governor's Budget Workshop. Anticipate revenue will be lower than expected, which will affect retirement costs for district
- Reported on recent storm damage; only a few leaks and high school field drained beautifully

**Alysia Odipo, Assistant Superintendent, Instructional Services**

- Thanked Irene White for facilitating the Understanding Dyslexia training
- Thanked Mike Conlon and TOW staff for hosting paint out
- Congratulated Mike Morrison for all the positive work and responses to the Rocket Ready professional development program

**Leisa Winston, Assistant Superintendent, Human Resources and Public Communications**

- Attended ACSA negotiators symposium with five other leadership members
- Attended Insurance Committee meeting last week
- Reclassification committee will focus on special education series

- Upcoming committee meetings include
  - Professional development
  - Launch Pad
- Commended Mike Morrison for his vision of inspirational learning environments

## **CONSENT CALENDAR**

Public Comment: None

Member Brown and Victoria Webber noted corrections to the minutes.

Member Brown moved approval of Consent Calendar items a – l as corrected. Member Wolff seconded.

Discussion:

- a. Approval of Minutes – January 10, 2017 (Regular Meeting)
- b. Approval/Ratification of Personnel Report
- c. Approval/Ratification of Conference/Workshop Attendance
- d. Approval of Field Trip(s)
- e. Approval of Agreements for Contracted Services – Special Education
- f. Acceptance of Gifts-Checks Totaling \$58,283.00
- g. Approval/Ratification of Warrants #389016 through #389177 in the amount of \$1,448,293.55 Dates: 12/22/2016 through 1/02/2017
- h. Ratification of Certificated Payroll 6A in the Amount of \$2,239,276.55  
Ratification of Classified Payroll 6B in the Amount of \$691,885.90  
Ratification of Classified Payroll 6C in the Amount of \$800.00
- i. Approval of Agreement with South Orange County Community College District for participation and reimbursement of the 2016-17 Adult Education Block Grant
- j. Authorize the Interim Assistant Superintendent of Business Services to File a Notice of Completion (NOC) for the Installation of Playground Turf at Top of the World Elementary School by KYA Services LLC, for Recording by the County Clerk-Recorder
- k. Approval of Independent Contractor Agreement with Brian Shay in an Amount Not-to-Exceed \$4,500.00
- l. Approval of Agreement for Contracted Services with Nicole Miller & Associates, Inc., to Conduct Investigations into the Legal Residency of Enrolled Students Within the Jurisdiction of Laguna Beach Unified School District as well as Risk Management Investigations with a Not-to-Exceed Amount of \$50,000

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Brown, Normandin, Perry, and Wolff voted yes to approve the consent calendar, items a – 1 as corrected.

## **INFORMATION ITEMS**

### **Second Quarter Report of Uniform Complaints for the Williams Case Settlement**

Mrs. Winston stated there were no complaints filed.

### **Presentation of Monthly Financial Report**

Mr. Dixon presented the Monthly Financial Report for December 2016.

### **Report on Facilities Master Plan**

Mr. Dixon presented an update on the Facilities Master Plan, which included demographic data, proposed changes, and information on Proposition 51.

## **ACTION ITEMS**

### **Approval to Change the October 24, 2017 Board Of Education Meeting Date to Monday, October 23, 2017.**

Dr. Vioria introduced the item advising that the Orange County Teacher of the Year banquet will be held Tuesday, October 24.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval to change the October 24, 2017 Board Meeting date to October 23, 2017. Member Brown seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to change the October 24, 2017 Board Meeting date to October 23, 2017.

**Approval of Job Descriptions for Student Support Specialist and Director, Social Emotional Support, and Revised Job Descriptions for Director, Assessment and Accountability and Director, Special Education**

Mrs. Winston presented information on the proposed new job descriptions and changes to current job descriptions. Mrs. Winston stated the need for the additional positions and restructuring of current positions was in direct relation to the social emotional needs of our students and based on research based best practices.

Public Comment: None

Board Member Questions: Board members asked questions regarding responsibilities of personnel and funding.

Member Normandin moved to approve job descriptions as listed. Member Brown seconded.

The following chart summarizes the proposed changes:

| <b>Current Position Title</b>                                    | <b>Proposed Position Title</b>          | <b>Current Salary Range</b> | <b>Proposed Salary Range</b>              | <b>Revisions to Job Description</b> |
|--|---|-----------------------------|---|-------------------------------------|
| a. Student Support Specialist                                    | n/a                                     | n/a                         | Certificated counselor salary schedule    | n/a                                 |
| b. Director, Social Emotional Support                            | n/a                                     | n/a                         | Management Salary Schedule (see attached) | n/a                                 |
| c. Director, Special Education and Student Services              | Director, Special Education             | No change                   | No change                                 | Yes                                 |
| d. Coordinator, Accountability, Assessment, and Special Projects | Director, Assessment and Accountability | No change                   | No change                                 | Yes                                 |

Board Member Discussion: Board members discussed the work that had been done through the Guidance Plan and asked additional questions about the Student Support Specialist and Director, Social Emotional Support positions.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve job descriptions as listed.



**Second Reading and Approval of Board Policies**

Dr. Vilorio introduced the item, reminding Board members and staff that all policies were before the Board for a first reading on January 10, 2017.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval of all policies as listed, including new, revised, and deletions. Member Brown seconded.

|    | <b>Policy/Bylaw</b>     | <b>Title</b>  | <b>Recommendation</b>                                 |
|----|-------------------------|---|---|
| a. | BP 0410                 | Nondiscrimination in District Programs and Activities | Approve policy  |
| b. | BP 1230                 | School Connected Organizations                        | Approve policy  |
| c. | BP 1260                 | Educational Foundation                                | Approve policy  |
| d. | BP 1325                 | Advertising and Promotion                             | Approve policy  |
| e. | BP 3540                 | Transportation  | Approve policy  |
| f. | BP 3580                 | District Records                                      | Approve policy  |
| g. | BP 4135<br>4235<br>4335 | Soliciting and Selling                                | Approve policy  |
| h. | BP 6020                 | Parent Involvement                                    | Approve policy and delete current BP 6006 and BP 6007 |
| i. | BP 6158                 | Independent Study                                     | Approve policy and delete BP 6025                     |
| j. | BB 9321                 | Closed Session  | Approve revisions to bylaw                            |

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to all policies as listed, including new, revised, and deletions.

### **Approval of Resolution #17-03: Custodian of Revolving Cash Fund**

Mr. Dixon introduced the item stating Dr. Viloría had been added to the fund and Mr. West was removed.

Public Comment: None

Board Member Questions: None

Member Normandin moved approval Resolution #17-03: Custodian of Revolving Cash Fund. Member Brown seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve Resolution 17-03: Custodian of Revolving Cash Fund.

### **Board Member Requests for Items for Next Meeting, Future Topics, or General Comments**

Member Brown thanked staff for answering all Board members' questions and asked that all Board members be mindful of staff time.

Clerk Perry thanked staff for answering questions. She requested the following items be considered as Board meeting topics: Computer classes, coding; STEM lab at TMS; and, Student voice. She also asked about diversity training for athletes. Superintendent Viloría commented the high school has already committed to having Keith Hawkins address the student body.

Member Normandin stated she personally will not tolerate racism and read a statement on the topic.

### **Hanover Research Contract**

Dr. Viloría introduced the item stating he believes there is a need to conduct a comprehensive school climate study. Staff is currently utilizing the Hanover Research Contract that was previously approved at full capacity and a second contract is requested to allow additional studies to be run concurrently.

Public Comment: None

Board Member Questions: None

Member Brown moved approval of the Hanover Research Contract. Member Wolff seconded.

Board Member Discussion: None

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to approve the Hanover Research Contract.

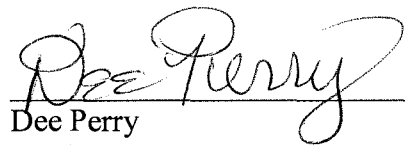
### **Adjournment**

Member Brown moved to adjourn. Member Normandin seconded.

President Vickers announced the next regular meeting is February 14, 2017 and a Special meeting is scheduled for Friday, January 27 from 8:00 – 11:00 a.m. for the Superintendent's Evaluation.

President Vickers called for the vote.

Motion carried 5-0. Members Vickers, Perry, Brown, Normandin, and Wolff voted yes to adjourn the meeting. The meeting adjourned at 9:08 p.m.

A handwritten signature in cursive script that reads "Dee Perry". The signature is written in black ink and is positioned above a horizontal line.

Dee Perry  
Clerk of the Board  
February 14, 2017