

Unapproved Minutes of Regular Meeting of the Board of Trustees
Sequoia Union High School District
Wednesday, November 14, 2007

- Call to Order The regular meeting of the Sequoia Union High School District Board of Trustees was called to order by President Martinez at 4:30 p.m., Wednesday, November 14, 2007, in the Sanford Building at the District Office in Redwood City.
- Roll Call Trustees present:
- Don Gibson
 Gordon Lewin
 Olivia Martinez
 Lorraine Rumley
 Sally Stewart
 Megan Fisher, Student Trustee (arrived at 5:30 p.m.)
- Trustees absent:
- None
- Recess to
Closed Session at 4:32 p.m. The Board of Trustees recessed to Closed Session to discuss the Superintendent's evaluation (Government Code Section 54957)
- Return to
Public Session at 5:42 p.m. The Board of Trustees returned to Public Session at 5:42 p.m.
- Invitation to Audience President Martinez welcomed the audience and explained that the Consent Calendar consists of routine or previously discussed items to be considered as a unit and voted upon by roll call vote. She explained the Public Comment section of the agenda was for permitting members of the audience to make presentations about items not on the agenda.
- Pledge of Allegiance President Martinez led the Board of Trustees and audience in the Pledge of Allegiance.
- Amendment to Agenda Move:
- 13a Consideration of Approval of Mediation Settlement with Summit Charter School, to follow Agenda Item 10a, Recognition of Carlmont High School Staff by California Department of Justice
- Approval of
Amended Agenda Student consent - "yes." On a motion by Trustee Rumley, seconded by Trustee Gibson, the Board of Trustees approved the agenda as amended.
- Report Out on
Closed Session President Martinez announced that no action was taken in Closed Session.
- Amendments to
Consent Calendar 8c Approval of Expulsions – Student Numbers 4, 5, and 6, were moved to the December 5, 2007, meeting.
 8d Approval of Agreement for Cañada College Partnership with CBET Program – President Martinez indicated she would abstain from voting on the agreement with Cañada College.

Delete:

- 8h Authorization for Carlmont High School Dove Club to Raise Money for School in Uganda
- 8i Approval to Hire Architects, Consultant, and Geological Testing Services for Future Construction Projects
- 8k Approval of District Calendar for 2008-09
- 8l Approval of Job Description for Programming, Web, and Server Services Manager
- 8o Approval of Standards for Work Experience Education
- 8p Approval of Job Description for Work Experience Education Teacher/Coordinator

Approval of
Consent Calendar

Student consent – “yes.” On a motion by Trustee Stewart, seconded by Trustee Lewin, the Board of Trustees approved the Consent Calendar as amended. Voting “yes” – Trustees Gibson, Lewin, Martinez, Rumley, and Stewart; voting “no” – none; absent none.

Approval of Minutes
for 10/31/07 Bd Meeting

Upon roll call vote on the Consent Calendar, the Board of Trustees approved the minutes for the October 31, 2007, board meeting.

Approval of Personnel
Recommendations

Upon roll call vote on the Consent Calendar, the Board of Trustees approved the Personnel Recommendations covering certificated and classified employees as indicated.

Approval of Expulsions

Upon roll call vote on the Consent Calendar, the Board of Trustees adopted the hearing panels’ findings and expelled: (1) (name of student to appear in official minutes) for the Fall and Spring 2007-08 semesters and established May 15, 2008, as the date the student may apply for readmission and set conditions for readmission to include that the student was satisfactorily involved in educational and counseling programs designed to address the behaviors that led to the expulsion; (2) (name of student to appear in official minutes) for the Fall and Spring 2007-08 semesters and established May 15, 2008, as the date the student may apply for readmission and set conditions for readmission to include that the student was satisfactorily involved in educational and counseling programs designed to address the behaviors that led to the expulsion, and (3) (name of student to appear in official minutes) for the Fall and Spring 2007-08 semesters and established May 15, 2008, as the date that the student may apply for readmission and set conditions for readmission to include that the student was satisfactorily involved in educational and counseling programs designed to address the behaviors that led to the expulsion.

Approval of Agreement for
Cañada College Partnership
CBET Program

Upon roll call vote on the Consent Calendar, the Board of Trustees approved the agreement for Cañada College Partnership with the Community Based English Tutoring (CBET) budget for the 2006-07 school year as presented. Voting “yes” - Trustees Gibson, Lewin, Rumley, Stewart; voting “no” – none; abstaining – President Martinez; absent – none.

Approval of Warrants

Upon roll call vote on the Consent Calendar, the Board of Trustees approved Warrants No. 0117a through 0167 totaling \$6,485,320.50 for October 2007.

Approval of Monthly
Financial Report

Upon roll call vote on the Consent Calendar, the Board of Trustees accepted the Monthly Financial Report for October 2007.

Authorization to Declare District Property Surplus	Upon roll call vote on the Consent Calendar, the Board of Trustees declared the listed items as surplus property, obsolete and unsuitable for use, and authorized the Superintendent to dispose of surplus items in accordance with Education Code provisions.
Approval to File Notices of Completion	Upon roll call vote on the Consent Calendar, the Board of Trustees approved filing Notices of Completion for: (1) Rodan Builders for abatement and demolition of the old Music Building at Carlmont High School and (2) John Plane Construction for the renovation of the Student Resource Center and installation of a fireline at Sequoia High School.
Approval of Job Description for Test Technician	Upon roll call vote on the Consent Calendar, the Board of Trustees approved the job description for Test Technician.
Authorization to Send Letter of Support for AB 333 School Library Online Databases	Upon roll call vote on the Consent Calendar, the Board of Trustees authorized support of Assembly Bill 333, School Library Online Databases.
Approval of Field Trips	Upon roll call vote on the Consent Calendar, the Board of Trustees approved the field trip requests for Sequoia High School AVID students to go on a college tour November 16-19, 2007; Sequoia and Carlmont students to attend the Northern Region BSU workshop, November 17, 2007, and Carlmont High School Basketball Team to compete in the Moanalua High School Basketball Tournament in Hawaii, December 25-31, 2007.
Public Comment	None
Correspondence	President Martinez presented a letter she received from Warren Slocum, San Mateo County Assessor, County Clerk, Recorder, concerning the expansion of the Student Poll Worker Program and encouraging students' participation to becoming student Poll Workers.
Special Recognitions	Superintendent Gemma commended Sierra Predovich, Sequoia High School student, for the positive article about her and other vegetarian students in <i>USA Today</i> .
Recognition of Carlmont High School Staff by Department of Justice	Ralph Crame, Dean, Carlmont High School, reported that the State Department of Justice recognized Carlmont High School staff for its innovative methods for creating a safe campus.
Approval of Mediation Settlement with Summit Charter School	<p>Diane Tavenner, Director, Summit Charter School, introduced the Summit board members and principal. Superintendent Gemma and Ms. Tavenner described the mediation process which took place on October 15, 2007, to negotiate the final agreement related to the Facility Use Agreement for Summit to use 890 Broadway in Redwood City. These new agreements were related to the "Pro-rata Fee" and listed in a document entitled, "Addendum to Facilities Use Agreement Between Summit Preparatory Charter High School and Sequoia Union High School District."</p> <p>Student consent – "yes." On a motion by Trustee Lewin, seconded by Trustee Stewart, the Board of Trustees approved the mediation settlement agreement with Summit Charter School.</p>

Presentation of LEA Plan Goal No. 1, Students Achieving Minimum Reading and Math Standards

Gabrielle Charest, Professional Development Coordinator, presented standards test data for Reading, which supported the District's efforts to address LEA Plan Goal No. 1, students achieving minimum reading and math standards. In the Spring Ms. Charest will report to the Board on the changes the Plan has produced. Mr. Crame presented the standards test data for Math/Algebra 1.

Trustee Gibson suggested that portions of the program might be offered as an online course.

Public Hearing

None

Discussion of Board Policies 4112.8, 4212.8, 4312.8, Employment of Relatives

Superintendent Gemma advised that three offspring of management administrators had been temporary district employees over the last six months, and to avoid conflict of interest, staff was seeking direction from the Board on possible changes to the current board policy language.

President Martinez observed that Board Policies 4112.8, 4212.8, and 4312.8 appear to be written for teachers and classified employees. She added that offspring could work in the District but not at the same site as the parent.

John Beiers, Chief Deputy County Counsel, was present to provide legal support for the revised policy language.

Trustee Rumley said she would like to address the supervisory roles and to distinguish between management and non-management.

Trustee Stewart suggested that the District's board policy follow the Mountain View-Los Altos Union High School District's policy.

Dr. Gemma advised that a simple solution was to disallow employment of a relative of an administrator working at the same site and in the same department without prior approval of the Superintendent or designee. Staff will bring a revised policy back to the Board at the following meeting.

Discussion of Charter School Proposal: Aspire Charter Schools

Superintendent Gemma advised that the District has received a proposal from Aspire Public Schools to sponsor a ninth- through twelfth-grade charter school in the Fall. The Board needs to take action on December 5, 2007. He explained that the Board can turn down the proposal if: (1) the educational program proposed is not adequate, or (2) the petitioner cannot implement or does not have the expertise to implement the proposed program. Dr. Gemma went on to say that the proposed business plan is not likely to be met unless the program is housed in East Palo Alto, and there is not room for another 150 students in Aspire's current facility in East Palo Alto.

Discussion of Functional Budget

Edward LaVigne, Assistant Superintendent, Administrative Services, presented the Functional Budget.

Trustee Rumley requested that a budget be placed on the District's web site showing revenue, expenses, and salaries.

Trustee Gibson said he would like to see District Office expenses compared with the school expenses in terms of transportation, food services, etc.

Authorization for Carlmont HS Dove Club to Raise Money for School in Uganda

Trustee Stewart commended the Carlmont Dove Club for participating in the Invisible Children's Schools program, which pairs a school in Uganda with an American school to raise funds for students in need.

Student consent – "yes." On a motion by Trustee Stewart, seconded by Trustee Gibson, the Board of Trustees authorized the Carlmont High School Dove Club to raise money for a school in Uganda.

Approval to Hire Architects, Consultant, and Geological Testing Services for Future Construction Projects

Donald Gielow, Chief Construction Manager, advised that staff recommends approval of low cost planning to prepare for anticipated construction work this summer, when students are not on campus.

Student consent – "yes." On a motion from Trustee Lewin, seconded by Trustee Gibson, the Board of Trustees approved hiring the following firms to begin the architectural process: (1) Spencer Associates for the Music/Art Building at Carlmont High School and classroom renovation at Sequoia High School; (2) a consultant to provide educational specifications for a new East Palo Alto High School Campus; (3) Cody Anderson Wasney Architects for the new Gymnasium Complex starting with pre-construction site work at Sequoia High School and renovation of G-Wing for Career/Technical at Woodside High School; (4) a landscape architect to plan for landscaping and fencing at Sequoia and Woodside high schools, and (5) geological testing firms as needed for these projects.

Approval of District Calendar for 2008-09

Superintendent Gemma advised that the 2008-09 calendar basically follows this year's calendar. He noted that there is a large discrepancy between the number of days in the first and second semesters. The proposed school calendars for 2009-10 and 2010-11 begin to make the adjustment toward balancing the days in the first and second semesters by starting school earlier in the summer and ending school earlier in the spring.

Student consent – "yes." On a motion from Trustee Rumley, seconded by Trustee Lewin, the Board of Trustees approved the District Calendar for 2008-09.

Approval of Job Description for Programming, Web, and Server Services Manager

Edward LaVigne advised that the Technology Department is in need of a person in charge of web services, programming, and software services.

Trustee Stewart requested information concerning the structure of the department.

Trustee Gibson asked about contracting out for services.

Student consent – "yes." On a motion from Trustee Stewart, seconded by Trustee Rumley, the Board of Trustees approved the job description for Programming, Web, and Server Services Manager.

Approval of Standards for Work Experience Education

Francisca Miranda, Deputy Superintendent, Educational Services, advised that these Standards come from the state framework and are the first written for Work Experience Education.

Trustee Gibson commented that during classroom visits at the schools he found variations in the Work Experience program and supported Standards to alleviate the variation and increase program accountability.

Trustee Stewart moved to table consideration of the Standards for Work Experience Education. The motion failed for lack of a second. However, in deference to Trustee Stewart's request this item will be moved to a future meeting.

Approval of Job Description for Work Experience Education Teacher/Coord.

Francisca Miranda advised that the job description for Work Experience Education Teacher/Coordinator has been updated to reflect the changes in the workforce as well as changes in our student population.

Student consent – “yes.” On a motion from Trustee Gibson, seconded by Trustee Rumley, the Board of Trustees approved the job description for Work Experience Education Teacher/Coordinator for 2007-08.

Board of Trustees'/ Superintendent's Comments and Committee Reports

Deputy Superintendent Miranda advised that she had attended an excellent conference, “Closing the Achievement Gap.”

Trustee Stewart reported on attending the San Mateo County Blue Ribbon Task Force on Autism, and asked that the Board is kept current as the recommendations from the Task Force are discussed and implemented countywide.

Trustee Rumley advised that Sequoia High School welcomed eighth-grade parents at the annual District Orientation for Eighth-Grade Parents, and the event was well attended and very successful. She also announced that there would be a Latino Film Festival in Redwood City.

President Martinez has been working with a Task Force for Safe School Routes in Menlo Park. Trustee Lewin and Trustee Stewart volunteered to be on the Task Force.

Trustee Stewart requested an update on Career Education. Francisca Miranda advised that she would be scheduling a visit to the MetroEd program at Metropole School District in San Jose.

Adjournment at 8:32 p.m

Student consent – “yes.” On a motion by Trustee Lewin, seconded by Trustee Gibson, the Board of Trustees adjourned its meeting at 8:32 p.m.

Respectfully submitted.

Olivia Martinez, President

Don Gibson, Clerk