

SEQUOIA UNION HIGH SCHOOL DISTRICT
REVISED BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR 1/20/16, BOARD MEETING

1. CALL TO ORDER

Anyone wishing to address the Board on closed session matters may do so at this time.

2. CLOSED SESSION

- a. APPEAL OF EXPULSION ORDER
- b. CONSIDERATION OF STUDENT DISCIPLINES/EXPULSIONS
- c. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides;
Employee Organizations: Sequoia Union High School District Teachers' Association (SDTA)
- d. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (one matter)

3. ROLL CALL

4. WELCOME AND EXPLANATION TO AUDIENCE

5. PLEDGE OF ALLEGIANCE

6. APPROVAL OF AGENDA

7. REPORT OUT ON CLOSED SESSION

8. APPROVAL OF CONSENT CALENDAR

Board action to approve the following items is taken simultaneously with one motion which is not debatable and requires an unanimous roll call vote for passage. The action indicated on each item is deemed to have been considered in full and action taken as worded therein. If a member of this Board, the Superintendent, or the Public so requests, any item shall be removed from this section and placed on the regular order of business.

MOTION: *wave reading of the Consent Calendar, accept the reports, adopt the resolutions, and approve other items.*

- a. APPROVAL OF MINUTES FOR DECEMBER 9, 2015, AND JANUARY 5, 2016, BOARD MEETINGS (consent)

SITUATION

Enclosed with the background materials are the minutes for the December 9, 2015, and January 5, 2016, Board meetings.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the December 9, 2015, and January 5, 2016, Board meetings.

- b. APPROVAL OF PERSONNEL RECOMMENDATIONS (consent)

SITUATION

Enclosed with the background materials are the Personnel Recommendations for certificated and classified employees.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Personnel Recommendations **and addenda** as indicated.

c. QUARTERLY REPORT ON WILLIAMS COMPLAINTS (info/consent)

SITUATION

As part of the Williams Uniform Complaint Procedures, school districts are required to provide a quarterly report on the number of complaints that have received. Under Education Code 35186, Complaint Rights, parents have the right to expect their schools to provide sufficient textbooks, sufficient qualified teachers and instructional materials, and school facilities that are clean, safe, and maintained in good repair.

The District was in receipt of one complaint from Sequoia High School for the quarter ending on December 31, 2015.

In the complaint, a staff member reported a “burning gas or chemical smell” in Classroom 216 that was prevalent in the morning and dissipated during the day after the windows had been open. The employee complained that the air quality could affect the employee’s breathing and allergies.

The District received the Williams’ complaint on October 20, 2015. Based on the complaint, the teacher’s classes were relocated and testing of the air quality on Room 216 was conducted by Kellco Services, Inc. Although extremely minute levels of solvents were found during the testing, the report from Kellco concluded that “These sample results represent very little to non-existent health risks to humans.” The presence of these solvents could be accounted for by work that was done previously that included replacing the flooring in the classroom.

Based on Kellco’s report and relevant law, the District has determined that Room 216 is currently in “good repair;” however, as an added precaution, the room will remain vacant for the remainder of the year to allow any remaining solvents to completely dissipate.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees accepts the report as presented.

d. APPROVAL OF READMISSIONS (consent)

SITUATION

Readmissions

When a student is expelled from the district the Board sets a date for the student to request readmission. Following the request for readmission, a committee meets to consider the request. The Readmissions Committee is composed of site administrators, the student, his/her parents, and the district’s Welfare & Attendance Advisor. Others who may have information to share regarding the student are also invited to attend. The student is required to provide some evidence of rehabilitation prior to being recommended for readmission to the district. If the Board has set any conditions for a student’s readmission, the committee also ensures that the student has complied with the conditions.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the readmission committee’s recommendation to accept six (6) previously expelled students (names to appear in official minutes) back into the district.

e. APPROVAL/RATIFICATION OF FIELD TRIPS (consent)

SITUATION

Carlmont High School

19 Jazz Ensemble members will travel to Santa Cruz on March 18-19, 2016, to perform in a Jazz Festival where the group will be evaluated and rated by professional musicians/adjudicators.

80 Orchestra/Band members will travel to Seattle, Washington on March 31 – April 3, 2016, to participate in college tours and clinics at University of Washington and University of Puget Sound. This is an educational field trip where band members will also spend time sightseeing and visiting museums.

11 Distributive Education Clubs of America (DECA) members travelled to San Jose on January 8 – 10, 2016 to attend a DECA Career Development Conference. Field trip request is presented today for ratification.

Menlo-Atherton High School

30 Advanced Placement (AP) Environmental Science students will travel to Moss Beach, Fitzgerald Marine Reserve, on February 18, 2016, to gather ~~and enter~~ tide pool data **and enter** into long-term data banks from which other researchers have access.

30 AP Environmental Science students will travel to Santa Cruz on February 19, 2016, to gather tide pool data at Natural Bridges State Beach/Park.

75 Advancement Via Individual Determination (AVID) members will tour various Southern California Colleges & Universities on March 23-25, 2016.

Redwood/Menlo-Atherton High Schools

40 students will travel to Squaw Valley Ski Resort in Lake Tahoe on January 31, 2016, to participate in snow board and ski lessons.

Redwood High School

35 Redwood Environmental Academy & Leadership (REAL) members will travel to Monterey on February 18, 2016, to study plant and animal adaptations at the Monterey Bay Aquarium.

9 REAL Computer Technical Education (CTE) students will travel to the Marine Science Institute (MSI) in Redwood City on March 18, 2016, to participate in the “Canoes in Slough” program with their Kennedy Middle School mentees.

Sequoia High School

25 Associated Student Body (ASB) members will stay overnight at Sequoia High School on January 23-24, 2016, to participate in team building activities and planning for second semester.

30 ASB members will travel to Ontario on April 9-11, 2016, to attend the California Association of Leaders (CASL) Leadership Conference.

15 Science students will travel to Arkansas, Tennessee, Mississippi, and Alabama on February 12-18, 2016, to participate in the Sojourn to the Past tour, and learn about the Civil Rights Movement.

20 Math English Language Development (ELD)/Limited English Proficient (LEP) students will travel to Fitzgerald Marine Reserve at Moss Beach on March 5, 2016, to participate in a three mile hike at low tide to explore tide pools.

20 Math ELD/LEP students will travel to Pinnacles National Park in Paicines on April 23, 2016, to participate in a three mile hike in and around bat caves at the end of bat hibernation period.

18 Boys' Varsity Baseball team members will travel to Selma on March 20-23, 2016, to play in a Baseball Tournament.

FISCAL IMPACT

No fiscal impact of General Fund. No student will be denied the opportunity to participate in these field trips due to finances.

RECOMMENDATION

That the Board of Trustees approves the field trip requests for Carlmont High School's Jazz Ensemble to Santa Cruz on March 18-19, 2016; Orchestra/Band members to Seattle, Washington on March 31- April 3, 2016; and ratifies approval of the DECA trip to San Jose on January 8- 10, 2016, and approves Menlo-Atherton's AP Environmental Science students to Moss Beach, Fitzgerald Marine Reserve, on February 18, 2016; **AP Environmental Science students to Santa Cruz on February 19, 2016; AVID to Southern California Colleges & Universities on March 23-25, 2016; Redwood and Menlo Atherton students to Lake Tahoe on January 31, 2016; Redwood High School's REAL members to Monterey on February 18, 2016; REAL CTE to MSI in Redwood City on March 18, 2016; Sequoia High School's ASB members overnight stay on January 23-24, 2016; ASB to Ontario on April 9-11, 2016; Science students to Southern States on February 12-18, 2016; Math ELD/LEP students to Moss Beach on March 5, 2016; Math ELD/LEP students to Paicines on April 23, 2016; Boys' Varsity Baseball team to Selma on March 20-23, 2016.**

- f. APPROVAL OF REQUEST TO DECLARE TEXTBOOKS OBSOLETE OR NON-ACCOUNTABLE (consent)

Included with the background materials is an itemized list of obsolete/non-accountable textbooks from Woodside High School. These items are either obsolete and/or will be transferred to another school. Therefore, staff recommends that the Board declares these items as obsolete/non-accountable textbooks per Education Code Sections 60500 - 60510.

FISCAL IMPACT

No impact to the General Fund.

RECOMMENDATION

That the Board of Trustees declares the listed items as obsolete and unsuitable for use, and authorizes the Superintendent to dispose of or transfer the listed items in accordance with Education Code provisions.

- g. APPROVAL OF NEW COURSE PROPOSAL, AP COMPUTER SCIENCE PRINCIPLES (consent)

SITUATION

Advanced Placement (AP) Computer Science Principles introduces an introductory computer science course to our students. Currently we offer an AP Computer Science class that uses the Java programming language, which requires foundational skills that many of our students do not have. This new course will not only be more accessible for most students, but also will provide computer science-minded students a chance to experience two years of computer science principles in high school instead of one.

FISCAL IMPACT

Teacher training will be approximately \$500. The course curriculum is web-based, and there will not be a need to purchase textbooks.

RECOMMENDATION

That the Board of Trustees approves the new course proposal, AP Computer Science Principles, as presented.

h. APPROVAL OF WARRANTS (consent)

SITUATION

The Warrants for December 2015 are enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Warrants for December 2015, totaling \$6,228,167.28

i. ACCEPTANCE OF MONTHLY FINANCIAL REPORTS (consent)

SITUATION

The Monthly Financial Reports for December 2015 are enclosed with the background materials.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees accepts the Monthly Financial Reports for December 2015.

j. AUTHORIZATION TO DECLARE PROPERTY SURPLUS (consent)

SITUATION

Enclosed with the background materials is a list of district surplus equipment, which has been declared either obsolete or beyond repair. Staff recommends that the Board declares these items as surplus/obsolete property per Education Code Sections 17545 - 17555.

FISCAL IMPACT

No impact on the General Fund

RECOMMENDATION

That the Board of Trustees declares the listed items as surplus property, obsolete and unsuitable for use, and authorizes the Superintendent to dispose of these surplus items in accordance with Education Code provisions.

k. ACCEPTANCE OF GIFTS (consent)

SITUATION

Included with the background materials are lists of the gifts received since the last report to the Board.

FISCAL IMPACT

No fiscal impact to the General Fund

RECOMMENDATION

That the Board of Trustees accepts the gifts and requests that the school site sends a letter of appreciation to the donor where appropriate.

1. APPROVAL OF AMENDED AGREEMENT WITH SPENCER ASSOCIATES (consent)

SITUATION

On October 8, 2014, the Board approved a master contract with Spencer Associates for design services.

The Music building on the Sequoia High School campus has very dated under-sized spaces that are in great need of an imaginative renovation. Spencer and Associates will utilize an approach similar to the one that they employed with the Sequoia Woodshop building: the interior of the building will be removed and a new floor plan created that will result in better instructional spaces, flow, and space utilization. In particular, the main band/orchestra room will almost double in size and for the first time contain appropriate storage for instruments. Major upgrades will be made to the choral and keyboard/audio production spaces.

Staff has prepared an amendment to the existing contract with Spencer Associates that include this project within the scope of the architectural services provided. The amended agreement has been approved by legal counsel. The proposal is included with the background materials and incorporated by reference into the amendment. The total amount authorized to be expended under the amendment is \$281,300.

FISCAL IMPACT

No impact to the General Fund; all costs to be paid by Measure “A” Bond funds.

RECOMMENDATION

That the Board of Trustees approves the amended agreement with Spencer Associates for the complete redesign of Sequoia High School Music Building, with a fee not to exceed \$281,300, plus reimbursable expenses not to exceed \$10,000.

m. APPROVAL OF ADDITIONAL SERVICES BY QUATTROCCHI-KWOK ARCHITECTS FOR 1090 MILLS WAY, REDWOOD CITY (consent)

SITUATION

On September 12, 2012, the Board approved hiring Quattrocchi-Kwok Architects (QKA) for architectural services at 1090 Mills Way, Redwood City, in the amount of \$94,500. This cost was based on an approximate \$800,000 construction cost for a bare bones renovation. Since that initial proposal the District and QKA re-designed 1090 Mills Way to accommodate the Maintenance and Transportation departments, which increased construction cost to approximately \$1,621,490.

Once the plans were submitted to the City of Redwood City for review and approval, the building was severely vandalized. The electrical and low voltage infrastructure was completely destroyed, all copper was stolen which affected the fire sprinkler system, plumbing, and HVAC systems, as well as damaging walls and ceiling fixtures. All this contributed to the additional costs to renovate this building, which increased design fees. The district received a reimbursement of \$500,000 for the damage and theft of electrical wire and copper plumbing from its insurance carrier.

On November 5, 2014, the Board approved a Lease Lease-Back contract with Alten Construction (which was amended by the Board on February 4, 2015 and June 10, 2015). Based upon the actual construction cost of \$3,020,748, plus the initial QKA proposal of \$94,500, it is now necessary to pay QKA architects for additional design services, per the Master Architect Agreement, in the amount of \$215,075, which is based on the Office of Public School Standard Construction’s sliding scale.

FISCAL IMPACT

No impact to General Fund. All costs to be paid by state matching funds.

RECOMMENDATION

That the Board of Trustees approves the additional design services cost for Quattrocchi-Kwok Architects in the amount of \$215,075 for the renovation of 1090 Mills Way, in Redwood City.

- n. APPROVAL TO AMEND CONTRACT FOR OWNER'S REPRESENTATIVE SERVICES (consent)

SITUATION

The District contracted with Allan France on an interim basis in early 2015 to provide project management services for the first increment of the Carlmont S-Wing project. He worked through an extremely challenging summer and fall and provided District staff with sound guidance and support in addressing unforeseen conditions and construction issues. District staff now recommends an extension of the District's contract with Mr. France to provide for continued owner's representative support for ongoing Measure A work at Carlmont High School and for work at Woodside High School.

FISCAL IMPACT

No impact to the General Fund; all monies will be paid by Measure "A" bond funds.

RECOMMENDATION

That the Board of Trustees approves the change order to the District's contract with Allan France to increase the maximum amount payable to an amount not to exceed \$245,000 to provide project management services at Carlmont and Woodside high schools.

- o. ADOPTION OF RESOLUTION NO. 1564, ACKNOWLEDGING REQUIREMENTS OF REGULATION SECTION 1859.95.1 (by roll call vote)

SITUATION

The Office of Administrative Law approved emergency regulations on November 1, 2012, which that impacts how the Office of Public School Construction (OPSC) will process applications received after the existing bond authority is no longer available to receive New Construction or Modernization applications. These regulations establish a State Allocation Board (SAB) acknowledged list for projects that are received by OPSC after the bond authority is exhausted. The new list is called the "Applications Received Beyond Bond Authority List." This list will be presented to the SAB for acknowledgement, but not approval. Because the applications will not be fully processed for final grant determination, the project funding amounts on the list will be estimates only, and would likely be different if finalized.

A New Construction or Modernization application package received by the SAB on or after November 1, 2012, must include a school board resolution containing several acknowledgements specified in new Regulation Section 1859.95.1. In order to submit an SAB 50-04 funding application, the attached school board resolution is required. It should be noted that staff is planning to submit an application for the new A-Wing classroom building project at Sequoia High School.

FISCAL IMPACT

No Impact to General Fund. All costs to be paid by bond funds.

RECOMMENDATION:

That the Board of Trustees adopts Resolution 1564, acknowledging the requirements of Regulation Section 1859.95.1.

- p. REPORT ON CONSTRUCTION SERVICE CONTRACTS/AMENDMENTS UNDER \$35,000 (info/consent)

SITUATION

Per Board Policy 3512, Contracts, the Board of Trustees authorizes the Superintendent, or his/her designee, to approve all contracts up to \$35,000. The Superintendent is required to submit a comprehensive list of all

contracts approved under his authorization to the Board of Trustees for ratification. Included with the background materials is a list of contracts under \$35,000.

FISCAL IMPACT

None.

RECOMMENDATION

That the Board of Trustees ratifies the District's construction service contracts under \$35,000.

- q. APPROVAL TO HIRE TESTING ENGINEERS FOR EPAA NEW GYMNASIUM PROJECT (consent)

SITUATION

On September 16, 2015, the Board approved hiring the Inspector of Record for the new gymnasium project at East Palo Alto Academy. On November 18, **2015**, the Board adopted Resolution No. 1561 to sole source the new gymnasium and enter into contract with Construction Specialties LTD. On December 9, **2015**, the Board approved the site work bid. It is now necessary to hire Testing Engineers to provide all in-shop and on-site structural and material testing for steel, concrete, grout, welding and all necessary certification during the construction as required by the Division of the State Architects. The cost for these services is \$81,918.

FISCAL IMPACT

No impact to General Fund; all costs to be paid by bond funds.

RECOMMENDATION

That the Board of Trustees approves hiring Testing Engineers in the amount of \$81,918 for material and structural testing of the new Gymnasium project at East Palo Alto Academy.

- r. APPROVAL OF ADDENDUM NUMBER FIVE OF SUPERINTENDENT'S CONTRACT (consent)

SITUATION

At the conclusion of the yearly superintendent evaluation process in October and a recent midyear review, the Board expressed its interest to recognize the progress the district has made through its current leadership. As such for the remainder of the superintendent's contract which expires in June 2017, the district will contribute \$1000 monthly to the superintendent's 403b tax shelter plan in addition to his current compensation package.

RECOMMENDATION

That the Board of Trustees approves Addendum No. Five to the Superintendent's contract that will result in a \$1,000 monthly contribution to the Superintendent's 403b tax shelter plan for the remainder of his contract.

- s. APPROVAL OF AGREEMENT BETWEEN SEQUOIA ADULT SCHOOL AND JOBTRAIN (consent)

SITUATION

As part of the AB86 legislation, adult schools and colleges in San Mateo County created a consortium named ACCEL (Adult-Education College and Career Educational Leadership) to restructure adult education in the county. Each adult school in the county was allocated specific funds (Sequoia Adult School [SAS] receives about \$1,000,000). In addition, ACCEL as a whole received "shared" funds to strengthen programs in the agencies between agencies and to fill gap in services. The collaboration of Sequoia Adult School and Cañada College was allocated \$309,000 of these "shared" funds to address service gaps in their sub-region of the ACCEL consortium.

Administrators and staff from the Cañada College and Sequoia Adult School both have long-standing partnerships with JobTrain, and decided to allocate some of these funds to JobTrain to provide selected Career Technical Education (CTE) classes for Sequoia Adult School and Cañada College in pathways focused on Web

Development and Medical Assisting. The classes and associated services to be provided are two (2) cohorts of the successful Web-Developer/Coding pathway developed and piloted by Cañada College, JobTrain, SparkPoint and Sequoia Adult School with support of one (1) cohort of JobTrain's Medical Assisting in the evenings. The cost to ACCEL is \$200,055. Included with the background materials is a copy of the contract..

FISCAL IMPACT

None; JobTrain is not a mandated member of ACCEL so funds cannot go directly to it. Hence Sequoia Adult School agreed to act as the fiscal agent.

RECOMMENDATION

That the Board of Trustees approves the agreement between Sequoia Adult School and JobTrain.

9. SPECIAL RECOGNITIONS

- a. Superintendent's Commendations

10. PUBLIC COMMENT

- a. This period is for speakers whose items are not on the agenda. Speakers are customarily limited to two minutes. Speaker slips are available at the agenda table.
- b. Correspondence

11. INFORMATION ITEM

- a. MULTI-YEAR ENROLLMENT STUDY

SITUATION

Attached is the latest multi-year enrollment projection report from the district demographer consultant, Tom Williams. His enrollment projections are based on October 2015 enrollments for SUHSD and its eight partner elementary districts. His methodology includes dividing the district into approximately fifty zones and determining independent and updated cohort survival rates of one grade level to the next within each identified zone. This is also the first study he has done that uses the new boundaries as the means to determine projected enrollments at each comprehensive high school. His projections do not include enrollments at charter schools including East Palo Alto Academy (EPAA). The projections assume that all district students will remain enrolled in their comprehensive high schools and, thus, the study does not reduce the number of projected students for each school based on anticipated transfers to alternative programs such as Redwood, middle college, and independent study. Mr. Williams accounts for enrollment in Summit and Everest charter schools through a lower 8th to 9th cohort survival rate.

Mr. Williams' study has determined that the district enrollment will reach 9,447 in the year 2020 and will reach 9800 if EPAA, as a dependent charter, is included. This projection does not assume a potential loss of students to D.TECH, which will be moving onto the Oracle campus in August 2017. This forecast of 9447 students represents a forecast that is approximately 500 students lower than his study from June 2013. Mr. Williams attributes this lower forecast to the effects of gentrification, which has manifested itself in K-8 enrollment declines in Ravenswood and Redwood City elementary districts. These declines were not anticipated in the 2013 study. Enrollment in the Redwood City Elementary District has also been affected by the opening of three charter schools. Enrollment in these three charters was factored into the projections for SUHSD. Enrollments in other partner elementary districts such as Menlo Park City, San Carlos, and Belmont-Redwood Shores have continued to grow at a similar pace as was projected in 2013. Belmont-Redwood Shores continues to be the K-8 district with the greatest growth rate.

The enrollment study does not project future students coming from the many new apartment buildings that have been built or will be built within district boundaries. There are also many other variables such as the longer range trend of the effect of housing gentrification on district enrollment.

Mr. Williams' study continues to project a high enrollment for Menlo-Atherton High School. In examining projections for 2020, he provides two projections based on different assumptions. The high projection of 2795 assumes that the school will serve all of its resident students. Given that there are currently 340 potential M-A students attending other district schools, including EPAA, and assuming that this trend will continue at its current level, then the 2020 projection for M-A lowers to 2443. An important factor in M-A's enrollment has historically been the percent of graduating eighth graders from Menlo Park and Las Lomitas districts that choose a private high school. The historical average ranges between 10 and 18 percent which is by far the highest in the district. If circumstances were to change resulting in higher or lower numbers of students choosing private school, then M-A's enrollment would also shift accordingly. All of this evidence reinforces the need to open the Menlo Park small school as an outlet for enrollment that would otherwise be destined for Menlo-Atherton and to a lesser extent, Sequoia and Woodside.

Conversely, a more stable picture is emerging in the northern part of the district. Carlmont's enrollment is projected to reach 2330 in the year 2020 and Sequoia's enrollment is projected to reach 2260. Relatively few students choose private high schools from these communities, thus, there is less potential variance that can enter into the projections for these two high schools. Mr. Williams also included a projection of the effect of D.TECH after it opens on the Oracle campus in 2017. He assumes that 250 SUHSD students will choose to attend D.TECH with most of these students coming from the Carlmont attendance area. When this assumption is factored in, the enrollments of Carlmont and Sequoia are reduced to 2163 and 2171 respectively. This projection strongly supports a "wait and see" approach to the district's San Carlos Old County Road site.

With the passage of Measure A in June 2014 and the initiation of Phase One projects across the district, our schools are well prepared to receive the students that will be shortly arriving. The enrollment study confirms the current direction the district has been taking in terms of facilities and accommodating growth. The Board must understand all of the assumptions built into the study in order to assess the reliability of the projections. Given the change in the projections over the last two and one half years, periodic updates to the projections remain necessary as housing conditions within the district continue to shift.

12. PUBLIC HEARING

a. PUBLIC HEARING ON PRELIMINARY ASSESSMENT REPORT FOR MENLO-ATHERTON G-WING PROJECT

SITUATION

Pursuant to Section 17213.1 of the California Education Code, and as a condition of receiving state funding, the District has been informed that it must prepare and submit to the State Department of Toxic Substances Control (DTSC) a Preliminary Environmental Assessment (PEA) Report for the Menlo-Atherton High School G-Wing Building Project. The objectives of the PEA include determining if a release of hazardous materials has occurred at the project site and, if so, identifying the extent of contamination; estimating the potential threat to public health and the environment from the project site; determining whether any interim action is required to reduce an existing or potential threat to public health or the environment; assessing and providing for the informational needs of the community.

The District has contracted with Cornerstone Earth Group to prepare the PEA. The draft PEA reviewed the environmental setting of the G-Wing building construction site; describes the record review and site survey work that the consultants performed in conducting the assessment; sets forth an evaluation of the available data as it pertains to human health risks; and makes conclusions and recommendations. Included with the background materials is the Public Notice of the Public Comment Period; the entire preliminary PEA report document is available for review at 480 James Avenue, Redwood City, California.

Specifically, the PEA concludes that the exposure to future occupants of the construction site via incidental soil ingestion, dermal contact with soil and inhalation of particulates would not result in a public health risk. The PEA also concludes that the site does not pose a significant risk to human health and the environment and that it appears suitable to accommodate the District's school redevelopment plans.

In addition to transmitting the PEA to the DTSC, the Education Code requires that the District make the PEA available for public inspection and comment and that the Board of Trustees convene a public hearing to receive further comments on it. District staff has published and posted a public notice regarding the availability of the

PEA and supporting documents at the District offices. This notice also informs the public that the Board of Trustees will be considering the PEA at this meeting.

FISCAL IMPACT

There is no known material fiscal impact to this action.

RECOMMENDATION

That the Board of Trustees opens a public hearing and considers public comments received on the PEA report for Menlo-Atherton G-Wing project.

13. DISCUSSION ITEMS

a. DISCUSSION OF LATE START AT CARLMONT HIGH SCHOOL

SITUATION

Based on research on sleep needs of adolescents, three out of the four comprehensive high schools have adopted a later start to daily classes. In October 2009, the Board directed staff to have all District schools move to a later start time based on information presented by District parents, Dr. Mark Rosekind (currently Chair of the National Transportation Safety Board), and Dr. Bill Dement at Stanford. At the time Carlmont High School did not move its start time mainly due to transportation concerns involving SamTrans and district transportation from East Palo Alto.

Recently staff learned that State Senator Jerry Hill will be introducing legislation that will require a discussion at the local school board level about school start times in an attempt to encourage a dialogue around the advantages of a later school start time to adolescents.

The American Academy of Pediatrics has stated: “The research is clear that adolescents who get enough sleep have a reduced risk of being overweight or suffering depression, are less likely to be involved in automobile accidents, and have better grades, higher standardized test scores and an overall better quality of life.” “Studies have shown that delaying early school start times is one key factor that can help adolescents get the sleep they need to grow and learn.”

SamTrans has now indicated that it is now able to accommodate a later start time at Carlmont without any adverse impact on Ralston Middle School, which it also serves with many of the same buses. The issue with the district buses from East Palo Alto related to commute traffic on Highway 101, which would require extra travel time for students, thus, limiting much of the benefit. Due to the boundary changes, there are relatively few students from the Ravenswood community that are opting to attend Carlmont. In many cases these students are taking seven classes in which case they would not be affected a change in start time. It is expected that beginning in the 2016-17 school year only two buses will be needed to transport the remaining East Palo Alto students to Carlmont.

Beginning in the 2016-17 school year Carlmont is proposing a flip flop of first and seventh periods as its means to offer a later start of school to approximately two thirds of its students that are taking six classes. The remaining one third of students taking seven classes will not be affected by this change. The new start time for Carlmont will be 8:57 a.m. for those on a six-period day and will continue to be at 8:00 a.m. for those students on a seven-period day. Besides bringing Carlmont into alignment with the other high schools in terms of its start time, this change will also have a large positive effect on easing traffic congestion along the Alameda de las Pulgas during the early morning commute hour. The traffic study that was done through the Four Corners Multi-agency Task Force noted that traffic along Alameda was much better on Wednesdays when Carlmont has its current later start.

In order to move the Carlmont students to a later start schedule with the least amount of disruption the school is proposing the following change to the bell schedule.

Period	Regular Day	Wednesday (minimum day)
0	8:00-8:50 a.m.	8:53-9:36 a.m.
1	8:57-9:47 a.m.	9:43-10:26 a.m.

2	9:54-10:44 a.m.	10:33-11:16 a.m.
3	10:51-11:44 a.m.	11:23-12:09
Lunch	11:44 a.m.-12:31 p.m.	12:09 a.m.-12:52 p.m.
4	12:31-1:21 p.m.	12:52-1:35 p.m.
5	1:28-2:18 p.m.	1:42-2:25 p.m.
6	2:25-3:15 p.m.	2:32-3:15 p.m.

The majority of students will be scheduled into a first (1st) through sixth (6th) period day. The students scheduled into a zero (0) period will be the students who need seven classes as a result of the program in which they are enrolled, such as: Advancement Via Individual Determination (AVID), Support, Study Skills, or Intervention. It is anticipated that about 30-35 percent of our student population will be enrolled in a zero-period class. All students will end their day at 3:15 p.m.

Principal Crame has discussed this proposed change with the following groups at Carlmont: Governance Council, Site Council, Parent Teacher Student Association (PTSA), Carlmont Academic Foundation, and the Athletic Boosters Club. He has also discussed the later start proposal with department chairs and with the entire staff on several occasions. An email notification went out to all parents the week before winter break with details about this proposal.

Ralph Crame, Principal of Carlmont High School, will be present to make a short presentation and answer questions. At least one other district principal will also be present to speak to how the later start was implemented at his / her school.

The late start proposal for Carlmont is being brought forward for Board discussion. Assuming it has Board support in its current form, it will be brought back to the Board for action at the February 3 meeting.

b. **DISCUSSION OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS: BP/AR 1312.3, UNIFORM COMPLAINT PROCEDURES, AND BP/AR 4030, NONDISCRIMINATION IN EMPLOYMENT**

SITUATION

District staff is in the process of reviewing and updating board policies and administrative regulations where necessary to align them with current state and federal law and best practices as designated by California School Boards Association (CSBA) and district practice. The following Board Policies (BP) and Administrative Regulations (AR) are enclosed for review and discussion by the Board.

Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures

Board Policy and Administrative Regulations (BP/AR) 1312.3 provides community members and employees with the policies and practices that govern the resolution of complaints in the following areas:

1. Violation of applicable state or federal law or regulations governing student programs;
2. Unlawful discrimination (such as discriminatory harassment, intimidation, or bullying);
3. Violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities;
4. Noncompliance with legal requirements related to the implementation of the local control and accountability plan;
5. Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy; and
6. Any other complaint as specified in a district policy.

Although BP and AR 1312.3 were revised in 2014, the proposed changes bring more specificity to the types of complaints that fall under the Uniform Complaint Procedures (such as complaints regarding the Local Control

Accountability Plan [LCAP]) and brings more clarity to the process for the investigation of complaints including alternative resolutions of disputes.

Board Policy and Administrative Regulation 4030 – Nondiscrimination in Employment

Board Policy 4030 was last revised in 2010 and did not include an administrative regulation. The revisions to BP 4030 includes a proposed AR 4030 for consideration that designates the responsibilities of the District and the complaint procedures for alleged discrimination against employees and job applicants. Administrative Regulation 4031 addressed the complaint procedures for unlawful harassment of employees with is now covered under BP and AR 1312.3 and BP and AR 4030. With the proposed adoption of BP and AR 4030, AR 4031 will be deleted.

c. DISCUSSION OF PROCESS TO COMPLETE ACTION PLANS FOR THE STRATEGIC PLAN

SITUATION

At the December 9 meeting, the Board decided that the focus of the January 23 retreat should exclusively be on governance and that a discussion of draft action plans for the district Strategic Plan would need to be rescheduled for a later date. Staff is proposing that February 24 be scheduled as a Board study session that would be focus on these draft action plans.

It is expected that the action plans will need to come before the Board two or three times before they will be ready for adoption; in which case, a date in February is necessary to get these plans done and approved this spring.

This item is being brought forward for discussion to see if there is agreement on the February 24 study session date and whether there is any other direction the Board wishes to give staff regarding the action plans. The adopted Strategic Plan and goals that were brought before the Board last fall are attached in order to provide the Board a reference as to the current status of the plan's development.

14. ACTION ITEMS

a. APPROVAL OF MOU WITH SAN MATEO UNION HIGH SCHOOL DISTRICT RELATIVE TO D.TECH ADMISSIONS

SITUATION

Historically the San Mateo Union High School District and the Sequoia Union High School District have enjoyed a positive relationship and have worked together in areas of mutual interest. When Summit Preparatory Charter High School opened, the two districts signed an agreement that resulted in SUHSD being reimbursed for SMUHSD students that attended Summit. This agreement was necessary as there were no provisions in state law that addressed the exchange of students between two basic aid districts.

This past fall staff became aware of the impending move of Design Tech Charter High School (D.TECH) to the Oracle campus. Current plans call for the school to open in its new location in August 2017. This created a unique situation in which a charter sponsored by one school district would be located within the boundaries of another school district. Under its current charter D.TECH would give priority to students living within the boundaries of the SMUHSD. This created concern within the Redwood Shores community that they would face the traffic impact of the school with the likelihood that students living within their community may not have any opportunity to attend the school if interest from resident students within SMUHSD remained high.

In discussions that ensued between D.TECH, SMUHSD, and SUHSD, a lottery concept emerged that would grant SUHSD students close to equivalent status with SMUHSD students for enrollment into D.TECH. Under this plan when demand for the school exceeds the number of available slots, a lottery would be held. A SMUHSD student would get their "name in the hat" five times, a SUHSD student would get their name entered four times, and all other students from outlying communities would get their name entered one time. This system would ensure close to equal numbers of SMUHSD and SUHSD students gaining admission to the school. County Counsel was actively involved in the development of the MOU with participation from all three affected parties.

Also, included in the attached MOU is language that would ensure that the receiving district would receive the full Local Control Funding Formula (LCFF) base grant amount on an Average Daily Attendance (ADA) basis from the sending district. It also requires that students wishing to attend D.TECH would need to complete the address verification process in their home district prior to the date of the lottery.

Besides this proposed MOU between SMHSD and SUHSD, a companion material revision to the D.TECH charter reflecting these agreed-upon enrollment preferences was approved by the SMUHSD Board of Trustees.

FISCAL IMPACT

(To be determined)

RECOMMENDATION

That the Board of Trustees approves the Memorandum of Understanding (MOU) with San Mateo Union High School District relative to Design Tech Charter High School (D.TECH) admissions.

- b. ADOPTION OF RESOLUTION NO. 1565, SUPPORTING FOUR CORNERS WORKING GROUP FOR IMPROVEMENTS ALONG ALAMEDA DE LAS PULGAS IN VICINITY OF CARLMONT HIGH SCHOOL AND TIERRA LINDA MIDDLE SCHOOL (by roll call vote)

SITUATION

A multi-agency group consisting of representatives from the City of Belmont, City of San Carlos, Sequoia Union High School District, and San Carlos Elementary District have been meeting regularly over the last two years to examine possible changes to the configuration of Alameda de las Pulgas in front of Carlmont High School due to the high volume of traffic during the morning commute hours.

Trustees DuBois and Sarver and the Superintendent have been representing the Sequoia Union High School District. The Four Corners Working Group has conducted a traffic study and has come up with a reconfiguration plan designed to improve traffic flow. Outside funding will be necessary to implement the plan, and each agency is bringing forward a resolution of support of its board/city council as an initial step to seek out funding.

RECOMMENDATION

That the Board of Trustees adopts Resolution No. 1565, supporting the Four Corners Working Group for improvements along Alameda de las Pulgas in the vicinity of Carlmont High School and Tierra Linda Middle School.

15. BOARD OF TRUSTEES’/SUPERINTENDENT’S COMMENTS AND COMMITTEE REPORTS

16. ADJOURNMENT